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Status of Students

St. Stephen School is a co-ed elementary school for grades PreK3 - 8. It does not discriminate on the basis of race, color, sex, national origin, religion, age, disability or handicap, or protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process). Requests for reasonable accommodations for a student with a disability may be directed to Mrs. Patrick and Mrs. Ullmann. Religion is required for each year a student attends St. Stephen School. All students enrolled in St. Stephen School must attend religion classes and services.

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.

St. Stephen School reserves the right to amend the Parent/Student Handbook and parent(s)/legal guardian(s) will be notified of any changes 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.

Mission / Vision statements

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/middle 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.

History of School

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 350 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.

Administration
We look forward to partnering with you in your child’s education! Contact us below:
School Office: 7:30a.m. – 3:30p.m. .............................410-592-7617
Fax: 410-592-7330 Email: info@ssschool.org  Website: www.ssschool.org
Located at 8028 Bradshaw Road, Kingsville, MD 21087
School Principal..........Mary Patrick.........................Email: mpatrick@ssschool.org
Assistant Principal........Rachel Ullmann..................Email: rullmann@ssschool.org
Pastor........................Fr. Larry Kolson
Religious Education……Sr. Angela DeFontes..........................410-592-8666
Mrs. Pamela Franke, Office Manager...............410-592-8666
Confirmation Program.....Mrs. Kellie Reynolds.........................410-592-7294
Business Manager........Bob Melewski
Parish Center..........................410-592-7071

Calendar for School Year - See school website
St. Stephen Faculty/Staff
Mrs. Ginni P. Zachmeier - Admissions Coordinator
Mrs. Kathleen Arbutus - Administrative Assistant
Mr. Rob Baranoski - Facilities Manager
Mr. Josh Phillips - Maintenance Staff
Mrs. Andrea Frazier - Pre-Kindergarten 3
Mrs. Melenie Woods - Pre-Kindergarten 4
Mrs. Deborah Mirabile - Kindergarten
Mrs. Laura Zavodny - Grade 1
Mrs. Debbie Liberto - 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 Boschet - Music/Spanish K – 8
Mrs. Laura Brokmeyer - Math/ELA 4 & 5
Mrs. Rose Baroody - ELA K-3
Ms. Nancy Dalina - Math 7 & 8/Science 8/STEM 6-8
Mrs. Julie McMahon - Math Resource 3-6
Mrs. Maureen Davies - Athletic Director/Physical Education Pre-K4 – 8
Mrs. Tina Hampson - Science 6 & 7/Math 6 -8
Mrs. Mary Tabassi - School Nurse
Mrs. Karen Rostkowski - Math K – 3
Mrs. Martha Spangler - Art K-8, Math Resource 6-8
Mrs. Peggy Nohe - Kindergarten Instructional Assistant
Mrs. Stacey Sydlik -First Grade Instructional Assistant
Mrs. Alexis Jackson - Pre-K Instructional Assistant /Enrichment
Mrs. Teda Behr - Pre-Kindergarten Instructional Assistant
Mrs. Nancy Young - Pre-Kindergarten Enrichment
Mrs. Veda Diegel - 2nd Grade Instructional Assistant
Mrs. Danielle Hart - 3rd Grade Instructional Assistant
Mrs. Mary Barron - Aftercare Director
Mrs. Andrea Burke - Guidance Counselor

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,
Joshua Campbell, Acting President of Board,
John Gontrum, Bob Melewski, Janet Wenger, Craig Bryant, and
Sharon Ellwood, Rachel Ullmann, Jim Kalinosky
Home & School Association
Listed below are the officers and standing committees.

Home/School Association Officers
President…………………………..……..……… Amy Pzywara
Vice-President…………………………..Bob Stelmack
Secretary…………………………………. Natalie Grabowski
Treasurer…………………………………. Elizabeth Whitehurst
Volunteer Coordinators…………….Cheryl Adam and Kris Rozankowski
Fathers’ Club Representative………John Marquette

Fathers’ Club Officers
President…………………………………. John Marquette
Vice-President…………………………..Matt Alkins
Recording Secretary………………….….Brian Elliott
Treasurer………………………………….Keith Rozankowski
Member at Large………………………Mike Pzywara

Accreditation
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.

Academics
Honor Roll
Honor Roll for students in Grades 6-8 – Students in grades 6-8 who demonstrate high academic achievement and who positively impact the learning environment are placed on Honor Roll based on the following criteria:

**Principal’s Honor Roll** – All A’s and Satisfactory or better in all special classes, standards, effort, and conduct including unstructured time

**Second Honors** – all A’s and B’s (more A’s than B’s) and Satisfactory or better in all special classes, standards, effort, and conduct including unstructured time

Any student who earns a C+ grade or lower or receives an I (Improvement Needed) or a U ( Unsatisfactory) in Effort or Conduct 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.
Promotion Requirements
Students are promoted to the next grade upon successful completion of all subjects in a given year. 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
Students who do not successfully complete required educational program may be retained at the current grade level. This decision is made by the principal in consultation with the parents. 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.

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.

Progress Reports and Interim Reports
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. It is the responsibility of parent/guardian to cooperate in remedying the situation. Teachers are responsible to keep parents informed of student’s academic progress. In grades kindergarten to second, interims are given mid-way through each marking period at the discretion of the teacher. 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.
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>
</tr>
</thead>
<tbody>
<tr>
<td>E  Emerging</td>
<td>O  Outstanding</td>
</tr>
<tr>
<td>P  Progressing</td>
<td>G  Good</td>
</tr>
<tr>
<td>I  Independent</td>
<td>S  Satisfactory</td>
</tr>
<tr>
<td>NA Not assessed at this time</td>
<td>I  Needs improvement</td>
</tr>
<tr>
<td>U  Unsatisfactory</td>
<td></td>
</tr>
</tbody>
</table>

Grades Three through Eight

<table>
<thead>
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<th>Marking Code: Subjects</th>
<th>Effort/Conduct</th>
<th>Achievement Comments</th>
</tr>
</thead>
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<tr>
<td>A+ 97-100 C+ 80-84</td>
<td>O  Outstanding</td>
<td>P  Demonstrates Proficiency</td>
</tr>
<tr>
<td>A  93-96 C  75-79</td>
<td>G  Good</td>
<td>V  Very Good Progress</td>
</tr>
<tr>
<td>B+ 89-92 D  70-74</td>
<td>S  Satisfactory</td>
<td>G  Good Progress</td>
</tr>
<tr>
<td>B  85-88 E  69 &amp; below</td>
<td>I  Needs Improvement</td>
<td>S  Satisfactory</td>
</tr>
<tr>
<td></td>
<td>U  Unsatisfactory</td>
<td>I  Needs Improvement</td>
</tr>
</tbody>
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Testing Program
St. Stephen School follows the testing program as developed by the Archdiocese of Baltimore. The Iowa Test will be administered to students in grade 2 - 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.

Instruction/Curriculum
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 and 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 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.

**Textbooks**

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.

**Mathematics**

- Pre-K – 5th grade: My Math
  - McGraw Hill Education
- Middle School: Pre-Algebra, Algebra, Geometry
  - Pearson Education

**Reading/Literature**

- Pre-K – 5th grade: Treasures
  - Houghton Mifflin Harcourt
- Middle School: Literature
  - Pearson Education

**English/Language Arts**

- 1 - 8: Voyages in English
  - Loyola Press

**Religion**

- Pre-K – 5: Blest Are We
  - RCL Benzinger
- Middle School: Spirit of Truth
  - Sophia Institute
- K – 8: Family Life
  - RCL Benzinger

**Science**

- K-8: Interactive Science
  - Pearson Education

**Social Studies**

- K-8: Various Titles
  - Houghton Mifflin Harcourt

**Parent / 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 during school. Conferences requested during the instructional day must be scheduled through the school office.
High School Admissions and Visitation Policy
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 send a handbook home listing the open houses for the fall and important deadlines. 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 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.

Student Records

Student records are maintained in the school office. Access to records is governed by the Records Policy. 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.
Records Policy *(Family Educational Rights and Privacy Act)*

St. Stephen School complies with the Family Educational Rights and Privacy Act (FERPA), which is a Federal law that protects the privacy of student education records. In general, FERPA gives parents certain rights with respect to education records. (The rights granted to parents under FERPA automatically pass to the student when the student turns 18 or enrolls in college.) These rights and related procedures of St. Stephen School are as follows:

- Parents have the right to inspect and review the student's education records maintained by the School. Parents should submit to Mrs. Zachmeier a written request that identifies the record(s) they wish to inspect. The School will make arrangements for access and notify the parent of the time and place where the records may be inspected.

Parents have the right to request that the School correct records they believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents who wish to request an amendment of the student's records should write to Mrs. Patrick and clearly identify the part of the record they believe is inaccurate or misleading and the information they believe should be included in a corrected record. If the School decides not to amend the record as requested, the School will notify the parent of the decision and the parent's right to request a hearing.

- Parents generally have the right to consent in writing to disclosures of information from a student's education record. However, there are certain exceptions to the consent requirement, including disclosures under the following conditions:
  - To School officials who have a legitimate educational interest in the information. A school official is a person employed by the School or the Archdiocese as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person or company with whom the School has contracted to provide a service (e.g., attorney); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities or duties to the School.
  - To other schools to which a student is transferring.
  - In connection with financial aid under certain circumstances.
  - To specified officials for audit or evaluation purposes.
  - To organizations conducting certain studies for or on behalf of the school.
  - To accrediting organizations.
  - In order to comply with a judicial order or lawfully issued subpoena.
  - To appropriate officials in cases of health and safety emergencies.

The School also may disclose appropriately designated "directory information" without written consent unless a parent objects in writing. The primary purpose of directory information is to allow the School to include this type of information in certain publications. Examples of such publications include a playbill, showing the student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets.

The School has designated the following as directory information:
- Student's name
- Address
- Telephone listing
- Electronic mail address
• Grade level
• Participation in officially recognized activities and sports
• Photograph
• Honors and awards received
• Dates of attendance

Parents who do not want the School to disclose the above directory information without their prior written consent must notify Mrs. Zachmeier in writing by August 1st.

• A log must be maintained of each request for access to and each disclosure of educational record information other than disclosure to parents or students 18 or older or school officials. The log should contain the name of the person(s), the date, and the legitimate interests the person had in requesting or obtaining the information.

• Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by St. Stephen School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.

Home and 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. Parents are expected to become members, to attend meetings regularly, and to support the association’s activities. 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.

Chairpersons of any fundraiser and Room Parents will receive their full Service Hour Program credit (20 Hours).

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

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

Family Directory
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 information listed must notify the school in writing by August 1st.

Partnership with Parents

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

1. to be a partner with the school in the education of your child
2. to understand and support the Catholic mission and identity of the school
3. to read all communications from the school and to request clarification when necessary  
4. to know who your child’s teachers are and to observe parent-teacher conference dates and any special requests for meetings  
5. to discuss concerns and problems with the person(s) most directly involved  
6. to be as actively involved as you can be in the life of the school and to volunteer assistance when possible  
7. to promote your school and to speak well of it to others  
8. to meet your financial obligations in a timely manner and to support the fundraising efforts of the school when possible  
9. to appreciate that Catholic education is a privilege that many persons do not have

Parental Support/Compliance

In cases of serious or repeated noncompliance by a parent with school policies or procedures, the administration reserves the right to withdraw that parent’s child/children from the school.

Acceptable Use Policy for the Internet and Technology Tools

Technology skills are necessary to ready our students for their future. Access to the Internet and technology tools (including software tools, web-based applications and services, computer equipment, I-Pads, and other personal electronic devices) allow students to conduct research, produce digital content, and communicate with classmates and teachers. The Internet and technology tools put enormous power at the fingertips of users. As such, they also place a great deal of responsibility on users.

It is imperative that technology resources be used to build community, encourage critical reflection, and foster readiness for future learning. Developments in technology at the School are to be used ethically, legally, and responsibly. As in other areas, our students are expected to make good choices with regard to their behavior.

Individual users are responsible for their activity on the Internet and technology tools, including the material stored and information shared. In order to protect private and personal information, unauthorized disclosure, use, or dissemination of personal information is prohibited. The School reserves the right to edit Internet accounts for child-only configurations, and to run filtering software for students’ protection.

The purpose of this policy is to ensure that student users (and their parents) recognize the limitations the School imposes on the use of the Internet and technology tools and that they understand the standards of behavior the School expects of users.

All users of the School network and technology tools, whether on a School-owned or personal device, are responsible for adhering to the following guidelines for acceptable use.

Acceptable uses of the Internet and technology tools are for authorized academic and school-related activities that support learning and teaching and:

- Respect the privacy and property rights of others and the well-being of the School
- Are consistent with Roman Catholic values and morals
- Treat technology tools and computer equipment with respect.
Unacceptable uses of the Internet and technology tools include but are not limited to:

- Violating the rights or privacy of others, including by photographing or filming an individual without consent
- Posting or distributing videos or photographs without consent of the persons depicted and the School
- Using technology to send profanity, obscenity, or other offensive or harmful language
- Unauthorized copying, downloading, or installation of content, software or applications (including plagiarism or “pirating” music)
- Sending false information or sending messages to the School community that fail to identify the sender (including anonymous messages or messages using a pseudonym)
- Using any program designed to disrupt network performance or breach network security, such as software designed to capture passwords or break encryption protocols
- Revealing personal information beyond what is required for login while using Internet or web-based resources
- Responding to inappropriate messages from others (which should be reported to the School)
- Downloading or copying information onto disks or hard drives without prior teacher approval
- Accessing, downloading, storing, or printing files or messages that are inappropriate or may be offensive to others (including pornography and other inappropriate images)
- Sharing of passwords or attempting to discover another’s password (passwords should be changed frequently)
- Using or accessing another’s account (network accounts are to be used only by those for whom the account has been established)
- Intentionally writing, producing, generating, copying or introducing dangerous codes or programs designed to cause harm, including, but not limited to viruses, bugs, ‘worms’, etc.
- Intentionally damaging, altering, or tampering with any hardware, software, printers, keyboards, speakers, etc.
- Accessing or searching files, directories, or folders for which the user does not have authorization
- Intentionally erasing, renaming, or disabling of anyone else’s files or programs
- Accessing social media, email, or other off-task websites or apps during School without explicit permission of a teacher or adult supervisor
- Violating School conduct rules or the law.

Harassment/cyber-bullying of others online, whether against a student, non-student, or employee, is serious, is prohibited, and is contrary to the School’s policy and values. Harassment/cyber-bullying whether it is initiated on campus or off campus, online or in person, should be reported immediately to a faculty member, and may lead to disciplinary action and possible criminal prosecution under Maryland’s law prohibiting the Misuse of Interactive Computer Service (“Grace’s Law”).

Parents are responsible for:

- Reviewing and discussing this policy with their child as well as supporting the School in its enforcement
- Partnering with the School in monitoring their child’s technology use
- Modeling appropriate Internet behaviors for their child
- Reporting any concerns regarding this policy or their child’s use of the Internet or technology tools to School personnel.

Failure to adhere to the policy guidelines may result in a revocation of a student’s Internet access and other technology privileges and disciplinary action up to and including suspension or expulsion.
Web-based Services

The School uses Google Apps for Education as well as other web-based education tools, sites, and services (“web-based services”) to provide students with important web-based educational experiences and enhanced opportunities to communicate and share collaboratively with one another. As part of students’ use of web-based services, certain educational records may be created, collected, or stored. Directory information, such as a child’s name, email address, grade/age, and enrollment status, may also be shared with web-based services. The School may access, monitor, and review children’s use of web-based services and Internet use and children shall not have any expectation of privacy with respect to any communications or activities through such services. Use of web-based services is for educational purposes only and subject to the conduct and acceptable use guidelines set forth in this Handbook. A list of the School’s web-based services and corresponding privacy policies are available upon request. By enrolling a child in the School, the parent consents to the child’s participation in the School’s academic activities and programs, including the child’s use of and access to web-based services as described in this paragraph. In order to withhold or withdraw consent for the use of web-based services, parents must contact the School principal in writing.

Emergency Information

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 fire and safety 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 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 school office as soon as the change is complete and updated in PowerSchool. Children will only be released to the person(s) designated on the emergency form, unless otherwise instructed by the custodial parent/guardian. 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.

If there is a change in the family status/or the change of a child’s name, it is important that the school be informed promptly of the change. In case of a change of custody, a copy of the portion of the court order that describes the custody arrangements must be on file with the school.

Emergency & Weather related 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.
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.

**Communication to Parents**

**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). In the best interest of students, the school welcomes and encourages communication between parents and teachers. Whenever a situation occurs that causes concern, the concern should be addressed first at the level at which the situation arose. Teachers are seen by appointment. Please contact them directly by email or phone to schedule a mutually convenient time to meet.

**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](http://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. Any change of phone number or home address is to be given to the school office and homeroom teacher in writing within one week after change is effective. We encourage parent(s)/guardian(s) to also change their contact information in PowerSchool.

Parents whose phone numbers are unlisted must give the school either the unlisted number or a number where the parent(s) can be reached. It is essential that the school have this information in case of emergency. It will be kept in the strictest confidence.

**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.

**Non-Custodial Parent**

Emergency card information for each child is to be kept current. Children will only be released to the person(s) designated on the emergency card, unless otherwise instructed by the custodial parent/guardian.

Non-custodial parents are welcome to review their child’s records unless there is a court order or legal agreement prohibiting such access. The school may notify the custodial parent of a request to review records.

St. Stephen School does not allow a non-custodial parent physical access to his/her child during school hours or on school premises unless the custodial parent has consented or the school has a court order permitting access.

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.

**AlertSolutions**

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.

**Harassment Policy**

Harassment or abuse of any kind is not acceptable behavior in St. Stephen School and will result in disciplinary action up to and including suspension/expulsion.

**Policy**

It is the policy of the Archdiocese to prohibit discrimination, including harassment, on the basis of race, color, sex, national origin, religion, age, disability or handicap, or protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process) in its education programs and activities. Each Catholic school shall adhere to this policy with respect to students. (Employees are similarly protected from harassment by a separate Archdiocesan policy.)
I. Scope

This policy applies to all students in Archdiocesan elementary, middle and secondary schools. The Archdiocese neither condones nor tolerates harassment of students at school, at school-related activities or functions, or in any school-related setting. Harassment of students, whether engaged in by other students, teachers, administrators, or others, is prohibited. Violation of this Policy is grounds for disciplinary action up to and including termination of employment or suspension or expulsion from school, depending on the nature and severity of the offense and the individual’s disciplinary record.

II. Prohibited Conduct

A. For purposes of this Policy, “harassment” means verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, sex, national origin, religion, age, disability or handicap, or protected activity, that:
   i. Has the purpose or effect of creating an intimidating, hostile or offensive environment;
   ii. Has the purpose or effect of unreasonably interfering with an individual’s academic performance; or
   iii. Otherwise adversely affects an individual’s educational opportunities.

B. Harassing conduct includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, sex, national origin, religion, age, handicap or disability. “Sexual” harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for educational decisions or has the purpose or effect of unreasonably interfering with an individual’s academic performance or creating an intimidating, hostile or offensive environment.

III. Procedure

A. Any person who believes that a student is being subjected to harassment should immediately report the harassment to any one or more of the following individuals: the student’s teacher, the principal of the school, the Superintendent of Catholic Schools.

B. Individuals are encouraged to report harassment early, before it becomes severe or pervasive, so that preventive action can be taken. All complaints will be investigated promptly, thoroughly and impartially, and will remain confidential to the extent possible.

C. Any retaliation, reprisals, or intimidation, whether by the alleged harasser or from another source, directed toward the complaining party or anyone else as a result of the filing or investigation of a harassment complaint is considered a serious violation of this Policy and should be reported immediately.

D. Once the investigation is complete, the school will take immediate and appropriate corrective action when it determines that this Policy has been violated. The complaining party and the complained-of party will be advised of the investigation’s findings and conclusions. A report of the findings will be forwarded to the Department of Catholic Schools.
Bullying 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 of 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. A standardized reporting form is available at https://ssschool.org/assets/files/Bullying-Reporting-Form.pdf and from the School Office. School principals will ensure that all illegal behaviors are reported to the appropriate local authorities and the Superintendent of Catholic Schools immediately.

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 is:

- 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; or,
- threatening or seriously intimidating; and,
- occurs on school property, at a school activity or event, or on a school bus; or,
- substantially disrupts the orderly operation of a school.

Transportation

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. Or review the maps attached to the end of the handbook.

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.

### Regular Day for Pre-Kindergarten - Grade 8

<table>
<thead>
<tr>
<th></th>
<th>Days</th>
<th>AM Hours</th>
<th>PM Hours</th>
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<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>
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Early Dismissal Day for Pre-Kindergarten - Grade 8

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<thead>
<tr>
<th></th>
<th>Mon. - Wed. - Fri. or Tues. &amp; Thurs.</th>
<th>8:00 A.M.</th>
<th>11:00 A.M.</th>
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<tbody>
<tr>
<td>Pre K-3</td>
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<tr>
<td>Pre K-4 A.M.</td>
<td></td>
<td>8:00 A.M.</td>
<td>10:00 A.M.</td>
</tr>
<tr>
<td>Pre K-4 P.M.</td>
<td></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>
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<tr>
<td>Kindergarten-8</td>
<td></td>
<td>8:00 A.M.</td>
<td>12:15 P.M.</td>
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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. Quiet conversation is permitted. However, students may not play. Please do not send in toys. 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.

Admissions

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.

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 given a two-month evaluation period. If during this time the school is unable to meet the needs of the student(s), the parent(s) will be asked to place their child in another school. Such recommendations would only occur after conferences with the parent(s) and after exhausting all other methods of help. Students are initially placed using the results of the following:
- School administered placement test
- Teacher recommendation (from sending school)
- Progress reports
- Standardized test results

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 wait 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.

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 and parents can select either one full payment, semi-annual payments, or monthly payments. 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.

Re-registration Policy
Re-registration usually takes place at the end of December. A fifty dollar non-refundable fee ($50.00) for each family is charged at the time of re-registration. Any new siblings must be registered at this time to ensure their spot for the upcoming school year.

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:

<table>
<thead>
<tr>
<th>Date of Departure</th>
<th>% of Tuition Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to May 20¹</td>
<td>100% (except deposit and $100 withdrawal fee)</td>
</tr>
<tr>
<td>Prior to July 1¹</td>
<td>90%</td>
</tr>
<tr>
<td>Prior to start of school year</td>
<td>75%</td>
</tr>
<tr>
<td>Prior to November 1¹</td>
<td>50%</td>
</tr>
<tr>
<td>After November 1¹</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.

 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

Regular attendance is considered essential for learning at St. Stephen School. Students need to develop the work habits and responsibilities required of all of us as we go through life. When a student is absent from school, a parent/legal guardian must telephone or email the school before 9am to report the reason for absence. All absences and tardiness become part of a student’s permanent record.

Absence from school during the academic year due to family vacations is strongly discouraged. Missed work and assignments may only be obtained upon return.

Students who are absent from school may not participate in any after school or evening school sponsored events such as sports, dances, etc.

When he/she returns to school, the student must bring a written note to his/her homeroom teacher signed by a parent/legal guardian stating the reason for absence. The school reserves the right to require a
doctor’s note for absences due to illness or injury or need for assessment/evaluation. A child may not return to school until he/she is well enough to participate in all school activities. If a student will be out of school for an extended period, whether continuous or intermittent, parents should consult with the administration regarding appropriate support of the student in fulfilling the school curriculum or alternative arrangements such as home and hospital services through the local public school district.

**Truancy**

Truancy is defined as a student absenting him/herself from school without parent/legal guardian permission, or leaving school grounds without permission during the school day. Truancy may result in disciplinary action up to and including suspension or expulsion.

**Lateness/Assignments**

Students may enter their homerooms at 7:30am. The school day begins at 8am. Any student arriving after 8:10am is considered late and must report to the office for a late slip. 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. Tardiness is entered on a student’s permanent record. It is the responsibility of the student to check with the homeroom teacher to receive the necessary communication or work that may have been missed due to lateness.

**Early Departure/Late Arrivals**

The school discourages early departures and requests that families arrange medical and dental appointments, etc. after school hours, on early dismissal days, or during vacation periods. Check the calendar for days when school is not in session.

In order to be considered present for a half day, student(s) must be in class for at least four instructional periods.

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.

**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. Staff members are involved after dismissal with conferences, meetings, extracurricular activities, and/or lesson preparations: 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 convent 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.

All students on the second floor will dismiss out the doors by the Hall. Teachers will walk their classes down the steps and wait by the doorway until the end of first pick-up. Kindergarten students will dismiss out the door by their classroom. All other first floor students will dismiss out the main office doorway.

**Early Dismissal Days**

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.

**DISCIPLINE**

**Statement on Philosophy of Discipline**

St. Stephen School strives to develop responsible, courteous, self-disciplined boys and girls whose pride in themselves, their parents, their school, and their community is reflected in their behavior. The development of such young people requires a consistent practice of thoughtful, responsible behavior during these formative years. Students are made aware that they are an integral part of the faith community and that their actions affect themselves as well as the entire community. The ultimate purpose is to develop true Christian character and a sense of responsibility: to establish an atmosphere conducive to academic excellence; and to protect the welfare of the individual, as well as the school community.

Students may be disciplined for conduct that occurs on school premises or at school-sponsored events, or for other conduct that adversely affects the interests or reputation of the school regardless of where the conduct occurs.

**Behavior**

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

- Disrespect in manner and/or language
- Rowdiness
- Using the property of others without permission
- Dishonesty
- Disruptive Behavior
- Failure to have necessary supplies for class work
- Dangerous Play
- Rudeness
- Vulgarity
- Dress code violations
- Gum
- Harassment of any kind by word or manner
• Possession or consumption of any drug or look-alike drug while at school or while attending a school function
• Possession or consumption of alcohol while at school or while attending a school function
• Possession of knives/weapons or look-alike knives/weapons
• Possession of pornographic material(s)
• Smoking/using matches
• Willful destruction of school property
• Leaving school property without permission
• Theft or extortion
• Fighting or threats of violence
• Harassment

Generally, the teacher will deal with infractions. Should circumstances warrant, the parent and/or the Administration involved 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. In cases of serious or repeated violations, students may be subject to disciplinary suspension or expulsion. The school’s fair procedure to be used in cases of possible suspension or expulsion is as follows:

**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.*

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.

While on suspension, the student is still responsible for missed work. After the specified amount of time for suspension, which shall not exceed three consecutive school days, the student and the parent(s)/guardian(s) will meet with the Administration for reinstatement. The Administration reserves the right to determine the conditions for reinstatement.

An expelled student forfeits all privileges of the St. Stephen School student. The Administrator reserves the right not to re-admit an expelled student at a later date. If a student is to be expelled, the student is entitled to a prompt review procedure established by the Department of Catholic Schools. A written request for review must be submitted to the Superintendent of Catholic Schools within 10 working days of the notice of intent to expel. Parents are given the option to withdraw the student in lieu of expulsion.

Search and Seizure

St. Stephen School reserves the right to search school property (e.g., lockers, desks), a student’s belongings, and areas under the student’s control in order to enforce school policies, rules and regulations or otherwise to preserve a safe and orderly learning environment.

Conflict Situations

Conflicts are a normal and healthy part of living and growing. The Administration will implement acceptable conflict resolution techniques to work towards a solution.

Health and Safety

AHERA

In October 1986, the U.S. Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely manner. Our program for fulfilling these responsibilities is outlined in our asbestos management plan. This plan contains information on our inspections, re-inspections, response actions and post- response action activities, including periodic surveillance activities that are planned or are in progress. The plan is kept in the principal’s office and may be viewed upon request during normal business hours.

Maryland School Immunization Requirements

A child may not enter school, unless he/she has submitted an official immunization record or other appropriate documentation of immunization status. The immunization record must have the month, day and year of each vaccination and be signed by a physician or health department official. In the case of religious objection or medical contra-indication, form DHMH 89, must be submitted and kept on file.
and be approved by the school. Exempted students are to be excluded from school if there is an outbreak of the disease for which they are not immunized.

**Dispensing of Medication**

The administration of medication in school is discouraged. However, if a student’s physician recommends that the student receive prescription or over-the-counter medication during the school day, a written order from the physician is required. Medication can only be dispensed with a written order from the student’s physician, specifying start and stop date. The original medication container or box for inhalers must be brought to the school. These containers or boxes should include the following: 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, strength of medication/dosage, and student’s name and grade.

Students may not possess, dispense or distribute medication on their own. All medication must be delivered to school by a parent/guardian. 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 sealed plastic bag with the student’s name on it. The package should be given to the student’s teacher. Cough drops that contain an anesthetic will be kept in the nurse’s office.

**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.

**Communicable Diseases**

Parents must call the school if their child is diagnosed with a communicable disease. The school must notify their county Health Department. All reports are confidential. Reportable diseases include the following:

- Measles – regular or German (Rubella)
- Tuberculosis
- Meningitis
- Whooping Cough (Pertussis)
- Hepatitis
- Rocky Mountain Spotted Fever
- Food Poisoning
- Human Immune Deficiency
- Mumps
- Virus Infection (AIDS and all other symptomatic infections)
• Adverse reactions to Pertussis Vaccine
• Lyme disease
• Animal bites / Rabies
• Chicken Pox (varicella)
• Influenza

Any student with drainage from the eyes associated with conjunctivitis (pink eye) must be kept at home until under treatment from a doctor. A doctor’s note will be required for readmission to school. Students who have chicken pox are excluded from school until all lesions are scabbed over.

Health Records
Parents are required to complete a Health Form listing any allergies, serious medical conditions, medications, and emergency contact information. The school must be notified of any changes that occur during the school year.

Head Injury
If any injury to the head or any other serious injury occurs to a student, the nurse will call the parent and send home a report. The report is to be signed by the parent/guardian and returned to school. If the parent/guardian or alternative contact person cannot be reached in an emergency, the school will contact police/ambulance for assistance.

Insurance
The school provides the option for parents to purchase health insurance for their children.

Allergies
Parents must notify the school of their child’s allergies including food allergies. School medication orders must be renewed each year by the physician and the order must be signed on or after July 1. If the student carries an EPIPEN with them, the physician must state this requirement on the order.

Bloodborne Pathogens
A complete Bloodborne Pathogens Standard Exposure Control Plan has been established by the school and can be found in each Faculty Handbook and on file in the Office.

Vision/Hearing Screening
The school follows the directives of Baltimore County Health Department and responds to parent’s requests for individual testing. This testing is usually done for all students in Grades PreK, kindergarten, 1, 4, and 8 as well as for new students in all other grades.

Child Abuse and Neglect Reporting Policy and Procedures
Maryland law requires that all educators and other school employees, including volunteers, report suspected child abuse or neglect to the proper authorities in order that children may be protected from harm and the family may be helped. Our school policy supports Maryland laws in this regard and requires that all school staff report suspected abuse and neglect to the Department of Social Services, Protective Services Division, and/or the local police department, as well as to the Principal.
Visitors

In order to ensure a safe environment for your child, all school doors will remain locked during the school day. All visitors must report to the office and receive an identification badge before visiting other parts of the school building. If attending a school Mass in the Church, visitors must check in with a staff member.

Playground/School Supervision Provisions

All students in grades kindergarten through 8th grade play on the grounds in designated areas between 11:45 A.M. and 12:30 P.M. Supervisory personnel consist of a faculty member and volunteer parents. Safety on the playground is very important.

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
Supervision Responsibilities Before and After the Official School Day

On regular school days, St. Stephen 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. Parents are required to follow the times stipulated when dropping off or picking up students. The school is not responsible for supervision of students before or after the times stated above. The school is not liable for any injuries or accidents which may occur before or after the times 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 at the designated times. If children are participating in before or after school care, parents must comply with the rules established by the program for drop-off and pick-up.

Use of School Grounds

St. Stephen School grounds are closed during regular school hours. 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 8:10A.M. All visitors must report to the office before visiting other parts of the building or campus. Dogs are not permitted on the school parking lot.

STUDENT SERVICES

ARD Referral Process

If a child is not progressing academically, the school may ask the parents to initiate or the parents may initiate on their own the process to request professional assistance from the local public school system. The Admission, Review and Dismissal Process (ARD) is available to children who may need further academic assistance. The ARD process begins with the collection of screening information to determine if there is a reason to suspect a disability under special education laws. An initial ARD meeting with the ARD committee from the child’s local public school. St. Stephen School must be invited to participate in this meeting) will determine whether or not an evaluation plan is necessary.

If an evaluation plan is developed and the test results determine that there is a need for implementation of an Individualized Education Program (IEP), St. Stephen School administrators will consult with the parents to determine the most appropriate academic placement for the child. St. Stephen School’s Student Advocacy Team will receive the information and be consulted.

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.

**Before and After School Care**

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 Aftercare Program Director for detailed information pertaining to the program, space availability, enrollment, and fees. Registration packages are available in the school office or on our website.

**Lunch/Milk**

Students bring their lunches from home and eat in the classrooms. Families must 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. Please send spoons/forks in lunchbox if needed.

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.

**School 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 as well as students in grades 3-5 on our cross country team.

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 at progress report time in order to participate in these sports. 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.

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.

Field Trips
Field trips are considered an integral part of the school’s educational program and a valuable learning experience for students. Field trips are scheduled at various times during the school year. In advance of the trip, a permission form, required by the Archdiocesan 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 to the teacher by the specified date along with any fee.
If, for some extraordinary reason, a student is unable to participate, the student is expected to attend school on that day and fees must still be paid since the rates we are quoted reflect total participation. Work will be supplied by the teacher(s), and the student will be assigned a classroom in which to work under the supervision of a staff member. If a student is unable to attend because of illness, we cannot promise a refund. The teacher must be notified if a 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. However, because of safety and liability factors, pre-school 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 creates confusion.

All chaperones are required to complete Shield the Vulnerable training.

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 and Silver recognition from the Maryland State Department of Education PBIS program.

Guidance and Counseling

A guidance counselor is available once a week.

Student Uniforms

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
North Plaza Shopping Center
8868 Waltham Woods Road
Parkville, MD 21234
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 or a Merrell slip on shoe for grades K-5, 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 a Merrell slip on shoe for grades K-5 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 (boys)
- khaki walking shorts or skorts (girls)
- 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 or a Merrell slip on shoe for grades K-5 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.

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. This includes mohawks.

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
· bracelets and rings 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.

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.
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
Please detach, sign and return this acknowledgement page to the school office by September 15th.

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 15th.**

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**
# Resources and Referrals For Baltimore County Residents

**Support Needed** | **24 Hour Services** | **Hotlines**
--- | --- | ---
Youth Crisis | MD Youth Crisis Hotline | 1-800-422-0009
Mental Health | Crisis Response System | 410-931-2214
Social Services/Family Services | DSS (Dept. of Social Services) | 410-853-3000
Parenting Skills | Family Tree Parenting Hotline | 1-800-243-7337

**Services** | **Community Resources/Agencies** | **Phone**
--- | --- | ---
Counseling Services | Main Street Community Health Center | 410-526-7882
 | Kennedy Krieger Institute | 443-923-9400
 | Sheppard Pratt Hospital | 410-938-3000

Health Services | Baltimore County Department of Health | 410-887-8741
Parent Support Services | Young Parent Support Center | 410-853-3860

**Informational Resources**
- Baltimore's Child Magazine
- Child Care Links
- Abilities Network
  - Toll-Free: 1.800.492.2523

**Baltimore County Public Library**
http://www.bcpl.info/

**Child Find Services**

Child Find is a special education service provided by the Baltimore County Public School System for identifying children from ages three through twenty-one who are suspected of having an educational disability and who may be eligible for special education and related services. **Child Find referrals are made by calling 443-809-3017.**
### Resources and Referrals For Harford County Residents

<table>
<thead>
<tr>
<th>Support Needed</th>
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<th>Hotlines</th>
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<tr>
<td>Mental Health</td>
<td>Mobile Crisis Team</td>
<td>410-638-5248</td>
</tr>
<tr>
<td>Social Services/Family Services</td>
<td>DSS (Dept. of Social Services)</td>
<td>410-836-4700</td>
</tr>
<tr>
<td>Parenting Skills</td>
<td>Family Tree Parenting Hotline</td>
<td>1-800-243-7337</td>
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<td>Health Services</td>
<td>Harford County Health Department</td>
<td>410-838-1500</td>
</tr>
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<td>Informational Resources</td>
<td>Baltimore's Child Magazine</td>
<td>baltimoreschild.com</td>
</tr>
<tr>
<td></td>
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<td>410-288-4900</td>
</tr>
</tbody>
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- Abilities Network
  1.800.492.2523

- Harford County Public Library
  [http://www.hcplonline.org](http://www.hcplonline.org)

### Child Find Services

Child Find is a special education service provided by the Harford County Public School System for identifying children from ages three through twenty-one who are suspected of having an educational disability and who may be eligible for special education and related services. **Child Find referrals are made by calling 410-638-4386.**
Drop-off for grades K-8
(after Spring Break, PreK3 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.

Children may begin exiting their vehicles at the Learning Cottage steps.
PreK Parents walk up to the preschool building to retrieve their children.

Do NOT open car doors until the line next to you stops moving.

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.

Safeties will block the lot entrance at approx. 3pm. No cars can enter the lot while children are walking out of the school building to meet their parents. If you arrive after 3pm for second pick-up, there will only be one line formed on the soccer driveway closest to the cemetery.

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.

All parents wait outside their vehicles for their children to locate them as they exit the school building.
HARASSMENT OR INTIMIDATION (BULLYING) REPORTING FORM

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

Directions: Please complete this form and return it to the school principal.

Today's date: __/__/____
School:

<table>
<thead>
<tr>
<th>PERSON REPORTING INCIDENT</th>
<th>Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone:</td>
<td>E-mail:</td>
</tr>
<tr>
<td>Place an X in the appropriate box:</td>
<td></td>
</tr>
<tr>
<td>Student</td>
<td>Parent/guardian</td>
</tr>
<tr>
<td>Witness/bystander</td>
<td></td>
</tr>
<tr>
<td>1. Name of student victim:</td>
<td>Age:</td>
</tr>
</tbody>
</table>

Adapted from the Maryland State Department of Education in accordance with the Safe Schools Reporting Act of 2005 § 8-05.
2. Name(s) of alleged offender(s) (If known):

<table>
<thead>
<tr>
<th>Name</th>
<th>Age</th>
<th>School (if different)</th>
<th>Is he/she a student?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
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<td></td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>

3. On what date(s) did the incident happen?

Month / Day / Year

4. Place an X next to the statement(s) that best describes what happened (choose all that apply):
   - Any bullying, harassment, or intimidation that involves physical aggression
   - Hitting, kicking, shoving, spitting, hair pulling, or throwing something
   - Shaming another person to hit or harm the student
   - Teasing, name-calling, making critical remarks, or threatening, in person or by other means
   - Demanding and making the victim joke
   - Making rude and/or threatening gestures
   - Excluding or rejecting the student
   - Intimidating (bullying), extorting, or exploiting
   - Spreading harmful rumors or gossip
   - Electronic Communication (Specify)
   - Other (specify)

5. Where did the incident happen (choose all that apply)?
   - On school property
   - Location (e.g. classroom, playground)
   - At a school-sponsored activity or event off school property
   - On a school bus
   - On the way to/from school
   - Online

6. What did the alleged offender(s) say or do?

7. Do you know why the harassment or intimidation (bullying) occurred?

8. Is there any additional information you would like to provide?

Name:

Signature: ____________________________ Date: __________

Adult assisting:

Name: ____________________________ Signature: ____________________________

Adapted from the Maryland State Department of Education in accordance with the Safe Schools Reporting Act of 2005-8-05