



# **ST. STEPHEN'S EPISCOPAL SCHOOL**

## MISSION STATEMENT

The school's mission is to nurture the student in an atmosphere of respect for the individual student, to provide superior academic training which is affordable and available to all, and as part of the outreach and mission of the Cathedral Church of St. Stephen, to offer the teachings of the Christian faith in an Episcopal setting for the consideration of all.

## **Parent / Student Handbook 2016-2017**

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Harrisburg, PA 17101  
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On Facebook at: St. Stephen's Episcopal School – Harrisburg, PA

## **OUR BELIEFS**

We believe that:

- children learn at different rates and in different ways.
- lifelong learning is essential for success in a changing society.
- education is the shared responsibility of the institution, the Board of Directors, student, family, government, and community, with each making a valuable contribution.
- a core of common values and ethical conduct is fundamental to sustaining our society.
- the learning process includes challenges, risk-taking, disappointments, success, and even failure, which are all necessary for continuous improvement.
- excellence is achievable and always worth the investment.
- all children have a right to safety, love, learning, and respect.
- every child is entitled to enjoy his/her childhood.
- effective education develops the whole person - spiritually, morally, intellectually, creatively, emotionally, socially, and physically.
- interaction with individuals of diverse backgrounds and character teaches tolerance and appreciation of others.
- learning how to learn provides the necessary framework for academic success throughout the students' academic and professional lives.
- adolescents differ from younger students and are offered experiences that provide for their needs.
- students learn values and a passion for learning by the examples set by adults.
- the center-city location of the school offers unlimited cultural and community opportunities to experience artistic, political, business, and athletic pursuits firsthand.
- presenting a wide range of educational experiences allows each student to discover and excel in his/her own way, at their own pace.
- homework should support the instruction and give students the opportunity to demonstrate their understanding of concepts taught.
- cooperative learning is important for children to learn how to become effective team members.
- building a solid foundation from an early age gives students the academic readiness and self-confidence to continue and achieve lifelong learning.

# Spirit of St. Stephen's School

**S**tudent  
**P**ositive  
**I**ndependent  
**R**espectful  
**I**ntegrity  
**T**eam Player

**SPIRIT** produces the following outcomes:

- A school-wide climate of respect, safety, pride and responsibility.
- Unity of purpose in our school community.
- An increase in engaged learning time for students.

## Student Pledge

I am a St. Stephen's Student.

I will take my education seriously and have a positive attitude.

I will take care of my mind and body.

I will respect myself and others.

My voice will be used for truth and honesty.

I will only use my voice and body to help others.

I will encourage others to be the best that they can be.

I will do my very best and keep on trying.

## PROFILE OF GRADUATES

### Be Respectful:

- by following the Golden Rule.
- by being considerate of the feelings and ideas of others.
- by showing courtesy, sensitivity, and empathy.
- by being a thoughtful, open, and reflective listener.

### Be Responsible:

- by being accountable for his/her choices and actions.
- by following written and unwritten rules and laws.
- by maintaining self-control.
- by thinking before acting.
- by persevering and doing his/her best.
- by providing service to the community.

### Be Kind:

- by expressing gratitude.
- by forgiving others.
- by helping those in need without an expectation of a reward.
- by choosing to use kind words and actions.
- by having compassion for others.

### Be An Inquirer :

- by having a constant thirst for knowledge as a lifelong learner.
- by choosing to ask questions and process information.
- by having the knowledge of how to use multimedia to gather information and answer questions.
- by collaborating with others to solve problems.

### Be A Communicator:

- by exhibiting interpersonal communication skills.
- by being able to speak and write in a manner that will present him/her as a knowledgeable member of society.
- by having the freedom to express one's feelings in a safe environment.
- by expressing opposing ideas in a respectful and productive manner.

### Be Open-Minded:

- by listening to others.
- by respecting others' views.
- by being receptive to new ideas.

- by being a flexible thinker.

#### Be A Decision Maker:

- by making informed, ethical, and moral choices.
- by applying leadership skills.
- by thinking critically.
- by identifying and exploring all of the alternatives.
- by setting goals, developing and following plans, and meeting deadlines.

#### Be Reflective:

- by using constructive feedback productively.
- by demonstrating self-awareness.
- by analyzing experiences in order to learn from them.

#### Be Knowledgeable in these core areas:

- Language Arts
- Mathematics
- Sciences
- Social Studies
- Environmental Education
- Health
- Character Education
- Computer Technology
- Learning Skills
- Spanish
- Music
- Art
- Religion
- Physical Education

# Philosophy of St. Stephen's Episcopal School

The philosophy of our school family revolves around three words: respect, responsible, and safe. These three words are reflected in our behaviors, celebrations, rules, and learning.

<b>Be Respectful</b>	<ul style="list-style-type: none"><li>➤ Use positive words &amp; tone</li><li>➤ Listen politely</li><li>➤ Treat property with care</li></ul>
<b>Be Responsible</b>	<ul style="list-style-type: none"><li>➤ Be ready &amp; prepared</li><li>➤ Follow directions</li><li>➤ Learn from actions</li></ul>
<b>Be Safe</b>	<ul style="list-style-type: none"><li>➤ Be gentle</li><li>➤ Move &amp; act with positive purpose</li><li>➤ Accept individuality &amp; diversity</li></ul>

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# SCHOOL BOARD OF DIRECTORS

## **OFFICERS**

President	Christopher Nicholas	chris@eagleconsult.com
Vice-President	Jeanine Mesarick	jmesarick@pa.gov
Secretary	Lynn Everhart	everhartwl@comcast.net
Treasurer	Chris Delozier	chrisdelozier@gmail.com
Recording Secretary	Cassandra Amour	ckmour@epix.net

## **MEMBERS**

Eric Adams	eadams@prla.org
Wendy Adams	adamsew@pa.net
Tara Leo Auchey	tlauchey@todaysthe dayhbg.com
Andrew Coy	coyandrew@hotmail.com
Helen Delano	helenoel@embarqmail.com
Shawn Leppo	sleppo@mwn.com
Karen Love	Klove7511@gmail.com
Demiolo Luckette	Dluckette1929@gmail.com
Deborah McHugh	deborahmchugh@gmail.com
Ryan Tobin	Pard27@gmail.com
Sarah Yerger	syerger@postschell.com

## **EX-OFFICIO MEMBERS**

### Voting

Home & School Association President	Tasha James	Tasha.c.james@gmail.com
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Jr. Warden of the Vestry	Andrew Lick	Andrewlick717@gmail.com
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### Non-Voting

Dean of the Cathedral	The Very Rev. Churchill Pinder	Churchill@ststep.org
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Head of School	Ruth S. Graffius	headofschool@comcast.net
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Chaplain	Chaplain Kate Harrigan	kglharrigan@gmail.com
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## **HOME & SCHOOL ASSOCIATION**

President	Tasha James	Tasha.c.james@gmail.com
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Treasurer	Jeanine Mesarick	jmesarick@pa.gov
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## CATHEDRAL VESTRY

<b>Class of 2016</b>	Richard Koch, Senior Warden Andrew Lick, Junior Warden Tony Salomone Lynda Goldstein	Rnk3@comcast.net Andrewlick717@gmail.com tsalomone@verizon.net Lynder28@gmail.com
<b>Class of 2017</b>	Janice Black Robert Gardner David Gutekunst David Morrison	Janice@tfec.org robgardner@prodigy.net davidwgutekunst@gmail.com daveyrun@gmail.com
<b>Class of 2018</b>	Anthony Alexander Carrie Wissler-Thomas Ryan Tobin Don Forsythe	Aca47@aol.com carrie@artassocofhbg.com Pard27@gmail.com dforsyth@messiah.edu
Parish Treasurer	Michael Pasenelli	mpasenelli@aol.com
Parish Bookkeeper	William Davis	mandb404a@comcast.net
Vestry Secretary	Claire Sonneborn	clairesonneborn@gmail.com
Director of Music	Herb Dimmock	herb@ststep.org
Office Administrator	Alexis Guszick	alexis@ststep.org
Program Director, Sycamore House	Heather Loring-Albright	
Maintenance Director	Michael Frascella	michaelf@ststep.org
Clergy	The Very Rev. Churchill Pinder	dean@ststep.org
Parish Nurse	Ms. Gene Schofield	ins0317@gmail.com
Parish Phone & Email	717-236-4059	office@ststep.org

## FACULTY/STAFF

Head of School	Mrs. Ruth Graffius
Business Manager	Miss Denise Paran
Dean of Students	Miss Emily Hand
Office Manager	Mrs. Bernadette Kaiser
Student Support Services	Mrs. Karen Eboch
Chaplain	The Rev. Kate Harrigan
Development Coordinator	Ms. Ellen Konkle
<u>Faculty</u>	
Preschool	Mrs. Vicky Dimopoulos
Pre-kindergarten	Miss Kelly McDonald
Kindergarten	Mrs. Roxanne Baskin
Kindergarten Aide	Mrs. Melissa Sholley
First Grade	Miss Rachael Anderson
Second Grade	Miss Sarah Blackford
Third Grade	Mrs. Katie McCarty
Fourth Grade	Mrs. Karen Eboch
Fifth Grade	Mr. Dan Burke
Middle School	Mr. Jeffrey Evans
Middle School	Miss Jessica Kaffka
Middle School	Mrs. Cristina Davis
Art (K-8 <sup>th</sup> Grade)	Mrs. Kim Bowie
After School Program Coordinator	Miss Sarah Blackford
Computer (K-8 <sup>th</sup> Grade)	Mrs. Marlynn Meyer
Environmental Education Coordinator	Mrs. Katie McCarty
Music (PS-8 <sup>th</sup> Grade)	Mr. Jay Risser
Physical Education (2 <sup>nd</sup> -8 <sup>th</sup> Grade)	Mr. Dan Burke
Religion (PS-8 <sup>th</sup> Grade)	Chaplain Kate Harrigan
Spanish (PS-Kindergarten)	Mrs. Roxanne Baskin
Spanish (1 <sup>st</sup> -8 <sup>th</sup> Grade)	Mrs. Cristina Davis

## ADMISSION

1. Students entering a specific grade must reach the appropriate age by **September 30** of the year in which they enter the grade.
2. St. Stephen's School does not discriminate on the basis of race, sex, color, religion, or national origin and all students are afforded equal educational opportunities.
3. A one-time NON-REFUNDABLE Application Fee is required upon application submission. Additionally, there is a NON-REFUNDABLE annual Registration Fee. The registration fee must be paid at the time of registration.
4. Tuition is arranged through Smart Tuition, a tuition management company. Information is available in the school office and tuition payments are due the first day of the month. A \$40 late fee is charged for tuition not received by Smart Tuition by the 15<sup>th</sup> of the month. All tuition debt must be completed by May 1.
5. Forms required upon application include: Health Record signed by a physician, Family Health History, Immunization Record, Dental Form, copy of Birth Certificate, Tuition Contract, Emergency Card, Income Eligibility Form and all academic records, including but not limited to, report cards, IEP/ER/RR, 504 plan and disciplinary records. **Students who have current Health Records on file within 30 days of the first day of school will be permitted to attend. Immunization records must be received before a student may attend.**
6. Admission testing is required for all new students, preschool through eighth grade as follows:
  - a. Students entering grades PS and PK: interview with the Head of School.
  - b. Students entering Kindergarten: an orientation with readiness testing.
  - c. Students entering 1<sup>st</sup> through 8<sup>th</sup> grade: math and reading testing.
7. The following documents are required at the time of testing: Report Cards from previous schools, Evaluation (ER) or Reevaluation Reports (RR), Individualized Education Plan (IEP), 504 plan and/or Disciplinary Records. Testing results will be evaluated by an admissions team. The Head of School will contact parents/guardians with the results. A student whose academic or social-emotional needs exceed a regular classroom may be denied admission. All admissions are offered on a 30 day probationary period to determine if the school can meet the academic, social and emotional needs of the student.
8. **A signed Tuition Contract must be submitted by August 15. Only students with a signed tuition contract on file by this date will be permitted to attend.**
9. The school abides by FERPA (Family Educational Rights and Privacy Act.)

## WITHDRAWAL

1. The school office must be notified in writing, immediately, of intended withdrawal. Tuition and fees are **non-refundable**.
2. Requests for the transfer of records must be presented in writing and signed by the parent. A release form is available from the office.
3. All school debts, fees, tuition and replacement costs must be paid in full before student academic records will be released. **Tuition and fees are non-refundable.**
4. Students whose academic or social-emotional needs exceed a regular content area classroom may be asked to withdraw.

## FINANCE

- 1) It is the financial policy of St. Stephen's Episcopal School that student accounts be kept current and in advance at all times. Report cards, grades and records will not be released to parents or transferred to another school until the account is satisfied. Students will not be maintained in school if their account is 3 months in arrears. It is school policy to submit all delinquent accounts to a collection agency for payment and taken to court, if necessary. In the event that the account is sent to a collection agency, any scholarship received from St. Stephen's Episcopal School will be revoked and the family will be responsible for the entire tuition.
- 2) A signed tuition contract is required for all families attending the school. Please refer to the contract for all rules and regulations regarding finances.
- 3) Financial aid is available for grades K - 8. Application forms for financial aid can be obtained through the school office or on our website. Forms must be completed in full and returned to the Head of School. Application must be made in advance of the indebtedness and must be accompanied by a photocopy of the parents' most recent federal income tax return. Allocations will be made by the Scholarship Committee of the Board of Directors. All information will be kept strictly confidential and will be available only to the Scholarship Committee. Financial aid will not be granted until the prior year's tuition has been paid in full. Financial aid requests must be submitted annually.
- 4) St. Stephen's has engaged Smart Tuition, a tuition management company, to oversee and maintain our tuition accounts. All tuition payments must be made through Smart Tuition. Smart Tuition offers many options for making payments:
  - a) Payments can be made by check, credit card or by debiting your checking or savings account.
  - b) Auto-bill options are available for credit card or checking/savings accounts.
  - c) Payments can be made by mail, phone, online or via mobile apps.
  - d) PLEASE NOTE: Payments made by credit card incur a 2.85% processing fee.
  - e) If you have any questions regarding your account or would like to make changes you may call the parent help line at Smart Tuition, 888-868-8828.
- 5) A \$40.00 late fee will be charged for late payment of tuition received by Smart Tuition after the 15th of the month. A \$20 late fee may be applied for delinquent payments due to the school.

## FINANCE (con't)

- 6) The non-refundable annual registration fee is due March 1. The first tuition payment is due the first of the month of your payment plan.
- 7) The extended day, 3:00 - 5:30 p.m., may be used on a day by day basis upon written notification. (\$15 per student, per session.)
- 8) **Students are not permitted to bring cash to school.** Exceptions are made upon teacher's request.
- 9) Fees needed for book clubs, school pictures, etc. when checks are needed, checks must be made out to proper recipients, and **NOT** to St. Stephen's School. Please place checks in addressed, sealed envelopes.

## ATTENDANCE AND ABSENCES

St. Stephen's is dedicated to the academic achievement and success of all students. Regular school attendance is an integral part of that success. When students attend school on a daily basis, they will not only improve their academic skills but build a greater capacity for social and emotional growth as well.

In Pennsylvania all children of "compulsory school age" must attend. The person(s) who are caring for the child are responsible for making sure that the child attends school. Truancy is any unexcused absence from school in a school year. **We are required by law to report any child who has three unexcused absences in a school year.**

1. **Excused Absences/Tardiness** includes the following: (1) personal illness, (2) doctor/dental appointments, (3) death in the immediate family, (4) religious holidays, (5) approved educational travel, (6) other reasons approved by the Head of School.
2. **Absences/Tardiness** -Parents are required to notify the school office before 9:00 a.m. the morning of the absence. If a student's absence is not reported by 9:00 a.m., the parent will be contacted for an explanation. A written excuse, which may be by email to the school's email address, is required within three days of the student's absence. **Students, who are absent due to a medical reason for three or more consecutive days, will need to a present a physician's note upon their return.** After three unexcused absences the school will arrange a meeting with the parent/guardian of the student to develop a "Truancy Elimination Plan." Students who exhibit excessive absenteeism without just cause may be placed on a "Doctor's only" restriction. If placed on this list the student will be required to provide a medical excuse with all subsequent absences until such time they are removed from the restriction.
3. **Tardiness** - Students who are not inside their assigned classroom by 8:15 are considered tardy.
4. **Missed Work**- Students will be responsible for all work missed. Work not completed will result in a grade of "incomplete" on the student's report card. Students will have a day for each absent to make up missed work.

5. **Participation** – Students will be expected to participate in the entire school program, including physical education, outdoor recess, music programs, Monday morning Chapel and an overnight environmental education trip (grades 3-8), unless a written excuse is provided by a physician. No participation will affect student's grades.
6. **Educational Trips** –Students may be excused, with prior permission from the Head of school, for one educational trip per year. Application must be in writing one week prior to the trip. Once permission has been granted, the classroom teacher must be consulted, in advance of the trip, about completion of academic assignments.
7. **Half-Day Absences**- Students arriving later than 10:30 will be recorded as absent ½ day. Students leaving school before 1:00 p.m. will be recorded as absent ½ day. Half-day absences are considered excused or unexcused for the same reasons as excused or unexcused absences. A written excuse must be provided as outlined.

## ARRIVALS, DISMISSALS AND PARKING

Students riding bikes or walking to or from school must have a permission slip filed in the office.

- Morning Arrival** - The school opens at 7:30 a.m. **Students may not be dropped off prior to this time.**
  - 7:30 – 7:45      Preschool, pre-kindergarten and kindergarten students must be escorted to the early morning program by a parent.  
Parents of elementary and middle school students must wait to see that their student has safely entered the school.
  - 7:45 – 8:15      A staff member is on duty to help all students out of the car and into the school building. A staff member is also on duty in the lobby to assist younger students to their classrooms.
  - 8:15              Students arriving after 8:15 must be report to the office. **It is imperative that the office personnel be aware of a tardy student.**
- Entering the Building** – For security purposes the building is always locked. Please **do not** hold the door open for someone unless you are certain he/she is affiliated with the School/Cathedral. All individuals entering the building must **come to the office to sign in and receive a Visitor’s Tag**. If your child must leave during the school day, it is necessary for you to write a note with the time that you will be picking up your child. Your child’s teacher will send the child to the office. You must enter the school to collect your child and sign them out. Students will not be permitted to leave the school unless accompanied by an adult.
- Early Dismissals** – Any student remaining in the building after 12:00 noon on an 11:30 A.M. dismissal day will be charged the fees for late pick-up.
- Afternoon Dismissal** – Students riding buses will be dismissed at 2:55 p.m. Students staying for the after school program will be dismissed at 3:05 p.m. Students being picked up by car will be dismissed at 3:10 p.m. Teachers are on duty from 3:10 to 3:30 p.m. to deliver students to buses and cars. Students will wait inside the building until dismissed by the teacher on duty. At 3:30 p.m. students remaining will be signed in for the after school program, where they will remain until a parent signs them out. Students not picked up by 3:30 p.m. will be charged a \$15.00/day fee for after school care.
- Changes** - Parents must give advance notice, in writing, of a change in a student's dismissal time or transportation. Verbal notification by a student as to a change in transportation will not be accepted.
- Bus** - Most students of school age are eligible for bus transportation from their home school district if the district provides transportation to their own students and if within a ten-mile radius. It is the parent's responsibility to notify the bus driver and the school district’s transportation department of any changes in a student’s transportation.
- After school** - Students paying for after school supervision will receive a snack and be supervised at play or with homework. Parents ARE REQUIRED to sign students out before leaving the building and mark the time. Students not normally paying for full-time after school supervision may purchase an afternoon of supervision for \$15.00 per day. (Not to exceed \$122/month.). This includes students attending the after school program after a club activity or detention.
- Late Pickup** - The after school program ends at 5:30 p.m. Students remaining in the building beyond 5:35 p.m. will be charged \$10.00 for every 5 minutes thereafter.

9. **Release of Students** - If someone other than a parent or designated person (per notification on the student's emergency card) is to pick up a student, written permission is required. Please sign **AND DATE** all permission slips. Students will not be permitted to leave with anyone other than a parent unless prior written approval has been sent.
10. **Custody** - A copy of custody papers must be on file in the office if one parent has been refused the right to visit a child.
11. **Parking** - The school's parking lot is the lot on the right side of Cranberry Alley just past the school's main entrance. You may pull into one of the spots in the lot or parallel park behind the parked vehicles. If you are blocking another vehicle and plan to stay at the school or accompany a class on a trip for an extended period of time, you will be asked to leave your keys in the office so that office personnel can move your vehicle if needed. Please be considerate of others when dropping off or picking up your child by making the drop off or pick as quickly as possible.

**PLEASE FOLLOW THESE RULES WHEN PARKING:**

- Refrain from parallel parking along the parking lot across the alley from the school (Bar Association parking) or anywhere in the alley.
- Do not park in the Bar Association's parking lot which is the open lot across from the school entrance. These are paid parking spots and not open to the public.
- Do not leave your car unattended in the alley at any time.
- Do not block an open spot when parallel parking in our lot.
- NOTE: The handicap spots only apply on Sundays.



## **SNOW DAYS, DELAYS AND EMERGENCY EVACUATIONS**

Students' safety is the major concern of the school when determining weather delays and/or closings and emergency evacuations. Cooperation between home and school is necessary to build proper habits of safety. Here are some tips to help you through the process of delays and closings.

Please know that we DO NOT follow any particular school district with regard to delays or closings. While we may look to see what others are doing, the final decision to delay or close is an independent decision.

### **Evacuation Site**

In the event of an on-site emergency, the emergency evacuation site for our school is the Boyd Center, located on South Street, Harrisburg. (310 N 3<sup>rd</sup> Street, 238-9304).

### **Public Announcements**

Announcements pertaining to the school schedule under weather or other emergency conditions will be made as follows:

#### Television

WHTM – TV 27

WGAL – TV 8

WHP – TV 21

WPMT – Fox 43

#### Text Messaging

If you have a cell phone and can receive text messages, we encourage you to use one of the local news station text messaging systems (for example cbs21.com). You can find this information on the station's website and you will be able to choose St. Stephen's Episcopal School as your school choice. You will receive a text message if the school has a delay or is closed.

#### School Website

Closings, delays or other announcements will be posted on the home page of the school website, [www.sseschool.org](http://www.sseschool.org).

#### Email Notification

An email will be sent to those on the Constant Contact email list. Parents/Guardians should contact the office to ensure that the school has your current email address.

## **WEATHER DELAYS**

**Two Hour Delay – Doors open at 9:30am - Classroom instruction begins at 10:15 am**

**\*A staff member will be on duty in the alley from 9:45 am – 10:10 am\***

The school will not be responsible for students dropped off before these times and **THE DOORS WILL NOT OPEN UNTIL THE DESIGNATED TIME TO ASSURE CLASSROOM COVERAGE.**

## NOTICE OF CLOSING OR DELAY

If there is a delay or closing a notice will be placed through or on the media listed above. If there is NO delay or closing then nothing will be posted. No notice means business as usual and school will open at the usual time.

## BUS RIDERS AND DELAYS

If your child rides the bus, you will need to contact your local district to determine the district's policy with regard to pick-up or drop off to private schools in the event of a delay or early dismissal. You should watch for information from your district to see if they have delayed or closed. In some cases this will not be the same decision as our school.

## MEDICATION/HEALTH

### **Illnesses, Fevers, Contagious Diseases/Illness**

Students who are ill in the morning must remain at home. We request that all students be fever free for 24 hours before returning to school. The 24 hours is calculated from the time the fever ends, not from when it begins. ***Students, who are absence due to a medical reason for three or more consecutive days, will need to present a physician's note upon their return for the absence to be marked excused.*** (respect, responsible & safe)

Any student showing signs of contagious diseases such as pink eye, impetigo, chicken pox, ringworm etc., or head lice, will be sent home immediately. The student may not return without a written physician's approval. (respect, responsible & safe)

If a student is ill or becomes injured and cannot continue the school day, we will seek to notify the parents at once. All work and home phone numbers must be kept current. If a student is injured at school, an accident report will be filled out by the teacher on duty and a copy sent home.

In case of an extreme medical emergency, students will be taken to the Harrisburg Hospital.

### **Medications**

Please inform the school if an over-the-counter medication has been administered prior to the student's arrival. (responsible & safe)

### **Medical Authorization Form**

Any medication, prescription or over-the counter, will only be administered to your child by order of a licensed prescriber (usually your doctor or medical care provider). You will need to give the school nurse **written authorization to administer the medication by completing a Medical Authorization Form signed by the parent/guardian and the physician which includes specific instructions, and clearly defined medications, dosages and time(s) for administration.** The authorization from your doctor and your permission must be renewed each school year or each time there is a change in instructions and/or prescription. (safe)

The **MEDICAL AUTHORIZATION FORM** is available on the Parent Information and Forms page of our website at [www.sseschool.org](http://www.sseschool.org) or from the school office.

Prescription medication must be brought to school in the original container provided and labeled by the pharmacy or doctor. The label should have your child's name, date, medication name, dosage, time, and method of administration. Over-the-counter medication must be in the original store container. This includes epi-pens and rescue inhalers. (safe)

All medication will be administered by the school nurse. Your child may carry an inhaler if you have given the school a signed permission form from your child's doctor, and you have completed the district's self-administration paperwork. (responsible & safe)

### **RULES: ACADEMIC CODE OF CONDUCT**

St. Stephen's Episcopal School students will not cheat or steal, nor will they tolerate those who do. (respect)

Cheating will be defined as copying another's work or allowing another to copy one's work. (respect & responsible)

Plagiarizing will be defined as passing off words or ideas of another as one's own. (respect & responsible)

Consequence: A student will receive a failing grade on the assignment in question for the first offense. Subsequent offenses will be dealt with on an individual basis, but consequences could include suspension or dismissal from school.

### **RULES: CODE OF BEHAVIOR**

Recognizing that the process of education is enhanced by a safe and orderly environment, the faculty and administration of St. Stephen's Episcopal School expect the following behaviors from the students:

- To show respect for the rights and feelings of fellow students and adults. (respect)
- To show respect for the property of others. (respect)

Within this framework, each classroom teacher has created his/her own specific behavior plan to meet the needs of the particular environment. If a rule infraction occurs outside the classroom, the adult in charge will report the incident to the teacher and the student will receive consequences as outlined in their plan. Classroom discipline plans for grades three through eight will include detention as a consequence for continued misbehavior.

If a student receives three behavior detentions in a marking period, the Dean of Students will arrange a conference with the parents and appropriate school personnel to determine what course of action should be taken. That decision could include suspension or even expulsion from school.

Bullying of students—including bullying via internet, social media and phones—will absolutely not be tolerated. Consequences for infractions to this rule will be immediate and severe. A complete description of the St. Stephen's DISCIPLINE PLAN in response to Bullying - GRADES 3-8 is found at the end of this handbook..

Behavior – the school reserves the right to dismiss students for, but not limited to, the following reasons: student behavior, attendance and academic record.

## RULES: SCHOOL/PERSONAL PROPERTY

1. Personal property of significant value such as electronics (see Electronics Policy), cameras, musical instruments or sports equipment are brought to school at the owner's risk and are not covered under the school insurance policy. It is required that such items not be left at school. (responsible)
2. Students will pay for the repair or replacement of any lost or damaged textbooks or school property. If it is determined that the damage is deliberate, disciplinary action may be taken. (responsible & respect)
3. Backpacks, purses, and bags may be opened and searched by any teacher or administrator for just cause. (safe)
4. Lockers, cubbies, and desks are and shall remain the property of the school. As such, students shall have no expectation of privacy in their lockers, cubbies, and desks. No locks are to be placed on the lockers. (safe)
5. Rules regarding personal electronic equipment can be found in the Electronics Policy at the end of this handbook.

## RULES: BUS BEHAVIOR

A student shall become ineligible for transportation when his/her behavior is such that it creates a problem on the school bus, or when he/she disobeys rules and regulations pertaining to school bus transportation.

The following rules will be observed:

- Students will be respectful to other students on the bus. (respect)
- Students are to follow the rules of the school district providing the transportation. (respect, responsible & safe)
- Students will not stand in the street while waiting for the bus. (responsible & safe)
- Students will not extend any part of their body, or any objects, or shout out of the bus windows at any time. (respect, responsible, & safe)
- Students will remain seated while the bus is in motion. (respect, responsible & safe)
- Students will use seatbelts if they are provided. (responsible & safe)
- Students will not push or run while getting on or off the bus. (respect & safe)
- Students will keep the aisle clear. (safe)
- Students will speak in quiet voices at all times. (responsible & safe)
- Students will not damage or deface any part of the bus. (respect & responsible)
- Students may not get off the bus at any place other than the assigned bus stop without written permission from a parent to the bus driver. (respect, responsible, & safe)

## RULES: "DRESS CODE"

1. Students should be dressed neatly and be well groomed. (respect & responsible)
  - Any clothing (which includes logos on shirts, including negative messages), grooming, or ornamentation that does not reflect the general philosophy of the school and good citizenship or is a distraction to learning is not allowed. (respect)
  - Shorts and skirts at mid-thigh length (must be at least longer than the fingertips) are permitted. Tank tops must be three adult-sized fingers wide. Shirts that show the midriff or cleavage are not permitted. (respect & responsible)
  - In cold weather, hats and gloves/mittens are required. If boots are worn, there must be a change of shoes for inside wear. (responsible & safe)
  - Pants must be worn at the hips or higher and underwear may not be showing. Pant legs may not drag on the ground. (respect & safe)
  - The only piercing allowed is earlobes. (respect & safe)
  - No hats, scarves, sweat bands or outwear jackets will be worn in the building unless specifically permitted by the classroom teacher. (respect)
  - Students' hair must be neatly combed and groomed at all times. Fads concerning hair will be regulated at the discretion of the Head of School. Hair grooming is not permitted in the classroom and sharing of combs is prohibited. (respect & responsible)
  - Shoes with wheels are forbidden. (safe)
  - Inappropriate clothing will be determined by the Head of School. Students will be given a dress code referral for the first offense, which must be signed and returned by the parent the following day. At the second offense, parents will be called to remove the student until they are appropriately dressed. (responsible)
2. Appropriate dress is required for full participation in the academic program. (respect)
  - Sneakers and pants or shorts are required for all physical education classes. (safe)
  - Shoelaces must be tied at all times. (safe)
  - For students in grades preschool-5 - No clogs or sandals without a back strap are permitted, at any time, to assure safety on stairs and at recess. (safe)
3. For the 2016-17 school year there will be no swimming classes. Swimsuits for the swimming program for students in K-5 are not to be worn under regular clothing, during the school day. (responsible & safe)
  - All swimsuits must be one piece. (respect)
  - Swimsuits should fit well and be in appropriately good condition. (responsible)
  - Swimsuits borrowed from the school must be washed and returned. (respect, responsible & safe)

- Swimming lessons are a portion of our graded physical education program. Therefore, all students will participate unless a doctor's excuse is provided. One parental excuse will be accepted for an excused absence. (responsible)

## RULES: MATERIALS

1. Students are to be responsible for their own notebook paper, pens, pencils, and special project supplies as outlined in grade level supply lists. (responsible)
2. **All hard cover textbooks must be covered at all times.** Self-stick book covers are not to be used. (respect & responsible)
3. Students are to be responsible for Dauphin County Library fines. Failure to do so will result in an inability to borrow books. Library cards may not be shared. (responsible)
4. Students will pay for the repair or replacement of any lost or damaged textbooks or school property. Report cards will not be given until fees are paid. (responsible)
5. Bringing toys from home is NOT PERMITTED unless permission is granted by the classroom teacher. (responsible)
6. Inappropriate items that are brought to school will be stored in the office or classroom "June Box". These items may be collected by the student in June. (responsible & safe)
7. The student's name should be on all his/her belongings, including coat, hat, boots, mittens, sweaters, LUNCHBOXES and BOOKBAGS. Unclaimed items will be kept in the lost and found box until the end of each semester. (responsible)
8. It is the responsibility of the students to have the materials they need when they leave their classroom at 3:00 p.m. Students are discouraged from returning to their classroom to retrieve forgotten articles, therefore, only students accompanied by an adult may return to the classroom to retrieve forgotten articles. Teachers encourage good work habits by giving students ample time to review homework assignments and to gather necessary articles to be taken home. (responsible & safe)

## RULES: GENERAL

1. **Correspondence** - Communications from the office, classroom teacher and Home and School Association will be sent home via your child's backpack and/or by mail or email. Please remove and read all correspondence, sign (when appropriate) and return to school. (responsible)
2. **Birthdays** – Healthy Birthday treats are to be coordinated with the classroom teacher. Treats will be limited to a snack. Parties, balloons or flowers are not permitted. Names and addresses for birthday party invitations can be acquired from the office. Party invitations will not be distributed at school UNLESS one of the following circumstances is met: Every student in the class is invited OR every classroom student of the same gender as the birthday student is invited. (respect)
3. **Gum** - Chewing gum is not permitted. (respect & responsible)
4. **Water bottles are permitted.** (responsible & safe)

## RULES: DISCIPLINE

1. Failure to comply with school rules will result in: loss of privileges, after school detention, communication with parents, conferences with parents, in-school suspension, suspension, or expulsion depending on the severity of the noncompliance. A conduct referral form may be sent home and is to be signed and returned by the parent the next school day. (respect, responsible & safe)
2. Disciplinary action, including suspension and/or expulsion, may be taken for such acts, as, but not limited to the following...possession or use of weapons, drugs, alcohol, or tobacco, bomb threats, setting off fire alarms, verbal abuse, causing physical harm to a member of the school community, destruction of school property, threatening harm electronically, orally, or in writing to any member of the school community, leaving the school or a school function without authorization, sexual harassment or bullying. (respect, responsible & safe)
3. If a child is suspended, an independent psychological or psychiatric evaluation may be required, at the expense of the parent, prior to determination of a return date to school. (responsible & safe)
4. Detention is held on Wednesday from 3:15 until 4:00 p.m. A detention notice will be sent home stating the reason for the detention assignment. FAILURE TO RETURN THE SIGNED NOTICE WILL RESULT IN A SECOND DETENTION BEING ISSUED. The detention will be served on the following Wednesday, and parents are responsible for coming promptly at 4:00 p.m. to pick up students who have been held beyond their regular hour of dismissal. Detention students may stay in the after school program at a cost of \$15/day with prior written request. See our detention policy at the end of this Handbook. (responsible)
5. Two or more detentions of an academic nature, in a marking period, result in a “U” on the report card under “work habits/study skills.” Two or more detentions for behavior in a marking period result in a “U” on the report card under “citizenship” and a conference with the parents and Head of School. (responsible)

## FIELD TRIPS

1. Field trips and various activities can be a great learning experience for your student. These are privileges which are afforded them. Therefore, any student who poses a disciplinary problem or who has failed to earn the privilege can be denied participation in any of these events at the discretion of the Head of School or the classroom teacher. (respect & safe)
2. Attendance at environmental education overnight trips is required unless there is a written doctor's excuse. Failure to attend will result in a zero for the Environmental Education grade for that marking period for the included activities and assignments and unexcused absences. (responsible)
3. No student will be allowed to participate in a field trip without written permission from the parent or guardian. A blanket permission slip, signed on the application form, will be used for area trips within walking distance. (responsible & safe)
4. Field Trips may have an additional cost. If financial aid is needed, please contact the school office. (responsible)
5. **CHILD VEHICLE RESTRAINT SYSTEMS:**
  - In connection with Pennsylvania law, and for the safety of our students, St. Stephen's school will require all students in Preschool and Pre-Kindergarten to ride in a safety belt system and an appropriately fitting vehicle child restraint system on any field trip where school staff and/or parent chaperones are driving.
  - Students in Kindergarten - Third Grade will be required to ride in a safety belt system and an appropriately fitting child booster seat for any field trip where school staff and/or parent chaperones are driving if the student is younger than age 8 at the time of the field trip.
  - Students in Third Grade and above who have reached the age of 8 years old prior to the day of the field trip must ride with a seat belt and may ride in an appropriate car seat at the discretion of their parent or guardian.
  - No students under the age of 13 may ride in the front seat of a vehicle during any school sponsored trip.
  - Parents/Guardians will be responsible for providing the appropriately fitting child vehicle restraint system or child booster seat prior to or on the day of the scheduled trip. It is the parent's responsibility to ensure that the vehicle restraint system or booster is appropriate for their child as the school cannot make that determination. In addition, the school cannot provide vehicle child restraint systems or booster seats for all students.
  - **STUDENTS WHO HAVE NOT PROVIDED AN APPROPRIATE CHILD VEHICLE RESTRAINT SYSTEM OR CHILD BOOSTER SEAT AT THE TIME OF TRIP WILL NOT BE PERMITTED TO ATTEND.**



## SERVICES

1. Hearing, vision, height, and weight are checked annually by the school nurse, an employee of the Harrisburg City School District. Any concerns will be communicated from the Nurse to the parents.
2. Speech therapy, remedial reading, remedial math and counseling services for K – 8<sup>th</sup> grade students are provided by the Capital Area Intermediate Unit (IU) at St. Stephen's School. If your student requires any of the above services, you may communicate with the specialist by sending your message in a sealed envelope addressed to the specialist c/o the school office. Information for IU services for PS and PK students are available through the Student Support Services Coordinator.
3. Student Support Team meetings are held as needed. Teachers and parents may request a student support meeting to discuss concerns regarding students' academic and behavioral performance.
4. School photographs including class and individual photos are taken and sold.
5. Standardized Achievement Tests are given annually in May for grades 3-8.
6. A monthly calendar of events will be sent home with students.

## HOMEWORK

At St. Stephen's Episcopal School, homework is an avenue in which students will assume ownership of their education and studies. Students will learn and practice time-management techniques and strategies by completing authentic, purposeful assignments as they explore a variety of topics which enhance their learning. This work, assigned beyond classroom lessons, will supplement classroom instruction, encourage further exploration, and ensure proficiency and confidence. Our purpose in assigning homework is based on research showing strong evidence that appropriate, thoughtful homework benefits student achievement. As students mature, the nature and time needed to complete homework will also adjust.

All students in grades 1-5 must have an assignment book which is provided by the School. Parents are asked to check and sign the book daily.

# HONOR ROLLS AND GRADING SCALE

Students may earn honors beginning in grade 3.

## 1. Grading Scale

A 100-93  
B 92-85  
C 84-77  
D 76-70  
Below 70 is failing

O Outstanding  
S Satisfactory  
N Needs Improvement  
U Unsatisfactory  
I Incomplete

## 2. Distinguished Honors

- All major subjects - 93% or above
- All minor subjects - B's, S's, or better

## 3. Honors:

- All major subjects - 85% or above
- All minor subjects - B's, S's, or better

Major Subjects: English, Reading & Literature, Language Arts, (listed as ELA for Middle School), Math, Science, Social Studies and Spelling, 7<sup>th</sup> & 8<sup>th</sup> Grade Spanish.

Minor Subjects: Art, Citizenship, Computer, Elementary Health, Environmental Education, Spanish, Handwriting, Music, Physical Education, Religion, Middle School Study Skills, Middle School Health.

## STUDENT ASSESSMENTS

1. **Parent Teacher Conferences** – A scheduled conference will be held for the issuance of the first report card for all students. The conferences for students in grades 1-8 are held in November; preschool, pre-kindergarten and kindergarten are held in January. Parents are welcome to request a conference at any time; however, class time may not be interrupted for this purpose. Parents should contact the classroom teacher to set up a mutually agreed upon time. (respect & responsible)
2. **Report Cards** - Report cards will be issued four times a year for students in grades 1-8. A mid-term progress report will be sent home when a concern is noted by the classroom teacher in grades 1-5. All middle school students will receive a progress report. Please sign and return report cards and progress reports. (responsible)

Report cards will be issued three times a year for students in preschool, pre-kindergarten, and kindergarten. These report cards are issued the second, third and fourth marking periods. Please sign and return report cards. Parent conferences will be scheduled in February. (responsible)

### 3. **Promotion or Retention**

Students' physical, emotional, and social growth are considered along with their academic achievement when promotion is determined. A student who has great difficulty in achieving established standards may be retained in a grade if the teacher and administrator believe it will be to the student's advantage. Parents will be consistently apprised by the classroom teacher of their student's progress.

## LUNCH/RECESS

### 1. Lunchtimes

- Kindergarten – 2<sup>nd</sup> Grade: 11:30-11:55 p.m.
- Grades 3–5: 12:00-12:20 pm
- Grades 6–8: 12:25-12:45 p.m.
- Preschool & Pre-kindergarten: eat in their classrooms at approximately 11:30 a.m.

### 2. Recess Times

- Preschool & Pre-kindergarten: mid-morning and after lunch recess
- Kindergarten – 2<sup>nd</sup> Grade: 10:45-11:20 a.m.
- Grades 3-5: 11:25-11:55 p.m.
- Grades 6–8: 12:45 – 1:15 p.m.

Students will go outside unless it is raining, the play area is not accessible, or it is severely cold.

Preschool and Pre-kindergarten students have story time and typically rest from 1:00-2:30 p.m. Kindergarten students typically rest between 1:45 and 2:30 p.m.

3. Students should bring their lunch, drink and all necessary utensils in a lunch box or reusable bag. (responsible)
4. **Recycling and reusing is highly encouraged. Reduce the amount of trash by providing reusable containers.** (respect & responsible)

5. Lunches cannot be heated or refrigerated.
6. Milk, 100% fruit juice, and plain water are appropriate beverages. Soft drinks and beverages containing caffeine and excessive sugar are not permitted.
7. No glass containers are permitted. Purchase of a thermos is encouraged. (safe)
8. Trading or sharing food is prohibited. (safe)
9. Encourage good eating habits by packing lunches with nutritious foods, including fruit and veggies. Avoid prepackaged lunches and snack foods. Candy is not permitted. **GUM IS NOT ALLOWED.**
10. A small lunch will be provided to those who forget their lunch.
11. Elementary and middle school students should enter the lunchroom quietly. (respect, responsible & safe)
12. Students should leave their area free of trash. (respect, responsible & safe)
13. Students should proceed quietly to recess or classrooms upon dismissal from the lunchroom. (respect, responsible & safe)
14. Snack is provided for students in PS-K. Students in Grades 1-8 may bring a healthy (fruit, cheese & crackers, veggies & dip) morning snack. Please refer to your child's classroom snack policy for additional information.

## VOLUNTEERS

All parents/families are requested by the Board of Directors to volunteer. Information regarding volunteer opportunities will be provided prior to the start of the school year as well as throughout the year as the need arises. (responsible)

All volunteers, including, but not limited to, classroom volunteers, field trip volunteers, school function volunteers and junior achievement volunteers, must submit an *Act 151 PA Child Abuse History Clearance* and an *Act 34 PA Criminal History Record Check* that is no more than 1 year old. Forms and information can be obtained from the school office or found on the school website. All volunteers accompanying students on the environmental education trips must also obtain *Act 114 FBI Criminal History (Fingerprint) clearance*. Act 114 clearances may be required for other volunteer opportunities at the discretion of the Head of School. Submitted clearances are good for three years from the date on the clearance. (responsible & safe)

## PROCEDURE FOR PARENTAL CONCERNS

The following steps may be taken by parents to address a concern:

1. Arrange for a meeting with the classroom teacher if the concern is related to subject matter, student behavior, etc., within the classroom. Meetings may not be during instructional time. (responsible)
2. If your concern has not been resolved or if the concern is related to a situation outside the classroom then proceed to the Dean of Students and/or the Head of School. (responsible)
3. If your concern has not been resolved by the Head of School you may request a meeting with the Personnel Committee of the Board of Directors. The Board Members, together with the Head of School will determine how the situation will be resolved. (responsible)

These steps are intended to permit a fair, prompt and orderly response to school related problems. In cases where serious disagreement between school and parents cannot be resolved or if the conduct of the parents is deemed to be inappropriate to the mission of the school, St. Stephen's reserves the right to require parents to withdraw their students.

## TIPS FOR PARENTS

- Read aloud to your child and have your child read to you.
- Take time to ask your child questions about school and WAIT FOR ANSWERS.
- Study your child's report card and discuss it with the child before signing it.
- You can help your child have a good school experience by letting your child hear you make positive comments about school.
- Refrain from criticizing the teacher, the school and/or other students in front of your child.
- Try earnestly to have an open mind about educational policies of your school.
- Accept invitations to conferences or school meetings. Become involved with the Home and School Association and school activities.
- Volunteer to help in the classroom or with special events.
- Attend functions that will allow you to get to know teachers, administrators, and members of the Board of Directors.
- It is important that the unity of parent and teacher authority be respected and protected at all times.
- Visit the classroom only after having signed in with the school office, or by appointment.
- Teachers are available for parent conferences during non-instructional time. Please contact your child's teacher if you desire a conference. It is helpful to the teacher to know topics of interest in advance of the conference.
- Encourage a good night's sleep.

## MIDDLE SCHOOL ADDENDUM

Middle School students are permitted to wear flip-flops, clogs and other backless shoes.

Middle School Students are responsible for getting to their specials subject classes in a quiet, timely and respectful manner. (respect, responsible & safe)

Middle School Students will be permitted to watch PG and G rated movies pertaining to subjects they may be studying. (responsible)

Middle School Students will be given one or all of the following for inappropriate behavior:  
(responsible)

1. Warning
2. Lunch Detention – students will be required to eat their lunch separate from their classmates.
3. After School Detention

## STUDENT COUNCIL

The Student Council plays an important role in our school. It helps students share ideas, interests and concerns with teachers and the Head of School. It helps students raise funds for school and community projects. Being on Student Council is something that helps students become responsible and active members of the community.

Any 6<sup>th</sup> or 7<sup>th</sup> grade student may run for student council representative. Any 8<sup>th</sup> grade student can run for student council representative or officer.

Any representative with three detentions for homework or behavior will be suspended from Student Council for one month. Two such offenses will result in removal from the council. (responsible)

## Middle School Expectations

1. Be respectful, responsible, and safe—to each other, to teachers and staff, to all visitors, to each other, to school property, and the property of others.
2. Be on time for school and individual classes.
3. Be prepared with assignments and materials needed for each class, each day.
4. Be ready to participate in school lessons, activities, and functions.

## DETENTION GUIDELINES

Detention is a response to unexpected student behavior. By the time the student has reached the point of having to serve detention, several other strategies have been attempted. The student has been made aware that being given detention is serious.

Discipline is not meant to be punishment but learning. However, detention is also not meant to be fun. There will be no snack, no leaving the room, no leaving the seat.

These are the guidelines:

Detention is on Wednesday afternoon from 3:00-4:00 in the Religion room.

### BEHAVIOR DETENTION

- The student will come into the room, leave backpacks, etc. in the hall, and sit at the table. If he/she needs to go to the bathroom, he/she needs to do so before entering the room.
- The student will sit in silence for the first part of detention.
- Then the student will write
  - A statement of what he/she did that caused him/her to be given a detention and who they hurt.
  - A statement of what he/she could have done differently.
  - A note of apology (this will depend on what happened. Maybe it will be written to an individual, to the class for being disruptive, to the custodial staff if they were destructive and something had to be cleaned up, to the head of school. The apology will depend upon the incident and it will be appropriate to the offense).
- There may be an additional consequence or action to make amends. For example, if there was damage to school property, the student may need to spend some time repairing, cleaning...; if there was constant class disruption or rudeness, the student may need to have a task that will show respect. We are hoping that the consequence may better fit the offense so that rather than just punishment, there will be learning. This action may be determined by the teacher, the head of school, the teacher supervising the detention, or even the student in conversation with the person who gave the detention.
- Parents are invited to come in the last few minutes of the detention hour to talk with their child.

### HOMEWORK DETENTION

- The student will come into the room with the necessary materials and sit at the table. If he/she needs to go to the bathroom, he/she needs to do so before entering the room.
- The student will do the assigned work.
- If the student finishes the work before the hour is over, the student may read or continue to study.



## DISCIPLINE PLAN – RESPONSE TO BULLYING - GRADES 3-8

Bullying: Bullying is an ongoing, developmentally inappropriate, intentional, abusive or aggressive behavior; physical, verbal or written; that makes the victim feel humiliated and/or afraid. Examples may include, but are not limited to:

- name calling
- pushing
- tripping
- kicking
- hitting
- threatening
- cell/texting
- intimidating
- excluding
- spreading rumors
- fighting or instigating a fight
- teasing
- spitting
- cyber/social media bullying

### **Procedure**

- Isolate bully and victim. (adult present)
- Identify action as bullying. (adult and students)
- Complete referral form and send the form to the office. (adult)
- Record incident in bully log. (office personnel)
- Meet with Head of School or Dean of Students.

### **Consequences**

#### **1<sup>st</sup> Offense**

**Warning and parental contact:** Office personal will call parents to inform them that their student has received a warning for bullying. This is a quick call, not a conference.

#### **2<sup>nd</sup> Offense**

**Meeting with Head of School and parents, SST referral and one week isolated lunch.** Head of School will phone parents to set up a meeting. Meeting will take place within two days of the incident. During the meeting, there will be a review of the definition of bullying and the consequences for bullying activities. The student's classroom teacher will complete paperwork to begin the SST process. Student will eat lunch in an area of the school away from the student population for the period of one week. This isolation lunch will begin the day after the bullying incident.

#### **3<sup>rd</sup> Offense**

**One day of out of school suspension:** This suspension will be served out of school. The absence will be recorded as unexcused.

#### **4<sup>th</sup> Offense**

**Three days of out of school suspension, expulsion considered.**

\*\* Disciplinary actions from items #3 & 4 will be recorded in permanent files.

### **Victim**

1. Victim's parents will be contacted.
2. Bully referral form will be copied and placed in victim's folder so that we may recognize any patterns in victimization.
3. After victim has endured three bullying incidents, he or she will meet with the Guidance Counselor.
4. Incident report/forms will be made available for victims or bystanders who are uncomfortable reporting incidents directly to an adult.

### **Implementation**

1. Head of School will meet with all classes during the first week of school to describe and discuss bullying program.
2. Classroom teachers continue with age-appropriate discussion or activity.
3. Bullying contract sent home to be signed by both parents and students stating they have read the contract, discussed bullying, and the consequences of bullying.

# St. Stephen's Episcopal School

## INTERNET USE POLICY

Use of the Internet provides many educational benefits to students. Unfortunately, some material accessible via the Internet may contain items that are illegal, defamatory, or potentially offensive to some people and contrary to the religious beliefs and moral values of the Episcopal Church. Access to the Internet is given as a privilege to students who agree to act in a considerate and responsible manner. We require that students and parents or guardians read, accept and sign the following rules for acceptable on-line behavior.

1. Students are responsible for good behavior on the Internet just as they are in a school building. General school rules for behavior and communication apply.
2. Network/workstation storage areas should be treated like school property. Administrators/teachers may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should expect that files will be subject to review by appropriate school officials without prior notice.
3. The following are not permitted:
  - ✓ Uploading, sending or displaying offensive messages or pictures.
  - ✓ Using obscene language.
  - ✓ Harassing, insulting, or attacking others.
  - ✓ Damaging computers, computer systems, or computer networks.
  - ✓ Violating copyright laws.
  - ✓ Trespassing in another's folders, work, files or e-mail.
  - ✓ Games are prohibited, unless authorized by teacher.
  - ✓ Employing the network for commercial purposes.
  - ✓ Revealing the personal address or phone number of yourself or any person without permission from the teacher.
  - ✓ Use of chat rooms or any social site or app, or any other similar media available now or in the future.
  - ✓ Downloading any material, unless authorized by teacher.
  - ✓ No outside E-mail use. i.e. – AOL mail, Hotmail, Gmail, etc.
  - ✓ No music sites. i.e. – MTV, Artist websites, itunes, etc., unless authorized by a teacher.
  - ✓ Use of any apps that can be considered offensive, obscene or harassing.
4. Violations may result in a loss of access as well as other disciplinary or legal action.

## St. Stephen's Episcopal School

### ELECTRONICS POLICY

**Phones:** Students are not permitted to use a cell phone in the school building or during school activities unless authorized by a teacher or staff member. At all other times, all cell phones must be turned off and/or “parked” in the classroom. **Violation of this policy will result in confiscation of the phone.** With the permission of a teacher or staff member, a student may use the school phone or their cell phone to make a call. The school and faculty are not responsible for lost or stolen cell phones; students are responsible for their own cell phones.

#### **Cameras:**

Cameras (or phones) are not to be used to take pictures during school hours or on field trips unless prior permission has been given by the teacher. This includes during lunch and during conditioning/recess.

#### **Electronic Devices:**

**Ipods or other music/mp3 players/phones//tablets/e-readers/gaming devices/laptops of any kind or any other electronic devices available now or in the future:**

Electronic devices may be used for research/internet access with the permission of each individual teacher during their individual classes. Permission must be obtained with each use. They may not be used in study hall or during free time without the permission of the teacher in charge of that specific period. When not in use, all electronic devices must be turned off.

These items are not to be used as calculators unless permission is given by the teacher in charge.

**As stated previously in this Handbook, students are responsible for their own electronics. St. Stephen's Episcopal School, it's teachers and administrators are not responsible for lost or stolen electronic devices.**

**Students are not to be on any form of social media or App, available now or in the future, during school. Music may only be listened to at the discretion of the individual teacher and must be listened to with headphones/earbuds.**

**No electronic devices, cameras or phones are to be used in the dismissal line.**

