

# Family Handbook

## 2020-2021



**St. Stephen's Episcopal School provides a superior education in an Episcopal setting to students of all faiths and ethnic heritages, cultivating confident individuals who contribute positively to their families, school, and larger community.**

## 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, students, 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 safety, respect, 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.



## SCHOOL YEAR CALENDAR

St. Stephen's Episcopal School  
2020-2021 SCHOOL YEAR CALENDAR  
Updated 7/27/2020

Key - - First/Last Day of School  
\*-Staff In-Service – Students off ONLY  
X-No School – Staff & Students off; offices closed

<p>Summer Office hours 9 am – 2 pm, Monday -Thursday. Closed Friday.</p> <p><b>AUGUST</b> 17-20, 24-25 -Staff In-Service 24 - Virtual Back to School Celebration 27 - Virtual Back to School Night 31 - <b>First Day of School</b> (Monday) Student Days=1 Staff Days=10 (9 in-service)</p>	<table border="1"> <thead> <tr> <th colspan="7">AUGUST 2020</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> </tr> <tr> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> </tr> <tr> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> </tr> <tr> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> </tr> <tr> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> </tr> <tr> <td>30</td> <td>31</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	AUGUST 2020							S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						<table border="1"> <thead> <tr> <th colspan="7">SEPTEMBER 2020</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> </tr> <tr> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> </tr> <tr> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> </tr> <tr> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	SEPTEMBER 2020							S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				<p><b>SEPTEMBER</b></p> <p>4 &amp; 7 - <b>NO SCHOOL</b>-Labor Day</p> <p>11 - Whole School Group Photo</p> <p>24 - Fall Student Picture Day</p> <p>28 - Mid-Marking Period</p> <p>Student Days=20 Staff Days=20</p>
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# ST. STEPHEN'S EPISCOPAL SCHOOL

<p><b>APRIL</b></p> <p><b>1-5 - NO SCHOOL/</b> Easter Break</p> <p><b>19-23 - Achievement Testing</b></p> <p><b>29 - Mid-Marking Period</b></p> <p>Student Days=19 Staff Days=19</p>	<table border="1"> <thead> <tr> <th colspan="7">APRIL 2021</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> </tr> <tr> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> </tr> <tr> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> </tr> <tr> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td></td> </tr> </tbody> </table> <p>*Environmental Ed Dates for grades 3-8 to be decided for April and/or May</p>	APRIL 2021							S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		<table border="1"> <thead> <tr> <th colspan="7">MAY 2021</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> </tr> <tr> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> </tr> <tr> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> </tr> <tr> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> </tr> <tr> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> </tr> <tr> <td>30</td> <td>31</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>*Environmental Ed Dates for grades 3-8 to be decided for April and/or May</p>	MAY 2021							S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						<p><b>MAY</b></p> <p><b>14 - Race for Education</b></p> <p><b>28-31 - NO SCHOOL/</b> Memorial Weekend Artsfest</p> <p>Student Days=19 Staff Days=19</p>
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<p><b>JUNE</b></p> <p><b>3 - Last day for students</b> EARLY DISMISSAL 1pm NO AFTERSCHOOL End of 4<sup>th</sup> Marking Period</p> <p><b>4 - *Staff In-Service</b></p> <p>Student Days=3 Staff Days=4 (1 in-service)</p>	<table border="1"> <thead> <tr> <th colspan="7">JUNE 2021</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> </tr> <tr> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> </tr> <tr> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> </tr> <tr> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	JUNE 2021							S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				<table border="1"> <thead> <tr> <th colspan="7">JULY 2021</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> </tr> <tr> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> </tr> <tr> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> </tr> <tr> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> </tr> </tbody> </table>	JULY 2021							S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	<p><b>JULY</b></p> <p>*Summer Office hours 9 am – 2 pm, Monday through Thursday. Office closed on Friday.</p> <p><b>Total Students Days = 171</b> <b>Total Staff Days (through 6/4) = 188</b></p>							
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## **SCHOOL COMMUNITY**

### **School Board Members**

#### **Executive Committee**

Chair	Karen Love	klove@ssechool.org
Vice Chair	Nichole Walters	nwalters@sseschool.org
Secretary	Tom Lee	tle@sseschool.org
Treasurer	Lane Schultz	lschultz@sseschool.org
Board Representative	Carmen Henry-Harris	chenryharris@sseschool.org

#### **Directors at Large**

Richard Koch	rkoch@ssechool.org
Saima Mumtaz	smumtaz@sseschool.org
Brianne Spangler	bspangler@ssechool.org
Ed Copeland	ecopland@sseschool.org

#### **Ex Officio, Voting Directors**

Amy Welin	awelin@sseschool.org
Shannon Keene & Stacey Box	hsa@sseschool.org

#### **Ex Officio, Non-Voting Directors**

Danielle Cobb	dcobb@sseschool.org
Katherine Harrigan	kharrigan@sseschool.org

### **Cathedral Vestry Members**

John Dernbach – Warden	Gene McHugh – Jr. Warden
Caroline Robelen - Secretary	Michael Pasenelli - Treasurer
Rick Breach	Lynn Charlton
David Hamaty	Peter Tartline
Adrian Hennessy	Janice Black
Judy Clemmer	Ryan Tobin
Anthony Alexander	Hazel Trauffer

## Faculty/Staff

Interim Head of School	Danielle Cobb	dcobb@sseschool.org
Dean of Students	Emily Hand	ehand@sseschool.org
Business Manager	Denise Paran	dparan@sseschool.org
Office Manager	Keya Shell	office@sseschool.org
Chaplain, Religion Teacher	Katherine Harrigan	kharrigan@sseschool.org
Preschool/Pre-kindergarten	Ruth Graffius	rgraffius@sseschool.org
Preschool/Pre-kindergarten Aide	Nikitta Bacon	nbacon@sseschool.org
Kindergarten	Justine Runkel	jrunkel@sseschool.org
Kindergarten Aide	Shandelle Fenstermacher	sfenstermacher@sseschool.org
1st Grade	Lisa Martin	lmartin@sseschool.org
2nd Grade	Sarah Blackford	sblackford@sseschool.org
3rd Grade	JoAnn Baldwin	jbaldwin@sseschool.org
4th Grade	Samantha Christ	schrist@sseschool.org
5th Grade	Daniel Smyth	dsmyth@sseschool.org
6th/7th Grades	Jaré Owens	jowens@sseschool.org
Art, Spanish, Stem	Juliet Pawleski	jpawleski@sseschool.org
Physical Education, Technology Education	Chandler Harris	charris@sseschool.org
SEL Enrichment Teacher, After School Program Staff Member	Chloe Outstrich	coutstrich@sseschool.org
Building Substitute, After School Program Staff Member	Holly Fertsch	hfertsch@sseschool.org



## School Schedule

8:10 AM - 2:40 PM

7:45	Doors Open for Students   Student report to classrooms after health screening at drop-off
8:10-8:40	Handwashing/Instruction Begins/Morning Meetings
8:45-9:15	Period 1
9:20-9:50	Period 2
9:55-10:25	Period 3
10:30-11:00	Period 4
11:00-11:30	Lunch 1
11:35-12:05	Lunch 2
12:10-12:40	Lunch 3
12:45-1:15	Period 5
1:20-1:50	Period 6
1:55-2:25	Period 7
2:30-2:45	Clean /Disinfect Classroom
2:50-3:30	Student Dismissal
3:00-4:30	After School Program
3:30	Teacher Dismissal
3:45	Extended Day Student Dismissal to Undercroft

**Enrichment Classes:** Preschool through eighth grade students will take part in weekly technology education, Spanish, religion, STEM, art, social and emotional learning, and physical education instruction throughout the academic year. Physical education instruction will take place at Riverfront Park for students in second through eighth grade. Students in preschool through first grade will have physical education in the Bishop's Garden. In the case of inclement weather, the students will stay on campus for physical education.

**Lunch:** Students may bring a packed lunch or take part in the free school lunch program through the Harrisburg City School District. The month's menu can be found on BLOOMZ. The school does not provide refrigeration or microwaves for packed student lunches.

**Recess:** Students have recess every day. Preschool through first grade students play in the Bishop's Garden and our second-eighth grade students take part in recess at Riverfront Park. Staff members have been trained through Playworks on how to provide safe and inclusive play that helps students stay active while building valuable social and emotional skills. Students will have indoor recess when it is not safe for students to be outdoors (ie: heat advisory, the temperature is 32 degrees or below, it is raining, and any other unsafe conditions). Please ensure that your child is dressed in seasonally appropriate clothing. Please contact our social worker, Mrs. Kelly Myers, if you are in need of assistance in obtaining seasonally appropriate clothing for your child.

## **AFTER SCHOOL PROGRAM**

The program is open to all students attending St. Stephen's Episcopal School. The program is held in the Undercroft and adjoining classrooms from 3:00 pm-4:30 pm each school day. An additional fee is added to your child's tuition for the use of this program. The After School Program may be used occasionally for a per day fee.

### **After School Program Schedule**

2:55 pm	Dismissal from classrooms to Undercroft (Younger students are escorted.)
3:00 pm	Welcome whole group activity and announcements
3:15 pm	Snack (Kids Café provided by Central PA Food Bank.)
3:45 pm	Homework Time or Academic Enrichment activity
4:00 pm	Group games
4:30 pm	All students must be picked up.

### **Snack**

The meals provided in the After School Program include a cold sub or sandwich, milk, and fruit/vegetable side.

### **Expectations for Behavior**

Families will be informed of any continuing unexpected behaviors and a conference may be requested with the Dean of Students and/or the Interim Head of School. Students exhibiting ongoing disruptive or unsafe behavior may be asked to withdraw from the After School Program.

### **Accidents and Illness**

First aid will be administered for minor accidents and parents will be notified upon arrival. If a more serious injury or illness occurs, all efforts will be made to contact guardians. The staff will act on their best judgement. If a child has a fever of 100.4 degrees or more and/or a child has thrown-up, a guardian must pick the child up immediately in order to prevent the illness from spreading to other students.

### **Pick-Up**

Ring the doorbell at the main entrance. There is a monitor in the Undercroft which allows the staff to see who is requesting entrance.

### **Contacting After School Staff**

Please call 717-384-5133 with any questions or concerns.

### **Guardian Responsibilities**

- Afterschool staff will sign out students each day at pickup. This is not only for record keeping and billing, but in the event of an emergency we have an accurate account of students.
- Students will only be released to guardians or a person listed on the emergency card, unless written permission is given in advance.
- Guardians must make arrangements for ill students to be removed from the Program.

- Students must be picked up by 4:30 pm. Keep in mind traffic does back-up this time of day in Harrisburg, so make allowances for time. Late pick-ups will be charged an extra fee.
- For health and security purposes, staff members are not permitted to let individuals into the building and will walk students out of the building at pick up.

### **Late Pick-up Fees**

The policy for late pick-up is as follows:

- 4:30-4:35 pm: No Charge (Grace period)
- 4:36-4:40 pm: \$5.00
- 4:41-4:45 pm: \$15.00
- 4:46-4:50 pm: \$25.00
- 4:51-4:55 pm: \$35.00
- 4:56-5:00 pm: \$45.00
- And so on, add \$10 for each additional 5 minutes.

### **After School Clubs**

There will be no after school clubs beginning at the conclusion of the extended day program.

### **After School Staff**

Ms. Danielle Cobb, Interim Head of School  
Ms. Chloe Outstrich, Staff

Ms. Emily Hand, Dean of Students  
Ms. Holly Fertsch, Staff

The After School Program staff welcomes the ideas of guardians. Please speak to Ms. Cobb if you have any questions, concerns, or suggestions for the Program.

## **ACADEMICS** **Student Testing**

### ***Acadience Reading and Acadience Math***

*Acadience Reading* is a set of measures for assessing the acquisition of early literacy skills from kindergarten through sixth grade. They are designed to be short fluency measures used to regularly monitor the development of early literacy and early reading skills.

*Acadience Math* consists of measures of early numeracy, computation, and problem solving that function as indicators of the essential skills that every child must master in order to become proficient in mathematics.

*Acadience Reading and Acadience Math* measures are administered to students in kindergarten through sixth grades three times per year; September, January, and May, with periodic progress monitoring.

### ***Terra Nova 3 Standardized Achievement Tests***

Students in third through eighth grades take the TerraNova 3 national achievement tests in the spring of each school year. These tests measure Reading, Language Arts, Math, Science, and Social Studies concepts, processes, and objectives.

### ***Adaptive Software (IStation Reading and DreamBox Math)***

#### *IStation Reading*

Nationally normed IStation's Indicators of Progress (ISIP™) measure student growth with engaging, computer/tablet-based programs. From intervention to enrichment, IStation gives students the instruction they need when they need it. This is supplemental to and supportive of direct reading instruction provided by our classroom teachers. Students in kindergarten through seventh grades will use iStation during the 2020-21 school year.

#### *DreamBox Math*

Computer/tablet-based program DreamBox Math adapts to students' actions to meet them at the right level—with personalized instruction that promotes student decision making and strategy development. This is supplemental to and supportive of direct math instruction provided by our classroom teachers. Students in kindergarten through seventh grades will use DreamBox Math during the 2020-21 school year.

### **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 two-eight will have an assignment book provided by the school. Guardians are asked to check and sign the book daily.

### Honor Rolls and Grading Scale

Grade	Subject	Scale Used
Preschool-Pre-kindergarten	All	<b>B</b> -Beginning <b>D</b> -Developing <b>S</b> -Secure
Kindergarten-Second Grade	All	<b>GRADING KEY</b> <b>O</b> Outstanding <b>S</b> Satisfactory <b>N</b> Needs Improvement <b>U</b> Unsatisfactory <b>I</b> Incomplete <b>NA</b> – Not Applicable
Third-Fifth Grades	Major Classroom Courses	Percentages
Third-Fifth Grades	Minor Courses and Specials	O, S, N, U
Sixth-Eighth Grades	Major Classes	Percentages
Sixth-Eighth Grades	Minor Class and Specials	A, B, C, D, F
Sixth-Eighth Grades	Work Habits/Study Skills	O, S, N, U

### Grading Scale

**A** - 100-93

**B** - 92-85

**C** - 84-77

**D** - 76-70

Below 70 is failing.

Students may earn honors beginning in grade three.

	Major Subjects	Minor Subjects
<b><i>Distinguished Honors</i></b>	93% or higher	B's, S's and higher
<b><i>Honors</i></b>	85% or higher	B's, S's and higher

**Major Subjects:** English, Reading, Language Arts, Spelling, (listed as ELA for Middle School), Math, Science, and Social Studies.

**Minor Subjects:** Art, Social and Emotional Learning, Elementary Health, Environmental Education, Spanish, Handwriting, Technology Education, Physical Education, Religion, STEM, Study Skills, Health.

### **Grading Process for Enrichment Classes**

Grading for Enrichment Classes (Art, Music, Religion, Spanish, Gym) is based on Content and Engagement, working with a four point rubric: Excellent (4), Good (3), Fair (2), Poor (1). The points given to Content and Engagement are determined by the teacher depending on the grade level, grade band expectations, and the nature of the Enrichment Class. These points are then converted to the St. Stephen's grade scale for reporting. If a student is scoring a 1 (poor), the teacher may contact the parents.

### **Teacher Conferences**

A scheduled conference will be held in November for the issuance of the first report card for all students. Conferences will also be held in March. Guardians are welcome to request a conference at any time which will be scheduled outside of instructional time. Guardians should contact the classroom teacher to set up a mutually agreed upon time.

### **Report Cards**

Report cards will be issued four times a year for students in kindergarten through eighth grade. All students in third-eighth grades will receive a mid-marking period progress report. Please sign and return report cards and progress reports.

Report cards will be issued three times a year for students in preschool and pre-kindergarten. These report cards are issued at the culmination of the second, third and fourth marking periods. Please sign and return report cards.

### **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. Guardians will be consistently apprised by the classroom teacher of their student's progress.

## **ADMISSIONS**

### **Admissions Testing**

Admissions testing/orientation is required for all new students, preschool through eighth grade:

1. Students entering Preschool and Pre-kindergarten: Interview with the Preschool or Pre-kindergarten teacher.
2. Students entering kindergarten and first grade: A two hour orientation at the beginning of the summer with readiness testing.
3. Students entering second through eighth grade: Math and reading testing, and writing sample.
4. Any student enrolling after the beginning of the new school year will also be required to participate in a shadow day prior to testing.



The following documents are required (if applicable) at the time of testing:

1. At least two years of report cards from previous schools
2. Evaluation (ER) or Reevaluation Reports (RR)
3. Individualized Education Plan (IEP)
4. 504 plan
5. Disciplinary Records
6. Immunizations

Testing results will be evaluated by the admissions team. The Interim Head of School will contact parents/guardians with the results of recommended placement. A student whose academic or social-emotional needs exceed a regular classroom may be denied admission. All admissions are offered on a 30-day provisional period to determine if the school can meet the academic, social and emotional needs of the student.

### **Student Age Requirements**

- Preschool - Must be 3 years of age by September 30 of the current year and potty trained.
- Pre-kindergarten - Must be 4 years of age by September 30 of the current year.
- Kindergarten - Must be 5 years of age by September 30 of the current year.
- This formula continues for the remaining grades.

### **To Apply for Admission**

Submit an Inquiry Form on the school website, <https://www.sseschool.org>. The Dean of Students will receive notification and assign you an enrollment checklist on Blackbaud, our online registration platform. The first step is to complete the Registration Application, along with the appropriate \*fee(s) on Blackbaud.

\*A one-time non-refundable Application Fee of \$90 is required upon application submission. Additionally, there is a non-refundable annual Registration Fee of \$90. The registration fee must be paid upon acceptance.

### **Tuition**

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.

A signed Tuition Contract must be submitted on Blackbaud by August 15 to complete the registration process and create the tuition account on Smart Tuition. Only students with a signed tuition contract on file by this date will be permitted to attend.

### **Forms**

Forms required upon acceptance include:

1. \*\*Health Record signed by a physician
2. Family Health History
3. Immunization Record
4. Dental Form
5. Copy of Birth Certificate
6. Tuition Contract
7. Emergency Card
8. Income Eligibility Form
9. Language Survey

\*\*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. Report cards will be held for any families who have not submitted these forms.

\* *St. Stephen's Episcopal School does not discriminate on the basis of race, sex, color, religion, or national origin and all students are afforded equal educational opportunities.*

\* *St. Stephen's Episcopal School abides by FERPA (Family Educational Rights and Privacy Act.)*

### **Withdrawals**

It is our desire to remain fiscally responsible and to be good stewards of the financial commitment our families have made to their children's education. As such, to maintain a sound operating budget, the school has authorized a schedule for payment in tuition in the event a student withdraws after enrollment.

Please note:

- Students whose academic or social-emotional needs exceed the school's ability to support the student may be asked to withdraw.
- Families may initiate withdrawal by completing the Withdrawal Form found on the school's website.
- Requests for the transfer of records must be presented in writing and signed by the guardian. A release form is available from the school office.
- All school debts, fees, tuition and replacement costs must be paid in full and all school property must be returned before student academic records will be released.
- Fees are non-refundable. For a student withdrawing or discontinuing after the start of the school year, the family is responsible for tuition payments through the month of withdrawal.



## **ARRIVALS AND DISMISSALS**

**Morning Arrival** - School doors open at 7:45 am. Staff members will not be on duty prior to 7:45 am, so guardians must remain with any students who arrive prior to 7:45.

7:45 – 8:10 am      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 space. All students arriving between 7:45-8:00 am will be offered a to-go breakfast that will be consumed in the classroom. All students are also eligible to receive a free cold lunch daily.

8:10 am              Students arriving on or after 8:10 must report to the office. Guardians must notify the office personnel of a tardy student. For the safety of our younger students, preschool, pre-kindergarten and kindergarten students must be escorted into the building by a guardian or authorized adult who will sign the student in. A staff member will assist these students to their classrooms. Students in first-eighth grades may be dropped off at the door, but the guardian or authorized adult must wait to see that the student has safely entered the school.

*\* Please note changes in policies this year due to Covid-19.*

### **Entering the Building**

For security purposes the building is always locked. Please do not hold the door open for others. Due to COVID-19 individuals will not be permitted to enter the building. 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 ring the outside door bell of the school to collect your child and they will be signed out to the parent/guardian by staff. Students must be accompanied by an adult to leave the school premises.

### **Afternoon Dismissal**

Students riding buses will be dismissed at 2:45 pm. Students staying for the after school program will be dismissed at 2:50 pm. Students being picked up by car will be dismissed at 3:00 pm. Employees are on duty from 3:00 to 3:45 pm to deliver students to cars. At 3:45 pm., students remaining will be signed in to the After School Program, where they will remain until a parent signs them out. Students not picked up by 3:45 pm will be charged a \$10.00/day fee for after school care.

### **Changes in Dismissal**

Guardians must provide 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. If written or verbal notification from a guardian is not received, the student will be dismissed using the student's normal dismissal procedure.

### **Bus Transportation**

Most students of school age are eligible for bus transportation by their home school district if the district provides transportation to their own students and if the school district's boundaries are within a ten-mile radius of St. Stephen's. Busing is requested when completing St. Stephen Episcopal School's registration application. St. Stephen's school will provide the student's school district with a written request for busing during the summer months or at any time during the school year. Some districts may require additional family census information. Families will be contacted by St. Stephen's School if more information is required. Families should contact St. Stephen's School first if there is a change in a student's transportation needs, including, but not limited to a new request to start busing, withdrawals, bus stop changes or timing questions. If St. Stephen's School cannot assist with the request or answer the question, the guardian may be referred directly to the student's home school district transportation department or the contracted busing company providing the transportation. It is the guardian's responsibility to make contact with the student's bus/van driver after busing has been obtained to alert the driver of any day to day changes or any concern or question and to confirm with the driver how the student's busing may change when the home district has a delayed opening or school closing when St. Stephen's Episcopal School does not.

### **Alternate Transportation**

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

### **Release of Students**

If someone other than a guardian or authorized adult (per notification on the student's emergency card) is to pick up a student, written permission and valid identification is required. Please sign and date all permission slips. Students will not be permitted to leave with anyone other than a guardian unless prior written approval has been sent.

If a guardian is visibly impaired, the school reserves the right to refuse release of a student and will contact the next authorized adult.

### **Custody**

The school must honor and enforce custody decisions presented in court papers. The legal document outlining the most recent decision must be provided to the school office to be kept on file.

## 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.

- **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) students sent home sick from school, (7) other reasons approved by the Head of School.
- **Absences/Tardiness:** Parents are required to notify the school office before 9:00 am the morning of the absence. If a student's absence is not reported by 9:00 am, the parent will be contacted for more information. A written excuse, which may be by a written or typed note or an email to the school's email address ([office@sseschool.org](mailto:office@sseschool.org)), 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 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.
- **Tardiness:** Students who are not inside their assigned classroom by 8:10 am are considered tardy. Students who enter the building at 8:10 am will be marked tardy. Please leave enough time in the morning to arrive at the school prior to 8:10 am to allow students time to travel to their classrooms.
- **Appointments:** While a "return to school" card from the doctor/dentist is the preferred response to an appointment, a written note from a guardian will be honored upon return from the appointment. A student leaving school for an appointment will be summoned to the office by office staff. Guardians will need to sign the student out/in at the office.

- **Missed Work:** Students will be responsible for all work missed and will have a day for each absent day to make up missed work. Incomplete work will result in a grade of “incomplete” on the student’s report card.
- **Participation:** Students will be expected to participate in the entire school program, including enrichment classes, 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 or approved by the Head of School. Non-participation will impact student grades.
- **Educational Trips:** Vacations during the school year affect a child’s academic performance. If unavoidable, students may be excused, with prior permission from the Head of School, for one educational trip per year totaling no more than five school days. The form, located on the school’s website, must be submitted at least 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.
- **Half-Day Absences:** Students must be present for four full hours of the school day. Less than four hours will be considered a half day absence. If a student must be out of school for a portion of the school day, guardians are encouraged to contact the student’s teacher to determine the best time to be absent from school to avoid missing instruction or testing. 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 herein.

### **CLASSROOM PARTIES/BIRTHDAY PARTIES**

Due to Covid-19 restrictions, we will not be able to serve birthday treats this year.

### **COMMUNICATION**

#### **Bloomz**

In order to receive updates from the school regarding inclement weather, street closings, school emergencies, and other important information, please join the school Bloomz account. Sign up for Bloomz following these instructions:

1. Download the Bloomz app and click on “Create Account” or go to [www.bloomz.com](http://www.bloomz.com) and click on “Join Bloomz”.
2. In the text box, enter **4YZVFH**
3. Create your account.
4. **OR** Text @4YZVFH to 1-858-BLOOMZ1 (1858-256-6691)

If you need additional assistance, please go to [support.bloomz.com](http://support.bloomz.com) or email [support@bloomz.com](mailto:support@bloomz.com). In addition, if your family would like to receive communication in hard copy form, please notify the office.

### **Staff Communication**

Staff members can be contacted via email, Bloomz, or by telephone. Please allow 48 hours for staff members to respond.

Conferences are of vital importance in order to keep the avenues of communication open between families and teachers. Formal conferences are scheduled each fall and spring; however, a conference may be initiated as deemed necessary by either the guardian or teacher. Please contact your child's teacher to pre-schedule a conference as "pop-in" conferences cannot be accommodated. Requests for a conference should include the reason and agenda for the conference. To make an appointment, contact the teacher directly.

### **Family Concerns**

Families are asked to take the following steps to address a concern:

1. **Teacher Meeting:** 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.
2. **Administration Meeting:** 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. You and/or the Dean of Students may contact the Interim Head of School if additional assistance with the concern is needed.
3. **Board of Directors:** If your concern has not been resolved by the Interim Head of School you may request a meeting with the Board of Directors through the board chair. The Board Members, together with the Interim Head of School, will determine how the situation will be resolved.

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

### **FIELD TRIPS**

Due to Covid-19 restrictions, we will not be taking any field trips in the community until there are long term changes in the COVID-19 pandemic. Field trips will be held virtually to enrich the academic curriculum at the school.

- Field trips and various activities can be a great learning experience for your student. These are privileges which are afforded to 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 Interim Head of School or the classroom teacher.

- A written permission from the guardian must be provided for students to participate in off campus learning opportunities. A blanket permission slip, signed on the application form, will be used for area trips that students can access by walking or by public transportation.
- Transportation to and from a field trip will be by walking only.
- Field Trips may have an additional cost. If financial assistance is needed, please contact the school office.
- Chaperones for field trips will need to make alternate parking arrangements. The school parking lot cannot be used for chaperones.
- Siblings and other children not enrolled at SSES are unable to attend field trips in order to ensure safety.
- Chaperones must have all necessary clearances on file at least 24 hours in advance of the trip in order to participate and complete a health screen in the main office. Clearances will not be accepted the morning of a field trip.

### **FINANCE**

#### **New Enrollment**

- A non-refundable \$90.00 Application Fee is due with all new applications.
- Once the student has been officially evaluated and accepted a non-refundable \$90.00 Registration Fee is due.
- Application Fees and Registration Fees are paid at Blackbaud, the school's online platform or at Smart Tuition, our tuition management company.

#### **Re-Registration**

- A non-refundable \$90.00 Registration Fee is due on Blackbaud for all students re-registering for the next school year.

#### **Tuition**

- 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 a number of options for making payments:
  - Payments can be made by check, credit card or by debiting your checking or savings account.
  - Auto-bill options are available for credit card or checking/savings accounts.
  - Payments can be made by mail, phone, online or via mobile apps.
  - Payments made by credit card incur a 2.85% processing fee.
  - 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. Be sure to have your account ID number available as this is the first information that will be requested.

- Tuition is due the first of every month of the family's payment plan. A \$40.00 late fee will be charged for late payment of tuition received by Smart Tuition after the 15th of the month.
- Smart Tuition will charge a \$30 fee for any failed payments.
- Additional charges for Daily After School Care and Late Pick-up Fees will be added to your account on Smart Tuition. (Due to the structure of Smart Tuition's billing, charges for April and May will be billed and paid to the school.)
- **Smart Tuition ID#:** Your account number will start with 12988 which is the code for the school. The next two numbers will correspond each year to the school year, for example, this year for 2020-21 the numbers are 20. For 2021-22 they will be 21. Please make sure you are logged into the correct school year before making payments.

### **Financial Policies**

A signed tuition contract is required for all families attending the school. Please refer to the contract for all rules and regulations regarding finances.

Financial aid is available for students in kindergarten through eighth grade.

- 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 Interim 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 Financial Aid Committee. All information will be kept strictly confidential and will be available only to the 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.
- 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.
- A family's account must be current in order for a student to attend the school.
- 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 financial aid received from St. Stephen's Episcopal School will be revoked and the family will be responsible for the entire tuition.

## **INTERNET/ELECTRONICS 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.

- 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.
- 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.
- The following are not permitted on school issued devices:
  - 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 the 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 the teacher.
  - No outside Email use. i.e. – Yahoo, Hotmail, personal Gmail, etc.
  - No music sites. i.e. – Spotify, Artist websites, itunes, etc., unless authorized by a teacher.
  - Use of any apps that can be considered offensive, obscene or harassing.
- Violations may result in a loss of access as well as other disciplinary or legal action.

**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 silent and out of visibility. 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 recess.

**Electronic Devices:**

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

**MEAL PROGRAM/STUDENT SNACKS**

**Breakfast and Lunch**

In partnership with the Harrisburg City School District, all students may take part in a breakfast and lunch program at no cost to the families. Breakfast consists of cereal or muffin, fruit, and white milk. Lunch consists of a main course, vegetable, fruit, and white or chocolate milk. All meals do not contain any pork products including all deli meats.

**Snacks**

Snack is provided by the school for students in Preschool-kindergarten. Students in Grades one-eight may have a morning snack at the discretion of the classroom teacher. Due to COVID and food allergies, sharing is not permitted. Cardboard juice containers, gum, and candy are not permitted. (Juice cartons are permitted for lunch-time use.) Water bottles are permitted and encouraged in all grades.

**SCHOOL DISCIPLINE POLICY**

**Positive Behavior System**

The mission of St. Stephen's Episcopal School is to foster and promote a safe and positive school environment that enhances individual student learning through teaching and recognizing positive behavior. Students are taught to be safe, respectful, and responsible through our school's behavior matrix, developed by the teachers and staff of the school.



### Behavior Matrix

	Classroom	Assemblies	Lunchroom	Hallways
<b>We are Safe</b>	<ol style="list-style-type: none"> <li>1. Keep hands, feet, and objects to myself</li> <li>2. Control of my body within my space</li> <li>3. Use walking feet and inside voice</li> </ol>	<ol style="list-style-type: none"> <li>1. Enter and exit silently with walking feet</li> <li>2. Control of my body within my space</li> <li>3. Keep hand, feet, and objects to myself</li> </ol>	<ol style="list-style-type: none"> <li>1. Enter and exit silently with walking feet</li> <li>2. Keep hands, feet, and food to myself</li> <li>3. Control of my body within my eating space</li> </ol>	<ol style="list-style-type: none"> <li>1. Step on each step</li> <li>2. Keep hands, feet, and objects to myself</li> <li>3. Stay to the right</li> </ol>
<b>We are Respectful</b>	<ol style="list-style-type: none"> <li>1. Use kind words and actions</li> <li>2. Be a thoughtful and attentive speaker and listener</li> <li>3. Take care of personal and school property</li> </ol>	<ol style="list-style-type: none"> <li>1. Be a thoughtful and attentive speaker and listener</li> <li>2. Be polite</li> </ol>	<ol style="list-style-type: none"> <li>1. Eat after prayer</li> <li>2. Use school table manners</li> </ol>	<ol style="list-style-type: none"> <li>1. Walk silently</li> <li>2. Aware of transitioning classes</li> </ol>
<b>We are Responsible</b>	<ol style="list-style-type: none"> <li>1. Be prepared</li> <li>2. Give your best effort and stay on task</li> <li>3. Be honest</li> </ol>	<ol style="list-style-type: none"> <li>1. Focus on the speaker</li> <li>2. Engage in the presentation or activity</li> </ol>	<ol style="list-style-type: none"> <li>1. Keep food and drink within eating space</li> <li>2. Clean up table and floor area</li> </ol>	<ol style="list-style-type: none"> <li>1. Walk directly to intended location</li> <li>2. Keep halls and walls clean</li> </ol>

	Off Campus	Bathroom	Drills	Recess
<b>We are Safe</b>	<ol style="list-style-type: none"> <li>1. Keep hands, feet, and objects to myself</li> <li>2. Control of my body within my space</li> <li>3. In vehicles, remain safely seated utilizing safety belts</li> <li>4. Remain with my partner in my assigned group</li> </ol>	<ol style="list-style-type: none"> <li>1. Wash hands with soap and water</li> <li>2. Keep water and soap in sink</li> </ol>	<ol style="list-style-type: none"> <li>1. Respond immediately to alarm sound and teacher directions</li> <li>2. Walk silently to my designated area</li> <li>3. Remain with my teacher and class at all times</li> <li>4. Keep hands, feet, and objects to myself</li> <li>5. Stay to the right</li> </ol>	<ol style="list-style-type: none"> <li>1. Walk with my partner</li> <li>2. Cross the street silently</li> <li>3. Remain within the expected boundaries</li> <li>4. Use walking feet and inside voice</li> <li>5. Control of my body within my space</li> </ol>
<b>We are Respectful</b>	<ol style="list-style-type: none"> <li>1. Be a thoughtful and attentive speaker and listener</li> <li>2. Follow guidelines and procedures of visited location</li> <li>3. Be polite</li> </ol>	<ol style="list-style-type: none"> <li>1. Provide privacy to others</li> <li>2. Clean up after myself</li> <li>3. Be efficient in my bathroom use</li> </ol>	<ol style="list-style-type: none"> <li>1. Be a thoughtful and attentive listener</li> <li>2. Remain aware of others' movements</li> </ol>	<ol style="list-style-type: none"> <li>1. Use kind words and actions</li> <li>2. Invite and include others</li> <li>3. Use school materials properly</li> </ol>
<b>We are Responsible</b>	<ol style="list-style-type: none"> <li>1. Leave each visited location as I found it</li> <li>2. Engage in the presentation or activity</li> </ol>	<ol style="list-style-type: none"> <li>1. Report all unsafe and uncomfortable situations</li> <li>2. Go directly to the bathroom</li> <li>3. Return promptly to my classroom</li> </ol>	<ol style="list-style-type: none"> <li>1. Report all unsafe and uncomfortable situations</li> </ol>	<ol style="list-style-type: none"> <li>1. Interact solely with peers and teachers</li> <li>2. Report all unsafe and uncomfortable situations</li> <li>3. Return equipment to expected location</li> </ol>

### **Student Success Procedure**

St. Stephen's Episcopal School is committed to the success of every student through academic and behavioral support within its limitations. The staff and administration will follow a student success procedure to ensure that every student has the opportunity to succeed at our school. However, our limited resources are a reality and families may be asked to withdraw their child(ren) and enroll them in a school with the necessary resources for their success. The school has a Student Success Team that includes the Interim Head of School, Dean of Students, school counselor, social worker, and math and reading specialist. This team meets regularly to assist our students and families with student success.

1. **Student Support:** The teacher meets with the student and the student receives a consequence/learning opportunity as close to the time of the incident as possible.
2. **Guardian Support:** The teacher will contact the guardian(s) and discuss a classroom plan that includes support at home.
3. **Classroom Support:** The teacher will schedule a meeting to take place with the guardian and the student. The meeting's purpose will be to discuss and add to/revise the classroom plan in collaboration. This classroom plan will be emailed to the Dean of Students who will discuss this plan with the Student Success Team. The Student Success team will support the student and family with this plan.
4. **School Support with Dean of Students:** The teacher, Dean of Students, and guardian(s) will meet within 48 hours of the incident to discuss and create a school support plan for the student. This plan will be emailed to the Interim Head of School.
5. **School Support with Interim Head of School:** The Interim Head of School will meet with the guardians within 48 hours of the incident to review the school plan and discuss possible withdrawal from the school.

The removal of a student from school for a specified period of time may occur if a student is having difficulty being safe, respectful, and/or responsible. The condition of reinstatement is at the discretion of the Interim Head of School.

### **Student Success Plan**

**Positive Behavioral Interventions and Supports (PBIS)** focuses on engaging students and promoting academic success. We teach positive behavior to aid in student success both in school and in life.

Beginning on the first day of school, students will learn about and practice school expectations in all settings. As part of our school-wide PBIS initiative, we have established three clear behavioral expectations for all members of our community:

## **We are Safe, We are Respectful, and We are Responsible**

PBIS is the proactive approach of explicitly teaching, modeling, and supporting positive behavioral expectations so that all students experience social, emotional, and academic success. With PBIS, we will teach our students about behavior, just as we would teach about other subjects like reading or math. The focus of PBIS is behavioral education, not punishment.

### **Academic Code of Conduct**

Cheating and/or stealing is not tolerated at the school. Cheating will be defined as copying another's work or allowing another to copy one's work. Plagiarizing will be defined as passing off words or ideas of another as one's own. 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 the consequences may include dismissal from school.

### **Bullying**

The school is committed to providing for its students an educational environment that is free from physical, psychological, sexual or verbal abuse. St. Stephen's Episcopal School prohibits any form of harassment of or by employers, employees, students, parents/guardians and/or volunteers. This includes bullying or cyberbullying of or by students, on or off the school campus.

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, threatening, intimidating, excluding, spreading rumors, fighting or instigating a fight, teasing, and spitting.

Cyber-bullying includes, but is not limited to, the following misuses to technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of the school by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs and social networking sites). All forms of cyberbullying are unacceptable and offenders shall be subject to appropriate discipline as noted in this policy.

Any student who experiences any form of bullying should immediately report it to their teacher and the school administration. Prompt investigation of allegations of bullying will be made on a confidential basis by the most immediate administrative authority not involved with the allegation to ascertain the veracity of complaints.

### **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 bullying log. (office personnel)
- Meet with the Interim Head of School or Dean of Students.

### **Consequences**

**1<sup>st</sup> Offense - Warning and parental contact:** Office personal will call guardians to inform them that their student has received a warning for bullying.

**2<sup>nd</sup> Offense - Meeting with Dean of Students or Interim Head of School and guardians, Student Success Team referral and one day out of school suspension.** Interim 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. The suspension will be served out of school and the absence will be recorded as unexcused.

**3<sup>rd</sup> Offense - Three days of out of school suspension, expulsion considered.**

\*\* Disciplinary actions from items 2 & 3 will be recorded in permanent files.

### **Victim**

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

### **Implementation**

1. Students will receive education about bullying within the first month of school.
2. Classroom teachers continue with age-appropriate discussions and activities as outlined in St. Stephen's School's Social and Emotional Learning Character Development curriculum learning objectives.
3. A Pledge to End Bullying will be sent home to be signed by both guardians and students stating they have read the contract, discussed bullying, and the consequences of bullying.

### **Bus Expectations**

The bus driver/school district will provide the school with an incident report if a student is not meeting the expected behavior on the bus. 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.
- Students are to follow the rules of the school district providing transportation.
- Students will stand on the sidewalk while waiting for the bus.
- Students will keep all parts of their body and objects in the bus at all times.
- Students will remain seated while the bus is in motion.
- Students will use seatbelts if they are provided.
- Students will be safe when getting on or off the bus.
- Students will keep the aisle clear.
- Students will speak in quiet voices at all times.
- Students will not damage or deface any part of the bus.
- Students will only get off the bus at the assigned bus stop unless a written permission from a parent to the bus driver is provided.

### **Student Dress Code**

- Clothing must not be a distraction to learning (logos on shirts, negative messages).
- Shorts and skirts should reach mid-thigh length.
- Tank tops must be three adult-sized fingers wide.
- Clothing should fully cover the chest and stomach region.
- Pants must be worn at the hips or higher and cover undergarments. Pant legs should not drag on the ground.
- Hats, scarves, sweat bands or outdoor jackets will remain in lockers unless permitted to be worn in class by a teacher.
- Shoes must be secure for safety to travel up and down stairs and for physical activity. Clogs, flip flops, sandals without back straps are not considered safe for travel throughout and outside the school. Students should have a change of shoes if snow/rain boots are worn to school.

### **School/Personal Property**

- Toys/objects from home and cash must stay at home unless permission is granted by the classroom teacher.
- It is the responsibility of the students to have the materials they need when they leave their classroom at dismissal. 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.

- Guardians are liable for any damage caused by their child. Personal injury caused by another student may result in medical and/or legal fees assessed to parents.
- 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.
- 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. Report cards will not be given until fees are paid.
- Backpacks, purses, and bags may be opened and searched by any teacher or administrator for just cause. The school reserves the right to search any area(s) under a student's control to help enforce rules and preserve a safe and orderly learning environment.
- 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.

### **STUDENT SERVICES**

Through the use of state funds, the school shares in certain special services provided for non-public schools under PA Act 89. The Capital Area Intermediate Unit (CAIU) provides:

- Speech/Language Services
- Psychoeducational Evaluation
- Remedial Math
- Remedial Reading
- Guidance Services
- Social Services

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 preschool and pre-kindergarten students are available through the Dean of Students.

Student Success Team meetings are held as needed. Teachers and parents may request a student meeting by contacting the Dean of Students to discuss concerns regarding students' academic and behavioral progress.

## **STUDENT SAFETY/HEALTH/INCLEMENT WEATHER**

### **Child Abuse and Neglect**

It is the policy of St. Stephen's Episcopal School, as well as all the Diocese of Central PA, to take reasonable action to prevent and reduce incidents of child abuse and neglect. The school cooperates with the Pennsylvania Child Protective Services and law enforcement officials and will follow mandated reporting procedures. It is mandatory for all staff to complete Safeguarding God's Children training and Mandated Reporter training. Staff is obligated to report suspected cases of child abuse to the police and/or the Department of Children/Youth Services. Volunteers with the school are required to follow Safeguarding God's Children requirements. More information can be found at <https://diocesecpa.org/safeguardingallchildrenandgodspeople>.

### **Crisis Management**

In order to provide an environment that is safe and responsive to all children, the components of a designed Crisis Management Plan is on file in the school office and provided to all staff. The plan contains emergency procedures for natural disasters, biological terror, bomb threats, bus accidents, weapons offenses, and hazardous materials emergencies.

### **Evacuation Site**

In the event of an on-site emergency, there is an off campus emergency evacuation site for our school.

### **Drills**

Fire drills and other safety drills are conducted at regular intervals throughout the school year. Drills ensure that every student will be familiar with the emergency signals so that they can respond appropriately without confusion or delay.

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

It is the responsibility of families to monitor students' health. If your child is sick, especially if they have a fever (100.4 or higher) with or without cough or aches, call your family health provider and follow their advice. Students who are ill (fever of 100.4 degrees or more, vomiting) in the morning must remain at home. We request that all students be fever free for 72 hours before returning to school. The 72 hours is calculated from the time the fever ends, not from when it begins. Students who are absent 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.

Any student showing signs of contagious diseases such as pink eye, impetigo, chicken pox, ringworm or head lice...etc will be sent home immediately. The student may not return without a written physician's note stating the diagnosis and treatment, and a statement from the physician that the student is cleared to return to school. The return to school date must be included.



If a student is ill (fever of 100.4 degrees or more, vomiting, or showing any symptoms related to COVID-19) or becomes injured and cannot continue the school day, we will seek to notify the guardians 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 staff member on duty and a copy sent home.

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

### **Accidents**

In minor cases, school personnel will give first aid. In the event of an emergency requiring additional professional medical assistance, every effort will be made to contact the guardians or an authorized adult named on the Emergency Information Form. When a guardian/authorized adult cannot be reached, the signature on the Emergency Form authorizes the school to give and/or seek the care needed. If an emergency exists, 911 will be called and the student will be taken to the hospital by the ambulance and efforts to contact a guardian will continue. Guardians are responsible for expenses incurred.

### **Medications**

St. Stephen's Episcopal School recognizes that, in most instances, medication is administered in the home, but the school also realizes that the health of some children requires that they receive medication while at school. The school's role in the administration of this policy is one of cooperation with the guardian, the doctor, and the student. However, the primary responsibility for the administration of medication taken at school rests with the guardian.

If an over-the-counter medication has been administered prior to the student's arrival, please notify the school with all pertinent information.

Any medication, prescription or over-the counter, or preparations not regulated by the FDA but intended for medicinal use, such as herbals, alternatives, teas, nutritional supplements and topicals will only be administered to students by order of a licensed prescriber, usually the family doctor or medical care provider. A written authorization allowing school staff to administer the medication must be submitted to the school office by completing a Medical Authorization Form signed by the guardian and the physician which includes specific instructions, and clearly defined medications, dosages and time(s) for administration. The authorization from a doctor and a guardian's permissions must be renewed each school year or each time there is a change in instructions and/or prescription. 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. If the guardian is without the authorization form at the time of an appointment, the physician may sign an order that includes the information described above. In this instance, a guardian must still sign and date the Authorization form. These documents will be maintained together.

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

All medication, prescription or over-the counter, must be maintained in the school office and will be administered by the office staff or, in the case of off campus trips, by the student's teacher. Students may carry an asthma inhaler and epi-pen if a signed permission form from the student's doctor has been given to the school, and a guardian has completed the self-administration paperwork. For any student carrying an asthma inhaler and/or epi pen, having an additional medical device in the school office is helpful. The school will contact 911 when an Epi-Pen has been used or administered.

Students with signed authorizations for inhalers or epi pens must provide a medical care/action plan from a physician. Care/action plans may be provided for other medical reasons as deemed appropriate by your physician. Guardians of students with care/action plans are encouraged to meet with office staff at the start of the school year or at any time the plan changes, to discuss the plan.

If the health of the child is substantially impaired when the medication is forgotten, or administered early or late, guardians should keep the child at home or be responsible for administering the medication. Parent/guardian/designee is permitted to come to school to administer the medication.

St. Stephen's Episcopal School and its personnel may exchange medical and dental information with your child's physician and dentist and may share health information with other professionals as needed in support of the education process as authorized by the signature on the Emergency Information Form.

Student medical information and records are securely maintained and can only be viewed by authorized staff members or may be shared as discussed above.

### **Screenings**

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 families.

### **Inclement Weather Policy**

St. Stephen's Episcopal School does not follow any particular school district with regard to delays or closings. The final decision to delay or close will be made as soon as possible considering all families in the Greater Harrisburg Area. No notice means school is open and in session.



## PARKING

This public service announcement was brought to you by the OGs (Office Gals).


### Being a Good Neighbor: Parking Dos and Don'ts

Parking stinks! We get it! But you still have to be a good neighbor.

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**The School Parking Lot: DO!**


**YES PLEASE!** You may pull into a spot in our parking lot. You may also parallel park behind a car in our lot, but you may be asked to move your car.




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**The Red Brick Sidewalk: DON'T**


Please do not use the brick sidewalk for long term parking as you may receive a parking ticket.




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**The Bar Association Parking Lot: DON'T**

It's important to be a good neighbor. These spots are paid parking spots for employees of the Bar Association and Legal Services. Please be considerate and do not park here.



**Cranberry Street Drop Off: DON'T**


Please do not leave your car unattended in the alley as someone else may be waiting to pass through.




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**Cathedral Parking: DON'T**

The parking along River Street near the dumpster is for Cathedral staff and volunteers. Please do not park here.





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**PHFA Etiquette: DO!**

**At Dismissal Time, please be sure to allow the garage parkers exit onto River Street by stopping at the orange markers.**

Wondering what that orange bollard meant? Please use this as a stopping point when picking up at the end of the day to allow PHFA employees to exit the garage.




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**Episcopal Diocese Office Parking: DON'T**

We know it's confusing as there are 3 separate parking areas for the 3 related entities: (1) St. Stephen's School (2) St. Stephen's Cathedral and (3) The Episcopal Diocese of Central PA. The Diocesan office parking lot is located on Pine Street. Please do not park there as these spots are for employees of the Diocese.

## RECORDS

In order to maintain confidentiality and safeguard the permanent records of each student, divorced guardians are requested to provide the school office with a court certified copy of the custody section of the divorce decree. Unless restricted by court decree, the non-custodial parent has the right to examine school records and be kept updated about the child's progress. (The Family Education Rights and Privacy Act.)

St. Stephen's Episcopal School abides by the provisions of the Buckley Amendment that gives the guardian the right to view school records. This applies also to non-custodial guardians. In the absence of a court order to the contrary, St. Stephen's Episcopal School will provide the non-custodial guardian with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the

custodial guardian to provide the school with an official copy of the court order. If a non-custodial guardian wishes a copy of their child's report card he/she must present a written request to the school office.

Requests for records will be completed within five business days from the request.

### **PARENT, VISITOR AND VOLUNTEER GUIDELINES**

The administration and staff of St. Stephen's Episcopal School are appreciative of all persons who are willing to commit time and energy to helping students succeed and to provide an excellent place of learning for all students. It takes a combined community to accomplish this, and we ask for the collaboration of our families to ensure the safety of our students. In order to maintain an orderly, respectful and secure educational environment for the students and staff of St. Stephen's, it is imperative that all parents, visitors, and volunteers to our building be aware of their responsibilities and adhere to the expected code of conduct. Parents, visitors and volunteers are expected to conduct themselves in a cooperative and respectful manner towards all staff and students. Inappropriate and unacceptable behavior will not be tolerated. We will not be permitting any non-essential visitors or volunteers into the building due to the health pandemic. Only essential visitors, and volunteers will be permitted to enter the building after completing a brief health assessment and will be limited to assigned areas.

In determining whether or not a person is a visitor or volunteer during the school day, the school will consider the following criteria:

1. **Type of Contact with Students:** Does the adult care for, supervise, guide or control children? If the answer is yes to any of the contact questions, then, see #2 below. If the answer is no to all of the above, then the adult is a visitor and not a volunteer and is not required to complete volunteer requirements listed below.
2. **Frequency of Contact with Students:** Will the adult have regular, repeated and continual contact that is integral to the responsibilities of the volunteer? If the answer is no to all of the above, then the adult is a visitor and not a volunteer. If the answer is yes to all of the above then the adult is a volunteer and must complete the volunteer clearances below.

The final determination for whether or not a person is to be a visitor or volunteer shall be determined by the Interim Head of School. All visitors or volunteers may be asked to provide a valid and current government issued photo identification card.

### **Parent's & Visitor's Guidelines**

- **Visitation Purpose:** All visitors on campus should have a designated purpose for their visit, and a designated role or responsibility.
- **Forgotten items:** Any parent/guardian dropping off a child's forgotten item must leave the item at the front office. An office staff member will deliver the item to the student.
- **Late arrival/Early dismissal:** Any student arriving late to school must be dropped off at the front office. An office staff member will escort the student to his/her classroom. Any student who has to leave the school prior to dismissal time will wait in the office lobby for the parent/guardian's arrival.

#### **Parents are expected to:**

- Maintain an orderly, respectful and secure educational environment for the students and staff.
- Recognize that the education of children is a joint responsibility of the parents and the school community.
- Ensure that children bring only items appropriate and related to the instructional program at school.
- Know school and classroom rules and help their children understand them. Convey to their children a supportive attitude toward education and St. Stephen's.
- Inform school officials of changes in the home situation that may affect student conduct or performance.
- Provide a place for study, and ensure homework assignments are completed.
- Seek changes in an orderly and approved manner.
- Refrain from using profanity, abusive language or inflammatory action in personal interactions with staff or other members of the St. Stephen's community.
- Review the Family Handbook with their child and sign it.

#### **Public Conduct on School Property**

Schools are a place of work and learning. Certain limits must be set for parents and other community members who call and visit our schools and classrooms. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. The Interim Head of School or her designee is responsible for all persons in the building and on campus. The following rules apply to visitors to St. Stephen's:

- Anyone who is not a regular staff member or student of the school will be considered a visitor.
- All visitors to the school must report to the main office upon arrival on campus. They will be required to go through a brief health assessment, show a valid form of identification and will be issued a visitor's badge, which must be worn at all times while on campus or in the cathedral.

- Visitors attending school functions that are open to the public, such as Home and School Association meetings or public gatherings, are not required to register in the main office.
- Teachers are expected not to take class time to discuss individual matters with visitors.
- Any unauthorized person on school property will be reported to the Interim Head of School or her designee. Unauthorized persons will be asked to leave. The police will be called if the situation warrants.
- All visitors are expected to abide by the expectations set forth in these guidelines when accessing the school on the telephone or on campus.

### **Conduct Prohibited on School Property**

#### **No person shall:**

- Intentionally injure any other person or threaten to do so.
- Disrupt the orderly conduct of classes, school programs, school activities or in the main office.
- Intentionally damage or destroy school property or the property of a teacher, administrator, other St. Stephen's employee or any other person lawfully on school property, including graffiti or arson.
- Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
- Enter any portion of the school premises without authorization or remain on campus after it is normally closed.
- Refuse to comply with any reasonable order of identifiable staff members performing their duties.
- Violate any federal or state statute, local ordinance or board policy while on school property, accessing school online or while at a school function.

### **Persons in violation of the Code of Conduct**

The authorization of a parent, visitor or volunteer to remain on campus or at any school function shall be withdrawn if they act in an unacceptable manner (i.e. gross disrespect, threatening, or causing disruption to professional or academic climate) towards any staff member or student may be banned from the school for the duration of the school year. In addition such behavior may constitute grounds for dismissal of a student from school. The Interim Head of School has the authority to determine when this consequence is appropriate.

The Interim Head of School reserves the right to pursue a civil or criminal legal action against any person violating the code.

## **Volunteer Requirements**

**Clearances:** Volunteers must have the following clearances, obtained at the prospective volunteer's expense (if applicable), in order to work with our students. These clearances must be less than one year old at the time of submission:

1. Act 34 PA Criminal History Record Check
2. Act 151 PA Child Abuse History Clearance (PA Dept. of Education version)
3. Act 114 FBI Criminal History with fingerprinting: Prospective volunteers who have not lived in Pennsylvania continuously for the past ten years at the time of application must provide an Act 114 FBI Criminal History Clearance obtained at the prospective volunteer's expense. Those prospective volunteers who have lived in Pennsylvania continuously for the past ten years at the time of request must sign a disclaimer affirming that there are no charges in other states that would prohibit selection as a volunteer.
4. Clearances must be renewed every 60 months.
5. Volunteers must report changes in clearance status within 72 hours of the change. Failure to do so may result in denial of volunteer status, discipline or charges.
6. The school reserves the right to require additional information as part of the volunteer application process.
7. Health screening and temperature check

**Entering/Leaving Building:** Anyone entering the building must sign in and out and also wear a visitor badge at all times as it helps alert us to any strangers who might be on campus. Please document all volunteer hours by recording your hours in the office at the front desk.

**Teacher Visibility:** Visitors working in a classroom must be in the sight line of a teacher at all times. Any volunteer who will be working with students outside the sight line of a teacher must have FBI clearances on file with the school.

**Confidentiality of Records:** Clearance information and records are securely maintained and can only be viewed by authorized staff members.

## **Volunteer Tips**

To ensure the most productive and positive experience for classroom volunteers, follow these helpful tips:

1. Set up a preliminary conference with your teacher or coordinator to discuss scheduling and duties. Teachers plan around your help so please adhere to the schedule. Call the office in advance if you need to cancel your volunteer time on a particular day or email the teacher directly.
2. Treat your child as you would every other child in the class. Too much interaction can be disruptive to your child as well as his or her classmates.
3. Respect that a teacher's desk and closet are private.



4. Never discuss any child's classroom performance or behavior.
5. Save all questions regarding your child's performance or behavior in school for a conference.
6. Make appointments to confer with your child's teacher before or after school, not during your volunteer time.
7. Teachers, not volunteers, are responsible for communication to parents. If you have an issue, please discuss it with the teacher.
8. Volunteers for field trips make alternate parking arrangements outside of the school parking lot.

### **Volunteer Expectations**

**Cell Phone Usage:** Exchange cell phone numbers with the teacher on the day of the field trip just in case there is an emergency. Please put your cell phone on vibrate mode when working on campus as cell phone ring tones and conversations are disruptive to the learning environment.

**Confidentiality:** All volunteers, no matter what job they perform, have an obligation to keep in confidence all information that pertains to the students and staff they assist. Information regarding students, staff, and other volunteers is not to be discussed with anyone who is not entitled to such information.

**Student Concerns:** Volunteers are responsible for understanding and using the specific approach demonstrated by the teacher/staff so that the children are dealt with consistently and fundamental concepts are followed. All discipline is to be conducted by teachers and administration, not volunteers or visitors. If you feel that a student may need discipline, make a referral to the teacher in charge. Child abuse shall be defined as any mistreatment or neglect of a child by an adult resulting in serious injury or harm to the child. Any volunteer who suspects child abuse should notify the child's teacher. If the teacher is not available, contact the Interim Head of School. It shall be their responsibility to determine whether child abuse is suspected as per the State Code and whether a report will be made.

**Photography:** Volunteers to our school and school-related events are welcome to take photos of their child for their personal use. However, guests are asked to respect the privacy and confidentiality of other families, and are not to post photographs or videos which clearly identify someone else's child on social media websites.

**Mandated Reporters:** A person who volunteers is considered, under the Child Protective Services Law, a Mandated Reporter and is required under law to make a report of suspected child abuse.

**2020-2021 FEE SCHEDULE**

**New Students**

**Application Fee:** A one-time, **NON-REFUNDABLE** fee of **\$90 per student** is due for all **new** students with the application. This fee will reserve your child(ren)'s place as you continue the enrollment process. Acceptance is not final until the new student interview and/or testing has been completed and all previous school records have been received.

**New and Returning Students**

**Registration Fee:** At the time of acceptance and official enrollment, a **NON-REFUNDABLE** fee of **\$90 per student** is required. Any **returning student who registers on or before February 28** will receive a discounted registration fee rate of \$80 per student/\$160 per family.

**Smart Tuition Fee:** Smart Tuition is our school's tuition management company. Each family is required to pay a **\$45 fee**. This fee will be added to your first tuition payment to be paid on Smart Tuition for both new and returning students.

**Tuition Costs:**

Basic Tuition (school day)	\$6540/year for one student	\$5100/year for each additional child
Extended Day (until 4:30)	\$7180/year for one student	\$5740/year for each additional child

*Students may use the After School Program, occasionally, for \$10 a day per student or \$72 per month.*

**Payment Plans**

All accounts must be paid in full by May 1, 2021. Please choose one of the following:

<b><u>One Student Tuition</u></b>	<b><u>Basic Tuition</u></b>	<b><u>Extended Day</u></b>
Annual Payments: August 1	\$6540	\$7180
Semi Annual: August 1 & January 1	\$3270/payment	\$3590/payment
12-month plan: June 1 – May 1	\$545/month	\$598.33/month
10-month plan: July 1 – April 1	\$654/month	\$718/month
10-month plan: August 1 – May 1	\$654/month	\$718/month

**\*Payment plans can only begin in the months listed above.**

<b><u>Each Additional Child Day Tuition</u></b>	<b><u>Basic Tuition</u></b>	<b><u>Extended</u></b>
Annual Payments: August 1	\$5100	\$5740
Semi Annual: August 1 & January 1	\$2550/payment	\$2870/payment
12-month plan: June 1 – May 1	\$425/month	\$478.33/month
10-month plan: July 1 – April 1	\$510/month	\$574/month
10-month plan: August 1 – May 1	\$510/month	\$574/month

### **Tuition Contract**

A student will be permitted to begin classes only after his/her account is current, including prior year's tuition. This agreement binds the parents/guardians to the Annual Tuition. The School reserves the right to remove any student during the school year if monthly payments are not made on a timely basis and not paid within 15 days of the period's payment schedule. Accounts are not allowed to be in arrears.

Transcripts will be forwarded and invitations for re-enrollment issued only when accounts are current. The school uses Smart Tuition for tuition collections and tuition payments are made directly to Smart Tuition. (Application Fees and Registration Fees are paid on Blackbaud.) Please see the information on Smart Tuition for more details. Annual tuition is due beginning the 1<sup>st</sup> of the month of your payment plan and may be paid in ten or twelve equal monthly installments. Monthly payments are due the first day of each month thereafter.

A \$40 late fee will be charged if payments are not received by the 15<sup>th</sup>. There is a \$30.00 processing fee for any returned checks. Report cards will not be issued to any family whose account is not current. The school reserves the right to turn all unpaid accounts over to a collection agency and if necessary to seek legal action. If the school must send an account to the collection agency any scholarship awarded by the school to that student will be revoked and the family will be responsible for the entire tuition

The School reserves the unconditional right to suspend or dismiss any student whose progress or conduct is unsatisfactory, without refund of any portion of the tuition. The School further reserves the right to deny continued enrollment without refund of any portion of the tuition, or re-enrollment to any student if the School reasonably concludes that the actions of a parent/guardian are inconsistent with the establishment and/or maintenance of a positive, constructive working relationship between the School and that student's parents/guardians.

The School is not responsible for damages to or loss of students' personal belongings.

The parents/guardians agree to allow St. Stephen's Episcopal School to act on their behalf when the parents/guardians are not readily available in any matter regarding the health, safety and wellbeing of the student. The parents/guardians agree to release and indemnify the School from any and all liability arising out of a good faith decision made by the School, pursuant to the provisions of this paragraph. The parents/guardians agree that they are responsible for all costs of medical treatment.

This Contract shall be governed by, and construed in accordance with, the laws of the State of Pennsylvania. This Contract shall not be amended except in writing by all parties hereto. The provisions of the contract are severable, and in the event that any one or more provisions are deemed unenforceable, the remaining provisions shall remain in full force and effect. The acceptance of this Enrollment Contract for the coming year constitutes agreement to the rules and regulations of St. Stephen's



Episcopal School as stated in the current Student Handbook, policies of the Board of Directors of the School, other school publications, and in this Contract.

- I understand that the school MUST receive this signed contract and my child's immunization record before my child can be in attendance.
- I understand that St. Stephen's Episcopal School is a tuition paying school and that by enrolling my child I acknowledge that I am responsible to pay the tuition in full.
- I understand that the school has engaged Smart Tuition for tuition management and agree to make the appropriate arrangements with Smart Tuition.
- I understand that tuition is due the first of each month and will incur a \$40.00 late fee if not received by Smart Tuition by the 15<sup>th</sup> of the month. (Late fees for items paid to the school are \$20.00.)
- I understand that if my account is in arrears my child will not be able to attend school until the payment is received. If payment is not received, my child will be asked to leave the school.
- I understand that I will be charged a \$30.00 Bank Fee for any check returned to Smart Tuition. (Returned Check Fee for any payment due to the school is \$20.00)
- I understand that Application Fees and Registration Fees are paid on Blackbaud or Smart Tuition.
- I understand that report cards will not be issued to any family whose account is not current.
- I understand that my child will not be allowed to return for the next school year until the current year is paid in full.
- I understand that final report cards will not be released nor will records be transferred to another school if my account has an unpaid past due balance.
- I understand that school policy dictates that all unpaid balances must be sent to a collection agency and that legal action may be taken if necessary.
- I understand that if my account is sent to a collection agency any scholarship awarded will be revoked and I will be responsible for the entire tuition.

**By signing the contract, the signees agree to pay the tuition in full and acknowledge their understanding of and agreement to abide by the preceding rules and regulations.**

## **Family COVID-19 Safe Guidance**

While we do not have all the answers, please trust that we are working with all the guidance available to make the most informed decisions for the St. Stephen's community.

This policy will address three areas; Health and Wellness, Academics & Equity, and Operations & Services within our current health landscape.

### **Symptom screening (with on-site temperature screening)**

Families are required to conduct a daily health screening on all children for symptoms of COVID-19 before coming to campus each day. Families will be reminded about the health screen during morning arrival, and temperatures will be taken on all students before entering the building and again during student lunch periods. Families are responsible for monitoring their students' health. If your child is sick, especially if they have a fever (100.4 or higher) with or without cough or aches, call your family health provider and follow their advice. Our policy requires that ill students remain at home and be fever free, without fever-reducing medication, for 72 hours from the time the fever ends before returning to school. Please inform the school if anyone in your household has experienced any possible COVID-19 symptoms within the past 72 hours.

- Fever of 100.4 F or more
- Chills
- New cough, nasal congestion, or runny nose
- Shortness of breath or difficulty breathing
- New muscle or body aches, or fatigue
- Headache (if abnormal for you)
- New loss of taste or smell
- Sore throat
- Nausea, vomiting, abdominal pain
- Diarrhea
- New rash

### **Face covering**

A significant portion of individuals with COVID-19 lack symptoms, and even those who eventually develop symptoms can transmit the virus to others before showing signs. The Centers for Disease Control and Prevention (CDC) recommends wearing cloth face coverings in public settings where other physical distancing measures are difficult to maintain. The intent of wearing face masks is to slow the virus's spread and help people who may have the virus and do not know it from transmitting it to others.

Cloth face coverings may be fashioned from household items or made at home from common materials and should:

- Fit snugly but comfortably against the side of the face
- Be secured with ties or ear loops over the mouth and nose
- Include multiple layers of fabric
- Allow for breathing without restriction
- Be able to be laundered and machine dried without damage or change to the shape

### **Cough and sneeze etiquette**

- Cover your mouth and nose with a tissue when you cough or sneeze. Put your used tissue in the touchless wastebasket.
- If you don't have a tissue, cough or sneeze into your upper sleeve or elbow, not your hands.
- After coughing or sneezing near your hands, wash with soap and warm water for 20 seconds. If soap and water are not available, an alcohol-based hand sanitizer will be available.

### **Handwashing**

When soap and water are not available, and hands are not visibly soiled, CDC guidance adds that alcohol-based, waterless disposable hand wipes or gel sanitizers may be used in place of handwashing on most occasions.

Students should wash their hands frequently and in the following situations:

- After using the restroom
- Before and after eating
- When entering the classroom at the beginning of each day
- After taking off and putting on their face mask
- If their hands are visibly soiled
- If the student has encountered chemicals or other items on their hands

### **Instruction**

1. In-person instruction at St.Stephen's - This option is available for all students preschool through eighth grade. Students that must miss in-person instruction for extended periods will be provided with distance learning opportunities until they can safely return to school.

2. Remote learning from home with live instruction by St. Stephen's teachers - This option is available for students preschool through eighth grade. The expectation is that students will participate in instruction via Zoom for the same time as in-person students. Remote learning will follow the operational hours as the in-person school day. Attendance will be taken daily, and students will be graded based on their performance during distance learning by their classroom teacher. All school policies apply to remote learners.

### **Birthdays**

Due to Covid-19 restrictions, we will not be able to serve birthday treats this year.

The full CDC guidance for persons who have been exposed to COVID-19 or who are sick with COVID-19 can be found at the links below and attached. Also, the CDC website has a Coronavirus Self Checker.

How to protect yourself & others:

[https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprepare%2Fprevention.html](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprepare%2Fprevention.html)

What to Do If You Are Sick:

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

CoronaVirus Self Checker

Tool:<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/coronavirus-self-checker.html>

Please know we are committed to the safety of our staff, students, and their families and will be taking extra steps to thoroughly clean and sanitize the affected work areas. We appreciate everyone's hard work and dedication to keep our entire community safe and will continue to roll out additional steps as necessary.

Thank you for continuing to be vigilant about your child's health, wellness, and safety. I'd also like to thank you in advance for your cooperation as we continue to navigate this unique school year in the safest manner possible for our entire St. Stephen's community. Do not hesitate to contact the Interim Head of School, Danielle Cobb, at [dcobb@sseschool.org](mailto:dcobb@sseschool.org) if you have any further questions/concerns.

## **Additional Resources for Families to Stay Informed**

Pennsylvania Department of Health:

<https://www.health.pa.gov/topics/disease/Pages/Coronavirus.aspx>

Centers for Disease Control:

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

American Academy of Pediatrics

<https://www.aap.org/en-us/Pages/Default.aspx>

Resources for Talking to Children about Coronavirus:

- <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/talking-with-children.html>
- <https://kidshealth.org/en/parents/coronavirus.html>
- <https://www.psychologytoday.com/us/blog/caring-autism/202003/coronavirus-covid-19-what-talk-about-your-child>
- <https://www.npr.org/sections/goatsandsoda/2020/02/28/809580453/just-for-kids-a-comic-exploring-the-new-coronavirus>



## **Distance Learning**

St. Stephen's wants to ensure that we have a safe learning environment for all students during distant online instruction. In order to help students have a successful learning experience, the following guidelines should be followed:

**Time:** Remote learning will follow the same operational hours as the in-person school day. The expectation is that students will participate in instruction via Zoom for the same amount of time as students who are in-person. Attendance will be taken daily, and students will be graded based on their performance during distance learning by their classroom teacher. Teachers will greet and dismiss students via Zoom directly based on assignments and activities to be completed.

**Platforms:**

Students and staff will only use school-based platforms: Google Classroom, Google Meet, Zoom, Bloomz, SeeSaw and school email.

**Location:**

As much as possible, students should be in a shared area of the home to receive video links. This is to avoid conducting meetings in personalized spaces; students should not use their bedrooms from which to join video chats with staff.

**Dress Code:**

Please refer to the SSES student dress code as outlined in our Family Handbook. Staff may request student to rejoin once student dress aligns to the dress code. All parties involved in a video link-up should be suitably dressed in clothing appropriate for school. If a member of staff does not think that a student's clothing is appropriate, they will request that the student leaves the link completely and rejoin when they are wearing suitable attire.

**Communication:**

All classroom teachers will send a weekly message to families by Monday morning at 8am each week regarding assignments and work.

Teachers will use Google Meet or Zoom to hold live video conference sessions throughout each day where students will log in to join their classmates that are receiving in-person instruction. During this time students will be able to listen to teacher directions, receive very brief instructions, and communicate with their peers when possible under teacher supervision and support.

**\*Please note that all conferences and meetings made through the platforms above may be recorded and/or monitored.**

Teachers will provide students with the following information each week in Google Classroom or Seesaw:

- A clear daily 'to do' list of things to finish
- Actionable feedback on student work
- Teacher-supervised and directed ways for students to say hello and chat with each other.

### **One to one video calls**

Staff have been advised to ensure that a responsible adult is present in the student's home during a one-to-one conversation and staff should request to see this person on screen before continuing with the call. (This does not apply to group conversations where more than one student is present.) If a member of staff does not feel comfortable with any aspect of the online communication, they will stop the meeting.

**If students or families have any concerns about conduct during online interaction, please contact the Interim Head of School.**

### **One-to-One Device Guidelines**

To ensure our students are provided with the opportunity to enhance their learning experiences both on campus and while learning remotely, each student at St. Stephen's Episcopal School will be provided a Chromebook and/or iPad for educational use.

#### **Ownership Rights**

Chromebooks and iPads are owned by St. Stephen's Episcopal School and are on loan to students. Students have no ownership, interest, or right to title of a technology device. Students must be able to return the assigned device at any time requested by SSES, for maintenance, storage, disciplinary reasons, or upon withdrawing from SSES.

#### **Daily Requirements and Expectations of Students**

- All use of the internet, devices, or other SSES electronic resources are to be in support of educational activities.

- Teachers will determine when and how devices will be used in class, whether on campus or remotely. Devices are a tool to be used to complete various instructional assignments.
- Those students utilizing Google Suite apps (2nd, 4th, 5th, 6th, and 7th grades) are expected to save their work to the student's Google Drive account. Electronic storage areas, such as Google Drive, will be treated like school lockers. The privacy of electronic mail cannot be guaranteed. Teachers and administrators have the right to retrieve and review files to maintain the integrity of the school network and ensure that individuals are using the system responsibly.
- Email or any other computer-generated communication is only to be used for school related activities.
- Student devices must be connected to the SSES network while at school and students may not bypass the network at any time while on school property. In addition, the use of personal hotspots while on school property is prohibited.
- Students are responsible for the proper care and use of their assigned device. It is expected that students will maintain the device in the condition it was provided. Students may not make any alterations to the device's operations or to its exterior, including adding stickers or other markings.

### **One-to-One Device Care**

It is important for students to exercise responsibility in caring for their devices. The following guidelines may be helpful in caring for the assigned device:

- Devices should be protected from weather, food, water, and other liquids. Students should never use their device while eating or drinking.
- No objects should be placed or stacked on a device including: books, household items, musical instruments, sports equipment, etc. This may result in damage to the screen or other components.
- Devices should always be used on a flat stable surface and should not be carried in the open position. Students should never carry a Chromebook by the screen.
- The device screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You may use an alcohol wipe to clean the screen.
- Each device has a unique identification number. Please do not alter or remove these identification numbers.
- Never expose a device to long term extremes in temperature or direct sunlight.
- Never leave a device unattended.
- Never throw a book bag that contains a device. Never place a device in a book bag that contains food, liquids, heavy, or sharp objects.
- Care must be exercised when plugging and unplugging accessories from the USB, charging, or HDMI ports. Student-issued device accessories are the responsibility of the student.



**One-to-One Device Agreement St. Stephen's Episcopal School  
Technology Use Agreement-Acceptable Use Policy**

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

I agree to follow all of the rules for using the instructional computer network and devices at St. Stephen's Episcopal School and while learning remotely.

I understand that:

\_\_\_\_\_ Devices are to be used for educational purposes only.

\_\_\_\_\_ The use of the computer network is a privilege and I will use appropriate language and behavior when using the network.

\_\_\_\_\_ I will not use the network or device to send or receive any illegal or inappropriate materials.

\_\_\_\_\_ I will not give my password to anyone else. I will not use anyone else's account or move, change, or delete anyone else's work.

\_\_\_\_\_ I will only use the internet for school purposes and only with a teacher in the room.

\_\_\_\_\_ I will not give out personal information about me or others (such as name, address, or telephone number) on the internet.

\_\_\_\_\_ I will not download anything from the Internet without permission from a teacher.

\_\_\_\_\_ I will not change any computer settings or install programs on school devices without permission from a teacher.

\_\_\_\_\_ If I do not follow the rules, I will not be allowed to use the computer network or device for a period of time and may face additional school disciplinary action.

\_\_\_\_\_  
Student Signature Date

A parent or guardian must read and sign:

I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_, have read and understand the contract, which my child has signed in order to use St. Stephen's Episcopal School's Instructional Network. I have discussed this contract with my child to help them understand it. I agree with the contents of the contract.

\_\_\_\_\_  
Parent/Guardian Signature Date