



Family Handbook

2023-2024

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

Student
Positive
Independent
Respectful
Integrity
Team 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.



ST. STEPHEN'S EPISCOPAL SCHOOL

St. Stephen's Episcopal School 2023-2024 SCHOOL YEAR CALENDAR

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

<p>Summer Office hours 8a-2p Monday -Thursday Closed Friday 21-24 Staff In-Service 28 First Day of School (Monday)</p> <p>Student Days = 4 Staff Days = 8 (4 in-service)</p>	<p>AUGUST 2023</p> <table border="1"> <thead> <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>🇺🇸</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>🇺🇸</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>🇺🇸</td><td>19</td></tr> <tr><td>20</td><td>🇺🇸</td><td>🇺🇸</td><td>🇺🇸</td><td>🇺🇸</td><td>🇺🇸</td><td>26</td></tr> <tr><td>27</td><td>🇺🇸</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S			1	2	3	🇺🇸	5	6	7	8	9	10	🇺🇸	12	13	14	15	16	17	🇺🇸	19	20	🇺🇸	🇺🇸	🇺🇸	🇺🇸	🇺🇸	26	27	🇺🇸	28	29	30	31		<p>SEPTEMBER 2023</p> <table border="1"> <thead> <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>2</td></tr> <tr><td>3</td><td>🇺🇸</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </tbody> </table>	S	M	T	W	Th	F	S						🇺🇸	2	3	🇺🇸	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>1 & 4 NO SCHOOL-Labor Day Weekend 7 Back to School Night 8 Whole School Group Photo 21 Fall Student Picture Day 22 Mid-Marking Period</p> <p>MAP ASSESSMENTS 11 READING 18 MATH</p> <p>Student Days = 19 Staff Days = 19</p>							
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<p>7 Last day for students 3P DISMISSAL NO AFTERSCHOOL End of 4th Marking Period 10-13 *Staff In-Service</p> <p>Student Days = 5 Staff Days = 9 (4 in-service)</p>	<p>JUNE 2024</p> <table border="1"> <thead> <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>🇺🇸</td><td>🇺🇸</td><td>🇺🇸</td><td>🇺🇸</td><td>🇺🇸</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>🇺🇸</td><td>20</td><td>🇺🇸</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>🇺🇸</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S						🇺🇸	1	2	3	4	5	6	7	8	9	🇺🇸	🇺🇸	🇺🇸	🇺🇸	🇺🇸	15	16	17	18	🇺🇸	20	🇺🇸	22	23	24	25	26	27	🇺🇸	29	30							<p>JULY 2024</p> <table border="1"> <thead> <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>1</td><td>2</td><td>3</td><td>4</td><td>🇺🇸</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>🇺🇸</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>🇺🇸</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>🇺🇸</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S		1	2	3	4	🇺🇸	6	7	8	9	10	11	🇺🇸	13	14	15	16	17	18	🇺🇸	20	21	22	23	24	25	🇺🇸	27	28	29	30	31				<p>*Summer Office hours 7:30-1:30 Monday through Thursday. Office closed on Friday.</p> <p>Total Students Days = 168 Total Staff Days (through 6/13) = 183</p>
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SCHOOL COMMUNITY

2023-24 School Board Members

Officers and Executive Committee

Chair: **Kris Gazsi**
 Vice Chair: **Michael Nailor**
 Secretary: **Anthony Alexander**
 Treasurer: **Allison Johnson**
 Dean: **Amy Welin**
 Member at Large: **Becky Tartline** (as of 1/2024)

Ex Officio, Voting Directors:

Dean of Cathedral: **Amy Welin**
 Vestry Rep: **Allyson Green Martin**

Ex Officio, Non-Voting Member:

Head of School: **Michelle Loucas**

School Board Members

Carmen Henry-Harris	Liz Kerr
Richard Koch	Darlene Mitchell
Nichole Walters	Robert Lawton
Tameka Monique Hatcher	Meg Burton Connors

Faculty/Staff

Michelle Loucas	mloucas@ssseschool.org	Head of School
Christian Cloud	ccloud@ssseschool.org	Asst. Head of School
Michael W. Howard	mhoward@ssseschool.org	Advancement Director
Denise Paran	dparan@ssseschool.org	Business Manager
Jossie Pacheco	jpacheco@ssseschool.org	Office Manager
Bernadette Kaiser	bkaiser@ssseschool.org	Preschool
Ruth Graffius	rgraffius@ssseschool.org	Preschool Aide
Jennifer Shumaker	jshumaker@ssseschool.org	Pre-kindergarten

Lauren Lucas	llucas@sseschool.org	Pre-kindergarten Aide
Hannah DiPietro	hdipietro@sseschool.org	Kindergarten
Rebecca Eichelberger	reichelberger@sseschool.org	Kindergarten Aide
Lisa Martin	lmartin@sseschool.org	1st Grade
Sarah Blackford	sblackford@sseschool.org	2nd Grade
JoAnn Baldwin	jbaldwin@sseschool.org	3rd Grade
Stephanie Ruiz-Lopez	sruiz@sseschool.org	4th Grade
Jane Grimes	jgrimes@sseschool.org	5th Grade
Patricia Rodriguez	prodriquez@sseschool.org	ELA/ 6th Grade
Daniel Smyth	dsmyth@sseschool.org	Social Studies/7th Grade
Amy Zimmers	azimmers@sseschool.org	Math/8th Grade
Kate Harrigan	kharrigan@sseschool.org	Science/Environmental Education
Natalia Onutu	nonutu@sseschool.org	Spanish
Tom Embleton	tembleton@sseschool.org	Technology
Jennifer Lewis	jlewis@sseschool.org	Art
Evan Wilson	ewilson@sseschool.org	Building Sub
Willis Daniel	wdaniel@sseschool.org	Food Service Coordinator
Mikhaila Adams	madams@sseschool.org	Physical Education
Natalia Onutu	nonutu@sseschool.org	After School Director
Jackie Palmeri	jpalmieri@sseschool.org	CAIU Math & Reading Specialist
Deborah Kearns	dkearns@sseschool.org	CAIU Social Worker
Amy Falvo	afalvo@sseschool.org	CAIU School Counselor
Rick Voshall	rvoshall@sseschool.org	CAIU Technology
Kristy Martin	kmartin@sseschool.org	CAIU Speech Therapist



School Schedule

8:10 AM - 3:00 PM

7:45	Doors Open for Students Students report to classrooms at drop-off
8:15-8:30	Instruction Begins/Morning Meetings
11:00-11:30	Lunch 1 - (K-Second Grade)
11:30-12:00	Lunch 2 - (Third-Fifth Grade)
12:00-12:30	Lunch 3 - (Sixth-Eighth Grade)
2:45	Clean Classroom, Closing
3:00-3:30	Dismissal
3:15	Extended Day Student Dismissal
3:30	All remaining students dismissed to the extended day program (per day fee is assessed)
3:15-5:30	Extended Day Program

Enrichment Classes: Preschool through eighth grade students will participate in weekly Environmental Education, Technology, Spanish, Religion, Art, Music, and Physical Education instruction throughout the academic year.

Lunch: Students should bring a packed lunch. As resources allow, the school might be able to offer a school lunch program through an outside vendor. If so, the month's menu can be found on Class Dojo. 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 through fifth grade students take part in recess at Riverfront Park. 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 Counselor, Mrs. Amy Falvo, or Social Worker, Ms. Deborah Kearns, 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 spaces from 3:15-5:30 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. The After School Program staff welcomes the ideas of guardians. Please speak to the Head of School, Mrs. Loucas, if you have any questions, concerns, or suggestions for the program.

After School Program Schedule

3:15 pm	Dismissal from classrooms to Undercroft (Younger students are escorted.) Welcome activity, announcements, and snack
3:45 pm	Homework time or enrichment activity
4:00 pm	Group games
5:30 pm	All students must be picked up

Expectations for Behavior

Families will be informed of any continuing unexpected behaviors and a conference may be requested with the Assistant Head of School and/or the 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, and an Incident Report will be generated. The staff will act on their best judgment. 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 to pick up their child. Staff will bring children up to the door.

After School Staff

Natalia Onutu After School Program Coordinator nonutu@ssseschool.org

Guardian Responsibilities

- After school staff will electronically sign out students each day at pickup. This is not only for record keeping and billing, but in the event of an emergency, it provides 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 5:30 pm. Keep in mind traffic does back up at 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 pickup.

Late Pick-up Fees

The policy for late pick-up is as follows:

- | | |
|---|-------------------------|
| ● 5:30-5:35 pm: No Charge
(Grace period) | ● 5:46-5:50 pm: \$30.00 |
| ● 5:36-5:40 pm: \$10.00 | ● 5:51-5:55 pm: \$40.00 |
| ● 5:41-5:45 pm: \$20.00 | ● 5:56-6:00 pm: \$50.00 |

- And so on, add \$10 for each additional 5 minutes.

ACADEMICS **Student Testing**

NWEA MAP Assessments

Students entering kindergarten through eighth grade will take the MAP assessments. Students will take reading and math MAP Growth assessments three times a year: Fall, Winter and Spring. The MAP growth assessments will help teachers target instruction for each student or group of students and meet students where they are academically. Individual student reports will be assessed by teachers to see student needs, close the gaps and help them grow.

Acadience Reading and Acadience Math

Individual classroom teachers may utilize these benchmark and progress monitoring assessments as a tool to monitor student academic growth and progress.

Adaptive Software (Lexia Reading and DreamBox Math)

Lexia Reading

Lexia Core 5 Reading (Students in kindergarten through fifth grade)

Lexia® Core5® Reading is an adaptive, device-based learning program that accelerates the development of literacy skills for students of all abilities, helping them make that critical shift from learning to read to reading to learn. This is supplemental to and supportive of direct reading instruction provided by our classroom teachers.

Lexia® PowerUp Literacy® (Students in sixth through eighth grades)

Lexia® PowerUp Literacy® accelerates literacy gains for students in sixth through twelfth grades. Lexia's literacy experts designed PowerUp to maximize student learning through a personalized experience that addresses individual skill gaps and impacts reading proficiency and academic success. This targeted approach allows each student to make literacy gains quickly and develop the reading and critical thinking skills necessary to meet the demands of secondary curriculum and beyond. This is supplemental to and supportive of direct reading instruction provided by our classroom teachers.

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 eighth grade will use DreamBox Math during the 2023-24 school year.

Homework

At St. Stephen's Episcopal School, homework should be given only if it supports classroom instruction and gives students the opportunity to demonstrate their understanding of concepts taught. When used appropriately and sparingly, it can help students practice time-management techniques with authentic, purposeful assignments. This work can supplement classroom instruction, encourage further exploration, and ensure proficiency and confidence. As students mature, the nature and time needed to complete homework will also adjust.

Honor Rolls and Grading Scale

Grade	Subject	Scale Used
Preschool-Pre-kindergarten	All	B -Beginning D -Developing S -Secure
Kindergarten-Second Grade	All	GRADING KEY O Outstanding S Satisfactory N Needs Improvement U Unsatisfactory I Incomplete NA – Not Applicable
Third-Eighth Grades	Major Classroom Courses	A, B, C, D, F
Third-Fifth Grades	Enrichment Classes	O, S, N, U
Sixth-Eighth Grades	Major Classroom Courses	Percentages
Sixth-Eighth Grades	Enrichment Classes	A, B, C, D, F

Grading Scale

A - 100-90 **B** - 89-80 **C** - 79-70 **D** - 69-60 **F** - Below 60

Students may earn honors beginning in third grade.

	Major Subjects	Enrichment Subjects
<i>Distinguished Honors</i>	90% or higher	B's, S's and higher

Honors	80% or higher	B's, S's and higher
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Major Subjects: English, Reading, Language Arts, Spelling (listed as ELA for Middle School), Math, Science, Social Studies (for sixth-eighth grades)

Enrichment Subjects: Art, Environmental Education, Technology, Physical Education, Religion, Spanish (Preschool-eighth grade); Music (fourth-eighth grades).

Grading Process for Enrichment Classes

Grading for Enrichment Classes (Art, Religion, preschool-sixth grade Spanish, Physical Education, Technology Education) 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 October for parents/guardians and teachers to connect and speak about student progress and for goal setting. The issuance of the first marking period report card will occur in October. Conferences will also be held in March. Guardians are welcome to request a conference at any 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.

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.

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 Process

Once a family has expressed interest in enrollment, they are provided a tour by admissions staff. After they complete an application for enrollment, they may be invited to participate in a shadow day. This is an opportunity for the school and family to determine rightness of fit.

All students must also undergo admissions testing/orientation:

1. Students entering preschool and pre-kindergarten: Interview with the admissions staff and/or 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.

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, who 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 90-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 and potty trained.
- Kindergarten - Must be 5 years of age by September 30 of the current year.
- This formula continues for the remaining grades.

Tuition

Tuition is arranged through Blackbaud Tuition Management platform. 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 Blackbaud Tuition Management by the 15th of the month. Accounts are not allowed to remain in arrears. Students whose account is in arrears will not be allowed to be in attendance until the past due payment is received and the account is current. The school reserves the right to remove any student during the school year if monthly payments are not made on a timely basis. All tuition debt must be completed by May 1.

A signed Tuition Contract must be submitted on Blackbaud Enrollment Management by August 15th to complete the registration process and create the tuition account on Tuition Management. 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 of 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 bar that will be consumed in the classroom.

8:10 am Students arriving on or after 8:10 am must report to the office. Students 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.

8:15 am Students arriving in their classroom after 8:15 will be tardy.

Entering the Building

For security purposes the building is always locked. Please do not hold the door open for others. 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. You can use the [Note to School form](#) or email office@sseschool.org. 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 come in to sign them out. This is essential for safety purposes. Students must be accompanied by an adult to leave the school premises.

Afternoon Dismissal

Students riding buses and cars will be dismissed at 3:00 pm. Students staying for the after school program will be dismissed at 3:15 pm. Employees are on duty from 3:00-3:30 pm to deliver students to cars. At 3:30 pm., students remaining will be signed in to the After School Program, where they will remain until a parent arrives. Students not picked up by 3:35 pm will be charged fees 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. You can use the [Note to School form](#) or email office@sseschool.org or the classroom teacher.

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 unaccompanied by a parent or legal guardian 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) or complete the [note to school form](#), 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 enter the building after 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.
- **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, Chapel and educational school trips, 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 [Educational Trip Request](#) form, located on the school's website, must be submitted at least one week prior to the trip. Once the form has been submitted, 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

Classroom holiday parties and celebrations will be planned by classroom teachers. Families must contact the classroom teacher about birthday celebrations and arrange celebrations at least 24 hours in advance of the celebration. Students/families may distribute personal party invitations in the classroom if the entire class is invited.

COMMUNICATION

Class Dojo

In order to receive updates from the school regarding inclement weather, classroom activities, school announcements and emergencies, and other important information, please join the school Class Dojo account. Sign up for Class Dojo following these instructions:

1. Download the Class Dojo app and click on "Create Account" or go to <https://www.classdojo.com/invite/?s=4eece92cf64aa62934ee502f> click on "Parent Login".
2. In the text box, enter **Sign up**
3. Create your account.

If you need additional assistance, please go to support <https://classdojo.zendesk.com/hc/en-us/categories/200185365-For-parents>. 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, Class Dojo, 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 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 steps below to address a concern. St. Stephen's is eager to hear from you. If you have a concern, do not hesitate to reach out to us.

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 with the teacher, or if the concern is related to a situation outside the classroom, then proceed to the Assistant Head of School. You and/or the Assistant Head of School may contact the Head of School if additional assistance with the concern is needed.
3. **Board of Directors:** If your concern has not been resolved by the Head of School, you may request a meeting with the Board of Directors through the board chair. The Board Members, together with the 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. We look forward to working with you to resolve any issues that arise.

FIELD TRIPS

Field trips and activities in the community 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 Head of School or the classroom teacher.
- 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 or public transit only unless stated otherwise.

- Field Trips may have an additional cost. If financial assistance is needed, please contact the school office.
- We are grateful to those who serve as chaperones for our trips! Unfortunately, we are unable to provide parking for chaperones while on trips. Chaperones will need to make alternate parking arrangements.
- 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. Clearances will not be accepted the morning of a field trip.

FINANCE

Re-Registration

- A non-refundable \$90 Registration Fee is due on Blackbaud for all students re-registering for the next school year.

Tuition

- St. Stephen's has engaged Blackbaud's Tuition Management platform to oversee and maintain our tuition accounts. All tuition payments must be made through Blackbaud Tuition Management. Blackbaud Tuition Management 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 2.98% processing fee.
 - If you have any questions regarding your account or would like to make changes, you may call the parent help line at Blackbaud Tuition Management, 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 late fee will be charged for late payment of tuition received by Blackbaud Tuition Management after the 15th of the month.
- Blackbaud Tuition Management 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 Tuition Management. (Due to the structure of Blackbaud Tuition Management billing, charges for April and May should be paid directly to the school.)
- Blackbaud Tuition Management 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 2023-24 the numbers are 23. For 2024-25 they will be 24. 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. Tuition Contracts are to be completed on Blackbaud Enrollment Management.

<https://sseschool.myschoolapp.com/app#login>

Tuition Assistance is available for all grades. St. Stephen's has engaged Blackbaud's Financial Aid platform to oversee and maintain our financial aid accounts.

- Application forms for tuition assistance can be completed online at Blackbaud Financial Aid Management.
<https://studentfinancialaid.blackbaud.school/#!/login>
- Forms must be completed in full with all required documents uploaded to the website for the application to be verified. There is a \$45.00 fee to apply.
- Application must be made in advance of the indebtedness.
- Allocations will be made by the Tuition Assistance Committee. All information will be kept strictly confidential and will be available only to the committee.
- Tuition assistance will not be granted until the prior year's tuition has been paid in full.
- Tuition assistance 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, inappropriate, or 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, 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.
 - Any of following, unless given explicit permission of the classroom teacher for educational purposes:
 - i. Chat rooms or any social site or app, or any other similar media available now or in the future
 - ii. Downloading any material
 - iii. Outside Email use. i.e. – Yahoo, Hotmail, personal Gmail, etc.
 - iv. Music sites. i.e. – Spotify, Artist websites, iTunes, etc.
 - v. 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. Teachers will collect cell phones at arrival and keep them in a secure location during the school day to increase students' focus on learning. Violation of this policy will result in confiscation of the phone and disciplinary action. In specific situations, 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, dismissal, 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.
- 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.
- No electronic devices, cameras or phones are to be used in the dismissal line.
- School issued devices are shared per the conditions laid out in the [One-to-One Device Agreement Form](#). This form must be signed by students at the beginning of each school year.

MEAL PROGRAM/STUDENT SNACKS

Breakfast and Lunch

Breakfast-Lunch Red Alert- Over the past two school years some SSES students have received free lunches and breakfasts from our local public school systems. We recently were informed that free breakfasts and lunches are no longer available to our students. The cost to provide the same meal service is prohibitive budgetarily, so we are seeking donor/foundation support to supplement the program. **Until we receive funding for our food program, we will not be providing breakfast for students. Teachers will, however, have snacks (i.e., breakfast bars) to give to students if necessary. Also, we will ask that families please order lunch (at no cost to the family) only if absolutely necessary. If at all feasible, please plan on preparing lunch for your child until we receive funding.** We will keep the community informed as funding becomes available. Lunch consists of a main course, vegetable, fruit, and white or chocolate milk.

Snacks

Snacks are provided by the school for students in preschool-kindergarten. Students in first through eighth grades may have a morning snack at the discretion of the classroom teacher. Due to food allergies, sharing is not permitted. Gum and candy are not permitted. Non-glass water bottles are 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
We are Safe	1. Keep hands, feet, and objects to myself 2. Keep control of my body within my space 3. Use walking feet and inside voice	1. Enter and exit silently with walking feet 2. Keep control of my body within my space 3. Keep hands, feet, and objects to myself	1. Enter and exit silently with walking feet 2. Keep hands, feet, and food to myself 3. Keep control of my body within my eating space	1. Step on each step 2. Keep hands, feet, and objects to myself 3. Stay to the right
We are Respectful	1. Use kind words and actions 2. Be a thoughtful and attentive speaker and listener 3. Take care of personal and school property	1. Be a thoughtful and attentive speaker and listener 2. Be polite	1. Eat after prayer 2. Use school table manners	1. Walk silently 2. Be aware of transitioning classes
We are Responsible	1. Be prepared 2. Give your best effort and stay on task 3. Be honest	1. Focus on the speaker 2. Engage in the presentation or activity	1. Keep food and drink within eating space 2. Clean up table and floor area	1. Walk directly to intended location 2. Keep halls and walls clean

	Off Campus	Bathroom	Drills	Recess
We are Safe	1. Keep hands, feet, and objects to myself 2. Keep control of my body within my space 3. In vehicles, remain safely seated, utilizing safety belts 4. Remain with my partner in my assigned group	1. Wash hands with soap and water 2. Keep water and soap in sink	1. Respond immediately to alarm sound and teacher directions 2. Walk silently to my designated area 3. Remain with my teacher and class at all times 4. Keep hands, feet, and objects to myself 5. Stay to the right	1. Walk with my partner 2. Cross the street silently 3. Remain within the expected boundaries 4. Use walking feet and inside voice 5. Control of my body within my space
We are Respectful	1. Be a thoughtful and attentive speaker and listener 2. Follow guidelines and procedures of visited location 3. Be polite	1. Provide privacy to others 2. Clean up after myself 3. Be efficient in my bathroom use	1. Be a thoughtful and attentive listener 2. Remain aware of others' movements	1. Use kind words and actions 2. Invite and include others 3. Use school materials properly

<p>We are Responsible</p>	<ol style="list-style-type: none"> 1. Leave each visited location as I found it 2. Engage in the presentation or activity 	<ol style="list-style-type: none"> 1. Report all unsafe and uncomfortable situations 2. Go directly to the bathroom 3. Return promptly to my classroom 	<ol style="list-style-type: none"> 1. Report all unsafe and uncomfortable situations 	<ol style="list-style-type: none"> 1. Interact solely with peers and teachers 2. Report all unsafe and uncomfortable situations 3. Return equipment to expected location
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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 Head of School, Assistant Head of School, school counselor, social worker, and math and reading specialist. This team meets regularly to assist our students and families with student success. In the event of a student behavior that is excessively disruptive to the learning environment, the following steps may be taken. If earlier steps prove ineffective, subsequent steps in this list may be taken.

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.

1. **Guardian Support:** The teacher will contact the guardian(s) and discuss a classroom plan that includes support at home.
2. **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.
3. **School Support with Assistant Head of School:** If collaboration between student, teacher, and parent does not resolve the behavior, the Assistant Head of School may be contacted, and further steps taken. If needed, a written plan will be created that will be shared with the HOS.
4. **Head of School:** If necessary, the HOS will be contacted, and other steps taken. These may include conferences with guardians and discussion of possible withdrawal from 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 Head of School.

Academic Code of Conduct

Cheating and plagiarizing are 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 repeated patterns of targeted 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 repeated patterns of misuses of 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.

Consequences

1st Offense - Warning, Student Success Team referral, and parental contact: Teachers or administrators will speak directly to students involved, with 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. Parents may be notified about the bullying incident.

2nd Offense - Meeting with Assistant Head of School or Head of School and guardians, and one day out of school. AHOS or HOS will phone parents to set up a meeting, which will take place as soon as possible after the report of the incident. During the meeting, discussion of the school's values and the rightness of fit for the student's enrollment will be discussed. The time out of school will be recorded as an unexcused absence.

3rd Offense - Three days out of school, expulsion considered.

The time out of school will be recorded as an unexcused absence. Parent meeting with HOS will be needed to re-admit student to school.

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

Target of bullying

1. The parents of the target of the bullying will be contacted.
2. Notes about the incident will be copied and placed in the student's folder so that the school may recognize any patterns in victimization.
3. The Guidance Counselor will meet with the target of the bullying.
4. Incident reports/forms will be made available for the target of the bullying or bystanders who are uncomfortable reporting incidents directly to an adult.

Implementation

1. Students will receive education about bullying early in the school year.
2. Classroom teachers continue with age-appropriate discussions and activities as outlined in St. Stephen's School's Social and Emotional Learning objectives.
3. A Pledge to End Bullying will be signed by students stating they have read the contract, discussed bullying with their teachers, and understand 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, images depicting violence or weaponry).

- 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.
- Outwear 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. 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. Students must wear athletic shoes for P.E. and physical activity.

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.
- 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 students in grades K-8 in non-public schools. The Capital Area Intermediate Unit (CAIU) provides:

- Speech/Language Services
- Psychoeducational Evaluation

- Remedial Math
- Remedial Reading
- School Counseling Services
- Social Services
- English Language Learning Services

If you would like to explore any of the above services for your child, you may email the school at office@sseschool.org to request to be connected with the appropriate specialist. Information for CAIU services for preschool and pre-kindergarten students are available through the Assistant Head of School.

Student Success Team meetings are held on a regular basis. Teachers and parents may request a student meeting by contacting the Assistant Head of School to discuss concerns regarding students' academic and behavioral progress.

STUDENT SAFETY

Child Abuse and Neglect

It is the policy of St. Stephen's Episcopal School, as well as 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 Safe Church, Safe Communities 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 Safe Church, Safe Communities requirements. More information can be found at : <https://diocesecpa.org/safechurch/>

Crisis Management

In order to provide an environment that is safe and responsive to all children, the components of a designed Crisis Management Plan are 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.

STUDENT HEALTH

Illnesses, Fevers, Contagious Diseases/Illness

Students who are ill in the morning must remain at home. We request that all students be free of fever and vomiting for 24 hours before returning to school. The 24 hours is calculated from the time the fever or vomiting 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, 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. Any student with head lice will be sent home and must be treated before the student can return to school.

If a student is ill or becomes injured and cannot continue the school day, we will seek to notify the guardians at once. Students who exhibit vomiting or fever at school will be sent home. 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 made available to guardians.

In case of an extreme medical emergency, students will be taken to the nearest medical emergency facility, such as UPMC Harrisburg.

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 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 EpiPens 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 EpiPen 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 EpiPen, having an additional medical device in the school office is helpful. The school will contact medical professionals when an EpiPen has been used or administered.

Students with signed authorizations for inhalers or EpiPens 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

	<p>WHP – TV 21 WPMT – Fox 43</p> <p>If you have a cell phone and can receive text messages, you may also use one of the local news station text messaging systems (abc27.com or cbs21.com). You can find this information on the station's website - choose St. Stephen's Episcopal School as your school choice.</p>
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Delays

- The school will call two hour delays only.
- Doors open at 9:45 am and students will report directly to their classrooms. Breakfast will not be served on delayed days. Instruction begins at 10:10 am.
- A staff member will be on duty at the entrance from 9:45 am-10:10 am. Please be aware that doors will not open before the designated time.
- All drop off procedures in effect on a normal school day apply for a delayed opening (see Arrivals and Dismissals).

Early Dismissal/After School Closure

If inclement weather occurs after the school day has started and poses a threat to families for the evening commute, families will be notified as soon as possible via Class Dojo, the school website, and television.

Bus Riders for Closings/Delays

If your child rides the bus, contact your local district or speak with your child's bus driver to confirm the district's policy with regard to pick-up or drop off to private schools in the event of a delay or early dismissal. Watch for information from your district to see if they have been delayed or closed. In some cases, this will not be the same decision as St. Stephen's Episcopal School. In addition to the notification methods described above, guardians of bus riders may also be contacted by email to confirm bus dismissal. If your family does not have transportation to the school beyond the school district's bus, your child's absence/tardy will be marked excused. Call the school office to notify them of your situation.

PARKING

Being a Good Neighbor: Parking Dos and Don'ts

(Parking stinks! We get it! But we still have to be good neighbors.)

* The School Parking Lot: DO!

YES PLEASE! When you need more time to load/ unload, you may pull into a spot in our parking lot to avoid slowing down the line of families dropping off/ picking up their students.

*** The Red Brick Sidewalk: CAUTION**

You may use the brick sidewalk for loading/ unloading, but parking there for any length of time may result in a parking ticket.

*** The Bar Association Parking Lot (other side of Cranberry Street): 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 on Cranberry Street as someone else may be waiting to pass through.

*** Cathedral Parking: DON'T**

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

*** PHFA Etiquette: DO!**

At Dismissal Time, please be sure to allow the garage parkers and Bar Association/ Legal Services parkers to exit onto River or Cranberry Streets.

*** 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.

THANK YOU!

RECORDS

St. Stephen's Episcopal School abides by The Family Education Rights and Privacy Act, which gives each legal guardian the right to view their child's school records and be updated about their child's progress. In the absence of a court order to the contrary, this right is presumed to extend to all legal guardians, whether or not they are awarded (or are exercising) any parenting time with the child in question.

If a non-custodial guardian wishes to receive such information from the school, they must present a written request to the school office.

If there is a court order limiting what information is to be provided to the non-custodial parent, the custodial parent must provide the school with an official copy of the relevant order.

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.

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 Head of School. All visitors or volunteers may be asked to provide a valid and current government issued photo identification card.

Parent & Visitor 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. A 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. A 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.
- 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 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 receive a visitor's badge that 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 cannot take class time to discuss individual matters with visitors.
- Any unauthorized person on school property will be reported to the Head of School or their designee. Unauthorized persons will be asked to leave.
- 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, driving dangerously, or causing disruption to professional or academic climate) towards any staff member or student and 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 Head of School has the authority to determine when this consequence is appropriate.

The 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.

Entering/Leaving Building: Anyone entering the building must sign in and out and also wear a visitor badge at all times. Please document all volunteer hours by recording your hours in the [volunteer log](#).

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 with other parents about school day issues. Please discuss any issues that come up with the teacher, and they will communicate with parents/ guardians as needed.
8. Volunteers for field trips must 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.

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. 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 Head of School. It shall be the responsibility of school personnel to determine whether child abuse is suspected as per the State Code and whether a report will be made.

2023-2024 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.

* **EARLY BIRD SPECIAL!** Complete and submit an application on Blackbaud by February 15, 2024 and the Registration Fee will be waived.

Tuition Management Fee: Blackbaud's Tuition Management is our school's platform for tuition payments. Each family is required to pay a **\$45 fee**. This fee is paid with your Tuition Contract on Blackbaud for both new and returning students.

Tuition Costs:

Basic Tuition (school day)	\$8950/year for one student
Extended Day (until - 5:30)	\$10,450/year for one student



Students may use the After School Program, occasionally, for \$15 a day per student or \$167 per month.

- **Generous Tuition Assistance is available for the 2023-24 school year. Currently over 60% of students receive tuition assistance.**

Payment Plans

All accounts must be paid in full by May 1, 2024. Please choose one of the following:

<u>Per Student Day Tuition</u>	<u>Basic Tuition</u>	<u>Extended</u>
Annual Payments: August 1	\$8950	\$10,450
Semi Annual: August 1 & January 1	\$4475/payment	\$5225/payment
12-month plan: June 1 – May 1	\$745.84/month	\$870.84/month
10-month plan: July 1 – April 1	\$895/month	\$1045/month
10-month plan: August 1 – May 1	\$895/month	\$1045/month

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

Tuition Contract

A student will be permitted to begin classes only after his/her account is current, including prior year's tuition. The School reserves the right to remove any student during the school year if monthly payments are not made on a timely basis. Accounts are not allowed to remain in arrears. Students whose account is in arrears will not be allowed to be in attendance until the past due payment is received. Transcripts will be forwarded and invitations for re enrollment issued only when accounts are current. The school uses Blackbaud Tuition Management for tuition collections and tuition payments are made directly to Tuition Management. Please see the information on Tuition Management for more details. Annual tuition is due beginning the 1st 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 15th. 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 school requires additional forms not on Blackbaud. By signing this contract parents/guardians agree to complete and supply the following: required health records, copy of student's birth certificate, Emergency Medical Card, Income Eligibility Form, Home Language Survey, Handbook Form, and if applicable Bullying Contract. Report cards will not be issued to students whose families have not completed all required forms.

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 provision 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 Blackbaud Tuition Management and agree to make the appropriate arrangements with Blackbaud Tuition Management.
- I understand that tuition is due the first of each month and will incur a \$40 late fee if not received by Blackbaud Tuition Management by the 15th of the month. (Late fees for items paid to the school are \$20.)
- I understand that I will be charged a \$30 Bank Fee for any check returned to Blackbaud Tuition Management. (Returned Check Fee for any payment due to the school is \$20)
- I understand that report cards will not be issued to any family whose account is not current.
- I understand that my account is not allowed to be in arrears.

- I understand that if my account is in arrears and the required payment is not received 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 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.
- I understand that if all required forms have not been completed and returned my child will not receive a report card.

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.

SSES COVID-19 Safe Guidance Parent Information

The purpose of this guidance is to provide families with additional detailed information regarding St. Stephen's Episcopal School for students and staff and respond to the changes as the public health landscape continues to evolve. 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. These health and safety measures will address three areas: Health and Wellness, Academics & Equity, and Operations & Services within our current health landscape.

Symptom screening

Any child who comes to the office feeling ill will be screened for symptoms, and their temperatures will be taken. Families are responsible for monitoring their students' health. Call your family health provider and follow their advice if your child is sick, especially if they have a fever (100.4 or higher) with or without cough or aches.

Our policy requires that ill students remain at home and be fever-free, without fever-reducing medication, for 24 hours from the time the fever ends before returning to school. **Please inform the school immediately if anyone in your household has experienced any possible COVID-19 or Multisystem Inflammatory Syndrome (associated with COVID-19) symptoms or are awaiting test results.** As a community, we have to take extra precautions to ensure the safety of all students, staff, and families.

Face covering

Face masks will be provided for students, staff, and visitors that need them. 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 face coverings in public settings where other physical distancing measures are challenging 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.

Masks are made to contain droplets and particles that you breathe, cough, or sneeze out. A variety of masks are available. Some masks provide a higher level of protection than others.

Do not hesitate to contact the Head of School, Michelle Loucas (mloucas@sseschool.org), if you have any further questions/concerns.

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 (second, third, fourth, fifth, sixth,

seventh and eighth 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