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***PARENT/STUDENT HANDBOOK
2010-2011***

- Mission Statement
- Our History
- Philosophy
- Accreditation
- School Board
- Home School Association
- Administration
 - Admission Policy
 - Registration Policy
 - Withdrawal Policy
 - Attendance
 - Absence
 - Arrival Time
 - Dismissal Time
 - Lunch
 - Tardiness
 - Request for Dismissal During the School Day
 - High School Visitations
 - Closings/Delayed Openings Due to Weather
 - Emergency Closings
 - Responsibility Before/After School Hours
 - School Schedule Summary
 - Visitors
 - Compliance with Governmental Requirements
 - Non-Discriminatory Policy
 - Harassment Policy
 - Non-Custodial Policy
 - Phones and Addresses
 - Students' Records
 - Volunteers
 - Room Parents
 - Student Directory
 - Communications
- Financial Obligations
 - Tuition
 - Book Rental Fee
 - Other Expenses
 - Fund-raising
 - Tuition Assistance
 - Insurance
- Academic
 - Instruction
 - Computer Lab
 - Homework
 - Work Habits and Homework
 - Field Trips

Evaluation
Testing Program
Promotion Requirements
Report Cards
Mid-terms
Awards
Honor Roll
Conferences
Retention
Graduation
Textbooks
Student Dress Code
Regular School Uniform – Boys
Regular School Uniform – Girls
Warm Weather Uniform– Boys & Girls
Physical Education Uniform – Boys & Girls
Tagging Clothes/Lost and Found
Jewelry/Cosmetics/Grooming
Health Policies
Availability of Asbestos Management Plan
Safety
Fire Drills
Playground
Student Conduct and Discipline
Goals for the Student
Constructive Behavior
Unacceptable Behavior
Detention and Suspension
Student Activities
Academic Eligibility
Altar Serving
Athletics/Sports
Band
Catholic Schools Week
Choir
DARE (Drug Abuse Resistance Education)
Library
Liturgical Celebrations
Outreach Activities
Safety Patrol
Student Council
Student Pictures
STAND
Handbook Parent Verification Form
Statement of Harassment Form

MISSION STATEMENT

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

OUR HISTORY

The seed of Catholic education began in 1841 in the Bradshaw home of Miss Stephanie Raphel. By 1851, St. Stephen parish was officially recognized as a place of worship.

Needing a larger facility for the growing community, the parishioners purchased a two-story frame building. This became the church and school, with all grades occupying the lower floor.

For the next 25 years, the thriving community grew steadily and became a closely knit, friendly community with strong ties to the parish and to Catholic education.

The parish's continued growth dictated the need for a larger church and school. Parishioners toiled for over a year hauling large rocks from the countryside to the current site on Bradshaw Road. This work, begun so humbly with the very essence of what God had created in this beautiful countryside, was to become part of the charisma of St. Stephen School.

In 1931, the church was completed and the two-story frame building was moved to the top of the hill and became St. Stephen Elementary and High School.

Later, Rev. Vincent Fitzgerald, pastor, renovated the existing building and engaged the Sisters of St. Francis of Philadelphia to teach. On the opening day of school in September 1941, one hundred seventy students crossed the threshold for instruction.

In 1953, a new building was erected. This became the elementary school and the frame building became the high school.

In 1963, the school's 100 year anniversary, St. Stephen School had an enrollment of one thousand students. St. Stephen High closed in 1968 with the opening of John Carroll Regional Catholic High School.

Presently, St. Stephen School educates approximately 340 students in grades Pre-k – Grade 8. Though the students, parents, and staff have changed through the years, the school has remained steadfast in its desire to educate the total child in an environment of Christian values, principles, and standards.

ACCREDITATION

ADVANCED

As of 2010, St. Stephen School was granted an accreditation by the Advanc Ed World Wide. St. Stephen successfully defines and meets its responsibilities to its students, the public, and the profession of education.

SCHOOL BOARD

The board is directly accountable to the pastor as the head of the parish corporation from which the board derives its authority.

The board is accountable to the Superintendent of Catholic Schools.

The board is attentive to our school community for supporting the daily operation of the school as it pursues its mission of education in the Catholic Church.

Specifically, the board is responsible for advising and assisting the pastor and working with the school principal in the following areas:

- A) developing a balanced budget for the school (school tuition rates, school personnel salaries, school education expenditures, etc.)
- B) overseeing the finances of the school.

The board is also responsible for the hiring of the principal and the annual evaluation of the principal. School Board

Members: Rev. Lawrence F. Kolson.....Pastor
Mary Patrick.....Principal
Jerry Stone.....President of Board
Patrick Potter.....Vice-President of Board
Lambert Boyce
Joshua Campbell
Nancy Dalina
Wayne Hobik
Suzy Maria
Ed McCarron
Bob Melewski
Patricia O'Brien
Linda Pollock
Rev. Gilbert Seitz
Kathy Szeliga

HOME/SCHOOL ASSOCIATION

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

Officers of the association are elected at the May meeting.

Listed below are the officers and standing committees.

Officers: President.....Suzy Maria
Vice-President.....John Cromwell
Recording Secretary.....Laura Prouse
Corresponding Secretary.....Nichole Regulski
Treasurer.....Christine Stambaugh
Volunteer Coordinators.....Michele Bussard & Kelly Bowen

Parents are expected to become members, to pay a \$20.00 fee per year for dues, which includes the Student Directory, to attend meetings regularly, and to support the association's activities.

ADMINISTRATION

Admission Policy

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

- currently enrolled students.
- siblings of currently enrolled students.
- the children of officially registered parishioners* of St. Stephen parish with consideration given to length of time that the parishioners are registered in St. Stephen Parish.

- Catholic non-parishioners' children who are not currently enrolled.
- non-Catholics' children who are not currently enrolled.

*Parishioners are defined as Catholic households registered in the parish, regularly worshipping at Sunday Mass, participating in parish life, and contributing to the financial support of the parish by regular use of contribution envelopes. To qualify for the parishioner tuition rate or to apply for tuition assistance, a household must be registered in the parish and contributing to the parish.

Children entering pre-kindergarten for 3 year-olds must be three years of age on or before September 1. Children entering pre-kindergarten for 4 year-olds must be four years of age on or before September 1.

Children must be toilet trained; pull-ups are not allowed.

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

Probation Policy

All new students are on a first year probationary period. Students' academic and behavioral progress is evaluated at the end of each marking period to determine if the students should remain at St. Stephen School.

Waiting list for Admission

Each year St. Stephen School maintains a "waiting list" for admission at each grade level.

Parents who wish to place their children on the school's waiting list can do so with a non-refundable fee of \$65 per family as of the first day of the new school year. This list is maintained until the last day of August. At that time the list is erased. The school does not keep a list from year to year.

*See application fee under Financial Obligations.

Registration

Registration usually takes place at the end of January. A fifty dollar non-refundable fee (\$50.00) for each family is charged at the time of registration. At that time, parents must present the following:

- child's birth certificate
- child's baptismal certificate
- record of child's immunization and other pertinent health data
- permission for school officials to obtain the previous school's records
- information and permission enabling the school to act on the child's behalf in an emergency
- most recent report card (students grades 1-8)
- social security number for student

Withdrawal Policy

Whenever a student is transferring to another school, a parent should do the following:

- notify the school office one week in advance
- return all textbooks, library books, etc.
- pay all debts
- sign for release of records

Records will be forwarded after the routine matters have been cleared.

Tuition Policy

Tuition payments are collected by SMART TUITION. Tuition payments begin in May. If you decide to enroll your child/children in another school or home school, the tuition you have paid will not be refunded unless we are able to fill your opening with another child.

Registration of your child/children for classes at St. Stephen School creates a contract of trust that you are planning to send your child/children to St. Stephen for the year. After registration is complete, we notify families on the waiting list of the availability of openings. Once these families are contacted, they usually make other arrangements if we cannot accommodate them.

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

Attendance

Our students comply with the Maryland law concerning compulsory attendance of children between ages five and sixteen.

Students are held accountable for time(s) they are absent from school. More than 20 days absence per year is considered excessive and parents will be contacted regarding the child's absences. Students absent for more than 20 days may be subject to an academic review to determine the child's placement for the following school year. In all cases, the student is responsible for all missed schoolwork, tests, quizzes, and homework.

Absence

Parent(s)/Guardian(s) should notify the school by 9 a.m. every day if a child will be absent. The school reserves the right to call the homes of absent students to ascertain the causes of the absences.

Depending upon the locations of the residences of the absent students, the school reserves the right, in the case of excessive or unexcused absences, to notify the Baltimore County or Harford County Pupil Personnel Offices.

Students should not be sent to school when they are ill. It is unfair to the students who are ill, to their classmates, and to their teachers.

A child should be fever free and off fever reducing medication for 24 hours before returning to school.

Students who are sick for only one day should get their work the following day from their teachers.

Arrangements can be made at that time as to the date when the work is due to be returned.

For students who are due to be out of school for any length of time, teachers must have 48 hour notice to get all the work ready. Each student should have a class buddy who will be responsible for gathering class work and homework for the sick child.

Upon return to school after any absence, each student must present a written excuse to his/her homeroom teacher. Students who have had a communicable disease must present a doctor's note upon their return.

Arrival Time

Upon arrival in the morning, all students are to assemble in the hall lines designated for their grade levels to await a school-wide opening exercise at 8:00 a.m. Talking is permitted. However, students may not play.

Students will be taken by their teachers to their classrooms following the school-wide opening prayers and Pledge of Allegiance. Instruction begins at 8:15 a.m.

Upon arrival, the afternoon Pre-kindergarten students are to assemble with and be supervised by their parents in front of the outside double door between the kindergarten & pre-k classrooms by 12:05 p.m. to await their teacher.

Students will be escorted to their classroom to begin formal instruction at 12:05 p.m.

The school is not responsible for the supervision of pre-kindergarten children, kindergarten students, and students in grades 1-8 before 7:45 a.m.

Dismissal Time **See Diagram in back of book.

Pre-kindergarten morning students are dismissed at 10:45 a.m. each day. Pre-kindergarten afternoon students are dismissed at 2:50 p.m. Kindergarten students' and students in grades 1-8 are dismissed at 2:55 p.m. each day. Since staff members are involved after dismissal with conferences, meetings, extracurricular activities, and/or lesson preparations, and consequently are unavailable for supervision of students, parents must make arrangements to guarantee the pick-up of their children by 3:00 p.m. All remaining children will be brought to the main office at 3:10 p.m.

On days with early closings, the parents are asked to make timely arrangements for transporting their children home.

If children forget books or anything else that requires that they must reenter the school building, parents/carpool must pull over by the playground and park. Please **wait until cars have been dismissed** before walking across the parking lot. Children reentering the school after dismissal **must be accompanied by an adult.**

The school is not responsible for the supervision of students, nor liable for any injuries or accidents that may occur to students after dismissal.

Early Dismissal Day ** See Diagram in back of book.

On regularly scheduled early dismissal days, the school admits students at 7:45 a.m. and dismisses students at 12:15 p.m.

On regularly scheduled early dismissal days the morning pre-kindergarten children will attend school 8:00 a.m. to 10:00 a.m. The afternoon pre-k children will attend school 10:15 a.m. to 12:15 p.m.

Lunch

Students bring their lunches from home and eat in the classrooms. We strongly suggest that you refrain from bringing in lunches from fast food restaurants. This creates hard feelings for the rest of the class. Thank you for your cooperation. White or chocolate milk may be purchased at the school. The order for milk is placed on a monthly basis and paid for on or before the date stated in each monthly school letter. Orders cannot be accepted after the date stated. Students may purchase hot lunches when available.

Lunch for grades kindergarten through grade 8 begins at 12:05 a.m. Students are supervised by their teachers or volunteer lunch parents.

Parents are asked to provide their children with a tea towel or place mat to use while eating.

The school supplies napkins and straws for each child.

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

Tardiness

Every effort should be made to assure the punctuality of students. Students who are late disrupt their day as well as the day for everyone in their classes.

Students whose instructional day begins at 8:15 a.m. will be considered late if they arrive after 8:10 a.m.

Students whose instructional day begins at 12:05 p.m. will be considered late if they arrive after 12:10 p.m.

Late arrivals must report to the nurse's office to get a late slip before they will be admitted to class.

Request for Dismissal During the School Day

Parents are requested not to take their children out of school for appointments, etc., unless there is an emergency.

In the event of a necessity for a child to be dismissed early, the parent must come to the nurse's office to pick up the child. Children will be allowed to leave class when they are called to the nurse's office.

Notes for early dismissal must be approved by the principal or his/her designee.

High School Visitations

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

For 6th grade, we recommend attending the high school open houses. The Archdiocese of Baltimore will be sending a letter home listing the open houses for the fall.

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

The Archdiocese of Baltimore will publish a small handbook for the 8th grade students concerning the application procedures. It is very important that you follow their guidelines and adhere to the deadlines. The Archdiocese schedules the High School Testing for a Saturday in December with a snow date in January. It is important that your 8th grade child take the test if there is any chance he/she may be attending Catholic high school. There are no make-up days if the child misses the published testing date(s).

Some schools require recommendations in addition to the Archdiocese application. If your child applies to a school that requires a separate recommendation, we ask that you give the teachers one week's notice. These recommendations are important to the application process. By giving the teachers one week's notice, you are providing them with the time to write the best recommendation for your child. Some schools require additional paper work dealing with the child's study habits and school performance. These, too, should be given to the teachers with a week's preparation time.

All recommendations of any type must be completed by January 15th. The request for a recommendation and/or study habit paper should be accompanied by an addressed stamped envelope.

The completed address of the person to receive the recommendation, as well as your return address, should be on the stamped envelope.

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

We have found over the years that individual schools offer different types of scholarships. You should contact the high school for information on the type of scholarships it offers and its procedures. Please note that it is to your benefit to follow the guidelines and adhere to the specified deadlines.

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

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

Closings/Delayed Openings Due to Weather

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

- * St. Stephen School follows the directions of the Harford County Public School System. Should Harford County have a two-hour delay on a 12:15 p.m. dismissal day, **we will not have school.**
- * Parents should not call the convent, parish center, or rectory for the information.
- * If the Harford County Public School System announces a two-hour delayed opening because of inclement weather, our pre-kindergarten programs will use a modified schedule. PRE-K MODIFIED schedule: On two hour late opening days the Pre-k3 or Pre-k4 Morning class will come in at 10 am til 12 noon -the afternoon class will come in at 12:45 til 2:45 pm. If a one-hour delayed opening is announced, our pre-kindergarten program will open one hour later than usual and dismiss at the regular time.

All parents are urged to listen to either of the following radio stations when inclement weather conditions prevail. Infinity or WBAL

Emergency Closings

If it becomes necessary to close St. Stephen School because of an emergency at the facility (power failure, water problems), school officials will make every effort to notify parents. Announcements will be made over the above listed radio and TV stations.

In the event of an early dismissal, parents should familiarize their children with the plan to be followed.

On early dismissal days due to snow, cars are to park as if you were attending Mass in the hall. Cars should be facing the school, leaving driving space behind each two cars. This way everyone will be able to exit safely.

Extra care should be taken when driving while others are walking to their cars.

School’s Responsibility for Children Before and After Scheduled School Hours

On regular school days, St. Stephen School admits students at 7:45 a.m. and dismisses students at 2:55p.m. On regularly scheduled half-days, the school admits students at 7:45 a.m. and dismisses students at 12:15p.m.

The school is not responsible for supervision before or after the times stated above, and the school is not liable for any injuries or accidents which may occur. This is required by insurance coverage and is done for the safety of the children. Parents are advised, therefore, to follow the times as stated above.

If the student is participating in a scheduled supervised activity before or after the hours noted above, specific arrangements must be made for drop-off and/or pick-up of the students.

School Schedule Summary

Pre-kindergarten- Grade 8 Regular Day

PROGRAM	DAYS OF OPERATION	ADMISSION OF STUDENTS	DISMISSAL
Pre-K (3yr.-olds)	Tues. & Thurs.	8:00 a.m.	10:45 a.m.
Pre-K (3 yr-olds)	Tues. & Thurs.	12:05 P.m.	2:50 p.m.
Pre-K (4 yr-olds)	Mon.,Wed, Fri.	8:00 a.m.	10:45 a.m.
Pre-K (4 yr-olds)	Mon.,Wed, Fri.	12:05 p.m.	2:50 p.m.
Kindergarten.	Mon.-Fri.	8:00 a.m.	2:55 p.m.
Grades 1-8	Mon.-Fri.	8:00 a.m.	2:55 p.m.

Pre-kindergarten- Grade 8 Early Dismissal Day

<u>PROGRAM</u>	<u>DAYS OF OPERATION</u>	<u>ADMISSION OF STUDENTS</u>	<u>DISMISSAL</u>
Prek- 3 AM	Tues. & Thurs.	8:00 a.m.	10:00 a.m.
Prek- 3 PM	Tues. & Thurs.	10:15 a.m.	12:15 p.m.
Prek-4 AM	Mon,Wed,Fri.	8:00 am.	10:00 a.m.
Prek-4 PM	Mon,Wed,Fri.	10:15 a.m	12:15 p.m.
Kindergarten	Mon.- Fri.	8:00 a.m.	12:15 p.m.
Grades 1-8	Mon.- Fri.	8:00 a.m.	12:15 p.m.

Visitors

St. Stephen School welcomes visitors; however, all parents and visitors must report to the office upon entering the school building. All items intended for students must be dropped off at the school office.

Parents are NOT to interrupt classes or teachers during school hours (8:00 a.m. until 3:00 p.m.). This includes the homeroom period prior to the beginning of classes. **Parents are not to accompany students to homeroom in the morning.** You will be asked to leave. If you need to speak with a teacher, appointments should be requested either in writing or by calling the office.

Parents and Visitors must sign-in at the office. Parents working in the classroom must wear appropriate ID badges.

These procedures are in place for the safety of students and to minimize class disruptions.

All Visitors must park on the lower Church lot during the school day.

Compliance with Governmental Requirements

St. Stephen School fulfills and adheres to federal, state, and local government requirements for Nonpublic schools.

Non-Discriminatory Policy

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

Harassment Policy

I. Policy

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

II. Scope

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

III. Prohibited Conduct

- A. For purposes of this policy, "harassment means verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, gender, national origin, religion, age, disability, or handicap, or protected activity that.

- (i) Has the purpose or effect of creating an intimidating, hostile, or offensive environment;
- (ii) Has the purpose or effect of unreasonable interfering with an individual's academic performance or
- (iii) Otherwise adversely affects an individual's educational opportunities.

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

IV Procedure

- A. Any person who believes that a student is being subjected to harassment should immediately report the harassment to any one or more of the following individuals: the student's teacher, the principal of the school, the Superintendent of Catholic Schools.
- B. Individuals are encouraged to report harassment early, before it becomes severe or pervasive, so that Preventive action can be taken. All complaints will be investigated promptly, thoroughly and impartially, and will remain confidential to the extent possible.
- C. Any retaliation, reprisals, or intimidation, whether by the alleged harasser or from another source, directed toward the complaining party of anyone else as a result of the filing or investigation of a harassment complaint is considered a serious violation of this policy and should be reported immediately.
- D. Once the investigation is complete, the school will take immediate and appropriate corrective action when it determines that this policy has been violated. The complaining party and the complained-of party will be advised of the investigation's findings and conclusions. A report of the findings will be forwarded to the Division of Catholic Schools.

Non-Custodial Policy

St. Stephen School must be notified in writing of a court ordered custodial designation. St. Stephen School does not allow a non-custodial parent access to his/her child unless the custodial parent has consented or the school has a copy of a court order permitting access.

Telephone Numbers and Addresses

Parents whose phone numbers are unlisted MUST give the school either that number or a number where the parents can be reached. It is essential that the school have this information. It will not be given to anyone.

Any change of phone numbers or home addresses must be given to the school office in writing and to the homeroom teacher as soon as the change is complete.

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

Students' Records

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

Room Parents

Room parents facilitate classroom parties and are available to the classroom teacher as needed. Guidelines for room parents are listed in the Volunteer Handbook.

Student Directory

The Home/School Association will publish a student directory in the fall of each school year. Parent(s)/Guardian(s) will be listed by first and last names with their children. Parent(s)/Guardian(s) who do not wish to have their telephone numbers listed must notify the school in writing by the stated deadline.

Communications

The first week of each month a Newsletter and Calendar will be posted on school website and emailed to all families. If the need arises a separate email will be sent out containing the important information.

FINANCIAL OBLIGATIONS

Application Fee Policy

The following statements will govern the process of students applying for admission to St. Stephen School.

1. When an application for admission is filed with St. Stephen School a non-refundable fee of \$65.00 cash or money order per family must be attached.
2. Applications are to be filed annually. Applications will remain in effect from September 1 (or the date of application) through August 31.

Tuition

SMART TUITION – Tuition is collected by SMART TUITION, applicable forms are available in the office.

St. Stephen School reserves the right to refuse to provide any official school record, including report cards and diplomas, to a parent(s)/guardian(s) or other educational institution until all tuition, fees and other financial obligations are satisfied in full.

If it is necessary to withdraw a student during the school year tuition will not be refunded.

Book Rental Fee (Grades K to 8)

Book fee is \$200.00 for each child minus the money from the Maryland State Textbook Program. The parents will be charged \$175.00 per student this year in grades K – 8.

Other: Archdiocese Tax, Computer, Testing, and Activity fee...\$100 per student for grades Pre-k to 8th grade.

Service Hour Program

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

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

Service Hour Program – Per family (K-8) 20 Hours or \$400.00

Each family will be required to work 20 hours of service during the school year. Family members include parents/guardians, older brothers and sisters, grandparents, and aunts and uncles. Friends of the family who do not have children in the school may also work for the benefit of a given family. **The students who attend St. Stephen School cannot receive credit for service.** Only two adults per family may work for credit at any one event.

Service hours MAY NOT be transferred to another family. Each family is responsible for accumulating their own hours. Hours for service may not be carried over from year to year.

The Service Hour Program year begins June 1st and ends May 31st. Parents must accumulate their service hours and turn in their documentation showing their hours served by May 31st. Any hours not served and submitted by this date will be billed at \$20/hour for the unearned hours. Families will be notified by early June if they have not accumulated the required hours.

Families will record hours worked on Service Hour Program cards. It is the responsibility of each family to accurately record hours served. In addition, families are required to sign the volunteer log in the school office when working at school.

When serving on a school event or fundraiser, it is each family's responsibility to ensure that the chairperson has recorded their participation. Service Hour Program cards must be turned in the office twice each school year, no later than December 15th and no later than May 31st, in order for families to receive credit.

The Home/School Association will keep track of each family's participation in the program using the Service Hour Program cards, the volunteer log, and the chairpersons' records. If the Service Hour Program requirement has not been met by the end of the program year (either 20 hours accumulated or monies paid for unearned hours), report cards and/or diplomas will be withheld from those families (not meeting the requirement). Special circumstances in which a family is unable to participate in the program will be reviewed. Requests for exemption should be submitted in writing to the Home/School Association Executive Committee for review as soon as possible.

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

School Activities

One-hour credit will be given for each hour served for activities such as being Teacher Aides, babysitting during Home/School Meetings, and helping with school pictures. **Volunteers for certain activities must be committed to working the full school calendar year in order to receive credit. The Volunteer Manual contains the complete list of school activities. NO CREDIT HOURS ARE GIVEN FOR ATTENDING A FIELD TRIP.**

Home/School Fundraisers

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

Special Projects

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

Parish Activities

Five hours total per family will be given for leadership participation in parish activities such as Scout Leaders, Soccer Coaches, Soccer Council representatives, Youth Ministry Volunteers, and lectors. Credit for participation in these activities may total only five hours per family for each program year.

Tuition Assistance

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

A Parent Financial Aid form must be picked up at the school office completed and mailed to TADS by March 1st in order to be eligible for Parish grants. Parish grants for tuition assistance will be awarded no later than April 15th.

Insurance

A voluntary student accident plan, approved by the Archdiocesan Department of Education, is offered at the beginning of each school year.

The plan, effective in September, covers the student enroute to and from school, during school hours, and while participating in school activities.

The necessary information will be brought home by the students. Parents are asked to complete the form and send it with the requested premium to the school as soon as possible.

ACADEMICS

Instruction

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

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

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

PowerSchool

As part of the Archdiocese of Baltimore strategic plan, *As One Body... We Celebrate...* PowerSchool was chosen as the student information system (SIS) for the Archdiocese of Baltimore. Our school will be utilizing the Parent Access part of PowerSchool for grades 3 through 8. This means that parents/guardians may log on to the PowerSchool server at any time and access information such as grades and attendance for your child/ren. This tool will enhance meaningful communication between parents/guardians and the school. PowerSchool will assist us with meeting the goals in the strategic plan and help us to obtain the highest level of education in our school. Parents who do not have access to the Internet should schedule a time to view the PowerSchool Parent Access in the Computer lab or request a copy of a student's Quick lookup.

Computer Lab

INTERNET ACCESS

Each family must read and explain the "Internet Access Policy" to all children attending St. Stephen School.

Electronic information research skills are fundamental to the preparation of our students, our future citizens and employees. The acquisition of these technological tools puts an enormous power at the fingertips of all members of our community. As such, it also places a great deal of responsibility on all users. It is our aim to provide guidance and instruction to our students in the appropriate use of such resources.

As in other areas, our students are expected to make good choices with regard to their behavior on the Internet. Access will be provided for our students to conduct research and communicate with others under the supervision of their teachers.

Access to the Internet will enable students to explore thousands of libraries and databases throughout the world. We believe that the benefits to students from access to these forms of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, you, as the parents and guardians of minors, are responsible for setting and conveying the standards that your children should follow when using media and information sources.

With these opportunities come some responsibilities and restrictions. St. Stephen School reserves the right to limit personal information about students, to edit Internet accounts for child-only configurations, and to run software, such as *Cyber Patrol*. For their protection, students may not access Internet accounts provided by their families during school time because the school has no control over the configuration of those accounts.

Internet services are to be used in a responsible, efficient, ethical, and legal manner. Use of the Internet is a privilege, not a right. Failure to adhere to the following guidelines may result in a revocation of a student's Internet access and disciplinary action up to and including suspension or expulsion.

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

- * *Acceptable* uses of the Internet are activities that support learning and teaching.
- * *Unacceptable* uses of the network include, but are not limited to
 - * Violating the rights of privacy of others.
 - * Using profanity, obscenity, or other offensive language.
 - * Unauthorized copying of materials or installation of software.
- * Revealing home phone numbers, addresses, or other personal information while using Internet resources.
- * Downloading or copying information onto disks or hard drives without prior teacher approval.
- * Accessing, downloading, storing, or printing files or messages that may be offensive to others.
- * Sharing of passwords, if provided, or attempting to discover another's password.
- * The intentional writing, producing, generating, copying or introducing of dangerous codes or programs designed to cause harm, including, but not limited, to viruses, bugs, "worms," etc. Intentional damaging of or tampering with any hardware, software, printers, keyboards, mice, speakers, etc.
- * Intentional erasing, renaming, or disabling of anyone else's files or programs. St. Stephen School will be responsible for teaching students about these guidelines. Supervising and guiding students access to the Internet.

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

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

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

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

Homework

Homework is an outgrowth of class work. It is assigned as reinforcement or extension of what has already been taught in class. Students are expected to complete all assigned homework on time and in a careful manner.

Suggested time allotments for homework, range from 30 minutes at the primary level to two hours in the middle school. This allotment includes time for written work, study, review work, and long range projects or papers.

Parents/Guardians are expected to see that their children fulfill their homework responsibilities.

If home assignments cannot be completed because of conditions, e.g., sickness in the family, death of a relative, etc., students will be permitted to defer doing the prescribed work. A written explanation to the teacher will obtain this permission.

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

Parents/Guardians support the teachers and fulfill their supervisory responsibilities by attending to the following:

- * reviewing the assigned work with the child
- * providing a quiet, well equipped place
- * providing the time required
- * providing assistance to the child as needed
- * emphasizing with the child the need for study
- * assuring the return of the homework to school
- * helping their children plan their time so as to complete long term assignments* by the due date
- * Some long term work or projects that are given are due a week or two from the date assigned

Work Habits and Homework

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

Field Trips

Field trips are considered an integral part of the school's educational program and an invaluable learning experience for students. Field trips are scheduled at various times during the year. In advance of the trip, a permission form giving any pertinent information, which is required by the Division of Catholic Schools, is sent home.

A student will be permitted to attend the trip only if the permission form is signed by the parent/guardian, and returned along with the fee by the specified time.

When sending money to the school for the trip, parents are requested to send the exact amount in an envelope clearly marked with the students' name, grade, and the name of the trip.

All students are expected to attend field trips with their class in uniform unless the teacher gives other Instructions.

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

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

Parent(s)/Guardian(s) are encouraged to participate as chaperones on field trips as the need arises. Chaperones are expected to ride the bus with the class; however, because of safety and liability factors, preschool siblings and other school age siblings are not allowed.

We do not permit parents not selected as chaperones to join the group at the trip destination as this usurps the authority of the teachers and chaperones who are legally in charge.

Evaluation

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

Student evaluation is based on the individual student's achievement in comparison to his/her instructional level.

This evaluation is determined through formal and informal testing, class work, and homework.

Each student's effort and conduct are also evaluated.

Testing Program

The following tests/screenings are administered:

St. Stephen School follows the testing program as developed by the Archdiocese of Baltimore. The Stanford 10 will be administered to students in grade 3 - 8 **in the spring**. The Brigance Kindergarten Screening is administered to our Pre-K 4 students in April.

Reports/Research Papers

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

Promotion Requirements

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

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

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

Repeated poor performance in any subject area may also require summer school attendance.

Any student required to attend summer school must successfully complete the required work. A record of grades must be submitted to the school before the child will be placed in the next grade or before the records will be forwarded.

Report Cards and Marking Codes

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

The report card envelopes are to be signed by the students’ parents/guardians and returned to school promptly.

Pre-kindergarten

Achievement Marking Code:

E	emerging
P	progressing
I	independent
NA	not assessed at this time

Kindergarten, First and Second Grades

Achievement Marking Code:

Effort & Conduct

E	emerging	O	outstanding
P	progressing	G	good
I	independent	S	satisfactory
NA	not assessed at this time	I	needs improvement
		U	unsatisfactory

Grades Three through Eight

Marking Code: Subjects

Effort/Conduct

Achievement Comments

A+ 97-100	C + 80-84	O-Outstanding	P- Demonstrates Proficiency
A 93-96	C 75-79	G-Good	V-Very Good Progress
B+ 89-92	D 70-74	S- Satisfactory	G- Good Progress
B 85-88	E 69 & below	I- Needs Improvement	S - Satisfactory
		U-Unsatisfactory	I- Needs Improvement
		N- Not Yet Demonstrating	

INTERIMS:

In grades Kindergarten to second, interims are given mid way through each marking period. In grades three to eight, progress can be monitored constantly through PowerSchool/PowerGrade on the internet at home or in the computer lab at school.

Awards

Awards are given in each grade level to the most helpful student and the one showing the best effort.

A special Good S.A.M. Award is given to a student in each grade three times a year. This award is given for service, attitude, and manners.

First and second honors are given to students in grades 6 -8 when report cards are distributed.

Honor Roll

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

Conference

Parent-teacher conferences are strongly encouraged. Whenever conferences are desired, parents should feel free to contact the teacher concerned for an appointment. This may be done by note, email, or by calling the school office.

PLEASE DO NOT CALL THE TEACHER OR STAFF AT HOME.

Parents are not to visit the teachers before class without an appointment. Teachers need this time for preparation of class work. Interruptions during class time to speak with teachers are not permitted. For a conference to be productive, the teachers will need time to prepare.

Retention

If retention appears to be a possibility, the following process is used:

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

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

By April 15: Another meeting is held between the principal, teacher(s) and parent(s)/guardian(s) who sign a second statement acknowledging they have received the second notice of retention possibility.

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

Graduation

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

Kindergarten graduation dress should be Sunday best.

Textbooks

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

Students will be billed for lost or damaged books that require replacement.

Students will be billed at the replacement cost of the book.

The school has a supply of book covers for all students.

Covering soft-cover textbooks/workbooks with clear contact paper is highly recommended to prolong the life of the book.

Student Dress Code

Beginning on the first day of school and ending on the last day of school, students must be in full uniform.

Articles of clothing must be labeled with the student's name. This applies to the school uniform and physical education uniform.

School uniforms and sweaters must be purchased through the following company:

Flynn & O'Hara
1300 Goucher Blvd.
Towson, Maryland 21286
410-828-4709
Located in the Loch Raven Plaza

Regular School Uniform- Boys

GRADES K -8

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

Regular School Uniform- Girls

GRADES K -5

- * plaid uniform jumper
- * white blouse with Peter Pan collar -long or short sleeves, no logos or monograms
- * only plain white T-shirts may be worn under the school uniform blouse
- * maroon tie

GRADES 6- 8

- * maroon kilt- skirt length must at least touch the knee
- * white blouse with oxford, pointed, or Peter Pan collar -correctly sized, long or short sleeves, no logos or monograms
- * only plain white T-shirts may be worn under the school uniform blouse

GRADES K -8

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

Warm Weather Uniform -Boys and Girls - Grades K - 8

The warm weather uniform may be worn in place of the regular school uniform during the months of September to October 15, April 15 thru June.

- * belt with khaki walking shorts with cuffs (girls) and without cuffs (boys)

- * maroon polo shirt with school monogram only
- * white crew socks which come 3 inches above the ankle bone (no slouch, monogram, logo or sport socks)
- * mandatory school shoe, tan suede buck with red rubber sole available at Flynn & O'Hara, Towson or Van Dyke Bacon, White Marsh

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

Physical Education Uniform- Boys and Girls - Grades K -8

Physical Education uniforms are purchased at Flynn & O'Hara. The physical education uniform is worn to school on P.E days.

- * maroon shorts with school logo may not be rolled up at waist
- * gray T-shirts with school logo must be tucked into shorts
- * gray sweat shirts with school logo and maroon pants
- * white crew socks which come 3 inches above the ankle bone (no slouch, monogram, logo or sports socks)
- * tennis shoes- All Phys. Ed. Shoes must be tied or Velcro - no slip-ons -Safety Issue

Uniform for Boys and Girls - Prek- 3 & 4

- * maroon shorts with school logo
- * gray T-shirts with school logo
- * grey sweatshirt with school logo
- * maroon sweatpants

All uniforms must be in good repair and properly fitted. Shirts and blouses must be buttoned and tucked in. Long sleeved shirts and blouses are to be rolled down and buttoned at the cuffs. Only plain white T-shirts may be worn under the school uniform shirts. Skirts must be of appropriate length.

Information regarding out of uniform attire will be communicated prior to out of uniform days, however, shorts, skirts, and dresses must be modest length/ shorts and slacks must be worn on the waist.

Tagging Clothes/Lost and Found

All clothes must be labeled with the student's name. Articles found on the premises will be placed in the lost and found container located in the school kitchen.

Jewelry

The wearing of jewelry is discouraged. Jewelry is limited to the following:

- * wristwatch
- * a small cross or religious medal on a chain
- * one pair of earrings - not dangling or hoops - boys are not permitted to wear earrings
- * one ring
- * bracelets are unacceptable

No more than two key chains per child are permitted on backpacks, purses, trapper-keepers, etc.

Cosmetics

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

Grooming

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

BOYS: Hair length is not longer than ½ way down ear and not to touch the shirt collar, should not be below the eyebrows or obstruct the child's vision. Outlandish and fad haircuts or styles are not permitted.

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

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

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

HEALTH POLICIES

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

Vision and Hearing Screening will be done on all students in grades Pre-K4, 1, 4, 8 as well as students in grades K, 2, 3, 5, 6, 7 who are new to St. Stephen School.

Periodically, health and safety programs are offered to students at various grade levels.

PLEASE NOTE:

The administration of medication in school is discouraged; however, if a student's physician decides it is necessary for the student to receive prescription or over-the-counter medication during the school day, a written order from that physician is required, on the "Permission for Giving Medication in School" form.

ALSO NOTE THE FOLLOWING:

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

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

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

Any student with a temperature greater than 100° will be sent home. Parents should not send a child(ren) to school who are ill in the morning. A child should be fever free and off fever medications for 24 hours before returning to school.

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

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

Parents must call school if their child is diagnosed with a communicable disease. The following communicable diseases/conditions need to be reported.

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

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

Parents are requested to notify the school if their child is hospitalized for any reason.

A student's medical records must be complete, accurate, and kept current. The school must be kept informed. If an emergency arises, the school should know the existing conditions (diabetes, convulsions, epilepsy, emotional problems, allergies, etc.), any medication that the child may be taking, and what is needed to render assistance. The school must be notified of changes that occur during the school year.

Emergency cards are kept on file for each student. Telephone numbers must be kept current.

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

AVAILABILITY OF ASBESTOS MANAGEMENT PLAN

In October 1986, the U. S. Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely manner.

These regulations assign schools many new responsibilities. Our program for fulfilling these responsibilities is outlined in our asbestos management plan. This plan contains information on our inspections, re-inspections, response actions and post-response action activities, including periodic re-inspection and surveillance activities that are planned or are in progress.

You can review this plan during the normal business hours. If you have any questions about reviewing our management plan please contact the principal, 410-592-7617.

UPDATE:

On September 24, 2001, Property Profiles, Inc. Environmental Consultants re-inspected St. Stephen School in order to meet compliance with Asbestos Hazard Emergency Response Act (AHERA) requiring the re-inspection of schools every 3 years.

In addition Mr. Robert Soter, parish maintenance, is certified to conduct 6 month inspections.

SAFETY

A primary consideration in all disciplinary decisions is the obligation of the school to maintain a safe place for students and an acceptable learning atmosphere.

St. Stephen School in the Archdiocese of Baltimore conducts suitable background reviews and evaluations of child abuse for prospective employees.

St. Stephen School adopts and puts in place procedures requiring the prompt reporting of incidents of child abuse/neglect, which complies with the requirements of the law.

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

In order to ensure a safe environment for your child, all school doors will remain locked during the day. On rainy days or severely cold days, the doors by the gym will be open until 8:10a.m. All visitors must report to the OFFICE before visiting other parts of the building.

All students in grades kindergarten through 8th grade play on the grounds from 11:45 a.m. to 12:05 p.m. in designated areas. Supervisory personnel consist of a faculty member and volunteer parents. Safety on the playground is very important.

EMERGENCY DRILLS

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

During Emergency drills all parent volunteers and visitors must follow the evacuation procedures.

PLAYGROUND SUPERVISORY DUTIES:

I Supervision 11:45-12:30

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

NOTE: On inclement weather days, parents will assume responsibility for the supervision of students while they stay in their rooms.

General Directions to Parents for Inside Recess:

- * Meet with the staff member on duty who will assign you supervisory area
- * Circulate among the assigned rooms. Intervene when students experience problems or for injuries/illness - Call for supervising teacher or nurse as the incident requires
- * Permit students to sign out to go to the lavatories, one at a time. Have them sign upon their return

II PLAYGROUND RULES

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

STUDENT CONDUCT AND DISCIPLINE

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

Goals for the Student

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

Constructive Behavior

Constructive behavior builds the Christian from within and reflects a person striving for spiritual, moral, and human growth.

BASIC COURTESY AND RESPECT for one another are shown by a sincere “thank you,” “please,” “I’m sorry”.

THOUGHTFUL CONCERN for one another is shown by being on time, by taking our share of duties, and by studying and preparing school assignments as directed.

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

Unacceptable Behavior

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

Listed below are behaviors that are unacceptable:

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

Generally, infractions will be dealt with by the teacher. Should circumstances warrant it, the parents and/or the principal will be consulted in this matter. In the event that a student's behavior interferes with instruction the teacher will dismiss the student from class and send them to the principal. The principal will notify the parents in writing. After 2 occurrences, a mandatory conference will be held with parents, student, principal, and guidance counselor. After a third occurrence the student will be suspended for the day.

DETENTION - LUNCHTIME AND AFTER SCHOOL

The administration, faculty, and staff, along with the essential support of parents, will always expect appropriate behavior of the highest standards. If expectations are clearly articulated to all members of the school community, so also must the consequences.

Lunch time detention may be the course of action taken by the teacher for the student's behavior. At the end of each week parents will be notified if a student has served or received 2 or more lunch time detentions. If the child serves 3 lunch time detentions in one week or 8 lunch time detentions within one calendar month the child must serve after school detention.

If a child has lunch detention and an activity has been rescheduled for the same time, the child should speak to the teacher issuing the detention beforehand to determine the course of action to be taken. Failure to follow these guidelines may result in an after school detention.

The teachers/staff/administrator have the option of issuing a detention for any offenses depending on the circumstances of the action. Obviously, a list of offenses can never be entirely inclusive.

Parents will receive a detention notice from any incident that warrants after school detention. The notice will be completed by the appropriate teacher, signed and sent home by the principal. A parent's/guardian's signature will be required with the notice being returned to the school office on the next school day.

Detention will be scheduled for Wednesday from 2:55 p.m. to 4 p.m. Detention must be served on the day assigned. The faculty and staff will rotate supervision of detention. Parents must pick their child up from the detention room.

Suspension

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

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

Depending on the severity of the inappropriate behavior, a student could be subject to dismissal at the discretion of the principal.

STUDENT ACTIVITIES

Academic Eligibility for Basketball - Grades 6-8

It is very important for students to devote their efforts toward academic excellence while at St. Stephen School. A moderate amount of time is required by the basketball coaches for practice and games. Each student must be on a sound academic footing in order to participate in the school sponsored basketball team.

Students must attain passing grades in **all** subjects in order to participate in these sports at report card time. Changes to the team are not made when Interims are distributed.

All school rules apply during these extracurricular activities at home and away games.

Altar Serving

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

Athletic/Sports

During various times of the school year, students are given the opportunity to stay after dismissal and participate in various age appropriate sports activities.

The middle school students (grades 6-7-8) also participate in extracurricular sports where they play other schools.

Band

St. Stephen School band is under the auspices of the Instrumental Music Program of Baltimore. This is an educational program designed to give students in grades 3 through 8 an opportunity to learn how to play a musical instrument and to participate in the school band and concerts.

The grade 3 students receive instruction on the flute-a-phones once a week during school hours. The students in grades 4 through 8 participate in weekly lessons which occur during school hours, and band rehearsal which is conducted after school. An additional fee is charged for this program.

Catholic Schools Week

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

Chorus

The students in grades 3 through 8 are invited to join the School Chorus. Rehearsals are held during recess. The chorus performs several times during the school year.

Drama Club

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

Library

The Library provides our students with a variety of resources.

- * The librarian is available to give instructions, insight and information regarding students' particular needs.
- * students with overdue books, except in the case of student absence, holiday or weekends, will be required to bring in one can good (non-perishable) as the fine. This food item will be donated to the food pantry.
- * students have daily access to the library services and may borrow books on a weekly basis.
- * all students are encouraged to take care of the borrowed materials and are expected to pay for damaged or lost books.
- * the librarian meets with each class on a weekly basis.
- * children may use the library during recess for academic work with the permission of the librarian and their teacher.

Liturgical Celebrations

The children participate in the Celebration of the Eucharist.

Celebrations of the Sacrament of Reconciliation are held periodically during the school year.

Outreach Activities

The students participate in various outreach activities throughout the school year. These activities may include: clothing/toy collection during Advent; Harvest for the Hungry food collection; Rice Bowl offerings during Lent; coins for Kenya.

Safety Patrol

Eighth grade students volunteer to assist in making school a safe place for Students. A teacher serves as moderator.

Student Council

A student council, composed of students in grade 6-8, operates throughout the school year. The council assists the staff in carrying out a variety of student affairs and school-wide projects.

Officers include a president, vice-president, secretary, treasurer, historian and representatives for each grade level.

Student Pictures

Individual student pictures will be taken in the fall; class group photos will be taken in the winter. These pictures are available for purchase by the parents for a nominal fee.

The eighth grade will have individual pictures taken for a graduation composite photo. The students will choose their proofs for the composite.

These individual pictures are available for purchase by the parents for a nominal fee. The graduation photo will be a gift from the school to each eighth grade student.

The purchase of any of these pictures is optional.

STAND

Procedures for volunteers

As a minimum, all volunteers must complete the Archdiocese of Baltimore Application for Volunteer Service, receive and review a copy of A Statement of Policy for the Protection for Children & Youth, and receive and review the Code of Conduct of Church Personnel in the Archdiocese of Baltimore. Particular Covered Entities may have additional requirements for volunteers to complete before he/she begins to serve in the Archdiocese of Baltimore:

- a. Application for Volunteer Service completed
- b. Names of references provided
- c. Volunteer Criminal History Screening Consent Form submitted
- d. Training received regarding child abuse and protection of children, including STAND video

The Office of Child and Youth Protection will issue a Policy Compliance Verification Card to verify that all the required procedures are in compliance. This card is valid for 5 years from the date of certification.

A Policy Compliance Verification Card is needed to:

- a. *Chaperone a field trip*
- b. *Lunch and recess helper*
- c. *Room mother/father*
- d. *Classroom helper*

Grandparents are invited to receive certification also.

**SCHOOL UNIFORMS
BY
FLYNN & O'HARA
1300 GOUCHER BLVD.
TOWSON, MARYLAND 21286
410-828-4709**

LOCATED IN THE LOCH RAVEN PLAZA

ST. STEPHEN'S OFFICIAL SCHOOL UNIFORM SUPPLIER

THE SCHOOL RETAINS THE RIGHT TO AMEND THIS HANDBOOK AT ANY TIME.

ST. STEPHEN SCHOOL WELLNESS POLICY ON PHYSICAL ACTIVITY AND NUTRITION

Preamble

Whereas, children need access to healthful foods and opportunities to be physically active in order to grow, learn and thrive;

Whereas, good health fosters student attendance and education;

Whereas, obesity rates have doubled in children and tripled in adolescents over the last two decades, and physical inactivity and excessive calorie intake are the predominant causes of obesity.

Whereas, heart disease, cancer, stroke and diabetes are responsible for two-thirds of deaths in the United States, and major risk factors for those diseases, including unhealthy eating habits, physical inactivity and obesity, often are established in childhood;

Whereas, only 2% of children (2 to 19 years) eat a healthy diet consistent with the five main recommendations from the Food Guide Pyramid;

Whereas, community participation is essential to the development and implementation of successful school wellness policies:

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

The school will engage students, parents, teachers, health professionals and other community members in developing, implementing, monitoring, and reviewing school wide nutrition and physical activity policies.

All students in grades Prek-8 will have opportunities, support, and encouragement to be physically active on a regular basis.

Foods and beverages sold or served at school will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans.

The school will provide a clean, safe, and pleasant setting and adequate time for students to eat.

The school will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity.

**Statement for Elementary and Middle Schools
Regarding Verbal Harassment and Physical Intimidation
Between Students**

Character development and spiritual growth are cornerstones for a Christian school. Basic building blocks include everyday courtesies, as well as, compassion and respect for others. In order to grow into spiritually and morally strong individuals' children need an environment that fosters these qualities. For this reason verbal harassment and physical intimidation are unacceptable and intolerable behaviors in this school.

Verbal Harassment includes (but is not limited to) bullying, teasing, or making fun of another due to any reason including hygiene, body structure and size. Spreading rumors about such personal things is also considered harassment.

Physical Intimidation includes (but is not limited to) pushing, shoving, stepping on or other acts of physical harassment that is done intentionally in order to intimidate or bully another student.

Students are also encouraged to include classmates in activities. Acts that exclude or purposely leave out others tend to foster a negative environment. Being grateful for our difference allows us to appreciate our own uniqueness. In order to grow in our appreciation of each other and ourselves.

Discipline regarding this conduct may include detention or suspension. Teachers may also contact the school consultant to discuss such issues with the children involved. Parents may also be contacted and are encouraged to support the school's policy of intolerance of such behaviors.

Please tear off and return to school by September 10, 2010.

I have read the above Statement regarding Verbal Harassment and Physical Intimidation.

Parent signature Date

Parent signature Date

Student_____ Student_____

Student_____ Student_____

Computer Lab

INTERNET ACCESS

Each family must read and explain the “Internet Access Policy” to all children attending St. Stephen School.

Electronic information research skills are fundamental to the preparation of our students, our future citizens and employees. The acquisition of these technological tools puts an enormous power at the fingertips of all members of our community. As such, it also places a great deal of responsibility on all users. It is our aim to provide guidance and instruction to our students in the appropriate use of such resources.

As in other areas, our students are expected to make good choices with regard to their behavior on the Internet. Access will be provided for our students to conduct research and communicate with others under the supervision of their teachers.

Access to the Internet will enable students to explore thousands of libraries and databases throughout the world. We believe that the benefits to students from access to these forms of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, you, as the parents and guardians of minors, are responsible for setting and conveying the standards that your children should follow when using media and information sources.

With these opportunities come some responsibilities and restrictions. St. Stephen School reserves the right to limit personal information about students, to edit Internet accounts for child-only configurations, and to run software, such as *Cyber Patrol*. For their protection, students may not access Internet accounts provided by their families during school time because the school has no control over the configuration of those accounts.

Internet services are to be used in a responsible, efficient, ethical, and legal manner. Use of the Internet is a privilege, not a right. Failure to adhere to the following guidelines may result in a revocation of a student’s Internet access and disciplinary action up to and including suspension or expulsion.

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

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

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

The Technology Committee of the Archdiocese of Baltimore composed the following guidelines, which cover the Ethical Use of Technology.

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

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

- * Respect and protect individual rights, as well as the well-being of the school.
- * Individual users are responsible for any activity on their computers and for materials stored therein.
- * Computers are to be used exclusively for academic work and school related activities.
- * Members of the school community will respect copyright laws and software licensing terms.
- * Individuals may access only those files for which they have specific authorization. Searching through directories and folders without the owner’s permission is prohibited.

- * All computer equipment and software is to be treated with respect.
- * Only authorized personnel may alter equipment or equipment configurations.
- * Use of technology for obscene, offensive, disruptive or threatening messages is prohibited.
- * Network accounts are to be used only by those persons for whom the account has been established.
- * Account users may not authorize anyone else to use their accounts.
- * Individual account users must maintain adequate security for their accounts including frequent changing of passwords.
- * Use of any program designed to breach network security, such as software designed to capture passwords or break encryption protocols, is prohibited. Use of any program designed to disrupt the performance of the network is likewise prohibited.
- * All e-mail must clearly identify the sender of the message. Use of anonymous or pseudonymous communications over the network is prohibited. False information is prohibited.
- * Students should avoid posting personal information via e-mail and responding to inappropriate messages.
- * Use of the computer facilities to obtain, distribute or store inappropriate materials is prohibited. If material gathered from other media (books, magazines, TV, video) is unsuitable for the school environment, the same material brought in over the Internet is equally unsuitable.



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* WEBSITE: www.ststephenbradshaw.org

Dear Parents of St. Stephen School Students,

As you may know, flu can be easily spread from person to person. Therefore, we are taking steps to reduce the spread of flu in St. Stephen School. We want to keep the school open to students and functioning in a normal manner during this flu season. We need your help to do this.

We are closely monitoring flu conditions and following the guidelines from the CDC (Centers for Disease Control) for schools. As conditions change with the approaching flu season we will keep you updated.

According to the (CDC), there are everyday actions people can take to stay healthy:

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

We at St. Stephen are continuing to implement our plan to keep students safe:

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

Please stay informed and be prepared. You may find the most up to date information online at www.dhnh.maryland.gov or at www.flu.gov. Thank you for your cooperation to keep our children healthy.

*Sincerely,
Mary Patrick
Principal*

*Bernadine Lee, RN
School Nurse*