

MISSION STATEMENT

**At St. Stephen Protomartyr Catholic School
we learn, live, and love in a
Catholic, Christian environment.**

PHILOSOPHY

Belief in Jesus and living the gospel values of our faith is the cornerstone of our philosophy as a community. In cooperation with parents who are the primary educators of their children, St. Stephen Protomartyr Catholic School exists to provide all the members of the school community: students, parents, teachers, staff and fellow parishioners with opportunities to grow in faith and to work toward building God's kingdom. Our philosophy is built around the three actions of our mission statement -- to learn, to live and to love.

We Learn:

*By building on a foundation in our Catholic Faith and values that began at our baptism.

*By committing to the development of competence in the skills necessary for life.

*By realizing that learning is a life-long process.

We Live:

*By appreciating the diversity of God's people.

*By being committed to a life of social justice and service to others.

*By being active members who enrich the school community.

*By being responsible members of many larger communities; our neighborhood, our city, our state, our nation and our planet.

We Love:

*By responding to the call of Jesus and the scriptures to love our neighbor as ourselves.

* By respecting life in all forms.

*By growing in our personal relationships with God.

ADMISSIONS POLICY **(Board of Education 1/9/02)**

To enroll their children in St. Stephen Protomartyr Catholic School families need to complete the appropriate registration procedures and must either meet the criteria (listed in order of admission priority) or have the permission of the pastor (exceptions to the following):

- children of registered parishioners
- children from families living in Roman Catholic parishes in which Catholic education is not available to them
- children from Christian families living within St. Stephen Protomartyr Catholic Parish boundaries
- children from Christian families living in the South St. Louis Deanery area

St. Stephen School will also consider applications from non-Christian families who agree to follow all school, educational, and religious guidelines.

Admittance to Kindergarten will be based upon:

- student turning five years of age before August 1st
- acceptable performance of readiness skills as determined by performance during readiness screening

The registration process includes:

- completion of a registration form
- verification of the date of birth by a review of the birth certificate or baptismal certificate
- verification of the dates of other sacramental celebrations
- verification of custody arrangements in cases in which the parents of the student are divorced (A copy of the portion or a copy of the divorce decree, which verifies custody arrangements must be provided.)

All classes at St. Stephen Protomartyr Catholic School will have a maximum of 30 students per grade. Families with children already attending St. Stephen Protomartyr Catholic School will have first priority for admittance as long as they are current in their tuition payment at the time of registration.

When a grade level reaches the maximum number of students, a waiting list will be formed for those requesting to be notified when openings for that grade level arise. Persons on the waiting list will be called in the order by which they were placed on the list.

ACCREDITATION

St. Stephen Protomartyr Catholic School is accredited by the Missouri Chapter, National Federation of Nonpublic School State Accrediting Association.

NON-DISCRIMINATION POLICY
(Board of Education 1/9/02)

All practices of St. Stephen Protomartyr Catholic School related to employment shall be conducted without discrimination on the basis of race, color, national or ethnic origin, disability, age or gender. St. Stephen Protomartyr Catholic School shall not recruit, advertise, select employees, pay, promote, classify employees, grant leaves, provide fringe benefits, select for training in special workshops, conferences, or restrict employment on the basis of gender, unless the position is such that it can only be performed by a member of that gender.

St. Stephen Protomartyr Catholic School shall admit students of any race, color, national or ethnic origin or gender to all rights, privileges, programs and activities generally accorded or made available to students. St. Stephen Protomartyr Catholic School shall not discriminate on the basis of race, color, national or ethnic origin, disability, age or gender in admission policies, scholarships and loan programs and athletic and other school-administered programs. Cooperation of parents with their church and school can be important criteria in determining the acceptance of the application for admission.

SCHOOL HOURS

Arrival time for Grades Preschool - 8

Doors Open	7:30AM
First Bell	7:50AM
Tardy Bell	7:55AM

Dismissal time:

Half day Preschool: 11:30AM Pick up at Preschool wooden door.
Full day Preschool through Grade 8: 3:00PM

FACULTY MEETINGS

Faculty meetings are generally held on the first Friday of the month. The meetings are half days, and dismissal will be at noon. There will be after care provided for students on faculty meeting days.

SNOW SCHEDULE

When travel to or from school is considered hazardous because of snow or ice, the school will exercise one of two options: (1) cancellation of school or (2) snow schedule. The option chosen will be announced on television Channels 4 and 5. An email notification will be sent and notification will be posted on the school website. Rectory or school personnel are not to be called for information about closing.

Under the snow schedule procedures, the doors will open at 8:45AM. Students arriving after 9:00AM will be considered tardy. The school assumes no responsibility for children arriving before 8:45AM.

DISMISSAL

Dismissal is at 3:00PM. Any student who is not accounted for by 3:05PM will be sent to after care, and the parent/guardian will be responsible for paying that fee.

MEDICAL APPOINTMENTS

If at all possible, please make medical appointments after school. A written request for early dismissal for appointments or other reasons must be sent to the office. Children are to be picked up in the office and must report to the office upon their return. For the safety of the students, parents or guardians are to come to the office to sign children out and back in. Students may not leave without having been signed out.

TRUANCY

A student is truant if he/she is absent from school for a day or portion of the day without the knowledge and/or consent of the parent/guardian and school officials. Truancy is considered a serious offense. Consequences will include conferences with parent/guardian and probationary status. Repeated truanancies will result in dismissal.

ATTENDANCE

Kindergarten – 8th Grade

Students are considered absent whenever they are away from school during school hours except for school sponsored or school sanctioned co-curricular activities (e.g., field trips, enrichment, and remedial programs, etc.) Students who must be excused for medical, dental, funeral or other reasons during school hours are considered absent. For these types of absences, a written notice should be sent to the school in advance by a parent/guardian stating the time, length and reasons for absence. Chronic or excessive absences without substantial cause can be a factor in determining a student's continued enrollment in the school.

Regular attendance is important at all grade levels. Children should be encouraged to form habits of regular attendance at school in order to achieve their best and complete the required work.

Students are not to arrive prior to 7:30AM. Doors open for the parish hall at 7:30AM. The school assumes no responsibility for students arriving before that time. Children are considered tardy if they are not in their classroom by 7:55 AM. Any student arriving after that time, must report to the office to receive an admit slip. A signed note from the parent is required for admission to class.

Parents are required to call the school office between 8:00AM and 9:00AM or to send a note via a sibling or neighbor if a child will be absent from school. If parents do not call school before 9:00AM, the school will contact the parent. This is a safety check.

A written excuse signed by the parent or legal guardian stating the date and reason for the absence is required when the child returns to school.

Any child with excessive absences will require a doctor's excuse, and if absent 20 days in a given calendar year, may be required to attend summer school or receive tutoring before promotion to the next grade will be granted unless other arrangements have been made with the school administration. Students have one day for each day they are absent from school to make up missing work unless the teacher arranges otherwise.

TARDINESS **Kindergarten – 8th Grade**

A student is tardy who arrives after 7:55AM

If your child is tardy, the following procedures apply:

1. S/he must come to the office to receive a tardy slip.
2. A parent should sign in the student.
3. A written excuse or other verifiable evidence is required for each tardy. Where the validity of an excuse is questioned the principal may investigate the situation. Excuses are kept on file until the end of the school year.
4. For excessive, excused or unexcused tardiness, a principal/parent meeting will be set up and a resolution will be reached. If behavior continues, discussion of further enrollment will be decided.
5. A student who is absent for two hours or more in either the morning or afternoon is marked as a half day absent.
6. Students are allowed to be tardy 5 times in a quarter. Beginning with the 6th tardy, the student will receive a signature on their card for every tardy thereafter.

Preschool

Preschoolers can report to their classrooms as early as 7:30 AM. Students are asked to arrive no later than 7:55 AM as morning prayer for St. Stephen Protomartyr School begins at 8:00 AM. The tardy policy will **not apply** for Preschool. Please call the school office (314-752-4700) to report an absence.

RELEASE OF STUDENTS FROM SCHOOL

Students are only to be released from school to a custodial parent or legal guardian. A written note from the custodial parent or guardian is required for a student to leave school prior to dismissal. The note must state the reason for dismissal, who will be picking up the child and the time the child is leaving and will return. This is a safety precaution for all students.

RELEASE FROM SCHOOL DUE TO ILLNESS

A student is permitted to leave the school premises for illness only after the parent/guardian has been contacted by phone. Records containing the names of persons to contact if a parent/guardian cannot be reached will be kept on file. Parents/guardians are responsible for providing transportation for the student to leave. The school administration has the responsibility to send home any student who shows signs of carrying a communicable disease. The student may be readmitted upon written verification from a qualified health care professional that the student is not carrying a disease or that the student's presence does not constitute a threat to the health of others.

ILLNESS AND INJURY

Parents are notified immediately in case of sudden illness or injury that will require their attention. Children will be sent home only in the care of the parent or person designated by the parent. Children are to be signed out at the school office. Student insurance may be purchased through K&K Insurance Group at any time during the school year. Go to info@studentinsurance-kk.com for more information.

EMERGENCY INFORMATION

It is the responsibility of the parent or legal guardian to keep the school office informed of phone numbers where parent, guardian or another designated person may be contacted in case of an emergency. Medical release forms are kept on file in the office and should be updated when necessary by the parent or guardian.

ADMINISTRATION OF MEDICATION

Ideally, all medication should be given at home. However, some students are able to attend school because of the effectiveness of medication in the treatment of chronic illnesses or disabilities. If a student requires prescribed medication during the school day, the following must be in place:

- the direct order/consent of a licensed physician, licensed physician's assistant or nurse practitioner signed and properly filed with the school. (The current prescription label on the container may serve as a physician's order and physician's orders may be faxed or mailed to the school.)
- written consent of the parent/guardian for school personnel to administer the medication.
- the medication in the original container.
- proper training of personnel on medication administration. All medication sent to the school must be secured in a locked cabinet under the supervision of the administration. Students may not carry medication on their person, with the exception of metered-dose inhalers when properly registered with the school. A trained staff member must be assigned to administer medication. Proper documentation will be kept on every dose given.

STUDENTS WITH SIGNIFICANT MEDICAL CONDITIONS

A student enrolled in St. Stephen Protomartyr Catholic School who has a significant or potentially life threatening medical condition may require special consideration. St. Stephen Protomartyr Catholic School will take steps to obtain the information necessary to understand the condition, its manifestations in the school setting and any specific adjustments or plans for an emergency response which may be necessary in order to provide the student with a healthy and safe environment. The school should obtain information about the condition from the student's physician. Current medical privacy laws require that parents authorize the release of information from the physician or other health professional. Once received, the principal should review the information in light of the school setting, determine what adjustments the school may need to make, and assess the school's capacity to provide those adjustments. If the school is able to provide the student with the necessary adjustments, it should then use this information to establish a plan of action plan, provide appropriate school personnel with information and training, if necessary, implement the plan consistently, and monitor implementation throughout the school year. Specific guidance on obtaining and responding to information about a student's medical condition is based on the principles established for addressing students with special needs.

HEALTH SERVICE PROGRAM

The St. Louis City Health Department renders service to the children. All are asked to cooperate with the school nurse by completing forms on time and by keeping appointments. The State Health Department has declared that children who have not received proper immunization by the beginning of a given school year are not allowed to enter school. Consequently, any child who is not properly immunized by the first

day of school will not be allowed to begin school until s/he is properly immunized.

COMMUNICABLE DISEASES POLICY
(Board of Education 1-9-02)

St. Stephen Protomartyr Catholic School follows the general guidelines of the Archdiocese of St. Louis on communicable diseases, in accordance with the guidelines established by the Missouri Department of Health.

FIRST AID AND EMERGENCY GUIDELINES

St. Stephen Protomartyr Catholic School has the responsibility for the handling of injuries and sudden illness occurring during school, on parish property, and during school sponsored events. This includes provisions for first aid and parental notification. St. Stephen Protomartyr Catholic School is not responsible for subsequent treatment or medical expense. Any accident, especially one involving the head, or serious illness should be reported to the parent/guardian as soon as possible. If an accident occurs, an incident report will be completed explaining the incident and the actions taken by the school.

TUITION POLICY
(Board of Education 8/16/07)

Families are required to financially support St. Stephen Protomartyr Catholic School according to procedures adopted by the Board of Education.

PROCEDURES FOR TUITION PAYMENT

1. At the time you register your child/children for school, you will be asked to fill out a **TUITION PAYMENT SCHEDULE FORM**. Families may choose to pay one or two installments or make monthly payments on the **FACTS** tuition payment plan. The monthly payment period runs from the first weekend of July through the first weekend of May.
2. Tuition payments must be current before student orientation packets are issued in August. This includes any tuition owed from the previous school year and the tuition payments for July and August of the current school year. Students will not be admitted on the first day of school until all tuition payments are current, unless alternative arrangements have been made with the Parish Office Manager. If tuition payments are not current, parents will be called asking them to pick up their child/children.
3. Parents who are not current with their tuition payments will not receive their child's report card. They will also not be allowed to register their children for the following school year. Finally, they will not be able to have their child's school records or transcripts forwarded to another grade OR high school until tuition is paid in full.
4. If a family is unable to make monthly tuition payments, it is the parents' responsibility to contact the Principal or the Parish Office Manager in order to make special payment arrangements. Tuition Aid forms are available through the Parish Office.

PLEASE CONTACT THE SCHOOL OFFICE FOR INFORMATION AND FORMS FOR GRANTS, SCHOLARSHIPS, AND TUITION ASSISTANCE PROGRAMS. (752-4700)

ADVANCE PAYMENT PLAN

Full payment of annual tuition on or before July 10:

FIVE PERCENT (5%) REDUCTION IN TUITION

Payment of one-half of annual tuition on or before July 10 and payment of one-half of annual tuition on or before January 10:

THREE PERCENT (3%) REDUCTION IN TUITION

ACE & SCHNUCKS ESCRIPT CARDS

Beginning July 1, 2007, we began to pool together all Schnucks & ACE credits, which are used for the school operating budget.

*Every family must average \$450 a month in purchases OR can take a \$225 buy-out.

*There will be a \$225 maximum penalty assessed per family, depending on the level of participation in this effort.

CURRICULUM

Curriculum planning is an ongoing and comprehensive process of developing, implementing, evaluating, and redesigning priorities for what students should know, be able to do, and value as a result of learning. Students of St. Stephen Protomartyr School receive instruction in the following subject areas and generally in accord with the time allotments suggested by the Catholic Education Office and established local needs: Religion, Language Arts (Reading, Phonics, English, Spelling), Mathematics, Science, Social Studies, Handwriting, Music, Art, Physical Education and Computer Education. The curriculum consists of all the subject area taught. It must be recognized that although learning is broken down into specific subject areas for ease of learning, the curriculum is an integrated program. Skills learned in one subject area are reinforced in another.

SELECTION OF RESOURCES

The selection of instructional resources for a school is guided by the curriculum goals specified for each subject and grade level. The characteristics of the local school and the particular needs of its children should be considered when selecting instructional resources.

DUAL ENROLLMENT

Dual enrollment is a method of providing courses and programs to a student that the school itself cannot provide due to staffing and/or finances. Missouri state law also allows Catholic school students to be dually enrolled in public schools in order to participate in specialized programs or to receive special education or remedial reading and mathematics services.

- Dual enrollment is possible only in another accredited school.
- St. Stephen Protomartyr Catholic School is the primary educational provider. The other school is a supplemental provider.
- St. Stephen Protomartyr Catholic School is responsible for instructing the student in the core curriculum (religion, language arts, mathematics, science and social studies).
- A student is not considered absent from St. Stephen Protomartyr Catholic School when in attendance at the other school.
- In determining whether dual enrollment is a viable option for meeting a student's educational needs, consideration should be given to the impact of the student's absence to attend the supplemental program on the student's learning the core curriculum in the St. Stephen Protomartyr Catholic School.
- A written plan should be developed whenever a dual enrollment is established and placed in the student's cumulative file. This plan should include specific information regarding:
 1. The educational purpose the dual enrollment arrangement is intended to achieve.
 2. The amount of time the student will be away from St. Stephen Protomartyr Catholic School.
 3. The mechanism by which the St. Stephen Protomartyr Catholic School will receive information from and provide information to the supplemental program, including attendance/absences.
 4. Transportation to and from the St. Stephen Protomartyr Catholic School.

SPECIAL NEEDS ASSESSMENT

Sometimes parents and/or teachers suspect a situation may exist which is in some way interfering with the child's learning process. Arrangement can be made with different agencies to screen the child and assess the needs. Decisions as to how best to meet the special needs of the student are made once professional diagnosis has been completed.

PROMOTION

Students are promoted to the next grade upon satisfactory completion of the required academic work for the current grade level. Students who are achieving below grade level, may be asked to attend a summer school program and/or tutoring before being promoted to another grade level.

RETENTION

Students may be retained in the current grade level if they have not mastered the concepts and skills sufficiently to be successful at the next grade level.

PROMOTION BY ONE OR MORE GRADE LEVEL

Promotion of a student by more than one grade level is possible in elementary schools in the Archdiocese at any grade level. Such a promotion is also possible in a certain subject area only. The decision to promote students in this fashion is made by the school. This decision, however, always involves mutual agreement among the school, parents, and student. Judgment for the recommendation is based on standardized and classroom testing data, teacher observation, evaluation of the student's work samples, and the student's social and emotional readiness.

HOMEWORK

Assignments for home have a definite relation to work done in school and help to reinforce the concepts presented that day. Parental interest in written and study assignments is important - but this interest should be limited to supervision. If a child consistently states there is no homework or it has been completed at school, it might be wise to check with the teachers. Children often do not consider anything homework unless it is written work, thus important study and research assignments are often neglected. Students who legitimately have no assignments should be encouraged to read a book or a magazine for a specified period of time. Care is taken that homework is not excessive. Assuming that a regular time and a definite place away from distractions is provided, and that the child has used in-school time and at-home time well, the following guidelines should be average for a normal day. Some days there might be slightly more, other days, slightly less.

Kindergarten ---about 10 minutes	Grade 4 -----about 40 minutes
Grade 1 ----- about 15 minutes	Grades 5 & 6 --- about 60 minutes
Grade 2 ----- about 20 minutes	Grades 7 & 8 --- about 90 minutes
Grade 3 ----- about 30 minutes	

Homework should not generally exceed this time allotment. If it does so consistently, you are asked to call the teacher to discuss the matter.

GRADING SYSTEM AND REPORT CARDS

Each family has a screen name and password through the school website. Parents and students are asked to log on frequently to obtain information about grades and progress. Students' grades are available online all school year.

The report card is a concise method of communicating to parents and students the level of growth attained during a specific period of time. It should be discussed by the parent and student and serve as a positive tool to effect continued growth.

Report cards have been developed by teachers at each level (K, Grades 1-3 and Grades 4-8). These have been developed to meet the needs of the students and parents. Students receive report cards four times a year through the school website: fastdir.com/saintstephenstl.

Those families who do not have access to the internet, need to let the office know immediately. The office will send home paper copies of information.

PARENT-TEACHER CONFERENCES

Formal parent-teacher conferences are scheduled at the time of the first report card. Additional conferences may be scheduled throughout the year any time the parent or the teacher feels the need. Arrangements for such conferences are made by calling the school office (752-4700) during regular school hours or by sending a written request to the teacher or principal. A mutually agreed upon time will be arranged. Faculty members will not be interrupted during the school day for conferences or phone calls and are not to be contacted at their residences unless the faculty member invites parents to telephone him/her at home.

GRADUATION

To graduate from a Catholic elementary school in the Archdiocese of St. Louis, a student must have successfully completed the minimum academic and religious requirements of the school, maintained a satisfactory attendance record as defined by the school, demonstrated satisfactory conduct, and completed all financial obligations.

DISMISSAL OF GRADUATING STUDENTS

Graduation activities and events should be scheduled as close as possible to the official ending of the school year. Eighth grade students, like the other students within the school community, should be provided with a minimum number of 174 days of student instruction.

CEREMONIES

It is appropriate that students, parents, and teachers be consulted in planning events connected with the graduation ceremonies and events. However, the pastor and principal must approve all activities and events.

In order to be eligible to participate in the commencement exercises, a student must have fulfilled all the graduation requirements as stated above. A Eucharistic liturgy with students, parents, and staff should be central to celebrating these events. Other events and aspects of the celebration should be planned in light of such factors as the significance of the event in the student's overall education and the financial burden to school and family.

CONTENTS OF RECORDS

The cumulative active file of students currently enrolled in the school includes the following:

- a cumulative record that contains the following: date of entrance, social security number, identification data, profiles of all standardized ability and achievement tests, annual final grades for each subject and name of the teacher, records of Baptism (actual Baptismal record needs to be provided), First Communion, First Reconciliation, and Confirmation, date of graduation, withdrawal and placement for the next educational experience
- attendance record card
- results of educational, speech/language, behavioral, social, emotional, and/or physical evaluations to determine and recommend adjustments to address the presence of a special need that affects learning or functioning in the school setting.

ACCESS TO STUDENT RECORDS BY PARENTS

Parents/guardians have the right to inspect and review the official active file of their children. In the event the parents are separated, or divorced with joint legal custody of the student, or divorced parent having visitation rights, both parents are entitled access to their child's record and information regarding their child's education. This information includes, but is not limited to report cards, progress reports, notices of disciplinary action, and similar information. In the event that the payment of tuition is shared financial responsibility between the parents, the school may share information about the timely payment

of tuition and fees by one parent with the other parent. The failure of one parent to make payments when due can impact the continued attendance of the student, issuance of report cards, and the admission of the student for the next school year. A parent needs to know the status of payments in arrears in the event that the parent wishes to make the payments, preventing a disruption in the student's education. In the event the child's mother and father were never married, the natural father may have access to the school information and records to the extent that it is granted in writing by a court or the child's custodial parent. In the event that a child is living with grandparents, relatives, or others, these individuals may have access to the school information and records to the extent that it is granted in writing by a court or the child's custodial parent. A non-custodial parent who has been denied visitation rights is not entitled access to his or her student's records/information. A non-custodial parent who has restricted or supervised visitation rights resulting from a finding of domestic violence or abuse may receive records and reports that do not include the address of the custodial parent or the child.

TRANSFER OF RECORDS

There should be no release of student records to other schools, institutions, agencies, or individuals without the prior written consent of a parent/guardian, or the former student if age eighteen years or older. Records are not released to parents or students but are transferred directly from the school to the institution designated to receive them. Students' records may be released without prior consent in the following circumstances:

- To school officials, including teachers and counselors within the school or school system who have legitimate interest.
- To the courts when subpoenaed. The Catholic Education Office should be consulted regarding release of student information or records to government officials or to anyone else claiming to be authorized.

RELEASE OF STUDENT DISCIPLINE INFORMATION

Student discipline information is not part of a student's cumulative or permanent record file, and as such, is not included when parents authorize information to be provided to another school or agency. Making this information available to any person or institution must only be done with the specific written consent of the student's parent or guardian and the student, if 18 years old or older and still enrolled in the school. This applies to providing both written and/or oral information.

GUIDANCE INFORMATION

School guidance counselors have the need to obtain information and record anecdotal notes about individual students with whom they meet, and to maintain that information during the period of the student's enrollment at the school. These should be kept in a professional manner, and in a format which allows the information and the date obtained to be readily identified and understood. School guidance counselors should maintain the security and privacy of information about individual students obtained in the course of performing their responsibilities. However, information shared by students with school guidance counselors, either verbally or in writing, is not considered "privileged communication" and students do not have the right to expect absolute confidentiality. A school guidance counselor may generally keep this information confidential. However, if the life, health, or safety of the student or another person is in jeopardy, or if a serious legal situation is involved, the information must be reported or acted upon in accordance with state laws and Archdiocesan and school policies. Since educators do not have the benefit of "privileged communication" under Missouri law, a school guidance counselor could be held liable for failing to act upon such information, if the student or another person is injured.

Information obtained and/or recorded by a school guidance counselor is part of a school's formal and informal student information system, and is not the personal property of the counselor. When a school guidance counselor ceases to be employed by a school, all files, reports, and anecdotal notes about students must remain in possession of the school. The school should maintain the files for a period of 15 years.

CHILD ABUSE POLICY (Board of Education 1-9-02)

St. Stephen Protomartyr Catholic School is committed to the prevention of child abuse and to assisting those who are affected by incidents of child abuse. St. Stephen Protomartyr Catholic School is also committed to complying with legal requirements for reporting child abuse. For purposes of this policy, child abuse means physical injury, sexual abuse, or emotional abuse inflicted on a child, other than by accidental means, by those responsible for the child's care, custody and control or from persons who are agents or employees of St. Stephen Protomartyr Catholic School. All priests, religious, employees, and volunteers of St. Stephen Protomartyr Catholic School are expected to support this Policy and to comply with the procedures developed to implement the Policy. This includes compliance with the Archdiocese of St. Louis required background screenings and the Protecting God's Children education program.

UNIFORM POLICY (Board of Education 8-16-06)

All students attending St. Stephen Protomartyr Catholic School will wear a uniform as described in the school handbook.

UNIFORM

A. GIRLS' UNIFORMS:

PRESCHOOL THROUGH THIRD GRADE: The girls must wear the plaid **jumper**, navy shorts, or navy pants with a white polo or round collared shirt. White or black tights may be worn with the jumper. Girls should wear a light weight short underneath the jumper. Girls can wear the red hooded sweatshirt bearing the school logo with the jumper, pants, or shorts. All shorts and pants must be worn with a navy, black, or brown belt.

GRADES 5 THROUGH 8: The girls must wear the red plaid **skirt**, navy shorts, or navy pants with a white polo shirt. Girls can wear white or black tights or solid white socks. Light weight, nylon type shorts should be worn underneath the skirts. Girls can wear the red hooded sweatshirt bearing the school logo with their skirts.

Girls in grade 4 may wear either choice listed above. Please be mindful of short and skirt length.

B. BOYS' UNIFORMS:

PRESCHOOL THROUGH GRADE EIGHT: Wear navy blue dress pants/shorts with a navy, brown, or black belt, (no "cargo" pants or shorts, patch pockets, athletic shorts, or corduroy) red knit collared shirts, red hooded sweatshirts bearing the school logo and solid white or navy blue socks. Hair must be worn in a neat, well-groomed style and may not touch the collar of the shirt and worn out of students' eyes. No Mohawks, 'faux-hawks', or hair dye is allowed.

C. SCHOOL SHOES:

Students may wear either dress shoes or tennis shoes. For safety reasons we suggest that the school shoes not have slick soles. Tennis shoes worn must be a style that is able to be worn under the pant leg and must not cover the bottom of the pant leg. High top tennis shoes may be worn, as long as the pant leg is able to fit around the top of the shoe. If shoes are lace-up style, the laces must be worn and tied. All shoes must have a back (No mules, slides, sandals, tap shoes or Heelies). **When participating in P.E., students should wear tennis shoes.**

D. GYM UNIFORMS

Boys will wear their uniforms on gym day. Girls should be sure that shorts are worn under skirts or jumpers.

E. APPROPRIATE DRESS:

Parents are asked to choose appropriate items from the above list of uniform clothes to meet the comfort needs of the students. If students come to school dressed in a manner which is not appropriate for the weather, they may be kept indoors.

F. JEWELRY AND COSMETICS:

Jewelry is not to be worn in school except as provided in this policy. If a child has pierced ears, small posts may be worn. An appropriate wristwatch may be worn. Approved pins or wristbands in recognition of school-sponsored or approved causes may also be worn in school. Any other jewelry worn to school will be confiscated in the morning and returned to the child upon dismissal at 3:00PM. Cosmetics are not to be worn in school. Students wearing cosmetics will be asked to remove them. Eighth graders are allowed to wear nail polish. Polish must be well maintained. As mentioned previously, Mohawks, 'faux hawks' or hair dye are not permitted.

G. OUT OF UNIFORM

Teachers will check uniforms in the morning. If a student comes to school out of uniform, parents will be called and will be required to bring the proper uniform to school for the students.

Students are expected to dress and present an appearance consistent with standards of good taste and appropriate for school and school events. Any dress or wearing of insignia which conveys the image of gang membership, supports the beliefs of hate groups, makes sexual innuendos, or promotes drugs, alcohol, or tobacco is inappropriate for school and will not be allowed.

HARASSMENT POLICY (Board of Education 1-9-02)

St. Stephen Protomartyr School shall maintain a learning environment that is free of harassment. No student in St. Stephen Protomartyr Catholic School shall be subjected to any type of harassment.

Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment. Harassment includes physical, visual, verbal, and sexual forms of behavior. Instances of harassment should be addressed using appropriate disciplinary consequences, counseling methods, and parental/guardian contact and involvement in accordance with the nature and frequency of the offense. If, after investigation, the school

determines that a student has engaged in sexual or other forms of harassment, appropriate disciplinary action, up to and including suspension and withdrawal for cause, will be taken.

RESPECT FOR PROPERTY

Misuse and abuse of parish or school property, or the property of others will require restitution. Textbooks are the property of the school and must be cared for properly. The fee paid toward textbooks and workbooks do not purchase the book for the student. Charges may be assessed for lost and/or severely damaged books, workbooks, and other material and property.

POLICY ON TOBACCO, ALCOHOL, DRUGS AND WEAPONS (Board of Education 1-9-02)

The possession, sale, or use of illegal drugs, alcohol, weapons or facsimile, or tobacco products by a minor is a violation of law and is, therefore, considered a serious violation of school policy. The possession, sale or use of any of the above by any student on school grounds, at a school function, or on the way to or from school or school functions is prohibited. Any student who violates this policy is subject to immediate suspension or withdrawal for cause. In addition, civil authorities may become involved.

DISCIPLINE POLICY (Board of Education 1-9-02)

It is the policy of St. Stephen Protomartyr Catholic School to guide the child's growth in Christian attitudes and values by emphasizing positive rather than negative behaviors. Students are expected to exhibit Christian behavior consistent with their age and maturity level. The essence of Christian discipline is self-discipline and respect. Discipline must be a cooperative effort among the parents, the school, and the child. Students attending St. Stephen Protomartyr Catholic School are expected to comply with certain rules of conduct. Failure to comply with these rules will be dealt with by various levels of disciplinary action, which may include suspension or withdrawal for cause.

GENERAL PROCEDURES INCLUDE:

- Student receives a signature on behavior card.
- A verbal or written notice sent to parents.
- Conference with parent, student, teacher and principal.
- Final suspension/withdrawal for cause

BEHAVIORAL EXPECTATIONS ARE AS FOLLOWS:

1. A student must exhibit acceptable behavior in Church and in the classroom.
 - Keep hands, feet, and mouth and other objects to yourself.
 - Speak to others only in turn.
2. Use polite words and tone of voice when speaking to others.
3. Maintain cooperative behavior with everyone in authority.
 - Respond immediately and politely to all requests.
 - Contribute positively and respectfully to your group.
4. Consistently turn in required work on time.
 - Assignments must be completed before class begins.
 - Always be properly prepared for class.

(All assignments, books and equipment needed)

- Work must be complete, legible, and of high quality.
5. Show respect for property of others at all times.
 - Maintain clean and orderly building, grounds, and rooms.
 - Always place trash in proper receptacles in classrooms, bathrooms, halls, lunchroom, and playgrounds.
 - Treat your own property respectfully and use the property of others ONLY with their permission.
 - Textbooks, which are school property, must be cared for properly.
 6. Read only acceptable materials based on Christian values.
 7. Use acceptable Christian language at all times.
 8. Practice honesty at all times in all areas.
 9. Resolve conflicts in a positive Christian manner.
 10. St. Stephen Protomartyr must be a drug, alcohol, and smoke free environment.
 11. St. Stephen Protomartyr School must be free of firearms and any other dangerous weapons (or facsimiles thereof).

ALL STUDENTS MUST ABIDE BY THE ABOVE BEHAVIOR CODE AT ALL TIMES.

DETENTION

Students who accrue five signatures in a month or who act in a manner that warrants an immediate detention, will serve a detention after school in an assigned room with a teacher. Students in grades K-3 will serve a thirty minute detention and students in grades 4-8 will have a one hour detention.

PROBATION

Probation is the continued enrollment of a student, but with specified conditions. If a student is placed on probation, the parents/guardians and student will be informed in writing. This communication should indicate: the reason for the probation; the period of time of the probation; the conditions of the probation; and when or under what circumstances the probation will be reviewed, continued, or ended. The school will request that the parents/guardians and student sign a statement indicating that they understand and accept the terms and conditions of the probation. The original signed statement will be kept on file at the school, and a copy is to be given to the family. The administration and/or local school board, with the approval of the pastor, may determine specific reasons for placing a student on probation. The following may generally lead to probation:

VIOLENCE AND THE THREAT OF VIOLENCE

St. Stephen Protomartyr Catholic School shall provide a safe learning environment for all members of the school community. The climate of Catholic schools shall reflect Gospel values including an emphasis on the dignity of all persons which is necessary for respect, the interdependence of all persons that is the basis of community, and the rights and responsibilities of all persons which are the foundation of justice. Violence is inconsistent with the unity and peace which are essential to living the Catholic faith in community. Violence also inhibits human development and successful learning. Therefore, violence is not tolerated in Catholic schools. Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violence includes threats of injury, harassment; assault, possession, and/or use of a weapon; and theft or vandalism of property. A weapon is anything used or intended to be used to threaten, intimidate, and/or harm persons. The possession or use of firearms, other

weapons, or explosive devices on school/parish premises is not permitted. All reported or observed instances of violence and threats of violence, whether they occurred on or off school premises, shall be addressed in a timely, serious, and appropriate manner according to the requirements of state and local laws and accepted educational practice. The safety of students, faculty, and staff is to be given the paramount consideration when making decisions regarding the discipline of persons who violate this policy. Students and parents/guardians should be encouraged to report concerns regarding potential acts of violence to an administrator or teacher. Teachers must report pertinent concerns and/or pertinent information regarding specific students to the school administration promptly.

SEARCH AND SEIZURE

School officials with sufficient reasons to do so may search a student's locker or desk. Lockers, desks, etc. are school property provided to students for their use and are subject to search by school officials with proper reason. Arbitrary, random, or mass searches of lockers could be considered unreasonable, could constitute a violation of students' rights, and should not be undertaken by school officials. A student's jacket, purse, backpack, and the like are personal property, and as such, school officials do not have the right to conduct a search of these items. With good reason, school officials could request that a student empty the contents of pockets, purse or backpack. If the student refuses, disciplinary action such as suspension could be taken based on that refusal.

STUDENT SUSPENSION POLICY (Board of Education 1-9-02)

Suspension is the removal of a student from all classes for a specified period of time. The decision to use suspension as a disciplinary action is made at the local level by the school principal in consultation with the pastor. If students are placed on suspension, the following procedures should be followed:

1. Notice of the suspension is orally conveyed to the parents/guardians as soon as possible.
2. A written statement to the parents/guardians follows the oral notice. This statement outlines the reasons for the suspension, the length of time of the suspension, the process for and conditions of the student's return to school, and the procedure for the student making up class work. The written statement should be signed by the parents/guardians indicating that they understand and accept the terms of the suspension. The original signed statement is to be kept on file at the school, and a copy is given to the family.

1. STUDENTS ELIGIBILITY FOR EXTRA CURRICULAR ACTIVITIES

Students who are suspended from school may not participate in any school sponsored (direct or indirect) activities until the suspension is lifted. Parents are responsible for the support of this policy.

2. CREDIT FOR WORK

Students who are suspended from school may receive credit for all assignments if their work is completed within the teacher's specific time frame. This deadline shall not exceed the time given to non-suspended students.

- multiple infractions of school rules

- an individual infraction of a major school rule
- a single suspension for an infraction of a major school rule
- multiple suspensions for infractions of school rules

At the specified time for review, probation may be continued or terminated, based on an evaluation of the student's conduct during the probation. Any time during the period of probation, any major infraction of a school rule or series of minor infractions may result in withdrawal for cause.

PLAYGROUND RULES/SUPERVISION

The children play outside when weather permits, and therefore, should be dressed appropriately for the colder weather. Children in grades one through five have a recess each morning and also have a recess period during lunch break. Children in grades six through eight have recess during the lunch break. The students will be supervised by a playground monitor. Students are to listen and respect the rules of the playground. Students will use the East parking lot and the Livingston lot for recess. Students are to keep hands, feet, and objects to themselves. Students should engage in safe games during recess such as kickball, soccer, and other such like sports. Games such as Dodge Ball, Red Rover, and other games that pose a high risk of injury are prohibited from being played. The school provides most of the necessary play equipment, therefore, ropes, balls, etc. are generally not to be brought from home. If, for health reasons, a child is to remain indoors during recess, a signed note from the child's parent indicating the reason and the duration must be sent to the teacher.

SUPERVISION OF STUDENTS

At all times students are to be supervised. Students are allowed, with permission, to travel short distances such as the restroom, the parish rectory, and the recycling bins with a partner or group of people. Students are to maintain proper and safe behavior when traveling without an adult. When a class is out of the building, the students are to maintain and follow the same rules as expected in the classroom.

WITHDRAWAL FOR CAUSE

Withdrawal for cause is the permanent end of enrollment of a student from a school. Ordinarily a student would not be subject to withdrawal for cause unless there has been a period of suspension or formal probation and the consequences of further infractions clearly communicated to both student and parents/guardians. A student may also be subject to withdrawal for cause as the result of a single, extremely serious conduct violation or action contrary to the mission and purpose of a St. Stephen Protomartyr Catholic School. The decision of withdrawal for cause is made by the pastor, with the recommendation of the principal. This decision should only be considered when withdrawal for cause is appropriate to reflect the serious nature of the conduct, and must be undertaken with the utmost Christian charity, caution, and prudence. The following serious conduct may lead to withdrawal for cause:

- engaging in public behavior or taking a public position contrary to Church teachings
- membership in organizations which espouse positions contrary to Christian values
- serious violations of the Archdiocesan Violence Policy
- possession of a weapon
- assault, with or without a weapon
- possession or distribution of controlled substances
- serious acts of harassment
- inappropriate conduct of a sexual nature

When considering withdrawal for cause, the following procedure **MUST** be followed:

1. The student should be placed on indefinite suspension and the parent/guardian and student are notified that withdrawal for cause is being considered.
2. The principal should consult with staff members, students, or others to obtain information about the student's behavior leading to consideration of withdrawal for cause.
3. The principal should also consult with the appropriate member of the Catholic Education Office staff to review the situation before a decision is made.
4. The principal should recommend to the pastor of the parish that withdrawal for cause is the appropriate action given the student's behavior, and in the best interest of the school community.
5. A conference should be held with parents/guardians of the student, and the student if deemed appropriate, for the purpose of discussing the behavior which led to the recommendation of withdrawal for cause.
6. Following the conference, a decision should be reached by the pastor and communicated to the parents in writing. The Catholic Education Office should be informed of the decision.
7. "Withdrawal for cause" should be recorded on the student's cumulative record, along with the date of the action. No other comment or information about the action should be included in the student's cumulative record.

QUESTIONING OF STUDENTS

Except at the direction of a caseworker from the Division of Family Services, no minor student should be questioned by law enforcement authorities or officials of other public agencies unless a school administrator is present. Every effort should be made to contact parents and provide them the opportunity to be present. Law enforcement authorities may question minor students only with a parent/guardian or deputy juvenile officer present. The principal should make every effort to notify the parents/guardians and arrange for them to be present during the questioning. If they are unable to be present, the principal and another school staff member should be present during the entire questioning. Minor students may be questioned without a parent/guardian or deputy juvenile officer present if the investigation is related to a child abuse "hot line" report. In these cases, investigations are conducted primarily by the DFS caseworker. In these situations the principal should take the following steps:

- ask the caseworker to share appropriate identification
- request permission to contact the parent/guardian prior to questioning the student
- if permission is denied, document this request and then request permission for school personnel to be present for questioning
- cooperate with the decision of the caseworker in regard to this request. Based on the nature of the investigation, the DFS caseworker may determine that the principal's presence is not appropriate

In the case of students who are not minors, law enforcement authorities may question the student without parental permission, but the principal is advised to make every effort to notify the parent before the student is questioned, and to be present during the questioning. Law enforcement authorities may remove students from school property only upon presentation of a valid arrest warrant or upon probable cause to believe that the student has committed a crime. The proper place for questioning a student who is considered a witness to a crime is the student's home with parents present. In such cases, school officials are not required to allow law enforcement authorities to question the student at school.

MEDIA AND THE SCHOOL

Members of the media should be on school property only as invited guests, and should not be allowed to interview students on matters unrelated to the purpose for which they were invited. Schools are encouraged to develop good relations with the media. The principal or his/her delegate in consultation with the Director of Community Relations at the Catholic Education Office should make statements to the media. Access should be provided to the media when it is appropriate and denied when it is not in the school or student(s)' best interests. If media attention is anticipated, the administration should give guidance to the student body. If the media wish to interview or photograph a student, the school should seek permission of the parent. In addition, the permission of the parent should be sought if a student's photo is to be used in marketing materials.

MAILING LISTS

Names, addresses, and e-mail addresses of students and their parents/guardians will not be released to any unauthorized persons or agencies, especially to salespersons or commercial enterprises. St. Stephen Protomartyr Catholic school will not provide lists of names, addresses, and e-mail addresses of students and/or their parents/guardians to other schools, including Catholic high schools. Email addresses will be given to the room parent at the start of each school year. The room parent is responsible for sharing that information with the class. Any other information that is not listed in the school buzz book, will not be given out to any parent for any reason.

DISTRIBUTION OF MATERIAL TO STUDENTS

St. Stephen Protomartyr School will not distribute information to parents or students in any form about programs, products, or services which are available from sources other than the school, parish, or other Catholic agency, or with whom the school has a formal contract. This includes programs which are offered by individual parents or parishioners, but are not formally sanctioned by the parish or school. Distribution of information conveys an implied endorsement by the school or parish about the competence of the provider, the quality of the product or service, and the benefits of the product or service. A school or parish that makes such information available risks legal liability exposure, if students or parents have an unsatisfactory experience with the program, product, or service. Any materials that are distributed to students should be thoroughly reviewed to insure that the materials are consistent with the mission and philosophy of St. Stephen Protomartyr Catholic School, its overall educational program, and St. Stephen Protomartyr Catholic Church. St. Stephen Protomartyr Catholic School may distribute, at the principal's discretion, information about educational and recreational programs offered by other Catholic elementary or high schools, and the public school district or municipality in which the school is located.

SUPPLIES

Teachers require students to have certain supplies for their classes. A list of necessary supplies is given to the student each year. It is the responsibility of each student to have the supplies necessary for classes and to have those supplies at the proper time.

DRILLS

To assure the safety of each student and faculty member in the event of fire, tornado, or other potentially hazardous situations, drills are held periodically during the school year to familiarize students and teachers with emergency procedures. Students failing to respond to these drills in an appropriate manner will be held accountable for their actions.

TELEPHONE

Students are not to use the office phone during the day. Students will incur the consequences for any items that are forgotten. Parents should make a prearranged plan regarding after school activities. End of the day messages should be limited to emergencies only.

VISITORS

All persons, including parents, entering the building must first come to the school office. Lunches and deliveries to students must be left at the office. Items for students should be clearly marked with the student's name, grade, and teacher.

All visitors should use the Bell Tower door which has a security lock. Visitors should press and release the button. The visitor should identify themselves by speaking to someone in the office. The security lock will be released to allow the parent or visitor to enter the building

If a visitor is staying the building for library, playground duty, or otherwise, they are asked to take a "visitor" badge from the office and wear that around their neck during the duration of their stay in the building. All students should be able to recognize visitors by this badge.

BEFORE AND AFTER CARE PROGRAM

A before and after school care program is available to students of St. Stephen Protomartyr Catholic School. This program runs from 6:00AM until 7:30AM and from 3:00PM until 6:00PM on school days only. The schedule will include time for organized outside play, snack time, study time and inside activities.

VOICING PARENTAL CONCERNS

The quality of home and school relations is vital in a child's school progress. Questions or problems about anything that concerns your child in school are welcome.

PROCEDURE FOR VOICING PARENTAL CONCERNS:

1. Consult the teacher, as s/he would be the one with the most information and would satisfy your question.
2. Consult the principal concerning the problem.
3. Should you still have questions or a concern, contact the Pastor.

HIGH SCHOOL SELECTION

The faculty and the administration are available to help parents and students with this decision. While making this decision, consideration should be given to matching the student's ability, achievement, and interests with the high school that will best meet those needs. Parents and students in grades six, seven, and eight are encouraged to avail themselves of the high school nights and the high school open houses.

Results of standardized test scores, academic grades and behavior grades, and the first semester grades from Eighth grade are forwarded to the high school the parent and child select.

As agreed upon by principals of the high schools and the elementary schools, letters of recommendation from principals and teachers are not sent to the high schools.

Letters of acceptance are sent by the high school directly to the parents and students. This acceptance is contingent upon the successful completion of all required work at St. Stephen Protomartyr School. High schools are notified of eighth grade students who fail courses for the academic year or whose behavior has been such that the high school may want to reconsider the student's application/acceptance.

FIELD TRIP POLICY (Board of Education 1-9-02)

Field trips planned by the faculty, are related to the curriculum, and are of an educational nature. Transportation is to be coordinated by the principal and teacher and shall be in accordance with Archdiocesan Policy Guidelines. A permission slip signed by the parent or legal guardian must be on file in the school office for each field trip.

FIELD TRIP PROCEDURES

Students who have not returned the signed permission slip prior to departure will not be allowed to participate in the field trip and will remain at school. Telephone permission is not acceptable. A signed permission slip transmitted/received by fax prior to departure is acceptable.

Room parents assist the homeroom teachers with details. All decisions are made by the teachers with the approval of the principal. Unless otherwise requested by the teacher, the number of parents accompanying the children is limited to two per homeroom. Since the parents are there to assist the teachers with the supervision of the children, pre-school children should not accompany the parent on the field trip. The cost is borne by the parents and varies with activity.

TRANSPORTATION OF STUDENTS

Due to the cost of buses and the small groups who attend a field trip, transportation is often a private passenger vehicle. The guidelines below are listed to ensure safety on each field trip. If a private passenger vehicle must be used, the following criteria are recommended:

- drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely
- the vehicle should have a valid registration and meet state safety requirements
- the vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 per

- occurrence
- drivers should be experienced drivers and demonstrate the maturity necessary to provide for the safety of those they are transporting
- every person in the private vehicle must wear a seat belt or use an appropriate passenger restraint system
- adults are not permitted to smoke in the vehicle

Volunteer drivers should provide the school with copies of a valid driver's license, their vehicle registration, and proof of insurance coverage. The documents would be kept on file by the school. The school would also maintain a record of each event and date when each volunteer driver transports students. It has been the ongoing policy of the Archdiocese that employees and volunteers who are working with or who are in a position to be contact with children undergo a records check for prior history of child abuse in the State of Missouri. Drivers who regularly volunteer to transport students in the manner described above are subject to this records check, and are expected to attend the *Protecting God's Children for Adults* program and to read and sign the *Code of Ethical Conduct for Clergy, Employees, and Volunteers Working with Minors*.

FUND RAISING POLICY (Board of Education 1-9-02)

School-wide fundraising activities must be approved in advance by the Board of Education and the School Administration. Participation in such activities is strictly voluntary.

FUND RAISING PROCEDURES

All fund raisers are planned and implemented by the PTO or the Principal. The 6th grade will hold one (1) fund raiser in the winter to raise funds for Camp. This fund raiser is optional. Students who participate will have the money earned divided evenly among those who participated in the fund raiser. If additional funds are raised that exceed the amount needed for the families who fund raised, then that money will be placed in a parish account for the students to use during their 8th grade year. The 8th grade will hold one (1) fund raiser during the school year. This will be their annual 8th grade play. The money generated from the play will be the money used for the Mystery Trip.

COMMUNITY OUTREACH

Students are permitted to dress down on the third Thursday of the month if a canned food item is brought in to benefit the local food pantry.

The Eighth grade hosts a Mission Carnival to raise money for Missions on the Tuesday before Ash Wednesday each year.

There are other various community outreach programs that St. Stephen Protomartyr Catholic School tries to be a part of throughout the year. All community outreach ideas need to be presented to and approved by the principal. The program must not benefit one person it; should assist an organization.

LUNCH

All students must remain at school for lunch. Students either bring a lunch from home or may purchase one from school. Lunches are ordered two weeks in advance, and must be paid for at that time. Milk (chocolate or white) or orange drink is available for purchase by students bringing their lunch. Students forgetting a lunch will be given a slip for a hot lunch. There will be an additional .50 cent charge for those lunches and payment is required the following school day. In order to adhere to our Wellness Plan, **NO FAST FOOD OR SODA IS PERMITTED AT LUNCH.**

WELLNESS PLAN

As per the Archdiocesan guidelines, all Catholic schools are advised to follow a Wellness Plan. At St. Stephen Protomartyr Catholic School, we follow the guidelines throughout our school, including lunches, incentives, and physical activities. Therefore no fast food will be permitted in the building for lunches, incentives or birthday treats. We ask that when choosing birthday treats, to make a nutritious choice.

MISSING HOMEWORK POLICY (8-2008)

If a student does not have his/her homework, s/he will receive a homework slip. The slip should go home the day it is received and be returned the next day with a signature from a parent/guardian along with the missing work from the prior day. If the homework slip and homework are not returned the next day, the student will have his/her behavior card signed and the grade will result in a zero. Please note: all homework that is late will be assessed with a late grade that is at the discretion of the teacher.

Grades K-4: Accumulating 5 slips in one quarter will result in a detention.

Grades 5-8: Accumulating 10 slips in one quarter will result in a detention. Grades 5-8 generally have more homework than the other grades hence the difference in slips allowed.

Homework is assigned to reinforce skills that the student has learned each day. It is not a punishment. Please see the handbook for appropriate homework times for grade levels. We appreciate your support. We wish you a successful year.

TECHNOLOGY CODE OF CONDUCT POLICY (Board of Education 8/12/09)

Technology provides additional tools for students as they grow in their knowledge of the world. Technology resources include computers, phones, video equipment, copy machines, and all information storage devices. The use of all equipment is a privilege, not a right; with this privilege comes responsibility. Technology resources should be used for educational purposes, and rules of good behavior and moral responsibility should apply. We realize that there are many Internet web sites that students use and will continue to use. These include, but are not limited to Facebook, Twitter, YouTube, etc. You should be aware that the school has the ability to review these sites, and access to these sites is generally prohibited during school hours. A student's enrollment at St. Stephen Protomartyr School may be in jeopardy if any inappropriate content, posted or provided by the student, communicates ideas or values that conflict with St. Stephen Protomartyr School's Mission as a Catholic school. This even includes

friends' web sites that have students representing St. Stephen Protomartyr in some inappropriate manner or behavior. While we realize that there are things beyond one's control, we expect students to make every effort to avoid any inappropriate situation and take responsibility for their behavior and choices. Student's on-line behavior needs to reflect the general behavioral standards set forth in the student and parent handbook. Websites and pictures on-line should reflect positively on the student and on St. Stephen Protomartyr School. Careless behavior on Social Network Sites (Facebook, Twitter, etc.) could result in any multitude of consequences for students. Failure to comply with the guidelines will result, at least, in revocation of privilege, disciplinary action, up to and including dismissal. Whether occurring within or outside of school, when students jeopardize the safe environment or act contrary to the Gospel values they can be subject to disciplinary action by the school. This policy applies to communications or depictions through e-mail, text messages, or web site postings, whether they occur through the school's equipment or connectivity resources or through private communications, which: (1) are of a sexual nature (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or (3) in the principal's discretion, cause harm to the school, or the school community (collectively referred to as "Inappropriate Electronic Conduct"). Inappropriate Electronic Conduct shall be subject to the full range of disciplinary consequences, including withdrawal for cause.

MAINTAINING SCHOOL PRIVACY

St. Stephen Protomartyr understands that students/parents have access to technology that enables them to record, either visually or audibly, a student of the school or a member of the school staff.

Out of respect for the students & faculty in our school, students and parents are not to publicly post any videos, pictures, or audio recordings of students at school events unless the student/parent has the express written permission from the school to do so. This includes but is not limited to online photo-sharing and posting videos to YouTube, Facebook, or similar applications.

Additionally, in order to ensure the privacy of members of the school staff, students and parents are not to record a member of the school staff without the express permission of the staff member. As such, students and parents are prohibited from recording class room lessons/discussions and are prohibited from photographing or videotaping teachers without the teacher's permission. Likewise, students and parents shall not publicly post any videos, pictures or audio recordings of staff members unless the student/parents has the express written permission from the school staff member. This includes but is not limited to online photo-sharing and posting videos to YouTube or similar applications.

ELECTRONIC EQUIPMENT

MP3 players, iPods, Cell Phones Pagers/cell phones, iPhones, iTouches and the like are to be kept turned off, and checked into the school office. We ask that these items are to only be brought to school if absolutely necessary. The student should never have these devices on their person during the school day.

The following consequences will be assessed if a student violates the electronic/cell phone rule:

1st Offense: Detention

2nd Offense: Detention and parent will have to pick up the phone from the Principal

3rd Offense: Meeting with parents and the Principal