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2021-2022

St. Stephen School is under the administration of the Pastor and the Principal. They are responsible to the Archdiocesan authorities for the religious and academic instruction of the students, for implementing school policies, for public relations and the maintenance of the school.

The Pastor, by delegation of his bishop, is the primary educator, especially in Christian doctrine and formation within the parish. The Principal directs and supervises the teaching/learning situation of the entire school.

ARCHDIOCESE OF DETROIT MISSION STATEMENT

The Archdiocese of Detroit holds that the Catholic schools serve as an integral extension of the educational ministry of the Church, which continues the teaching mission of Jesus.

Catholic Schools:

proclaim the Gospel;

develop a faith community in which Gospel values are formed, experienced and lived;

preserve and teach the doctrines and traditions of the Catholic faith;

provide a learning environment which fosters academic excellence;

respect and value the racial and cultural diversity that is unique to the Archdiocese of Detroit.

Catholic schools will continue to involve students more fully in the mission of the Church. This will be accomplished through the building of community rooted in the life of the Holy Spirit, a commitment of service to others and a response to the call for justice and peace in our world.

ST. STEPHEN'S MISSION STATEMENT

St. Stephen School seeks to educate the whole child in mind, body, and spirit as we provide a faith-based community that assists children in developing a Christian conscience and attitude along with an understanding of the Catholic faith, centered in the teachings of Jesus Christ.

ST. STEPHEN'S PHILOSOPHY

We at St. Stephen School will strive to:

Assist children in developing a Christian conscience and attitude along with an understanding of the Catholic faith, centered in the teachings of Jesus Christ.

Recognize the responsibility and rights of parents as the primary educators of their children.

Educate each child to the full potential of their academic abilities.

Respect and nurture the individuality and dignity of each child.

Encourage ongoing communication between child, parent, and teacher.

responsibility of the student
NOT THE PARENT.

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|---|---|
| 17. Not following directions given by a teacher, an adult or the Principal. | 1 |
| 18. Any public display of affection between students. | 1 |
| 19. Use or possession of cell phones, ipods, etc. during school hours. | 3 |

ITEMS NOT ALLOWED DURING SCHOOL TIME

CD players, gameboys, ipods, radios, use of cell phones, etc. are not permitted during school time. Cell phones must remain in the locker during school time this includes lunch hour and recess.

SCHOOL POLICIES AND REGULATIONS

No attempt is made in this booklet to cover every possible policy, regulation or situation. It is understood that the administration is empowered to handle situations not specifically mentioned in this publication. Students are notified and reminded throughout the school year of policies and regulations through oral or written announcements. The Principal is the final recourse and reserves the right to amend this handbook. Parents will be given prompt notice.

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| 8. Dishonesty, lying, cheating, forgery, plagiarism or copying (including homework assignment.) | 1 - 3 |
| 9. Throwing any objects, spit balls in classroom, snowballs, at students, cars, or buildings on school premises at any time. This includes Miller and Brown schools also. | 1 - 2 |
| 10. Excessive talking, noise making or other type of misbehavior that is detrimental to the teaching and learning process, including hallways, assemblies, church, and lunchroom. | 1 - 2 |
| 11. Writing and passing of notes during class time. | 1 |
| 12. Being in any place other than that assigned by the teacher. | 1 |
| 13. Violation of the dress code. If a student is in violation of the dress code, the student will call home to get uniform items. Exception: nail polish will be removed in the office with no call home. | 1 |
| 14. Chewing gum, candy, etc. without the permission of the teacher. | 1 |
| 15. Failure to turn in assignments, being unprepared for class, lacking school supplies. First offense 1 demerit, second offense 2, third offense 3. | 1-3 |
| 16. Failure to return demerit slip or any note given by the teacher on the following school day after it is issued. Returning the demerit slip is the | 1 |

SCHOOL DAY

8:00 a.m.School doors open
 8:10 a.m.....Tardy bell
 3:25 p.m.Dismissal time

ADMISSION POLICY

St. Stephen School respects the dignity of all students. We do not discriminate on the basis of race, nationality, ethnic origin or sex as required by the terms of Title IX of the Education Act of 1972, Public Law 92-138 (as amended by Public Law 93-568).

An essential criterion for admission is the informed acceptance by the student and the parents that St. Stephen School is Catholic in philosophy and practice. Religion is a part of the curriculum at each grade level. Students participate in the worshipping community and agree to act in a manner consistent with Christian values.

Furthermore, parents/guardians are expected to cooperate with all administrative and educational policies of the school. Parents/guardians who do not fully cooperate with the school may be asked to withdraw their child(ren) from school.

Registration of students is held in March. Subject to seating availability, students will be accepted as follows:

Current students and their siblings attending St. Stephen School.
 All current school years' tuition and fees must be paid before registration will be accepted for the following year. A place for these students will be held until the end of March. Anyone not registered by March 31st will be charged a late registration fee. On April 1, registration is open to everyone on a "first come" basis.

Parishioners whose children are not currently attending St. Stephen School.

Non Catholic children who desire a Catholic education.

Non Catholic students are expected to participate in all religion classes, attend Mass together as a student body, and participate in all other religious activities.

St. Stephen School will register students transferring from other schools after all of the following requirements have been satisfactorily met:

There are no outstanding accounts owing to the previous private school.

The most recent report card must be submitted before registration.

Once the report card has been reviewed, an interview with the parent will take place. If necessary, an interview with the student may be scheduled.

Immunization requirements established by the Wayne County Health Department must be met.

Transfer students are given a probationary status of one quarter (9 weeks). During this time, each student must display an interest in learning, exert necessary effort and observe the rules of St. Stephen School.

At the end of the probationary period the teachers and the principal will decide whether the student is to remain enrolled in St. Stephen School.

Acceptance of students for admission or re-admission will be judged individually on the basis of past scholarship and citizenship records. Admission may be denied individuals for any reason deemed to be appropriate by school or parish authorities, including but not limited to the following:

Students with past disciplinary or academic problems.

Students who require special services.

Students whose families fail to meet financial responsibilities to the school previously attended.

The purpose of St. Stephen School is to facilitate a Christian education based upon the teachings and doctrines of the Roman Catholic Church.

KINDERGARTEN ADMISSION

Children entering the Kindergarten must be five years of age by September 1st. A copy of the birth certificate is required at the time of registration. Parents must provide proof of required immunizations from a health clinic or physician. Children without the required immunizations will be excluded, by State Law, on the first day of school. Students entering Kindergarten are required to take a “readiness” test and have an interview with the Kindergarten teacher.

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| 3. Destroying property in bathrooms, lunchroom, gym, classrooms, church or any other property belonging to staff, teachers, and/or students. Restitution must be made before re-entry into the classroom. | 5 |
| 4. Fighting, bullying, or bodily harassment to fellow students or adults. (Both parties involved) Tripping, pushing, shoving, hitting, using an item (i.e. pencil, pen, etc) to harm a student or any other type of unwanted physical contact between students. If the action causes injury to another, the student will be sent home for the remainder of the day. In addition, an automatic one day in-school suspension will be served the next day. | 4 |
| 5. Leaving school grounds without permission. | 2 - 4 |
| 6. Use of profanity, vulgar and/or obscene language or gestures, verbal and/or written, or inappropriate language, including any type of harassment. | 2 - 4 |
| 7. Any verbal or written words or actions manifesting <u>disrespect</u> or <u>disobedience</u> toward <u>school personnel, teachers, lunch supervision adults, any adults or students.</u> | 2 - 4 |

ACCUMULATIONS OF DEMERITS (PER YEAR)

- 3 demerits – Two consecutive recess periods will be spent in the office.
- 5 demerits - A forty-five minute detention will be served. This detention will be served from 7:20 to 8:05 a.m. The date will be selected by administration. NO EXCEPTIONS.
- 7 demerits – A second forty-five minute detention will be served (same as above).
- 10 demerits - A one day in school suspension will follow.
- 15 demerits - A two day in school suspension will follow. The student cannot participate in any school events during this time. A meeting with parents and administrator will take place as a warning toward an impending expulsion.

In order to return to the classroom, school work from school suspension must be completed and returned to the proper teacher. Credit will be given for the work at the discretion of the teacher. Tests not taken on day of suspension will be given at the teacher's discretion before or after school and counted.

- 20 demerits - Voluntary withdrawal of the student or expulsion.

DEMERIT CODE:

DEMERITS

- | | |
|--|-----------|
| 1. Possession of a weapon. | EXPULSION |
| 2. A threat to harm a student, staff member, or members of their family, either verbally or in writing. Discipline to be determined by the Principal. May include suspension or expulsion. | |
| 3. Destroying property in bathrooms, | 5 |

ACCREDITATION

St. Stephen School has been accredited by the Michigan Association of NonPublic Schools.

CURRICULUM

Every student attending St. Stephen School must take religion classes, which emphasize Christian values, Catholic Doctrine, and the application of these values and beliefs to our daily lives.

The strong academic program in Kindergarten through the Eighth grade endeavors to provide students with necessary learning and skills to continue a successful educational program in high school and college and to be contributing members of the global community. This program consists of the following: Religion, Science, Social Studies, Mathematics, and Language Arts. Our curriculum is based on the Michigan Department of Education standards as well as the Archdiocese of Detroit and MANS accreditation standards.

SPECIAL ACTIVITIES

Students are **required** to participate and benefit from supplementary programs such as:

-weekly computer education class
-weekly physical education class
-weekly music class
-weekly art class
-weekly Library class

LITURGY

Teaching religious truths and imparting moral values together with participation in the Liturgy, form an important part of the school curriculum. These should, however, complement the formative efforts of parents.

Students participate in school Liturgies as scheduled. The entire student body will participate in the Liturgy every Friday. Students also attend the parish Liturgy on Holy Days or other special days in the liturgical year

TUITION AND FEES

Tuition levels are established during the spring for the school year that begins the following August. Assistance is available from the Archdiocese to help cover the cost of tuition, based on financial need. Contact the school office for more information. School tuition **MUST** be paid through FACTS Management.

Option 1 - Single Payment Plan - Due June 1st. (a \$50 deduction in tuition will be given to those who choose this plan and pay on or before June 1st)

Option 2 - Two Payment Plan - Half due on June 1st, the other half due on November 1st.

Option 3 - Eight monthly payments starting in July.

There will be a \$30 charge for any check written to St. Stephen School that is returned from the bank unpaid.

Tuition rates are determined by Catholic and non-Catholic status. You may be registered at any Catholic Church to receive Catholic status.

Tuition refunds will be granted only for unused quarters of the school year. Once the second semester has begun, no refund will be given. No tuition will be refunded for a student who is expelled or asked to leave. Refunds will be made after all obligations have been met. All fees are nonrefundable.

PARTICIPATION IN FUND RAISING ACTIVITIES

Fund raising activities are an integral part of the learning experience at St. Stephen's. They help ensure that quality programs continue to be available that enhance the school's educational goals.

Each family is required to obtain \$200 of Scrip **PROFIT** a year. If this amount is not met by February 15th, it—or any unmet portion—will be added to the tuition.

Each school family is required to have 14 service hours, 6 for the school and 8 for festival. Any hours not worked will result in a \$25 per unmet hour fee—added to your account on February 16. Unworked Festival hours may be made up in the school.

The Parent Guild is a group of parents that sponsor different activities to support St. Stephen School. All activities must have the approval of the Principal and Pastor.

harassment incident, even if it is a bystander, will know what to do and be assured that these types of incidents will be addressed.

Racial, ethnic, or sexual harassment is completely contrary to and unacceptable in a Catholic educational environment and will not be tolerated. Such behavior will result in disciplinary action, up to and including expulsion from school.

Any individual who believes that he or she has been subject to bullying/harassment should promptly report this to the Principal. An investigation will be undertaken and appropriate action taken. Harassment on the school bus will be considered the same as harassment at school.

WEAPONS POLICY

Students are prohibited from bringing weapons to or having weapons in school, on the school premises or in the immediate vicinity of the school. A weapon is any object which can be used to threaten or injure another. It includes, but is not limited to guns of any kind, knives, chains, sharpened instruments, ammunition, etc. **Students found with a weapon in their possession will be expelled.**

DEMERIT SYSTEM

*****Any use of an illegal drug, controlled substance, tobacco, e cigarettes, or alcohol, or use of a product for which it was not intended, (i.e. glue, inhalants, whiteout, etc.), at any time on school premises (this includes school dances, basketball games, etc.) will result in immediate suspension with the possibility of expulsion. Prior to the student returning to school, a professional assessment will need to be performed (which will be paid for by the parents). The student must follow the recommendation from the assessment, or expulsion will be the only option.

Demerits will be issued for violations of the school discipline policy.

Parents: If your child deems the consequence too harsh, please, remind him/her that it is exactly that, a consequence for breaking a rule. If rules are kept, there will be NO consequence.

Students must remain with their assigned chaperone at all times.

Chaperones are to drive to and from the destination only. No stopping along the way.

When you volunteer to chaperone, you must be willing to take other students besides your own.

For each field trip, any special instructions will be given to parents and students prior to leaving school.

STUDENT CODE OF CONDUCT

School discipline is necessary for good learning. Positive discipline and character formation will be accepted easily if the child has been properly trained in character traits long before he/she attends school. School regulations are not an unfair restraint on freedom, but a necessary help to check on the use of freedom so that all may enjoy their rights.

St. Stephen's faculty uses positive reinforcements to maintain a nurturing, Christian atmosphere throughout our school. Rewards and acknowledgements of exemplary behavior vary according to individualized classroom and administrative discipline plans.

Our philosophy, therefore, is that we BELIEVE that ALL of our STUDENTS are able to BEHAVE APPROPRIATELY in school. We will not tolerate a student stopping any teacher from teaching and/or any student from learning. Therefore, St. Stephen is adopting the following code of conduct.

BULLYING/HARRASSMENT AWARENESS POLICY

Our primary objective as educators at St. Stephen Catholic School is to impart Christian morals and values as we lead our students in their academic, social, personal and spiritual development. We will do our best to follow Jesus' teachings in our attempt to create a loving, nurturing and safe environment which promotes respect and acceptance of every child.

Our school is committed to providing a safe, friendly, and Catholic environment that enables children to achieve to their maximum potential. Due to this commitment, **we firmly believe that bullying and/or harassment of any type is unacceptable.** It is our intent that anyone who knows of a bullying or

DRESS CODE REGULATIONS

The objective of the Uniform Dress Code at St. Stephen is to maintain an appearance of neatness, visual uniformity, and simplicity. Good grooming is part of the educational process of each student. Through it we teach self-discipline, self-control, self-respect and the importance of proper dress for different occasions and the importance of the learning environment. Therefore, proper attire and hairstyling in accord with well-accepted tastes is St. Stephen's standard. **Uniforms tend to lessen material competition, thereby freeing the students to focus on academics and higher social values.** Please remember that school is a place to learn not to demonstrate fashion. Student's appearance should be such as not to distract others from learning. Appropriate clothing and appearance helps the students keep focus on what is important.

All uniforms should be kept clean and pressed as needed and in good repair. With this in mind, students shall be dressed as follows:

GIRLS:

GR. K-4 Blue plaid uniform jumper with a white or light blue polo shirt with three buttons, long or short sleeves. Jumpers must be knee length. A navy blue sweatshirt, with St. Stephen logo or a button up navy blue sweater may be worn. Navy blue uniform dress slacks may be worn. In September, May and June navy blue knee length dress shorts may be worn.

GR. 5-8 Navy blue or khaki, loose fit, dress slacks with a navy blue, light blue, or white polo shirt. Hip hugger or low cut slacks are not permissible. **Belts must be worn.** The blue plaid uniform skirt and blue plaid uniform skort may be worn. A navy blue sweatshirt, with St. Stephen logo only, may be worn. In September, May and June they may wear navy blue or khaki dress shorts.

Socks: Solid color, white, navy, or black crew socks, knee highs or tights. Colors should match the uniform colors.

Make-up of any kind is not allowed. Only clear chapstick is permissible. No lip gloss, mascara, eye liners, or eye shadow of any kind. No nail polish. No fake nails.

Small conservative post type earrings only (one set). No drop earrings. Earrings are to be worn in the ear lobe only. No other earrings are allowed. No excessive, expensive jewelry. Only a religious type of necklace will be allowed. No current fad accessories such as beads, pearls, chokers, plastic wrist bands, ankle bracelets, etc.

Only conservative, neat hair styles are acceptable. Hair must be natural color with no tints or dyes. Hair should not obstruct the vision of the student. Only small modest hair accessories allowed. Headbands must be navy blue, brown, black or white.

Leather dress shoes with a closed heel and toe in dark black or dark brown. **NO CANVAS, CLOTH OR PLASTIC SHOES ALLOWED.** Heels are to be no higher than one and one quarter inch.

Leggings may be worn under the skirt or jumper from **November 1st through April 1st**. They must be solid color, navy or black. They must go to the ankles. You must wear socks with them.

BOYS:

GR. K-5: Solid color, navy blue uniform dress slacks with a light blue polo shirt, long or short sleeves. If slacks have belt loops, a belt must be worn. Belts are to be plain – black, brown or navy blue.

Optional: In September, May and June, they may wear navy blue dress shorts that go to the knee. A navy blue sweatshirt, with St. Stephen logo only, may be worn.

GR 6-8: Navy blue or khaki uniform dress slacks with a white, navy blue or light blue polo shirt. A navy blue sweatshirt, with St. Stephen logo, may be worn. Belts (plain- black, brown or navy blue) must be worn.

Only conservative, neat hairstyles are acceptable. No tinting or dying of hair will be allowed. Current fads are not allowed. Hair must be natural color. No fad haircuts or shavings are allowed. Length of hair: nothing below the eyebrows, hair shall be above the shirt collar.

No earrings or jewelry are allowed. No fad accessories. Only a

PHYSICAL EDUCATION/ACTIVITY

Aligned with the Michigan K-12 Physical Education Content Standards and Benchmarks.

Accommodates the needs of all students regardless of physical limitations.

Physical Education class once per week for 40 minutes.

Daily recess period of 20 minutes.

After school sports and activity programs available.

FIELD TRIP GUIDELINES

All parents who participate either as chaperones, drivers, and/or assisting in the classroom, school or class projects must follow these guidelines:

They must complete “Protecting God’s Children” workshop and have a background check before taking part in school activities. . Both the “Protecting God’s Children” workshop and the background check are directives from the Archdiocese of Detroit and **must be followed**.

Parents can go to the Archdiocese website, www.aod.org, to find locations as well as to register for the class. Once you complete the course work you will receive a certificate. **The office must have a copy of this certificate on file.**

Proof of insurance must be provided for every field trip.

The amount of insurance needed will be indicated at the beginning of the school year since it may change from year to year **as set by the Archdiocese of Detroit**. Since students and chaperones represent St. Stephen School, they must be dressed appropriately for field trips. The type of clothing for students for field trips will either be uniforms or clothing appropriate for their destination and as determined by school staff.

students are in school, they will notify St. Stephen School office. Please make certain your child knows where to go in case of an early dismissal.

SAFETY OF OUR STUDENTS FOR ARRIVAL AND DISMISSAL

In order to protect our students, the following guidelines have been set. In the mornings, students should be dropped off in the parking lot. Students in grade K-4 will enter the school through the side door between the school and the church. Students in grades 5-8 will enter the school through the Activity Center. Students who arrive prior to 8:05 a.m. must be supervised by their parents. Please do not drop your child off before 8:00 a.m.

Students are never to be picked up or dropped off on Huron River Drive in front of the school.

Students who are car riders must be picked up by 3:30 p.m. at the very latest. Students who are not picked up by 3:30 p.m. will be put in latchkey. **Parents will be charged for this time.** Students should remain with their parents at all times once they are picked up. Please keep the drop off and pick up line moving. If you have business to take care of, please park in a designated parking spot.

LUNCH PERIOD

During the lunch period, students are under the supervision of adult supervisors. Throughout this time, the students are expected to respect and cooperate with the lunch supervisors. Acts of repeated discourtesy, disobedience, deliberate talking back, indecent language, verbal, and/or physical fighting will not be tolerated. Demerits will be issued.

WELLNESS POLICY

St. Stephen Catholic School is committed to providing a healthy school environment that encourages the development of lifelong wellness practices by promoting healthy eating and physical activity. Therefore, our school adopts the following Wellness Policy:

DRUG FREE POLICY

Smoking, drinking, use or possession of any illegal substance will not be permitted in the classroom, on school premises or at any school related function.

religious type necklace will be allowed.

Leather dress shoes in dark black or dark brown.. No designs or visible logos. **NO CANVAS, CLOTH OR PLASTIC SHOES ALLOWED.**

Socks: Only solid color, white, navy, khaki, or black crew socks.

OTHER DRESS CODE REGULATIONS FOR ALL STUDENTS IN ALL GRADES

St. Stephen sweatshirts, if worn, must be worn over the uniform polo shirt. Collar must be pulled over the sweatshirt neckline.

All jumpers, skirts, shorts, and skorts must be knee length.

Polo shirts must be a knit shirt with a collar and a two or three button front. No logos are permitted. The polo shirt must be buttoned to the top and tucked in at all times.

Utility and cargo pants or shorts are not permitted for any grade at any time.

Boy/Girl Scout and Brownie full uniforms are permitted on their meeting day.

If your child is playing sports for St. Stephen CYO, they are permitted to wear their game jersey over their uniform.

All clothing should be labeled with the student's name.

A plain navy blue or white cardigan may be worn.

No rolling book bags/backpacks are allowed.

Students not complying with the dress code will not be admitted to the classroom and parents will be called.

Administration has the authority to determine unacceptable grooming or dress.

GYM DRESS CODE

Gray sweatpants with the St. Stephen logo and red tshirts or red sweatshirts with the small St. Stephen pocket. Gray sweat shorts may be worn in September, May and June. Gym uniforms must be purchased from our school office.

JEAN DAY

Jean Day is held during the last week of each month, the day will be determined at the beginning of the school year. Jeans must be blue denim and loose fitting. Gym shoes are to be worn with the jeans. Money collected on this day is put into the Technology Fund. Once again, administration has the authority to determine unacceptable dress on this day. If the last week is during a holiday, there is no make-up day.

ATTENDANCE

To benefit from school experiences, students are expected to attend school every day of the school year. It is the responsibility of the parents or guardian, to see that a satisfactory attendance is maintained.

In case of absence, parents must call the school office at 753-4175 between 7:30-9:00 a.m. Upon return to the school, a note (signed and dated) stating the reason for the absence should be submitted to the homeroom teacher. Notes are kept on file. A student is expected to make up assignments, tests, and projects upon his/her return to school. Upon returning to school, it is a parent-student responsibility to see that all missed assignments are received. Work will not be given in advance for planned absences. **If at all possible, vacations should be taken during scheduled days off.** Students in grades 5-8 will make up tests before or after school. Arrangements need to be made with the teacher.

Students arriving after 8:10 a.m. are considered late. They are to report to the office before going to class. Tardiness interferes with a pupil's progress and is also an unjustified disturbance to others in the class. Reasonable explanations are acceptable.

In compliance with the Wayne County Board of Health regulations, communicable diseases are reported. Therefore, when a student is absent with a communicable disease, a letter from the doctor must be presented before the child may be readmitted to school.

If a student is absent twelve (12) days in a quarter, no grades will be given on the report card unless adequate arrangements have been made to complete the work and returned to the teacher. A student who is absent thirty (30) days during the school year will be considered for retention. A meeting with the Teacher and Principal will take place to determine a course of action.

An adult must come to the school office to pick up the child and the student must be signed out. After proper identification, the child is released. Parents are not to disrupt the classroom when an early dismissal is needed. Students will come to the office to meet the Parent/Guardian.

Also, three planned shelter in place drills are required during the school year.

TRANSPORTATION

School bus service is provided by the Huron School District for all our students residing within the Huron District boundaries. There is no charge for this service. All students riding the Huron District buses are obligated to obey all bus safety regulations and to respect the bus drivers. Failure to observe these rules may result in loss of bus privileges.

Students may not get off the bus at any other stop other than their own unless they have a bus pass issued by the school office. In order to receive a bus pass, the student must bring a note from their parents stating the date and the stop or person they will be getting off with.

Parents are responsible for transportation for all students who reside outside the Huron School District.

EMERGENCY SCHOOL CLOSING

St. Stephen School follows the guideline of the Huron Schools concerning school closings. When Huron Public Schools are closed due to severe weather conditions, St. Stephen School is closed also.

St. Stephen School – New Boston will be listed in addition to Huron Schools.

Should an emergency situation arise peculiar to St. Stephen School only, such as a breakdown of the heating system, and the school finds it necessary to close, an announcement will be made on TV channels 2, 4, and 7 that St. Stephen School - New Boston will be closed.

Parents/students should refrain from tying up phone lines by calling the school, convent, or rectory to make inquiries regarding a school closing.

EMERGENCY CLOSING WHILE STUDENTS ARE IN SESSION

If Huron Schools call for an emergency closing while the

Empty bottles and discontinued medication will be sent home immediately with notification to the parent. (Parent is responsible for supplying the refill medication as needed.) All medications will be sent home at the end of the school year.

New medication authorization forms are needed each school year.

Physician's written authorization is needed if inhalers are to be carried on the student during school hours.

The school office is equipped with two Epi-pens for emergency use. Two staff members are certified to use these Epi-pens in case of a severe allergic reaction.

SCHOOL ENTRANCE POLICY

After entering the "School Entrance" door, all visitors to St. Stephen School must report to the school office. At NO TIME are parents permitted to enter a classroom or interrupt a teacher during the instructional hours or at a time the teacher must be with the students (8:05 a.m. to 3:25 p.m.). Please do not interrupt teachers in the morning when students arrive in the classroom. Visitors shall enter the school at the door with the sign "School Entrance". **This includes Kindergarten parents/visitors.**

FIRE, TORNADO, and SHELTER IN PLACE DRILLS

Fire and tornado drills are held as important safety precautions at regular intervals as required by law. In case of a fire emergency, the signal to evacuate the building will be a continuous sounding of the emergency alarm bell. Each teacher instructs his/her group regarding specific procedures.

A minimum of five fire drills are required for each school year. Three drills shall be held in the fall of each year and two fire drills shall be held in the spring.

Likewise, two tornado drills are also provided to direct students to a predesignated safe area in the school in the event a tornado would threaten. Parents are requested NOT to call the school office in the event of a tornado warning. The school office needs to keep telephone lines open for emergency directives from officials.

REPORT CARDS

Report cards will be sent home quarterly (Nov., Jan., April, and June). Student progress can be accessed at any time through Power School.

MARKING SYSTEM

Letter grades are given to students in Grades Three through Eight, in all major subject areas. Kindergarten, First Grade, and Second Grade have a grading scale appropriate for those grade levels. A conduct grade is also given, which evaluates a student's behavior and acceptance of responsibility.

Grs. K – 2

Standards Based

Grs. 3 - 8

A = 93-100%

B = 83-92%

C = 72-82%

D = 60-71%

F = 59% and below

Computer, Art, Music, Library, Spanish, and Gym – Students will be graded the same as above.

HONOR ROLL – grades 3 - 8

The following are the awards that students may earn each quarter for the honor roll: **High Achievement** or **Achievement**, and **Courtesy Honor Roll**.

Students in grades 3 – 8 will be on the scholastic (academic) honor roll if they have an A or B in conduct (courtesy) **and** the following:

High Achievement: 3.75 – 4.0 in all major subjects (no C's, D's or F's on the report card in **any** subject).

Achievement: 3.0 – 3.74 in all major subjects (no D's or F's on the report card in **any** subject).

The major subjects are Religion, Reading (including Literature), Language Arts (including Vocabulary), Mathematics, Science, Social Studies, and Spelling.

Courtesy Honor Roll – Grades 3 – 8: A student will be on the courtesy (conduct) honor roll if he/she receives an A or B in

conduct. **Additionally, a student should have no demerits for behavior issues.**

These honor rolls will be posted each quarter. Students will have a chance to improve and try for the honor roll when each quarter ends and a new one begins.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences are required at the end of the first quarter. These conferences are scheduled in November. During the rest of the year, conferences may be requested by either parents or teachers. For these conferences, appointments must be made with the teacher. Parents may not confer with a teacher during class hours. Conferences should not be held before classes start because teachers are preparing the day's work and supervising students who have come into class. Appointment requests may be arranged by a note to the teacher or by calling the school office.

The secretary will route the message to the appropriate teacher. Parents having questions or concerns about the school program or personnel should direct their questions to the appropriate teacher **first**. If necessary, a follow up conference will be scheduled with the teacher and principal.

EMERGENCY POLICY AND PROCEDURES

An emergency card shall be maintained, for each student, in the School office. This card shall include the name and address and telephone number of parents and another specified person to call in an emergency. Any type of accident which occurs on school premises is reported to the school office as soon as possible. If the accident is of a minor nature (slight cut, scrape, bruise) it will be treated in the school office. If the accident is of a serious nature (one which may require more extensive professional care), we will make the student comfortable and immediately contact the EMERGENCY NUMBER you have provided us. It is extremely important that any changes in telephone numbers, home or work, be reported to the school office as soon as they are made.

TELEPHONE USE

In order to develop responsibility, children should be encouraged to come to school prepared for the day's activities with all books, assignments, equipment, and material needed. There is no reason to expect parents to shoulder this responsibility by coming to school in order to deliver forgotten gym shoes, assignments, library books, equipment, lunches, etc. To keep the phone open for school business and calls of important nature, the following will be observed: Students may use the telephone in an **EMERGENCY ONLY** and with the permission of the principal.

Students will not be given permission to use the phone for forgotten material. Since classroom interruptions are held at a minimum, only urgent messages will be relayed to individual students.

TECHNOLOGY

All students are required to sign the Technology Use Contract, which is required by the Archdiocese of Detroit, before they will be allowed access to the computers and internet.

ADMINISTRATION OF MEDICATION

No medication (prescription or non-prescription) will be given without written authorization from both parents and physician.

All medication must be in the original container. Prescription drugs must be in the original container and have pharmacy label which includes the child's name, name of the medication, strength of the medication, specific directions of time and dosage to be given. **Non-prescription drugs must be in the original container and labeled, by the parent, with the child's name, dosage, and time to be given.**

Any changes in dosage or addition of new medication must be accompanied by a physician's statement.

Discontinuation of medication requires a written physician or parent statement.

Medications will not be transported by school personnel.