

St. Stephen Catholic School

**164 Years of Caring and Excellence!
1852 - 2019**

The Golden Rule

Student and Parent 2018-2019 Handbook

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**St. Stephen Catholic School
Tentative School Calendar
2018-2019**

August

7/30	School Office Opens
7/30-8/3	Faculty In-Service 9 a.m.-2 p.m.
8/3	Parent Orientation 6-8p.m. WFC Candy sale begins
8/7-8/8	First day of school 8-11: <u>No Before or After Care</u>
8/9	7:00-3:30 <u>No Aftercare; Before Care starts</u>
8/10	Full Day: <u>Before and After Care</u>
8/15	Feast of Assumption
8/17	WFC ends
8/30	No School Faculty in-service
8/31	School Mass

September

9/3	Labor Day School Closed
9/4	Classes Resume
9/6	Progress Reports Posted; Conference forms sent home
9/7	School Mass; Grandparents Day
9/13	1:30 Dismissal; Conferences 2 p.m.-5 p.m. <u>No After Care</u>
9/14	School Mass
9/21	School Mass
9/24-9/28	Middle School Exams
9/25	Individual Class Pictures
9/27	No School Faculty In-Service
9/28	School Mass

October

10/4	11:00 dismissal Record Day;
10/5	School Mass; End of 1 st Quarter
10/8	2nd Quarter Begins/ Grades are due
10/12	School Mass; Report Cards Posted
10/19	School Mass; Awards Ceremony
10/25	No School Faculty meeting
10/26	School Mass
10/29	Cookie Dough Fundraiser starts
10/31	Harvest Festival

November

11/1 School Mass; Feast of all Saints
11/5 NO SCHOOL DAY OF REFLECTION
11/8 Progress Reports posted; Conference Request forms sent home
11/9 Cookie Dough Fundraiser Ends; School Mass
11/14 High School Applications Available
11/15 **1:30 Dismissal; Conferences 2-5pm No After Care**
Chuck E Cheese Night 3-9
11/16 School Mass; High School Applications returned to office
11/19-11/23 Thanksgiving Holidays. **No School**
11/26 Classes Resume
11/27 Santa Pictures
11/30 School Mass

December

12/7 School Mass
12/3-12/7 Middle School Exams
12/10-12/14 Santa's Secret Shop
12/13 **11:00 dismissal record day No After Care**
12/14 School Mass; end of 2nd quarter
12/17 3rd quarter begins
12/21 School Mass; 11:00 dismissal **No Aftercare;**
Report cards posted; in-danger forms mailed
12/24-1/4 Christmas Holidays; **No School**

January

1/7 Classes Resume
1/11 School Mass; awards ceremony
1/18 School Mass
1/21 Martin Luther King Day- No School; MLK Day of Service
1/21-1/25 Returning Student Registration
1/24 Skate Night 6:30-8:30
1/25 School Mass
1/28-2/1 Catholic Schools Week
1/29 Class Group Pictures; retakes; 7th cap and gown pictures
1/31 **2:00 Dismissal; Faculty Meeting No After Care**
Progress Reports Posted; In-danger forms mailed; conference request

February

1/28-2/1 National Catholic Schools Week
2/1 School Mass
2/4-2/8 Elementary School Registration for New Students
2/7 1:30 dismissal; Conferences 2-5 **No Aftercare**
2/15 School Mass
2/18 WFC Spring Fundraiser
2/18-2/22 Middle School Exams
2/22 2:00 Dismissal Parade Route/ no aftercare
2/26 SSC Parade
2/27-3/1 **11:00 Dismissal; Parade Route/No Aftercare**

March

3/1 End of 3rd Quarter **11:00 dismissal no aftercare**
3/4-3/6 **Mardi Gras Holiday No School**
3/7 Class Resumes
3/8 School Mass; Report Cards posted/ in-danger forms mailed
3/11 4th Quarter Begins; Spring Fundraiser ends
3/15 **Awards Ceremony**
3/22 School Mass
3/28 2:00 Dismissal Faculty Meeting **No Aftercare**
3/29 School Mass

April

4/1-5/3 Leap CBT
4/2 Bunny Pictures
4/4 Progress Reports Posted; In-danger forms mailed
4/5 School Mass
4/18-4/24 Easter Break
4/25 Classes Resume
4/26 School Mass
4/29-5/3 Leap PBT

May

5/1-5/3 Leap Testing (PBT)
5/3 School Mass
5/6-5/10 Teacher Appreciation Week
7th Grade Exams
5/10 7th Grade Last Day; School Mass
5/13-5/17 Middle School Exams
5/14 7th Grade Graduation 9:00a.m.; Kindergarten Last Day
5/17 Kindergarten Graduation 9:00 am
5/23 **11:00 Dismissal; Last Day of School Report cards posted**

**PARENT-STUDENT
ACKNOWLEDGMENT**

My child and I have read the Student and Parent Handbook and agree to abide by the policies established by St. Stephen Catholic School.

Student's Signature

Grade

Date

Print Student's Name

Parent or Guardian's Signature

Date

Print Parent's Name

The Student and Parent Handbook is subject to amendment by St. Stephen Catholic School (SSC) Administration. If amendments are made, parents/guardians will be notified in writing.

This acknowledgment must be completed by each student and returned to his/her homeroom teacher one week after the date of receipt of this handbook.

Continued enrollment is contingent upon the completion and return of this form within the time specified.

**PARENTAL/LEGAL GUARDIAN PERMISSION SLIP
FOR FIELD TRIP PARTICIPATION**

Dear Parent or Legal Guardian:

Your son/daughter, guardianship, is eligible to participate in school-sponsored activities to a location within walking distance from the school site. These activities will take place under the guidance and supervision of employees from St. Stephen Catholic School. A brief description of the activity follows:

Curriculum Goal: Research, Enrichment, Rewards

Designated Supervisor of Activity: Classroom Teacher

Destination: Laurence Square Public Library, Laurence Square Park, or St. Stephen
Neighborhood

Date and Time of Departure: Variable – 2018-2019

Date and Anticipated Time of Return: Variable - 2018-2019

Method of Transportation: Walking

Field Trip Cost: If requested by teacher

If you would like your child to participate in these events, please complete, sign, and return the following statement of consent and release of liability. As parent, or legal guardian, you remain fully responsible for any legal responsibility that may result from any personal actions taken by the named student.

I hereby consent to participation by my child, (print name) _____ in
Grade _____, in the events described above. I understand that these events will take place away from the school grounds and that my child will be under the supervision of the designated school employee on the stated dates. I further consent to the conditions stated above on participation in these events, including the method of transportation:

(Print Parent's Name)

Parent's Signature

Address

Emergency Phone Number

FORWARD

The purpose of the St. Stephen Family Handbook is to acquaint each student and his/her family with the curriculum, extra-curricular activities and general school policies of St. Stephen Catholic School. By knowing about the requirements of St. Stephen, students and their families can support the policy of the school and contribute to the school community in a positive way.

MISSION STATEMENT

Our mission is to help each student entrusted to us reach their full potential and to provide a structured, loving, Catholic environment in which they can flourish.

PHILOSOPHY

St. Stephen Catholic School believes that all children have the potential to develop their God given talents when their environment provides for spiritual, emotional, academic, physical and cultural growth. We, the faculty and staff of St. Stephen Catholic School, share with the parents a responsibility to prepare all the students to meet the challenges of the future with Christian responsibility and global consciousness.

GOALS

The faculty is dedicated to assuring that:

- ◆ a positive self-concept is instilled in each student;
- ◆ each student maximizes his/her potential;
- ◆ a Christian atmosphere encouraging self-respect for others and love of God is maintained;
- ◆ we affirm and celebrate ethnic and cultural differences among the school community.

STATEMENT OF SCHOOL POLICY

This handbook contains the rules and policies of St. Stephen Catholic School. It is a contractual agreement between the school, the student and his/her parents/guardians. The administration of SSC has tried to be as explicit as possible, but during the academic year new and unusual circumstances may arise. The Principal has the authority to use discretion in making decisions regarding unforeseen circumstances. The Principal may also amend the Family Handbook for just cause, and parents and students will be given notification if changes are made.

The schools of the Archdiocese of New Orleans, Louisiana admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at its schools. They do not discriminate on the basis of race, color, national or ethnic origin in administration of their educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Additionally, in compliance with Title IX of the Civil Rights Act of 1964, no person in the schools of the archdiocese shall, on the basis of sex, be excluded from participation in, or be denied the benefits of or be subjected to discrimination under any educational program or activity except as permitted under said Title IX.

GENERAL INFORMATION

St. Stephen Catholic School is part of the educational system of the Archdiocese of New Orleans. It is accredited by the Louisiana State Department of Education. It holds membership in the National Catholic Educational Association (NCEA).

The school population is a cross section of the areas it serves. It celebrates the cultural and ethnic diversity of its students with an academic program and extra-curricular activities that foster emotional maturity and spiritual development.

PARENTPLUS PORTAL

St. Stephen Catholic School uses the Parent Plus Web Portal, which will connect parents and students with the school and teachers. **Parents are required to activate their ParentPlus Portal account.** School calendars, lunch menu, school information, as well as progress report, report cards, etc. are posted to the ParentPlus Portal on timely bases. If a parent does not have internet access they need to request a hard copy in writing. The use of ParentPlus Portal will keep parents informed at all times.

A mobile app is available for the ParentPlus Portal for iOS and Android Devices. This app provides access to the student's grades, attendance, class schedule, discipline, announcements, and calendars

FINANCIAL POLICIES

Tuition - St. Stephen Catholic School offers a financial payment plan from Gulf Coast Bank and Trust for those families wishing to pay monthly. Gulf Coast Bank and Trust payment plans must be taken out by May 15, 2018 to spread payments over 12 months. If payment plans are not completed at this time, your monthly payments will be larger since they will be dispersed over fewer months.

All payment plans are automatic pay. If you rescind the auto-payment at any time, your payment plan is immediately cancelled and your child will immediately be dropped from the school roster.

Parents have the options of paying the coming year's tuition directly to the school prior to the last 2 weeks of May of that school year or taking out a payment plan with Gulf Coast Bank and Trust.

Parents are expected to keep tuition payments and fees current. St. Stephen Catholic School monitors all accounts and Gulf Coast Bank and Trust Payment Plan Accounts. **When accounts become 30 days delinquent, school services will be suspended and the student will be required to stay home.** Students will receive an incomplete (I) on their upcoming report card. If you send your child to school and you have a delinquent account, your child will be called from class and you will be called to pick up your child. Once a payment becomes delinquent, only **cash or money order will be accepted.**

Money sent to the school for field trips or fundraising should be put into a **sealed envelope with the student's name, grade and purpose for which the money is being sent. All money should be given to the teacher during homeroom.** Separate envelopes should be used for each payment. Example: Lunch money should not be included with tuition, fees, etc. St. Stephen Catholic School is not responsible for any money lost by the student.

All financial obligations for the current school year must be completed before a student is considered for re-admission for the next school year. If financial obligations are not met by the designated date, St. Stephen Catholic School will not reserve an opening for the student for the next school year.

St. Stephen School has the right to discuss grades and financial obligations of financial history with any perspective Catholic school in the archdiocese.

Field Trip - Field trip cost will depend on the cost of the field trip. Parents will be informed of this cost through the Field Trip Permission form. All monies need to be paid before the student is allowed to participate in the Field Trip.

Insurance - The registration fee includes school insurance, which provides coverage for the school day and for activities connected with the school. Those interested in 24-hour coverage can obtain a brochure with information and the additional cost of this program from the school office.

Special Fees - These fees include but are not limited to library fines, picture money, etc.,. If these fees are not paid prior to the event scheduled or as stipulated by St. Stephen Catholic School, the student will not participate in the event and/or activity. **Additionally, if fees are delinquent, students will not be able to take major tests or exams until payment is made.** They will receive an incomplete (I) on their upcoming report card. If payment remains delinquent by the next progress report period the student must withdraw from the school.

**TUITION & FEES
2018-2019**

Registration Fee (can be financed with the tuition payment plan through Gulf Coast Bank and Trust)
\$150.00 per child

Text and Tech Fee
\$150.00 per child

Tuition Rate*

\$ 5,400.00	1 Child
\$ 9,050.00	2 Children
\$ 11,750.00	3 Children
\$ 13,200.00	4 Children

*If the child is Catholic, you can apply for a tuition voucher credit through your parish church.

2 Year Olds Tuition

<u>Attendance</u>	<u>3:30 p.m. Dismissal</u>	<u>Before/Aftercare</u>
5 days M-F	\$680.00/month	\$730.00/month
3 days M-W-F	\$505.00/month	\$555.00/month
2 days T-Th	\$320.00/month	\$370.00/month

Preschool Tuition Rate
\$5,400.00 Per Child

Child Care (A.M. and P.M.)
No Charge

Field Trips and Yearbook
As stated at the time of event or sale

Registration Fee - A **non-refundable registration fee** of \$150.00 per child is paid directly to the school at the time of registration. No student is formally registered until this fee is paid. This fee may be financed with the tuition through Gulf Coast Bank and Trust.

Family Plan - St. Stephen has a family tuition plan available for grades K-7 and applies only to the tuition rate.

Gulf Coast Line of Credit
There is a \$50.00 Administrative Fee to set up a Gulf Coast Payment Plan account. All lines of credit are automatic-pay.

State Scholarship Program
St. Stephen Catholic School participates in the Louisiana State Scholarship program, which will pay 100% of a student's tuition. To be eligible for a scholarship, students must have a family income that does not exceed 250% of the federal poverty guidelines and must be entering kindergarten or enrolled in a public school which has a C, D, or F grade.

To learn more information or to apply for the State Scholarship program, please visit <http://www.louisianabelieves.com/schools/louisiana-scholarship-program>.

Louisiana Tuition Donation Credit Program
St. Stephen Catholic School also participates in the Louisiana Tuition Donation Credit Program. To be

eligible for a scholarship, students must have a family income that does not exceed 250% of the federal poverty line and must be entering kindergarten or must already be enrolled in a Louisiana public school. Students apply directly to School Tuition Organizations for scholarships. Once they receive a scholarship, students then apply directly to the nonpublic school of their choice for enrollment.

To learn more information for the Louisiana Tuition Donation Credit Program, please visit <https://www.louisianabelieves.com/schools/tuition-donation-credit-program>

ADMISSIONS & REGISTRATION

Admissions - St. Stephen Catholic School is a culturally diverse school and admits students of any race, color, national origin, creed, gender, and ancestry.

Requirements for the Admission of New Students - New students must present a completed application form with stipulated documents before the application process begins. Acceptance of new applicants is based on prior year academics and behavioral records, standardized test scores, assessment/observation, and teacher recommendation. Final acceptance is determined by the administration. Every student entering St. Stephen Catholic School is placed on probation for the first year.

Entrance Age - By September 30th the child should be:

- 2 years old - Pre Kindergarten 2
- 3 years old - Pre Kindergarten 3
- 4 years old - Pre Kindergarten 4
- 5 years old - Kindergarten
- 6 years old - 1st Grade (Must have attended an academically sound kindergarten program.)

Documents - Copies of the following documents must be provided to the school:

- Birth Certificate
- Social Security Card
- Immunization Card/Record
- Catholic Baptismal, & Communion Certificate(s)
- Cumulative Records & Report Cards
- Voucher
- Custody Papers
- Other legal documentation if applicable
- Special Academic or Psychological Evaluation (if applicable)
- Standardized Test Scores

Registration of Current Students - Students presently attending St. Stephen Catholic School re-register the week of January 21, 2019 for the following academic year. Current students who have not registered by January 31, 2019 are not reserved an opening for the next school year. **Students re-registering may be denied acceptance into the next school year due to lack of cooperation with the school's policies, or if teachers or administration feel a student has needs which cannot be met by St. Stephen.** Registration of new students opens the week of February 4, 2019.

UNIFORMS

The uniform serves as a reminder to each student that as a Christian he/she is immediately recognizable as a member of our school community. **A student wearing a St. Stephen Catholic School uniform is a representative of our school on and off campus. Conduct by a student that would in any way jeopardize the reputation of this institution may lead to the student being asked to withdraw from the school.**

If a part of the uniform cannot be worn, the parent should call or send a written explanation to the school. Items not in compliance with the uniform code will be confiscated and need to be picked up in the office by a parent. **ALL PARTS OF THE UNIFORM SHOULD BE MARKED WITH THE CHILD'S NAME. Lost uniform items can be claimed in After Care.**

Clothing should be kept clean, pressed, and mended, and shoes should be kept clean. Blouses/shirts are to be tucked in at all times. Shirts worn under the uniform shirt must be solid white or gray.

The school reserves the right to make a judgment on the acceptability of a student's uniform, hair, make-up and overall appearance and may require that the student stay home until he/she can attend school with compliance of the above.

St. Stephen Catholic School encourages parents to bring in their gently worn uniforms after their child has grown out of them for our uniform exchange program.

Hair Hair is to be neat, clean and combed. It should be moderate in length. Mohawks, tails, layered wedged, shaved, dyed, sponge, twists or other exaggerated or bizarre hairstyles are not allowed. Hair ornaments are to be school colors.

Boys cannot dye their hair; grow their hair out, twists, or have a Mohawk of any kind. Only close fades are allowed.

Jewelry The wearing of jewelry is discouraged. Only small Stud (non-dangling) earrings are permitted on girls. **Earrings are not allowed on boys.** No buttons or pins on uniforms. Allowed: one ring, one watch, one bracelet, and one small chain worn around neck, tucked into shirt/blouse.

Make up Make up may not be worn at school. Only clear nail polish is allowed. No press-on, acrylic, or gel nails allowed. The student will not be allowed at school until the nails are removed. Drawings or writing on the body is not allowed.

Press on, acrylic, overlay nails etc., are not allowed.

Personal Hygiene Middle school boys must be clean-shaven.

Uniforms:

Schumacher's Shoes & Uniforms
3601 Hessmer Ave.
Metairie, LA 70002
504-454-0427

No other brands of clothing are allowed.

Pre-Kindergarten 2 and Pre-Kindergarten 3

Girl's Items **Smock** with SSC collar monogrammed
Bloomers required with smock
Shoes: Black Mary Jane or Velcro tennis shoes

Boy's Items **Pants:** Navy twill pull-ups shorts or pants
Shirts: Light blue with green monogram
Shoes: Black Velcro tennis shoes

Boys and Girls **Sweatshirt:** Green with regular monogram
Sweaters: Navy or green with regular monogram
Sport Jacket: Green with regular monogram
****First name and last initial required on all items***

Pre-Kindergarten and Kindergarten Uniform Girls & Boys

Girl's Items **Navy Polo Dress** with gold monogram
White or navy tights may be worn in the winter

- Boy's Items **Shirts:** Gold Knit with green monogram
Shorts: Navy twill elastic waist short or long pants
- Boys and Girls **Sweatshirt:** Green/ gray with SSC monogram Girl or Boy
Sweater: Dark green or navy blue plain or with SSC school monogram (no other markings or color)
Sweatpants: Navy twill pull-ups Girl or Boy
Socks: Crew Style with logo (**required**)
Shoes: Girls sturdy black or navy blue tennis shoes with Velcro. Boy's sturdy black tennis shoes w/Velcro.
**First name and last initial required on all items*

1st Grade – 7th Grade

- Girl's Items **Skirts:** Plaid skirts *should be no shorter than 2 inches above the knee.*
Shirt (1st-4th): Yellow Polo shirt with school monogram
Shirt(5^h-7th): White Oxford short or long sleeve blouse, with SSC school monogram (*only P.E., solid white or gray short-sleeved T-shirts are allowed under uniform shirt*)
Sweater: Dark green or navy blue plain or with SSC school monogram (no other markings or color).
Either round-neck pullover, V-neck pullover, or button down the front style.
Socks: Crew Style with school logo or crew style without logo. (no ankle socks).
Shoes: Solid navy or black tennis shoe. No white soles, no decorations. Should be non-scuff, must be low quarter.
Jacket: Dark green Jacket with SSC school monogram, or Red Hoodie with school logo Baseball Jacket with logo (6th - 7th grade only, **optional**).
Outer coats and jackets may be worn outdoors only.
Sweatshirt: K-7th Grey Sweatshirt or Hoodie with SSC school monogram.
6th-7th Dark green sweater with SSC school monogram.
Tights: *Only* navy leggings allowed.
Scrunchies: Small bow; large bow from Schumacher
Headbands: Allowed from Schumacher
Ribbons: Coordinate with uniform colors.
**First name and last initial required on all items*
- Boy's Items **Khaki Pants**
1st-4th (Short pants allowed in hot weather.)
NO JOGGERS
Shirt: (1st - 4th) Yellow Polo knit shirt with SSC school monogram
Shirt: (5th-7th) White Oxford shirt with SSC monogram (*only P.E., solid white or gray short-sleeved T-shirts are allowed under uniform shirt*).
Sweater: Navy blue or green plain or with SSC school monogram.
Belt: Khaki Web or solid black leather belts **must** be worn.
Socks: Crew Style with or without school logo
Shoes: Solid black for boys. No white soles, no decorations. Should be non-scuff; must be low quarter.
- Boys and Girls **Jacket:** Dark green Jacket with SSC school monogram or Red Hoodie with school logo. Baseball Jacket with logo (6th - 7th grade only, **optional**)
Outer coats and jackets may be worn outdoors only.
Sweatshirt: K-5th grades Grey Sweatshirt or Hoodie with SSC school monogram.
6th-7th grades Dark green sweatshirt with SSC school monogram.
**First name and last initial required on all items*
*****Jordan and Foamposit shoes are not allowed.****

Uniform for P.E.

Grades 1-4 are not required to wear a special uniform for P.E. These students should wear shorts under

their uniforms. The shorts should not show below the uniform skirts or jumpers. Tennis shoes must be worn for classes in the gym. The school shoe fulfills this requirement.

Grades 5th -7th are required to wear P.E. uniforms for Physical Education Class. These are required to achieve the maximum participation, allow freedom of large muscle movement, and prevent injury. Tennis shoes must be worn for classes in the gym. The school shoe fulfills this requirement. Uniforms are available at Schumacher's only.

Book bags

Students are allowed to have one book-bag. **Wheeled book-bags ARE ALLOWED!!** Students with wheeled book-bags should remain at the end of the line to prevent other students from tripping.

Lost And Found

Items found on the school premises are placed in the Lost & Found in After Care. Parents and students may search there for lost items. Parents are asked to mark all clothing items the child wears to school. Items that are not marked and claimed are given to the needy. **All unclaimed items are discarded at the end of each quarter.**

Dress Up Days and Other School Sponsored Events:

On days when students are allowed to wear clothing other than the school uniform, students are expected to dress appropriately. **No shorts, skorts, torn pieces, tights, jeggings, joggers, ripped jeans (even patched), or revealing clothing are permitted.** The Principal has the authority to decide what she deems appropriate clothing. If a student dresses inappropriately, the parent will be called and asked to bring a uniform for the student to change into. If the parent is unable to bring a uniform, the student can remain in school, but is not able to attend class.

Casual Dress Guidelines

Students who are allowed to participate in Casual Dress should dress appropriately for school. This includes:

- No torn jeans, jeans with rips, ripped jeans with a layer underneath, no distressed jeans
- Tennis shoes with socks - no hazardous footwear of any kind - i.e. no sandals, thongs, flip-flops, high platforms, heels, etc.
- T-shirts must be appropriate for a Catholic school - i.e. no shirts advertising alcohol, tobacco, offensive language, rock groups, etc.
- Pants must fit properly - no tight-fitting or baggy pants. Wide bottoms and low-waist pants are inappropriate. A belt must be worn at the waist.
- No caps, sleeveless shirts, no short shirts exposing midriff, no jewelry that is not allowed on regular days. No shorts.
- No tights, jeggings, leggings, or joggers are allowed.
- No other inappropriate clothing is allowed.
- T-shirts/blouses must be worn tucked in at all times.

**If a student receives two dress-down violations, that student will not be able to participate in dress down days for the remainder of the school year. Fieldtrip dress-down is included.

******Changes to this policy will be approved by the school administration******

ACADEMIC & PROMOTION PROGRAMS

The curriculum of SSC meets or exceeds the recommended standards of the State of Louisiana in all academic areas. The school also follows the recommended standards for Religion instruction as recommended by the Archdiocese of New Orleans. Even if a student technically passes a grade, SSC reserves the right to require retention if a student returns to SSC for the following school year.

SSC offers a 2-tiered program from 1st-7th Grade. Our regular classes offer on-level to above-level interaction at a slightly accelerated pace. Our transitional classes and in-school tutoring programs offer on-level instruction at a slower pace, in smaller classes, with more remediation and supplemental support.

Early Childhood

The **Pre-Kindergarten** program is not merely a nursery school. It includes both structured and unstructured activities. It aims at achieving as much readiness for Kindergarten as possible. Students are given a wide variety of experiences with phonics, math, art, and science. Religion is taught daily.

The **Kindergarten** program offers an academically sound curriculum with preparation for first grade in mind. It provides instruction in religion, reading, math, social studies, art, science, and computer.

Primary School Grades 1st -2nd

Reading and Math are the core subjects. In order for a student to pass to the next grade he/she must pass both of these subjects with a 70 or higher. Summer school may not be used to remove the deficiency.

Primary Grade 3rd

1. A student must pass both Reading and Math in order to be promoted to the next grade. Summer school may not be used to remove the deficiency in either of these subjects.
2. If a student fails English or Spelling summer school attendance can remove the deficiency.

Intermediate School Grades 4th -5th

1. If a student fails one core subject he/she must attend summer school to remove the deficiency.
2. If a student fails two or more core subjects he/she must repeat the grade.
3. Core subjects are: Reading, English, Math, Science, Social Studies, and Religion.

Middle School Grades 6th -7th

1. If a student fails one core subject he/she must attend summer school to remove the deficiency.
2. If a student fails two or more core subjects he/she must repeat the grade.
3. Core subjects are: Reading, English, Math, Science, Social Studies, and Religion.

Tutoring

Orleans Parish provides SSC with Reading and Math tutors for grades 1st-7th.

Request or placement in this program is at the recommendation of the teacher or at the request of a parent. Acceptance is based on Federal Guidelines and approval of the Principal.

Voluntary Retention

At times, teachers may encourage parents to allow a student to remain in a grade even though the student may not have failed. This occurs when it seems that the student is having difficulty accomplishing the work and is below grade level in some subjects. This suggestion is made to reduce the student's frustration and increase the student's success. The student, as a person, is not a failure and as such must not be made to feel so. However, if parents insist on promotion, the parent is either asked to sign a release to the school or to withdraw the student from SSC.

Absence

Students must be present a minimum of 160 days passed to be eligible for promotion to the next grade.

This allows only seventeen days for absences. Exception can be made in the event of **extended** personal serious illness as verified by a physician as long as grades are satisfactorily maintained. The final decision is at the principal's discretion.

If a student arrives after the tardy bell has rung but before 8:30 a.m., the student is considered tardy. If a student arrives between 9:00 a.m. and 1:00 p.m., the student is considered absent for a ½ day. If the student arrives between 1:00 p.m. and 3:00 p.m., the student is considered absent for the full day.

If a student leaves between 11:00 a.m. and 2:00 p.m., the student is considered absent for a ½ day. If the student is checked out between 9:00 a.m. and 10:00 a.m., the student is considered absent for a full day.

Once a student has accumulated 14 tardies, the student is considered absent for a full day.

Summer School (2018-2019)

1. Summer School Requirement can only be fulfilled at a State Approved Summer School.
2. Verification of completion of the Summer School Requirement must be submitted to SSC by August 7 2018 in order for the deficiency to be removed.
3. If a student does not complete the Summer School Requirement the deficiency remains and the student must repeat the year.
4. **Summer School for Religion or Spelling** - Since summer school is not offered for these two subjects SSC will provide you with a Summer School Packet which needs to be completed and submitted to the School Office by August 7, 2018.
5. A student may not make up more than one subject in summer school.

Textbooks

The state of Louisiana provides some textbooks and computers and the school purchases the others. The non-consumable books and computers which are purchased are rented by the students. The rental fee is included in the tuition. **Lost or damaged textbooks and computers must be paid for by the students. It is required that hard-back books be covered to protect them.**

Books must be kept covered at all times. **Book socks and adhesives may not be used to cover books.** If a book is not covered the student may be required to stay after school to cover the book(s).

Lockers

At the homeroom teacher's discretion, lockers are available for students in Grades 5th -7th. Combination locks will be provided by the school. Students **may not** bring their own locks. If the combination lock is lost or damaged, the student will be responsible for the replacement cost. The locker is intended primarily for books. Lockers are the property of St. Stephen Catholic School, so any locker may be searched at any time by office personnel of SSC.

Homework Assistance

SSC offers Homework Assistance in conjunction with our After School Program.

Enrichment Program

SSC offers classes in Library, Physical Education, and Computer. SSC also offers After School Care Extra Curricular Activities in Art, Sports, Scouts, Chess, Resource, Cheerleading, Tutoring, and Homework Assistance.

ACADEMIC ACHIEVEMENT

Homework Assignments - Homework is an integral part of a student's learning process. Written work and study work is of equal importance. The amount of homework depends upon the grade expectation and how a student makes use of class time. Homework should reinforce the work presented in the classroom. It is the student's responsibility to write down homework assignments and submit them on time. **Homework on the weekends is permissible and should be anticipated.** The average time expected for homework ranges from 20 minutes in First Grade to 90 minutes in Middle School. Homework that is done during After-School Care time should still be checked at home by the parent. The best ways to help your child with homework are:

1. Provide a time in the evening, free from TV, phone, interruptions, distractions.
2. Encourage and extend the interest aroused by the classroom teacher.
3. Check to see that assigned work is completed accurately, thoroughly, and neatly.
4. Offer the child positive reinforcement and encouragement when homework is well done.

Parents are encouraged to check the student's agenda books or Plus Portal for homework assignments to see that they have completed all assigned work properly. Failure to submit homework assignments could result in a lowered grade for the period.

Plus Portal is provided as a supplemental resource for the listing of a student's homework. It is the responsibility of the student to correctly copy homework on a daily basis.

Classwork Participation – Students are expected to participate in classroom assignments every day. Classwork should reinforce what is taught daily.

Standardized Testing - A standardized achievement test is given to all students in Grades 3rd-7th in the spring of each year. Results of these tests are sent home at the end of the year. Parents should watch their child's progress on these tests from year to year. Other testing for verification of the student's ability or achievement are given as deemed appropriate and necessary, and with the parents' knowledge.

Cheating/Plagiarism

This is a serious offense that not only reflects on a student's character but also undermines an accurate report of a student's performance. **Students caught cheating may lose 50 points on the assignment and 20 behavior points.** In addition, items cheated on will be counted as incorrect. Students who facilitate cheating of another student will receive an infraction and a deduction of conduct points

Retesting

Retesting on an individual bases is not allowed. Re-tests may be given only if the teacher offers it to the entire class.

Extra Credit

Extra Credit is not given on an individual bases. However, the teacher can offer extra credit to the entire class.

Grading System

For the 2018-2019 school year, we will be using a numerical grading scale throughout the entire school, rather than having teachers produce their own scale.

Student averages are calculated by these entries. In order to calculate a student's overall average at any given point in a quarter:

1. Add all the achieved grade points together.

2. Add all the possible points together.
3. Divide the total grade achieved points by the total possible points
4. Multiply the decimal by 100 to get the average.

By the time Progress Reports are available, students should have at least 2 test grades and 4 quiz grades.
 By the time Report Cards are issued, students should have at least 4 test grades and 8 quiz grades.

Letter Grade	Numerical Grade Equivalent
A	100-94
B	93-86
C	85-78
D	77-70
U	69 or BELOW

No retakes and/or extra credit, unless offered to the entire class

Graduation

Kindergarten and Seventh Grade - At the end of the school year, a Eucharistic Celebration and Graduation Ceremony is held for kindergarten and seventh graders. **Students who have not met all the academic and financial obligations** of kindergarten and seventh graders will receive only a blank paper or envelope at this time. The certificate will be awarded to such students after these academic and/or financial requirements have been met.

NOTE: *St. Stephen School has the authority to communicate outstanding debts with other Catholic schools.*

Reports

Progress Reports

Progress Reports will be posted on ParentPlus Portal in the middle of each quarter. The progress reports indicate your child's performance at this mid-point. If a parent does not have internet access they need to request a hard copy in writing. The use of ParentPlus Portal will keep parents informed at all times.

Report Cards

Report cards are distributed quarterly, at the end of each nine weeks. Parents are encouraged to request a conference at any time throughout the school year.

The report cards for 2 year-olds, Pre-K 3, Pre-K 4, and Kindergarten identify student readiness and development of skills in reading, math, language and social areas.

The report cards for Grades 1st - 7th contain an achievement grade plus a general conduct grade.

Cumulative Records

Cumulative records are kept in the school office from the date of the student's entrance until the date of withdrawal and/or upon completion of seventh grade. The cumulative record contains the student's final grades for each academic term, social history, the student's absenteeism and tardiness records for each academic year, test results, and other pertinent information. When a student withdraws, a copy of the cumulative record is forwarded to the next school, upon written request from that school. The original record is kept in the school office as a permanent record.

Conferences

Parent/Teacher Conferences:

Both the Progress Report and the Report Card are official reports sent home for you to review your child's performance in school. If at any point you have a concern you, **the parent**, should call for a conference. In this manner the teacher and the parent become a team in trying to determine a student's needs.

Parent/Principal Conferences:

After meeting with a teacher if a parent still has concerns that they feel have not been satisfactorily addressed, a conference can be arranged with the Principal. At times it is necessary in order to adequately address the needs of a student for a team of concerned parties to meet. This team could include: parents, teachers, INC coordinator, Principal, etc. The purpose of this team is to discuss the needs of the student and make recommendations regarding means of academic assistance.

Honors & Awards

There are three categories of awards: Quarterly, Annually, and Seventh Grade Awards.

Honor Roll for Grades 1st-7th

At the end of each quarter of the school year students may qualify for the Honor Roll in Grades 1st-7th

QUARTERLY AWARDS:

Alpha Honor Roll: (1st-7th Grades)

A's in all subjects including conduct. Average or Above Average (94-100) in minor and activity subjects.

Beta Honor Roll: (1st-7th Grades)

A's and B's in all subjects including conduct. Average or Above Average (86-93) in minor and activity subjects.

Conduct Honor Roll: (1st-7th Grades)

Students with an average of 98 or above in conduct for a quarter will be eligible for the conduct Honor Roll.

Lumen et Veritas Award: (Pre-K-7th)

To encourage effort, virtue, and charity, the teacher chooses one student from each class per quarter and designates that student as the recipient of the Lumen et Veritas award. The designated student may receive this honor only once for one quarter for the year.

Mass Award: (Pre-K-7th)

Presented to one student in each class who exemplifies respectful and prayerful participation in Mass.

Most Improved: (Pre-K-7th)

Presented to one student in each class who has improved the most academically or behaviorally throughout the quarter.

ANNUAL AWARDS:

Principal's Honor Roll: (1st-7th)

Awarded to any student attaining the Alpha Honor Roll for all four nine weeks in one school year.

Superior Conduct: (1st-7th)

Any 1st-7th grade student who achieves the Conduct Honor Roll for all four quarters in one school year.

Student of the Year: (K-7th)

This award is presented to one student in each class who has demonstrated consistent perseverance in effort, virtue, and character throughout the year.

SEVENTH GRADE GRADUATION AWARDS:

Honor Graduate Award - Higher overall GPA for Middle School

Math Award - Higher overall GPA

Reading Award - Higher overall GPA

President's Award

Patrick F. Taylor Scholars Award

Sports Award

Attendance

Class Day

The class day runs from **8:00 a.m.** until **3:30 p.m.** for Pre-Kindergarten through seventh grade. If a child is not picked up from school by 3:45 p.m., that child will be brought to After School Care.

Days Present

Students must be present a minimum of 160 days to be eligible for promotion to the next grade. Exception to the promotion policy can be made only in the event of extended personal illness as verified by a physician or at the discretion of the principal.

Arrival

Students should arrive at school between 7:50 a.m. and 8:00 a.m. **Students arriving before 7:50 a.m. must go to Before Care located through the Chestnut St. door closest to Napoleon.** The school assumes no responsibility for students left unattended. Teachers are on duty in their classrooms starting at 7:50 a.m. Students arriving after 7:50 a.m. are to report directly to their classrooms.

All St. Stephen Catholic School students automatically receive Free Breakfast and Free Lunch program for the 2018-2019 school year. Breakfast is served from 7:30 a.m. until 8:30 a.m. every morning.

Absences

If a student is going to be absent, the parent should notify the school office between 7:30 a.m. and 9:00 a.m. If the illness will be prolonged, only one call, made at the beginning of the illness, is needed. Requests for homework should be made at the time of this call to allow time to gather materials. If the parent knows ahead of time that an absence of a week or more will occur, the school must be notified immediately.

When the student returns to school, the student must bring a written explanation for the absence containing the following:

1. the date(s) of the absence and reason for the absence
2. the student's name
3. the parent's signature and date

This written explanation, which is filed, is required whether or not a prior message has been sent. If the student was absent because of a communicable disease, a doctor's certificate, in addition to the parent's note, will be needed before the student may return to school.

Tardiness

Students not in their homerooms by 8:15 a.m. will be marked tardy. Tardiness is recorded on the student's records. Promptness is a character trait, which is important for the student's future success in life. High Schools use tardiness as one of the criteria for acceptance. It is therefore important that students be on time. **Students who arrive after 8:15 a.m. must be checked in by a parent.** **Parents of tardy students, including PK-4-K are not allowed to walk students to class.** If a student is late because of an appointment, parents should call school between 8:00 a.m. and 9:00 a.m. to report this, so the attendance and lunch counts will be accurate.

If a student arrives after the tardy bell has rung but before 9:00 a.m., the student is considered tardy. If a student arrives between 9:00 a.m. and 1:00 p.m., the student is considered absent for a ½ day. If the student arrives between 1:00 p.m. and 3:00 p.m., the student is considered absent for the full day.

If a student leaves between 11:00 a.m. and 2:00 p.m., the student is considered absent for a ½ day. If the student is checked out between 9:00 a.m. and 10:00 a.m., the student is considered absent for a full day.

Once a student has accumulated 14 tardies, the student is considered absent for a full day.

Leaving School Without Permission

Students are not allowed to leave the school grounds until dismissed without teacher permission or unless signed out by a parent/guardian. **A Student leaving class without permission is considered a serious offense and is referred to the principal for appropriate disciplinary action.**

Emergency Early Dismissal or Closing of School

During emergencies of any kind, parents should turn on their radio or TV (**Channel 4 WWL**) to find out whether or not school will close early or will be in session. The Archdiocesan School Office usually makes a public statement at such times. If the media announces that the school is closing, parents may come to the school office and the student will be called to go home. Announcements of this nature will be made through School Messenger. School Messenger will also be used to remind parents of any upcoming events on the school calendar.

Classroom/ Office Privacy and Safety

Parents are not permitted in the classrooms during class time. For the students' safety, parents and guests are not allowed to wander the halls or enter the classrooms.

To protect the privacy of all students in a classroom, parents are not allowed to observe their child in a class. If necessary and with the proper paperwork, counselors or psychologists are permitted to observe a child in the classroom.

Recommendations and referrals will not be given for students for any reason.

Parents are not to walk in the Principals office at any-time. Parents are to go to the front office and check in.

Parents cannot interact directly with any student other than their own child. Any grievances must be brought to the school office. Parents, guardians, sibling, friends etc., cannot approach another student. If this occurs administration will speak to that parent. If it happens after administration has spoken to that parent, administration has the right to dismiss that parent from school grounds, and/or ask that parent and student to withdraw from St. Stephen Catholic School.

EXTRA-CURRICULAR PROGRAMS

To provide a means for the development of the talents and interests of all students, SSC sponsors a variety of extra-curricular activities. If a student is absent from school he/she may not participate in any after-school activities. **Students must maintain an A average in Conduct and at least a C academic average in order to participate in extracurricular activities.**

Altar Servers

In Grades 3rd-7th boys are eligible to become altar servers. Because of the dignity of this privilege, such students should be responsible and willing to make the sacrifice necessary to be faithful to all appointments.

St. Stephen Sports Program

Students in grades 5th-7th are invited to participate in the St. Stephen Sports Program. Our sports program enriches our curriculum by providing the student with opportunities to become involved in implementing Christian values learned at St. Stephen. The following guidelines apply:

- **Catholic Student Athletic League:**

Besides the P.E. program, St. Stephen's students can also take part in the Catholic School Athletic League (CSAL), sponsored by the Archdiocese. For girls, Grades 5th -7th, it includes volleyball, basketball, indoor ball and cheerleading. For boys in Grades 5th -7th, it includes flag football, basketball and indoor ball.

- **Conduct:**

1. Students should always demonstrate the highest level of sportsmanship and Christian values.
2. Students will respect other team members. Harassment will not be tolerated.
3. Students should be committed to preserving the integrity of the team.
4. Dress, grooming, and behavior during games must conform to the standards of SSC.
5. **Students must maintain an A average in Conduct and at least a C academic average in order to participate in extracurricular activities.**

Any student who fails to comply with any of the above mentioned will be placed on probation or he/she will be dismissed from the team, depending on the severity and nature of the offense.

Student Council

The Student Council is composed of representatives from Grades 6th -7th. Regular mandatory meetings with the Moderator form a link between faculty and students. A student must have a 2.0 academic average and 2.0 average in conduct. Students are elected by the student body. They must have strong leadership ability, compassion and courtesy to others, Christian values and maintain academic excellence.

Missions

Students are encouraged to fulfill Christ's command to teach all nations by giving to the missions. Students participate by personal donations, voluntary donations, and service hours.

Scouting

St. Stephen Catholic School is a meeting facility for scouting groups. Details regarding the program are sent out in the beginning of the academic year to students and parents who are interested in participating.

Field Trips

Sometimes special programs, exhibits, and performances in the area are attended in a class group. The teachers plan attendance at these activities as a field trip and **will invite only those students whose conduct and academic record warrants the invitation.** Parents must sign a permission slip before the student may go with the class. **Permission will not be accepted by phone.**

The principal may refuse permission for a student to attend a field trip due to poor conduct or academic grades.

Parties

SSC appreciates the parents' thoughtfulness in wanting to send refreshments to school for their child's class for special occasions. Parents of students in grades Pre-K - 7th wishing to do so must obtain prior permission from that teacher before sending anything. **Cup cakes and a drink are allowed for birthdays. However, anything more than this is not allowed.** All grades have a Christmas party. **Invitations to parties held outside of school will not be given out in school unless the entire class is invited.**

Morning and After School Care Program

Before Care is open from 7:00 a.m. until 7:50 a.m. After Care is open from 3:30 p.m. until 6:00 p.m. There is no charge for either Child Care Program. Students participating in the After School program will also be able to take advantage of all the clubs and activities offered by the school. Some activities will include an activity fee, including the purchase of uniforms.

A full array of activities are offered through our After School Program. Plans for this year include:

Homework Assistance	Scouts
Tutoring	Sports
Gymnastics	Chess
Cheerleading	Art
Knitting	Horticulture Club
Cooking	

Students must maintain an A average in Conduct and at least a C academic average in order to participate in extracurricular activities.

Although there is no charge for the After School Care program, students who are not picked up by 6:00 p.m. will be charged a **late pick-up fee of \$15 for each half hour after 6:00 p.m.**

RELIGIOUS EDUCATION

Non-Catholics

St. Stephen is a Catholic school. It respects non-Catholic parents whose goals for their child include a Christian environment. Therefore, the school accepts non-Catholic children with these mutual understandings and expectations between the school and the non-Catholic parents.

All students, regardless of their religious beliefs, are required to attend daily religion classes and to attend the scheduled Eucharistic celebrations and other liturgical functions. Parents are encouraged to practice their Christian religion and to take their child to Church regularly. Any parents interested in learning about the Catholic faith are invited to take free classes provided by Good Shephard Parish and Monsignor Nalty. Refreshments will be provided.

Liturgy

All students attend a Eucharistic celebration at least once a week. For special feasts and special seasons of the year, selected religion classes prepare for these liturgical feasts. The Sacrament of Reconciliation is available for students in Grades 3-7 several times during the school year. There is an annual May Crowning to honor the Blessed Virgin Mary.

Sacraments

As the primary educators of their children, parents have the right to say when and if their child is ready to receive the sacraments. They also have the duty and the responsibility of working with their child at home in preparation for these important sacraments in the Catholic religion. Moreover, parents' involvement with their child at these important times in their faith development is vital. Therefore, parents are required to attend meetings connected with their child's reception of Reconciliation, and First

Eucharist. Parents are also required to work diligently with their child and the teacher in the accomplishment of all that is necessary for the preparation of each sacrament.

Non-Catholics may not receive the sacraments.

Reconciliation

Generally the Sacrament of Reconciliation is first received in the second grade, usually in the month of April. A meeting is held to explain to parents what is being taught and what can be done at home. When the teacher, parents, and pastor feel that the student is ready, a communal Reconciliation service is held during the evening so parents can attend. Prior to receiving the Sacrament of Reconciliation the child must show proof of Baptism in the Catholic faith, with a copy of the Baptismal Certificate on file with the office. Children who are not baptized by the end of December are not eligible for receiving the Sacraments of Reconciliation or First Communion during the current school year.

First Eucharist

A certain amount of time elapses after first Reconciliation before the child is prepared for the sacrament of the Eucharist. Another meeting is held to explain to parents what is being taught and what they can do at home in regard to preparing their child for the reception of the Eucharist. The date for First Eucharist is on the calendar.

LIBRARY

The library is for the use and pleasure of all students. The librarian is available not only for checking out/in books, but is a resource person who can assist in research, study skills or in the selection of books for pleasure.

DISCIPLINE POLICY

School behavior is an essential part of a productive Catholic School environment. It develops values and growth through awareness, self-discipline, choice, responsibility, and accountability. The focus of our behavior program is growth and development rather than punishment. Children function best when expectations and boundaries are clearly defined and are consistently adhered to. It is the school's responsibility to provide a well ordered environment where all of our students can learn, and where our teachers can teach.

Any behavior which interferes with a student's ability or right to learn, the teacher's ability or right to teach, or impacts the reputation of the school is considered problematic.

Our behavior program has two different formats. The primary grades (1st-3rd) use a Color Code Format. Grades 4th-7th use the Point Format.

In both formats points can be earned or lost. Students begin each week with 100 points. Points are tallied at the end of each week to determine a weekly conduct grade. These weekly grades are averaged at the end of the quarter to determine the quarterly Conduct Grade. If a student does not submit his Red Book to the teacher on Friday for recording, the weekly Red Book grade will be recorded as a 50.

This applies to behavior before, during, or after school hours, and during school-sponsored activities. Additionally, **if at any time a student's behavior or involvement in an activity in or out of school impacts the reputation of the school, appropriate disciplinary measures will be taken.**

Rules have been formulated around the basic premise of:

- Respect for Self
- Respect for Others
- Respect for Catholic Values and Practices
- Respect for School Policies and Procedures
- Respect for Property

In addition to points deducted students will be given appropriate consequences such as: warnings, verbal corrections, time out, silent lunches, behavioral assignments, referrals to the principal's office, infractions, in-school detentions, probations, suspensions, loss of: field trips, sports, or special activities/privileges; out-of-school suspensions, expulsions, etc.

Students are encouraged to strive for self-discipline and responsibility. Part of this is having all required papers, forms, and reports signed by a parent and returned in a timely manner specified by the teacher. This includes: Behavior Reports, Behavior Referrals, Detention Notices, Suspension Notices, etc.

Infraction forms are another method that we use to inform parents of a student's behavior. If we feel a special note home is warranted we'll send home an Infraction Form. *A parental signature on an infraction simply indicates receipt of the infraction and does not necessarily mean agreement with its contents. Infractions, detention, and suspension notices must be returned signed the next day or the student will not be allowed to go to class.*

Suspensions will be considered if behavior is a consistent issue or after a serious single offense. **Suspended students may lose field trips, sports, activity privileges, as well as conduct points.**

Expulsions will be considered if behavior issues continue after a suspension, or after a serious single infraction.

2 Year-Olds - Kindergarten Discipline, Abuse & Neglect Guidelines

The Pre-Kindergarten Program is an academic readiness program with the same philosophy as SSC. Students must learn to behave appropriately and responsibly with respect for each other and for being safe. Classroom rules are established to guide children and to help them learn acceptable behavior. Rules give children limits and encourage them to develop self-control. Rules for the classroom are taught to the students. Consistent positive reinforcement is provided when students behave responsively and appropriately, and consequences are provided when students choose not to follow the rules.

SSC conforms to the Louisiana Administrative Code Title 48 Chapter 53 Sections 53-5377 regarding Child Care Standards.

Cruel, severe, unusual, unnecessary or corporal punishment of children will not be used.

Disciplinary Guidelines

Grades 1st - 7th's point system:

- A 94-100
- B 93-86
- C 85-78
- D 77-70
- U 69 or below

Forgeries, Substance Abuse, Weapons, and Threats of Violence

Forgeries

Teachers sometimes request parents' signatures on tests or papers that are sent home. Parents are required to take time to review what is sent home and to sign their whole signature, (not merely initials) with the same signature they used on the Family Support Form at the beginning of the academic year.

For the first offense forgery, the parent will be called and notified of the forgery and the item that was forged. For the second offense forgery, the parent will be called and notified of the forgery and an

additional 20 points will be deducted from the student's weekly conduct grade. For the third offense of forgery, more serious consequences will be issued.

Substance Abuse

SSC is a drug-free environment. The use or possession of any dependency-producing substance or of any smoking device is a grave offense. Because of this, a single instance of the use or possession of these things may lead to the student being asked to withdraw from the school.

Search and Seizure

In order to safeguard the moral and physical welfare of students, all spaces (e.g., lockers, desks, etc.), and property (e.g., purses, book bags, etc.), and persons are subject to inspection. Materials obtained from such inspection may be confiscated for use in disciplinary procedures.

Weapons

Carrying or use of a firearm or weapon is a grave offense and is a matter for police intervention. Because of this, possessing a firearm or weapon may lead to the student being asked to withdraw from the school. (See Appendix)

Threats of Violence

SSC takes threats of violence seriously. A student making such threats will receive consequences determined by the administration. In some cases it may be necessary to report it to legal authorities.

RESTRICTED ITEMS

- Cosmetic products (nail polish, hand lotion, lip gloss, hair gel, hair spray, perfume, etc.)
- Liquid paper in any form or in any type of container.
- Stuffed animals, electronic toys, inappropriate toys that cause a disruption, etc.
- Marches, lighters, etc.
- **Over the counter medications unless prescribed by a physician (See Health & Safety-Medication)**
- **Gum offenders will be charged a \$10.00 fine.**

The following is a partial list of items which cannot be brought to school. If they are confiscated by a teacher, a parent must come to pick them up:

- Cell Phones, CD players, iPods, Laptops, iPads, Handheld Video Game Systems, etc.

CELL PHONES

Student cell phones are not to be used during school hours, on the school campus, or at dismissal. If students are found using or sharing cell phones during these times the phone will be taken away and kept in the office until a parent comes to claim it. **For a first offense parent/guardian is allowed to pick up the confiscated cell phone and conduct points will be deducted accordingly. For a second offense, in addition to parent/guardian cell phone pickup, a \$20 fine will apply and conduct points will be deducted accordingly.**

Smartwatches of any kind is not permitted on school grounds, a \$20 fine will apply and conduct points will be deducted.

Disclaimer:

School administration reserves the right to waive and/or deviate from the disciplinary framework for just cause, at their discretion.

School administration may find it necessary and, therefore, reserves the right, to send a student home if that student causes physical harm to himself/herself or to anyone on campus. Further, administration reserves the right to send home any student who may be a danger to others, or any student who causes serious disruption to the learning environment.

Long Term Suspension and Expulsion

When a student is placed on long-term suspension, the student's quarterly conduct grade is averaged with the weeks the student was present. 35 points are then taken off the final quarterly average.

When a student is expelled, the student's quarterly conduct grade is averaged with the weeks the student was present. 50 points are then taken off the final quarterly average.

COMMUNICATION

Calendars and Lunch Menu

Calendars are posted on ParentPlus Portal on a monthly basis. Monthly calendars and newsletters are designed to keep all St. Stephen families informed and involved. Newsletters will be posted to ParentPlus Portal periodically. Lunch menus are posted to ParentPlus Portal monthly.

School Messenger

St. Stephen Catholic School uses School Messenger to keep families informed of upcoming school events or emergencies.

Communication/Conferences with Staff

Teachers and other staff members are happy when parents show interest in their child's progress at school. A parent wishing to discuss their child should call the school and leave a message for the teacher. The teacher will return the call within 24 hours and set up a conference if requested or discuss the matter with the parent by phone. Parent/Teacher conferences can be scheduled at any time throughout the school year. In addition, conferences are offered four times throughout the year after the posting of progress reports. In these instances, conference request forms will be sent home.

Parents are not to call a teacher at his/her home.

Parents should not "drop-in" at school to discuss their child with the teacher.

Grievance Procedure

A parent who has concerns or questions about something going on in a class **must first see the teacher to discuss the matter**. If a personal conference with the teacher does not resolve the problem, **then** an appointment may be made with the Principal. If principal doesn't resolve the problem, call Monsignor Nalty and/or Office of Catholic School.

Phone Calls

Parents should make arrangements beforehand concerning matters that affect their child during the school day. Incoming messages will **not** be given to a student, **unless it is an emergency**.

Students' use of the phone is limited to emergencies or if the teacher/staff determines that the call is absolutely necessary.

Custody Notice

It is the responsibility of the custodial parent to furnish the school with a copy of the custody section of the divorce decree. This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

PARENT INVOLVEMENT

St. Stephen Catholic Co-Op

The mission of the Co-op is fundraising, recruiting and organizing volunteers, and hospitality.

Division of the School

The Parents Co-Op is a division of the school and as such functions under the direction of the school principal. The Co-Op maintains no authority for policy or decision making.

All activities and expenditures are for the support of the school and at the discretion of the school principal. All activities and expenditures must be **approved by the school principal**. The Parent Co-Op is to work directly with the Principal in Development.

Additionally all school policy and procedures must be adhered to.

Parent Orientation Night

A Parent Orientation is held at the beginning of the school year. Its purpose is to enable the parents to meet the teachers and to become informed about school Policy and Procedure. The presentations focus on goals, methods, and the instructional and behavioral programs.

Room Parents

Each grade needs at least two Room Parents. A room parent's duties include acting as a phone contact, taking care of parties held in the classroom, and helping the teacher, upon request, with any special activities, e.g. field trips. Room Parents are selected by the classroom teachers.

HEALTH & SAFETY

Accidents

Teachers and students report accidents to the office. Parents are notified immediately when an accident occurs. First aid is given to the student to make him/her as comfortable as possible until the parent arrives. If the parent cannot be reached and the accident is serious, the student will be taken by ambulance or by school staff to the doctor or hospital listed on the emergency card.

Illness

Students complaining of not feeling well will be checked for fever and other symptoms, by the school office personnel. The secretary will phone the parent and a decision will be made about the child being sent home. If the symptom is mild and without fever, the student is usually sent back to the classroom. If a child throws up or has fever the school will call the parent and the child **must be picked up**. Minor cuts are cleaned and covered with a band-aid. No medication is dispensed unless it is prescribed by a doctor.

Parents must indicate on the emergency card if they want the school to notify them of minor accidents or illness.

Medication

Students **will not be allowed** to have any prescription or over-the-counter medication in their possession at school. This includes medications such as throat lozenges, cough drops, etc. Chap stick is allowed. Personnel in the office cannot and will not administer medication unless special circumstances exist for a health problem of long duration. In these circumstances, the following procedure is followed:

1. Appropriate forms must be obtained from school and completed by both physician and parent. We need this for both prescription and over-the-counter medication, including dosage and duration.

2. Medication must be brought to school by parents in a container appropriately labeled by the pharmacy or physician.
3. Each medication given will be recorded on a medication log which includes date, dosage, and initials of person administering the medication. When the last pill is administered, the empty bottle will be sent home with your child. It is the parent's responsibility to bring a refilled prescription bottle the following school day.

Fever

Parents should not send a child to school with fever. A student who has had fever should be fever-free for a full twenty-four hours before returning to school.

Immunization

According to the state of Louisiana Department of Health and Hospitals the required immunization schedule is as follows:

Child's Age	Vaccine Needed
Birth	HBV
2 months	DTaP, Hib, IPV, HBV, PCV7
4 months	DTaP, Hib, IPV, PCV7
6 months	DTaP, Hib, IPV, HBV, PCV7, Flu
12-15 months	DTaP, Hib, MMR, Var, PCV7, HAV
18-23 months	HAV
4-6 years of age or prior to school entry	DTaP, IPV, MMR,(Var. if needed)
11-12 years	Tdap, MCV4 (Var, MMR, HBV if needed)

*Prior to entry to school all immunization must be current including varicella-Var (chickenpox) vaccination.

Booster of Tetanus-Diphtheria (TD) every 10 years thereafter.

The tuberculin skin test is recommended, but not required.

If a student is not immunized according to the previous schedule, the school should have a note from the doctor stating the reason that the vaccines are not needed.

After a parent has been notified that a student's immunization record is not up to date, the student will be excluded from school until the required immunization program is in progress.

St. Stephen Catholic School uses the Louisiana Immunization Network for Kids Statewide (LINKS) program. The purpose of LINKS is to consolidate immunization information among health care providers to assure optimal immunization levels and to avoid unnecessary immunizations (repeat shots). LINKS is compliant with the Health Insurance Portability and Accountability Act (HIPPA) privacy rule that governs the use and disclosure of protected health information.

Emergency Cards

An emergency card is to be filled out by the parent. This card is kept on file and used to reach parents in the case of an emergency. **It is imperative that the parent notifies the school during the year if any changes need to be made to this card.** Every card must have the phone number of a person who can be contacted if the parent cannot be reached. If a student is to be picked up by a private bus company, the name of the bus company and phone number should be placed on the student's emergency card. **The student will not be allowed to stay in school if the emergency card is not returned to the school office by the end of the first week of school.**

Suspected Abuse/Neglect Of A Child

Any suspected abuse and/or neglect of a child will be reported in accordance with Louisiana Revised

Statutes 14:403.

Asbestos Compliance

In accordance with State and Federal regulations SSC and facilities have been inspected for the presence of asbestos-containing materials, the result of which is documented in the Asbestos Management Plan. This Management Plan is available for reading by appointment. Periodic inspection of these facilities and all other requirements are being performed as mandated.

CAFETERIA LUNCH PROGRAM

Food Services provide the students of SSC with breakfast and a hot lunch program in our cafeteria beginning with the first day of school. A monthly menu is posted to the Parent Portal each month. Parents are expected to refer to this and not call the school to inquire about the menu. Concerns regarding this program should be addressed to Food Services.

The lunch program is governed by the Federal (U.S. Department of Agriculture) and State Department of Education regulations, as well as policies that the local board of education deems necessary. The preapproved monthly menu adheres to federal, state, and Archdiocesan guidelines and is posted to the Parent Portal monthly.

Students bringing their own lunch should adhere to the following guidelines: “Any food or beverage consumed by children or adults in the food service department during the meal period will be limited to a food or beverage item normally served in the lunch meal.” (Policies of Operation: LA Department of Education). **Soft drinks, commercially wrapped or fast food containers, carbonated drinks and glass are not allowed and should not be sent from home or brought to school for the student.**

Since the cafeteria utilizes a computer system, students are assigned a number that he/she will use throughout his/her years at St. Stephen’s. The student’s responsibility is to memorize his/her number (which is the same as the student’s lunch number). Students are not allowed to charge any items in the cafeteria. Parents are to keep money in their child’s account so that they can receive lunch each day.

The lunchroom management and your fellow students will appreciate cooperation in observing the following: wash hands before eating, deposit all lunch litter in wastebaskets, return utensils to the dishwashing area, leave the table and floor in a clean condition, and abstain from all unnecessary noise.

Breakfast - The cafeteria offers a breakfast program for all students. Breakfast is served between 7:30 a.m. and 8:30 a.m.

Lunch Fees

All students at St. Stephen Catholic School are automatically on the Free Breakfast and Free Lunch Program for the 2018-2019 schoolyear.

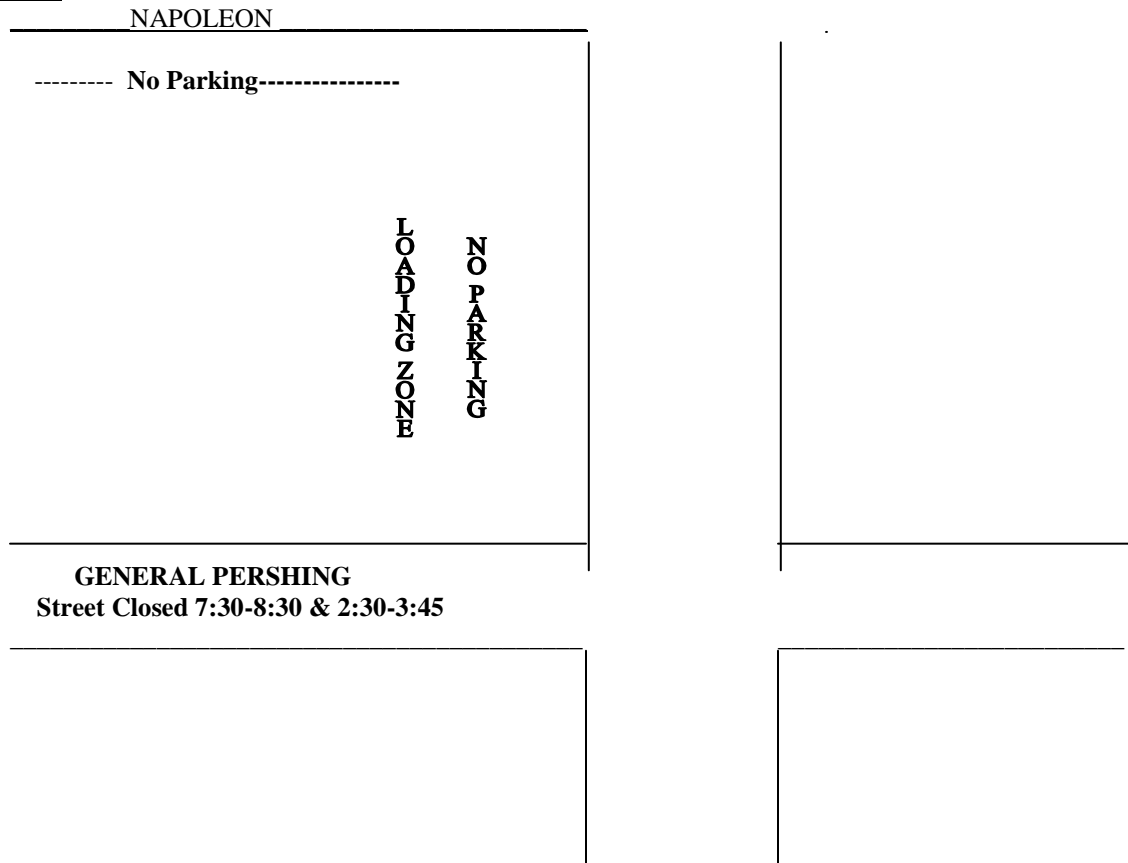
Rules & Regulations

- * Students may bring their lunches, if desired, but only nutritional lunches are allowed. No junk food (e.g., potato chips, soft drinks, etc.) is allowed according to federal government regulations. Anything ordinarily served in the cafeteria, e.g. cookies, are allowed
- * Students are not allowed to carry food out of the cafeteria.
- * Students are expected to conduct themselves in an orderly fashion and to use good eating manners.
- * 100% only juices are allowed in the cafeteria.
- * Students are not allowed to bring “snacks” in the cafeteria.

Traffic Safety

This policy is drafted with the intent of providing a safe environment for your child. Your complete cooperation in this area is extremely important. Students may not arrive before 7:50 a.m. unless they are going to Before Care. Students must be picked up by 3:30 p.m. or they will be sent to After Care. Students can be dropped off or picked up in the designated loading zones. **Parents are not allowed to drive their cars into the schoolyard even on rainy days.**

Traffic Flow



1. Napoleon Ave. and Chestnut streets **are loading zones only**. Students may be dropped off or picked up on either street. Parking is not allowed in these areas from 7:30-8:30 a.m. and 2:30 - 3:45 p.m.
2. Chestnut will become one-way during arrival and dismissal, in an effort to make this area safer and to alleviate congestion. (7:30 a.m. to 8:30 a.m. and 2:30 p.m. - 3:45 p.m.)
3. General Pershing will be closed down as to alleviate our traffic merging with St. George's traffic during these hours.
4. Students in **Pk3-7th** grades can be **dropped off** in the morning on Chestnut St at the door closest to Napoleon Ave. 2 year olds must be brought to their classroom from the Chestnut Street doors. **PreK3-Kindergarten** can be picked up on General Pershing. 2 year olds must be picked up from their classroom; parents can enter through the gate on Gen. Pershing. **Grades 1st -5th** can be **picked up** in the evening on **Chestnut** . Grades 6th and 7th will be picked up on Napoleon Ave. If you want to park and enter the building you will have to park outside these areas.
5. **Please do not double park to load and unload. This is extremely hazardous.**
6. Please do not park in the neighbors' driveways. Please be aware of all driveways and traffic areas if parking.

7. After 7:50 a.m. upon arrival all students in Prek 3- K go to front office. 1st - 7th grades go directly to their classrooms. Teachers and aides will be on duty to assist.
8. Off Duty Officers or Security Officers will be on duty to assist with traffic flow.

Technology Acceptable Use Policy Grades Pre-K-7

Students, staff, and administration of St. Stephen Catholic (SSC), Archdiocese of New Orleans, have the opportunity to access the Internet to facilitate the need to prepare students, staff, and administrators to be computer literate in an increasingly technological world, to foster educational and personal growth in technology, information gathering, and communication skills. It is understood that SSC does not have sufficient staff to monitor every aspect of your use of the Internet. However, the purpose of these acceptable use guidelines of SSC is to foster the independent use of the school's network, subject to compliance with procedures and standards for appropriate network behavior and communication. The following acceptable use guidelines apply to all users when they access any school network connection.

1. It is understood that cooperation is critical in the use of the Internet at SSC. It is the goal of the use of the Internet to prepare students to become computer literate in an increasingly technological world. It is understood that a minor's independent use of the school's network is necessary to attain such a goal, subject to the procedures and standards for appropriate network behavior.
2. Violations of this Acceptable Use Policy may result in student discipline, subject to the Student Disciplinary Code, and/or staff and administrative discipline, subject to guidelines adopted by the School Administration.
3. Only those individuals who fulfill the basic minimum skills necessary shall be authorized to use the Internet. The School reserves the right to update and/or modify the basic minimum skills necessary from time to time.
4. Transferring copyrighted materials to or from any SSC network without the express consent of the owner of the copyright is a violation of federal law and is expressly prohibited.
5. It is understood that the use of the Internet is a privilege. The primary use of the network shall be reserved to those individuals who utilize the materials that are of "educational value" to students at SSC. For the purposes of this Acceptable Use Policy, "educational value shall mean those areas of network access that have a direct or indirect impact on the student's educational program at SSC. The use of the network for e-mail to be remitted to friends, chatting, reading jokes, searching MTV, searching sports sites, farming out information on games, or other actions that are not directly or indirectly related to the school's curricula are not deemed to be of "educational value" and will not be given any priority use of the system. The use of the system for defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially-offensive, illegal material, or other prohibited activities shall not be permitted, and SSC will use any and all efforts available to it, within the confines of the law, to prevent such material from entering the school network. Individuals are asked to report entry of such material into the system to the Network Administrator.
6. Use of e-mail and other network communications facilities to harass, defame, offend, or disseminate defamatory, inaccurate, abusive, obscene, profane sexually-oriented, threatening, racially-offensive, or illegal material, or otherwise annoy other users of the network is forbidden. Each user has the responsibility to report all such violations. Only those contacts leading to appropriate educational and personal growth on the Internet are permitted.
7. All users must recognize that e-mail or network messages may contain thoughts, conclusions, and certain biased perceptions that were never intended for publication. There may be liability for defamation for spreading false and disparaging information about third parties, particularly comments on students, faculty, staff, administration, personnel applicants, or various vendors. Such discussions or use on the Internet is expressly prohibited.
8. No personnel or student information, which is protected by the FERPA (Family Educational Rights and Privacy Act), shall be disseminated through the network.
9. Many of the computers at SSC were purchased with funds allocated by state and federal agencies. Federal guideline prohibits the use of these computers for the purpose of teaching or studying the Catholic religion. All users of SSC computer network are expected to comply with these guidelines.

Technology Acceptable Use Policy (continued)
Grades Pre-K-7

10. All users of the network must comply with the ECPA (Electronic Communications Privacy Act), and may need to comply with the CDA (Communications Decency Act). These Acts prohibit the unauthorized interception or disclosure of e-mail messages by third parties, as well as the appropriateness of certain material being remitted on the Internet. The ECPA does permit interception or disclosure if either the sender or the receiver of the communication consents. Further, the Act recognizes that the school may monitor an employee's e-mail messages, as long as the interception device is included in the e-mail equipment.
11. Users of the network must recognize that the school administration does have the authority to intercept e-mail messages of all users and that there will be no privacy right construed by the school to exist in the statements made in the network. Users of the network are encouraged to not store extensive e-mail messages in the network and that messages should be stored for a period of no longer than fourteen (14) calendar days.
12. Network users may not allow any other person to use their password or to share their account. It is the user's responsibility to protect e-mail accounts from unauthorized use by changing passwords periodically and using passwords that are not easily guessed. A user may find it difficult to establish the identity of the e-mail perpetrator who stole a password and sent harassing letters under the user's name.
13. Any attempt to circumvent system security guess passwords, or in any way gain unauthorized access to local or network resources is forbidden.
14. Use of the Internet for commercial or profit is not allowed from an educational site.
15. Users may not move, repair, reconfigure, modify, or attach external devices to the system.
16. The School Administration reserves the right to monitor all accounts.
18. Time restrictions on use of the Internet may be imposed to ensure equity of use.
19. From time to time, the school will encourage students and employees to use certain informational sources in order to control Internet costs.
20. The school administration reserves the right to use electronic devices, cards, or any other media on how individuals perform their research in order to determine whether or not the employee or student is using the system for items of true "educational value."
21. Professional employees of the school will monitor the use of the Internet.
22. Students or employees who violate the Internet guidelines of the school may be denied future Internet privileges for a defined period of time or other disciplinary measures set forth in the school's handbook or in any other rules of the school, which may be applicable.

These Guidelines shall appear on a bulletin board in the computer labs.
These Guidelines are to act as a reminder to the user of their significance.

**SCHOOL AS FIREARM-FREE ZONES-DESIGNATION:
CRIMES AND OFFENSES
ACT NO. 197
H.B. NO. 61**

AN ACT to amend and reenact R.S. 14:95.2 and 15:355 (Bx2) and to enact R.S. 14:956 relative to the illegal carrying of a firearm in specified places: to provide for a “firearm-free zone”: to provide definitions: to provide for notice, signs, and posting: to provide for exceptions: to provide for criminal penalties: and to provide for related matters.

Be it enacted by the Legislature of Louisiana:

952. Carrying a firearm by a student or non-student on school property or firearm-free zone.

- A. Carrying a firearm by a student or non-student on school property or in a firearm-free zone is unlawful and is the intentional possession of any firearm, on one’s person, on a school campus, or within one thousand feet of any school campus, or on a school bus.¹
- B. For purposes of this Section, the following words have the following meanings:
- (1) “School means any elementary, secondary, high school or vocational-technical school in this state.
 - (2) “Campus” means all facilities and property within the boundary of the school property.
 - (3) “School bus” means any motorbus being used to transport children to and from school or in connection with school activities.
 - (4) “Non-student” means any person not registered and enrolled in that school or a suspended student who does not have permission to be on the school campus.
- C. The provisions of this Section shall not apply to:
- (1) A federal, state, or local law enforcement officer in the performance of his official duties.
 - (2) A school official or employee acting during the normal course of his employment or a student acting under the direction of such school official or employee.
 - (3) The possession of a firearm occurring within one thousand feet of school property and entirely on private property, entirely within a private property, entirely within a private residence, or in accordance with a concealed handgun permit issued pursuant to R.S. 40:1379.1.
 - (4) Any constitutionally protected activities which cannot be regulated by the state, such as a firearm contained entirely within a motor vehicle.
- D. Whoever commits the crime of carrying a firearm by a student or non-student on school property or in a firearm-free zone shall be imprisoned at hard labor for not more than five years.
- E. Lack of knowledge that the prohibited act occurred on or within one thousand feet of school property shall not be a defense.
- F. (1) Within thirty days after the effective date of this Act, school officials shall notify all students and parents of the impact of this legislation, and within that same thirty-day period shall post notices of the impact of this Section at each major point of entry to the school. These notices shall be maintained as permanent notices.

¹ In subsec. A of R.S. 14:95.2 wording is as it appears in the enrolled bill.

Archdiocese of New Orleans Science Laboratory Student Safety Guidelines

General Rules

1. Always follow written and verbal instructions and make sure you ask questions if you do not understand either the written or verbal instructions. Students should not touch equipment, chemicals, or other materials until instructed to do so.
2. Students must always be accompanied by a certified science laboratory instructor when conducting or preparing science experiments.
3. No food or beverages are allowed in the laboratory.
4. Unauthorized experiments are prohibited.
5. Always be sure to read instructions thoroughly before entering the laboratory.
6. Horseplay, practical jokes, and pranks are prohibited in the laboratory.
7. Always keep the laboratory area neat and clean and be sure to keep aisles clear. School supplies and materials other than laboratory materials (e.g., backpack, books, jackets, etc.) should be left in the classroom area.
8. Know the locations and operating procedures of all safety equipment including the first aid kit, eyewash station, fire extinguisher, and fire blanket. Also be familiar with the location of the fire alarm and emergency exits.
9. Always be aware of your immediate surroundings. Notify the instructor immediately if you observe any unsafe conditions in the laboratory.
10. Labels and equipment instructions should be read carefully.
11. Keep hands away from face, eyes, and mouth and do not rub your hands on any part of your body while using chemicals or preserved specimens. Always wash your hands with soap and water after all experiments.
12. Students are never allowed in the science storage rooms or preparation areas unless accompanied by the instructor.
13. Students should promptly exit in a fire emergency.
14. Handle all living organisms in the laboratory area in a humane manner.
15. When using knives and other sharp instruments, always carry with tips and points pointing down. Always cut away from your body. Never try to catch sharp instruments, and always grasp sharp instruments by the handles.
16. Always let your instructor know if you have a medical condition or if you are not well before entering the laboratory.
17. Certified science teachers shall be responsible to see that all science materials are locked in a secure location if lab classroom is to be used for instruction in any other subject matter.

Clothing

18. Any time chemicals, heat, or glassware are used, students must wear laboratory goggles.
19. A student should inform the instructor if they wear contact lenses.
20. Long hair, dangling jewelry, and loose or baggy clothing are dangerous in a laboratory. Long hair must be tied back and dangling jewelry and loose or baggy clothing must be secured. Lab aprons or jackets should be worn during laboratory activities.

Accidents and Injuries

21. Report any accident or injury to the instructor immediately.
22. If a chemical splashes in your eye(s) or on your skin, immediately flush with running water from the eyewash station or safety shower for 20 minutes. Notify the instructor immediately.
23. Notify the instructor immediately if mercury thermometers are broken.

Handling Chemicals

24. All chemicals in the laboratory are to be considered dangerous. Do not touch, taste, or smell any chemicals unless specifically instructed to do so.
25. Check the label on chemical bottles twice before removing any of the contents.
26. Never return unused chemicals to their original containers.
27. Never use mouth suction to fill a pipet. Use a rubber bulb or pipet pump.
28. When transferring reagents from one container to another, hold the containers away from your body.
29. Acids must be handled with extreme care. You will be shown the proper method for diluting strong acids. Always add acid to water, swirl or stir the solution and be careful of the heat produced, particularly with sulfuric acid.

30. Handle flammable hazardous liquids over a pan to contain spills. Never dispense flammable liquids anywhere near an open flame or source of heat.
31. Never remove chemicals or other materials from the laboratory areas.
32. Take great care when transporting acids and other chemicals from one part of the laboratory to another.

Handling Glassware and Equipment

33. Carry glass tubing, especially long pieces, in a vertical position to minimize the likelihood of breakage and injury.
34. Never handle broken glass with your bare hands. Use a brush and dustpan to clean up broken glass and place broken or waste glassware in the designated glass disposal container.
35. When removing an electrical plug from its socket, grasp the plug, not the electrical cord. Hands must be completely dry before touching an electrical switch, plug, or outlet.
36. Examine glassware before each use. Never use chipped or cracked glassware.
37. Report damaged electrical equipment immediately to the instructor; do not use damaged electrical equipment.
38. Ask the instructor for help if you do not understand how to use a piece of equipment.
39. Do not immerse hot glassware in cold water—it may shatter.

Heating Substances

40. Be very cautious when using a gas burner. Take care that hair, clothing and hands are a safe distance from the flame at all times. Do not put any substance into the flame unless instructed to do so. Never reach over an exposed flame. Never ignite gas or alcohol burners unless instructed by the teacher.
41. Never leave a lit burner unattended. Always turn the burner or hot plate off when not in use.
42. You will be instructed in the proper method of heating and boiling liquids in test tubes.
43. Heated metals and glass remain very hot for a long time. They should be set aside to cool and always use tongs or heat-protective gloves if necessary.
44. Never look into a container that is being heated.
45. Do not place hot apparatus directly on the laboratory desk. Always use an insulating pad.

This safety contract was based on the Safety Contract published by Flinn Scientific, Inc.

COOPERATION

St. Stephen Catholic School clearly recognizes the role of parents/guardians as the primary educators of their children and the school exercises its authority. The relationship between parents/guardians and St. Stephen Catholic School is in the nature of a partnership. **Cooperation between parents/guardians and St. Stephen Catholic School is therefore vital to ensure that each student receives an appropriate secular and Christian education.**

If at any point during the school year, any faculty or staff at St. Stephen Catholic School feels threatened in any way by a parent, guardian etc., the administration of St. Stephen Catholic School has the right to prohibit that parent, guardian, friend etc., from speaking to teachers or staff and/or prohibit that parent, guardian, friend etc., from entering the St. Stephen Catholic School campus.

Parents, guardians, sibling, friends etc., cannot approach another student. If this occurs administration will speak to that parent. If it happens after administration has spoken to that parent, administration has the right to ban that parent from school grounds, and/or ask that parent and student to withdraw from St. Stephen School.

Normally, a student is not and should not be deprived of a Catholic Education because of the actions of a parent or guardian. **However, from time to time the actions or lack of action of a parent or guardian is so persistently and overtly uncooperative with the school staff in violation of clear policies, regulations, programs or strong recommendation that it undermines the authority of the school administration to the detriment of the school's ability to serve the best interest of the child/children of that parent or guardian or the good of other students. In such cases, after reasonable efforts to elicit the minimum parental cooperation, and after appropriate consultation with the pastor and/or other authorities of the Archdiocese, the school administration reserves the right to request or require the withdrawal of the student/students enrolled in St. Stephen Catholic School.**

Final Note:

The principal is the final recourse and reserves the right to amend this handbook at any time. Parents will be given prompt notice of changes.