



Important Numbers

School:	662-5935
School Fax:	662-6128
Convent:	665-5227
Rectory:	662-9338

Inclement Weather Info

School Closing #	635
KYW News Radio	1060 AM, www.kyw.com

Website [www. ststephenspennsauken.com](http://www.ststephenspennsauken.com)

School Administration

Pastor
Principal

Rev. Daniel Rocco
Mrs. Patricia Higgins

School Board of Limited Jurisdiction

Ms. Paula Antonelli
Mrs. Rose Davis

Ms. Allyson Meloni
Mrs. Jennifer Parker

Mr. Anthony Leone
Mrs. Sherry Davis
Mrs. Patricia Higgins

Mrs. Elizabeth Palumbo
Mr. George Tutwiler
Mrs. Rita Vogt

Mr. Jack Mattera

Fr. Daniel Rocco

Student

Council

President
Vice President
Secretary
Commissioner of Service
Commissioner of Spirit
Commission of Safety
Treasurer
7th grade representative
6th grade representative
5th grade representative
Representative

PTA officers

President	Barbara Hertline
Vice President	
Recording Secretary	
Treasurer	Maureen Kozempel
Publicity	
Newsletter	
Head Room Mom	Denise McHugh
Hospitality & Spirit	
Hospitality & Spirit	

Faculty & Staff

Pre-K -3	Mrs. Jennifer Schlump
PreK-4	Mrs. Patricia Petronis
Kindergarten	Mrs. MaryAnn Hill
1	Mrs. Caroline Smith
2	Mrs. Nancy Lynch
3	Mrs. Annette Powers
4	Mrs. Maura Collins
5	Mrs. Jill Genrdon
6	Mr. Erin Amos
7	Ms. Christine
8	Ms. Jaime Medes
Gym	Mrs. Lisa Rosario
Science/ Accl. Math-8	Mrs. Deborah Gallagher
Forensic Science/Yearbook	Mrs. Tery Mattera
Advancement Director	Mrs. Katy Fagan

Faculty & Staff (con't)

Kindergarten Classroom Aide	Mrs. Gail Tutwiler
Health Services	Mrs. Patricia DiDimenico Mr. Timothy Hulsey Mrs. Schwartz
Media Center	Mrs. Tery Mattera
Hot Lunch	Duke Catering
Art K- 5	Mrs. Gail Tutwiler
Comp. Ed.	Mrs. Margot Conroy Mrs. Lorraine Downey
Speech	Mrs. Darby Fleetwood-Shelley
French	Mrs. MaryAnn Hill
Music	Mrs. Lucille Buffington
Band Instructor	Ms. Christine Stief
After School Care Director	Mrs. Donna Catrino
Athletic Director	Mrs. Tery Mattera
Asst. Athletic Director	Mr. Kerin North

**Bulldog
Proud!**



Tuition Rates for 2011-2012**Catholic Rate**

1st child	\$3,950
2nd child	3,000
3rd child	2,400

Non-Catholic Rate

\$5,000 per student

There is a fee for using the Smart tuition monthly payment plan.

Applications for tuition assistance determination are available upon request.

After School Program

Available to students in grades PreK-4 through 8, who are enrolled at St. Stephen School, every full school day from 2:30-6 PM. Program is also available on days when there is an early dismissal. Segments of the program include, homework, snack, outside play when weather permits, games and educational videos.

PRINCIPAL'S DISCLAIMER**Important Notice**

The Principal has the absolute discretion to interpret and apply any and all of the rules and provisions in this handbook in the manner the Principal believes to be correct. Nothing in this handbook implies limits on the Principal's authority to interpret and apply the rules.

Even though this handbook explains penalties that can be imposed for certain types of misconduct or prohibited behavior, you should be aware that the Principal has the right and the authority to impose different or additional penalties and to impose penalties for offenses that are not specifically listed in this handbook, should the Principal conclude that the conduct or behavior is harmful to the good order and discipline of the school, its religious mission or its educational objectives. This includes disciplinary action for conduct that occurs on the school premises or at other locations. The penalties may include suspension and/or expulsion.

The Principal reserves the right to amend this handbook and the school policies and procedures without prior notice for the safety and well being of everyone. Every effort will be made to notify students, parents, and guardians of such changes.

Accreditation

St. Stephen School is accredited by the Commission on Elementary Schools – Middle State Association of Colleges and Schools. Go to www.ces-msa.org; click on DOAS and type St. Stephen School. There you will find the description of an accredited school.

Mission Statement

The mission of Saint Stephen School is to foster the total development of each student in an environment which proclaims the presence and models the teachings of Jesus Christ.

Brief History of St. Stephen School

April 1962 Groundbreaking for St. Stephen School

1962 Sisters of St. Joseph from Chestnut Hill staffed St. Stephen School.

1963 School Dedication on March 13.

1965 Eight additional classrooms were constructed to the original building.

1966 First graduating class.

1994 Full day kindergarten initiated.

1997 First Annual Science Fair established for the upper grades.

1999 Middle States Accreditation received and drama club started.

2000 School board formed.

2001 Track team started giving students four choices in athletic competition, including girls and boys basketball, cheerleading.

2002 Renovation of the school lunch room, main office and kindergarten classroom.

2003 Softball team established.

2006 First lay principal hired.

2008 New music room and Prek-4 relocated. Computer lab modernized with new workstations.

2009 Consultative School Board founded.

2010 Dedication of Chase/Gross Media Center

School Portrayal

Administration and Staff - St. Stephen School is staffed by a pastor, principal, lay faculty members, secretary, librarian, nurse, physical education instructor, computer, art, world language, and music instructors. The Camden County Commission sponsors remedial services in Math, Reading and Speech. A counselor is available part time.

Facilities - 10 classrooms, school office, library, computer lab, science room, health office, faculty room, cafeteria, kitchen, gymnasium.

Enrollment - 248 students predominantly from the communities of , Pennsauken, Merchantville and Cherry Hill, with a small number from neighboring towns.

Philosophy

At Saint Stephen's our goal is to develop in each student a sense of self-discipline, which grows out of a respect for oneself and a respect for others. Thus our code of conduct is designed to help each student take responsibility for his/her actions. The word discipline is linked to the word disciple, which means "pupil" or "one who is learning." We strive for an increasing sense of self-discipline as students grow and mature through our school. They are taught to weigh choices and consider consequences. At all levels they are held responsible for their actions. Academic problems, while usually handled separately, may be behavioral concerns as well if they involve a poor attitude.

Our students are to help maintain a spirit-filled atmosphere where the dignity of each person is respected. They are to take responsibility when mistakes are made and to grow from their experience. Our parents are to support and encourage their children as they grow into responsible teenagers. Allowing children to grow means allowing them to be responsible for their mistakes.

The faculty of St. Stephen School believe that our students are God's gift to the world and our most important asset.

Our purpose is to teach, exemplify and nurture the values and beliefs of our Catholic faith. Parents are the primary educators of their children and it is our goal to support, develop, enhance and encourage positive learning that takes place in the home. We seek to encourage faculty, students, parents and parishioners to join

together in an atmosphere of faith to create an environment of Christian love and support.

We seek to understand and appreciate the diversity and cultural backgrounds of our school community.

Our academic curriculum must be challenging and consider the unique learning styles and abilities of each individual child in a well-maintained, safe environment conducive to learning. Knowledge will empower our students to live productive and successful lives and enable them to make significant contributions to the world that God gave them.

Mutual respect, responsibility and cooperation are key elements in the relationship between both teachers and students, and teachers and parents.

We believe that service to others through acts of charity and prayer are an integral part of Catholic education.

Admission Policy

St. Stephen School admits students of any race, color, national and ethnic origin to all rights privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its education policies, in its admission policies, scholarship, athletics or school-administered programs.

Students admitted to the Kindergarten must be five years old on or before September 30 of the school year in which they are enrolling. Legal verification of the child's birth, custody papers, and Baptismal certification (if administered in a parish other than St. Peter) must be presented at the time of registration.

Students admitted to the Pre-K 3 and Pre-K 4 must be three or four years old, respectively, on or before September 30 of the school year in which they are enrolling. Legal verification of the child's birth and custody papers must be presented at the time of registration. The PreK-4 program offers either a half day or full day program for students who are 4 by September 30th.

Transfer students need the above certificates, along with medical and scholastic records from the previous school.

Tuition

Tuition rates and book fees are announced annually. Tuition payments can be made monthly or in full prior to the start of school. Tuition transactions are made through the Smart Tuition Management program.

Tuition assistance is available for those who qualify. Financial Aid forms may be requested. Report Cards, special events, field trips, and diplomas may be withheld from students whose families have not honored their financial commitments.

Alternatives for Tuition

Applications for Financial Assistance are available on the Smart Tuition website and in the school office.

Attendance

Regular attendance and punctuality are important to the pupil from the first day of school. Parents are asked to call the school office to report the absence of a student. Homework may be requested in the morning, but teachers are not able to honor requests made late in the school day. Upon returning to school, the student must bring a note from a parent indicating dates and reason for absence. Extended absence for illness (more than 3 days) must be explained, in writing, by a doctor. Scheduling of appointments for doctor, orthodontist, or other professional should occur after school hours or when school is not in session. Excessive absences (in excess of 20 days per school year) may effect the child's ability to be promoted to the next year. Exceptions will be made for those students who have been seriously ill and have written documentation from their doctor with diagnosis of the illness and dates of absences.

Scheduling of a family vacation should occur on dates when school is not in session. The principal and the classroom teacher should be informed in writing when an exception occurs. No work, textbooks or assignments will be given to the student to take on vacation. It is the responsibility of the student and/or parent-guardian to request the make-up work upon return to school. Completed assignments must be turned in within the agreed time

period. The absent student will ask a classmate to copy homework assignments.

The absent student is responsible to:

1. Make up all class work.
2. Make up all homework assignments.
Take any tests administered while student is on vacation. This will be done at the convenience of the subject teacher.

Tardiness

Children must report to school on time. A child who is constantly late not only begins the day poorly, but also causes disruptions to the teacher and other students. In the event a child is late, he/she should report directly to the school office upon arrival. A dated excuse slip will be given to him/her to present to the teacher. Parents must send a written note explaining the reason for the tardiness. Excessive lateness is a hindrance to the learning process and will be addressed in a parent interview. If a child is late three times, he or she will be issued an early morning detention. The detention will be served from 7 a.m. to 8 a.m.

Transportation

Most of our students use bus transportation provided by the local public school districts. Bus transportation is a privilege and any student who refuses to follow the rules set by the New Jersey Department of Transportation will have this privilege revoked. No student is permitted to ride any bus but their assigned bus. This rule is in compliance with the bus insurance policies.

School Arrival and Dismissal Procedures - In the morning buses leave students on the side of the school (Sinkinson Avenue). Parents who drive are asked to leave their children in the front of the school. After school, children board buses in the front of the school. Parents are asked to pick up their children in the car line that winds around the back parking lot.

Any student leaving school by any other than the usual method of transportation must have written permission from their parent or guardian. The note must be given to the teacher and then sent down to the office.

Students in the 8th grade are permitted to ride bicycles to or from school with a consent form signed by their parents. The form must be obtained from the front office.

School Day

In accordance with Diocesan guidelines:

Grades K-8	8:00 AM – 2:30 PM
Early Dismissal	8:00AM – 12:00 PM
Pre-K 4(full days)	9:00 AM – 2:30 PM
(half days.)	9:00AM-11:30 AM
Pre-K 3 (Tues, Wed.. & Thurs.)	9:00 - 11:30 AM

Birthdays - Students are not allowed to bring in any edible treat for the class on their birthday. With so many food allergies, it is dangerous to share food. Students may bring in non-edible treats, pencils, bookmarks, etc., for distribution. Party invitations are not to be distributed in school unless the entire class is invited. A boy may choose to invite all the boys in the class or a girl may opt to invite all the girls in the class. It is within our spirit of community to welcome all.

Hot Lunch Program - provided daily as an option. Orders must be pre-paid. Orders forms are sent home in the brown envelope prior to the month. Checks must be made payable to Duke Catering. Any questions about the program should be directed to Duke Catering at 856-986-4512. A complete lunch will be \$3.75 which will consist of the menu item along with a cold drink.

Educational Curriculum and Opportunities

The religious development of the students is the primary reason for the existence of Saint Stephen School. Christian values are the heart of the curriculum and are woven into the fabric of every interaction and learning experience. Religion is taught daily as part of the comprehensive curriculum, which familiarizes students with the history, tradition and message of our Catholic faith. Children are also given many opportunities to worship and pray together as a school community. Teachers and students plan and participate in First Friday school Masses and at additional Sunday Masses through the year. Religious instruction also includes special preparation for the sacraments of Penance, Eucharist and Confirmation. Parents of students being prepared for sacraments are required to attend meetings to assist them in their part of the preparation.

Saint Stephen School follows the recommended curriculum of the Diocese of Camden in all subject areas.

Grades K-5 are self-contained classes; grades 6-8 are

departmentalized. Students in grades 7-8 may select two elective classes a semester.

Homework – Homework is assigned to reinforce the lesson of the day. Homework helps the student become an independent and disciplined learner. It is the parent's responsibility to provide a proper time, place and opportunity for homework to be completed. Parents are encouraged to supervise and check the homework, but not to do the assignment.

Homework may be sent home for absent students. Please call the school office in the morning and the work may be picked up at the office at dismissal time. Teachers may not be able to honor requests made near the end of the school day.

Students at Saint Stephen School are expected to complete homework assignments as an integral part of their learning experiences. There should be consistency in each grade level.

Kindergarten—10 minutes
 First Grade—15 to 20 minutes
 Second Grade—20 to 30 minutes
 Third Grade—30 to 40 minutes
 Fourth Grade—40 to 50 minutes
 Fifth—Eighth Grade—1 to 2 hours

Report Cards – The school year is divided into 4 marking periods. If a deficiency notice is warranted, it will be sent home halfway through the marking period. At the end of the marking period, Report Cards are made available on the Churchwerk's site or sent home to any student without Internet access. Any concerns that parents have should be communicated to the teacher in writing.

Marking Code for All Major Subjects:

A+	97-100	C+	81- 84
A	93-96	C	77 - 80
B+	89 -92	D+	74 - 76
B	85 - 88	D	70 - 73
		F	– Below 70

Honor Roll – First Honors is awarded to students in Grades 6-7-8 who achieve all A's in major subject areas. Second Honors is awarded to students in Grades 6-7-8 who achieve B's or better in

all major subjects. A failure in any minor subject or conduct area would negate qualification.

Class Size

Diocesan policy allows for single class size up to 38 students.

Parent-Teacher Conferences - Parent teacher conferences are scheduled before the time of the first Report Card. A second conference will be held after the Second Report card has been issued. At any other time, either parent or teacher can request conferences. Parents should send a note to school to request a conference.

Testing - According to Diocesan guidelines, the IOWA Test of Basic Skills is administered in the spring, in grades 3-8, and the Cognitive Abilities Test, in Grades 4 and 7. Mid-Year exams for all major subjects are administered in January in Grades 7-8.

Enrichment Programs

Accelerated Math	Grades 6 7-8
Accelerated Language Arts	Grades 6 7-8
Art	Grades K-8
Assemblies	Grades Pre-K-8
Band	Grades 4-8
Computer Instruction	Grades K-8
World Language	Grades K-8
Library	Grades K-8
Liturgies	Grades K-8
Music	Grades K-8
Physical Education	Grades K-8

Field Trips - Each class plans a field trip annually. Permission slips, with all details included, are sent home to be signed and returned. Attending a field trip is a privilege, not a right. In the event that academic or conduct requirements have not been met, a student may forfeit this privilege.

Visits to High Schools - 8th graders may visit high schools before registration has taken place. The student will be marked absent on the day of a visit and a note from the high school is due the day the student returns from the visit. Any work missed is the

responsibility of the student to make up. No one may visit high school during IOWA Testing week or during exams week.

Government Programs

St. Stephen School participates in the following State / Federal programs:

- Textbook Loan – parental request forms are required each year
- Courtesy Busing
- No Child Left Behind Act
- Nursing Services
- IDEA Funding
- Nonpublic School Technology Initiative

Behavior Management

The essence of Christian behavior is responsibility and self-control. The rules of appropriate behavior for St. Stephen School students aim at developing a healthy respect for authority and regard for the rights of all members of the school community to develop in a Christian learning environment.

With this in mind, the faculty and administration have developed a Behavior Management Plan for students in grades K-8 with the intent that young people will grow to appreciate the positive qualities of self-control, the key to social skills.

St. Stephen School will employ various disciplinary measures, including suspension and expulsion, for behavior that is not consistent with the proper atmosphere for a Catholic School. This section of the Handbook explains the types of disciplinary action typically imposed for various types of conduct and prohibited behavior. Please be aware that similar disciplinary action may be taken for violations that are not listed here if the conduct or behavior is harmful to the good order of the school, its religious mission, or its educational objectives. In addition, while this section explains typical disciplinary procedures, the Principal and the Pastor have the authority to alter these procedures as they deem warranted in a particular situation.

Since the rules of appropriate behavior are aimed at developing the life skills from Kindergarten through eighth grade, consequences will be suited to the various developmental levels.

Bus conduct - When bus conduct rules are disregarded, temporary or permanent loss of bus privileges may result after the first and second offense, respectively. Parents will be notified promptly. Infractions included are: not remaining seated while bus is in motion, annoying or bullying others, throwing objects, disrespecting the driver, improper language, not keeping hands and feet inside the bus, damaging property, loud talking, and fighting.

Acceptable Use Policy

The Technology available at St. Stephen School is for the use of the students and faculty for educational purposes. In order for students to use the technology services of this school, students and their parents must understand and accept the following Acceptable Use Policy:

Internet access is available to students and teachers in our school. The access is offered to further educational goals by facilitating resource sharing and promoting innovative worldwide learning opportunities for students and staff. Material viewed, created and/or stored on the technology is not guaranteed to be private and may be reviewed by the school and/or network administrators at any time to insure that usage is appropriate, has a legitimate educational purpose and is in conformance with this Policy. Internet access means access to computers and people all over the world and makes material available that may not be considered appropriate for students. Any student found searching a site which is deemed offensive will earn disciplinary action. Depending on the offense, the consequences may include loss of technology use privilege, disciplinary action up to and including suspension or expulsion, and/or criminal complaint.

Unacceptable use of the technology includes but is not limited to:

- Doing anything with respect to hardware, software, or programming which results in damage to the technology or inconvenience to others.

- Violating the privacy of any student, employee or any other individual.

- Revealing home phone numbers, addresses, or other personal information.

- Transmitting or receiving profane, obscene, pornographic, or other objectionable materials.

- Transmitting material threatening to another person, whether or not such threatening action is delivered.

- Using the technology to bully another individual or group.

Copying proprietary information, including software, in violation of applicable law.
Plagiarizing, which is taking someone else's words, ideas, or findings and presenting them as your own without properly giving credit to the sources.
Using the network for personal reasons unrelated to school work, assignments, or legitimate educational purposes.
Using the network for financial gain, a business activity or any illegal activity.
Creating, transmitting or introducing computer viruses.
Deliberately trying to degrade or disrupt system performance.
(Such acts may also be viewed as criminal activity under applicable local, state, or federal law.)
Transmitting product advertisement or political lobbying.
Violating any local, state or federal rule or regulation.
Exploring or transmitting information that conflicts with Catholic moral values

The use of our school's technology, including Internet use, is a privilege, not a right.

Attorney General's Agreement – All law enforcement operations will be followed as set forth by the Attorney General in the 1999 version of the State Memorandum of Agreement. This document is available to parents on the Internet or at school.

Playground Guidelines - Students remain in their respective play areas with the class. Allowable activities include but are not limited to: jump ropes, hula-hoops, four square games, hopscotch, suitable games and talking with friends.

Non-allowable activities include but are not limited to: running, standing or playing on curbs or the trailer, pegging, kicking, physical contact.

Athletics

Our athletic programs are run for the physical and emotional growth of our students. The major emphasis is on instruction and enjoyment. While participating in the athletic program, all students are subjected to school policies and the supervision of the coaches. Students must have signed permission slips. Students are expected to follow the code of conduct as described in the family handbook at all times. Students participating in the program are expected to maintain academic standards according to their

ability, maintain a “S” or above in conduct and fulfill their team responsibilities. The decision on a student’s eligibility to participate rests with the principal. Students with two Ds or one F will be excluded from participating. Students are further expected to exhibit good sportsmanship, respect their coaches, and have appropriate behavior on and off the playing field. Failure to do so will result in disciplinary measures.

Any student attending an athletic function must be accompanied by a parent and remain in the gym. Students are not permitted to be out in the lobby or hallways. Continued disregard for this rule will result in not being permitted to attend games and functions. Students may not leave the building for any reason when they are attending an athletic function.

Dress Code

Students dress in uniform from the first day of school in September to the last school day in June.

Girls

Blue polo shirt

K-5 Plaid Skort

6-8 Blue skort at modest length

Navy blue sweater with white piping –monogrammed after November 1st

Blue socks or tights in cold weather

Buckle or tie, rubber soled, low heeled shoe in black or blue.

No loafers or slip-ons. Less than 2" heel. No open toe or heel.

Boys

Blue polo shirts

8th grade—blue dress shirts with tie of choice.

Navy blue sweater with white piping –monogrammed after November 1st

Blue pants with belt

Blue socks

Rubber soled, tie shoe in black or brown. No loafers or slip-ons.

Phys. Ed. Uniform

Summer

Blue T-shirt

Blue shorts

White socks

Winter

Blue sweatshirt

Blue sweatpants

White socks

Sneakers

Sneakers

School uniform supplier: Flynn & O'Hara (Mt. Ephraim) 931-8838

Summer uniforms may be worn before Nov. 1 and after May 1.

Please Note: Students may not wear jewelry, make-up, or nail polish to school. Eighth grade girls are permitted to wear a light colored nail polish. A wristwatch and ring are acceptable. A small chain with religious medal may be worn. For girls with pierced ears, one set of small earrings may be worn. No hoops or dangling earrings are allowed. No earrings in the cartilage is allowed. Boys are not permitted to wear earrings.

Only moderate hairstyles are acceptable. No fads are permissible for any student. No feathers or glitter is allowed. Boys' hair length must be above the collar and tapered in the back. The boys' hair must be an inch above the eyebrows and the hair can not hang around the ears. The hair must be cut out around the ears. Dyed or tinted hair is not permitted. Excessive hair fashions may warrant a conference and will be addressed on an individual basis.

Sandals, sling-backs, or open-toe shoes are not permitted. Sneakers are not permitted, except on days of physical education classes.

Casual Dress Day - Students may wear sweatpants and sneakers. However, only full-length modest shirts, and T-shirts or sweatshirts without suggestive or inappropriate slogans may be worn.

Health and Safety

School personnel are not permitted to distribute any medication to students. Students are not permitted to bring prescribed medication to school at any time. If under exceptional circumstances, a student is required to take any medication during school hours, the following procedures must be followed. Medication shall be administered by the nurse or the principal after a written statement from the physician is forwarded to the nurse or the principal. This statement must include the diagnosis, dosage, time to be given, length of time medication will be taken, purpose to be given during the school day.

Parents shall assume responsibility for informing the school nurse in writing of any change in the child's health or change in the medication.

Liquid paper may not be used by students in school. Spiral notebooks are not permitted.

Illness / Injury – In case of illness, the school nurse is available during school hours. The nurse will make the decision to send a student home or back to class.

Any injuries occurring on school grounds should be reported immediately to the teacher in charge, who will inform the nurse and the Principal. Parents will be contacted if the seriousness of the injury so warrants.

Fire Drills – Fire drills are required by State Law. Instructions for the procedure and route will be posted in the classroom. Students are instructed in the proper procedure for the fire drills at the beginning of each academic year.

Asbestos Management Plan – The School's Asbestos Management Plan is on file in the School Office, as required by the Federal Asbestos Hazard Emergency Response Act (AHERA). This document is available upon request.

Suspected Child Abuse or Neglect – New Jersey State Law requires that any person who has reasonable cause to believe that a child may have been subjected to abuse or neglect, must make a report to the New Jersey Division of Youth and Family Services.

Early Dismissal – Requests to leave school for doctor or dental appointments should be made only through written request from the parent or guardian. The request must clearly state the reason for the early dismissal. Parents must sign the student out in the school office. If a student is to be sent home for illness, the school secretary or the nurse will inform the parent by telephone. The parent must sign the student out in the school office or health office.

Court Orders – If there is a family situation which limits or forbids access to a child by the non-custodial parent, a copy of the court order must be given to the school office by the custodial parent.

No Smoking Policy – P.L. 2001, c.226 prohibits smoking on school grounds such as classrooms, lecture halls and auditoriums at any time, and in general areas during school hours.

Pest Management – St. Stephen School is in compliance with the New Jersey Integrated Pest Management Act and has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests and is explained further in the school's IPM Policy. We have two trained people on staff to comply with the pest management act.

Extra Curricular Activities

Student Council – *Representatives and alternate representatives are elected in Grades 5-8 to serve on the Student Council. Officers are elected from Grades 7 and 8. Meetings are held every other Tuesday from 2:35 to 3:15PM. A failure in conduct negates a student's qualifications to serve as an officer, representative, or committee member.*

Altar Servers – Girls and boys in grades 4-8 may assist at parish liturgies, funerals and weddings.

Athletics – St. Stephen's Athletic Association sponsors a variety of sports activities for the youth. Good grades and proper conduct must be maintained in order to be eligible to participate. Changes in grade averages are reported by the teachers only after major tests. Some of the sports offered include girls' field hockey, boys and girls basketball and track, girls softball.

Contests – St. Stephen School participates in a wide array of contests and bees throughout the year and on all grade levels.

Yearbook – Published annually commemorating the school year events pertaining to grades Pre-K-8. A committee of students with a teacher moderator prepares the book.

Communications

All general communications from the principal and the PTA are posted every Wednesday on the school website.. Questions can be addressed via the school office between 9:00-2:00 pm.

If questions or difficulties arise pertaining to individual students, parents should first contact the teacher in writing and request a conference at a mutually agreeable time.

No Cell phones may be brought to school . If an important message is required to or from school during the school day, the school secretary may initiate the call from the office on behalf of the student. Cell phones will be retained for parent retrieval if a student is caught with a cell phone in the building.

Room Mothers – Room Mothers volunteer their time to serve as liaisons between school and parents to coordinate proper and accurate information.

Change of Address or Telephone Number – The school is to be notified if there is a change of address, phone number or emergency number for any student.

School Emergency Closing – When circumstances such as extreme weather cause school to be cancelled, St. Stephen School will notify parents via School Reach alert. Each family will be notified by phone through our automated message system. Our school number is 635 and will be announced on KYW-1060, and Channel 3. Information may also be accessed through the KYW web site.

There has been an emergency procedure in place for several years now. Many may not be aware that a protocol has been established and staff members are familiar with it. **What should parents do in case of emergency?** Rarely would school close early, however, it would be transmitted to parents through the School Reach Alert.

Fire Drill Procedures are posted in every room. All students and staff convene in front of the Church where accountability is maintained. In case of inclement weather, students may be directed into the Church to await reentry. In the rare event the school would have to be evacuated off site, Falco-Carusio Funeral Home is the off-site evacuation center for St. Stephen School.

In the event of a chemical emergency, lock down procedures include assembly of students within the building away from exits and windows. Food and water supplies are stored in the school. In the event that indoor plumbing is not functional, dry supplies are

kept on hand. A list of parents who work or live near the school have been coordinated to assist if needed.

Normal dismissal procedures can still be conducted even if a few inches of soft snow should accumulate. Not all bad weather conditions warrant early closing.

School Records – A cumulative file of records for each child is kept in the school office. Records may be reviewed upon request by the parent.

Visitors – All visitors are requested to report to the school office. This is a safety measure for your child's protection. No person is to go directly to a classroom. This disrupts instruction and distracts the students and teachers.

Hot Lunch/Pretzels

A hot lunch is offered for the students on a daily basis. Order forms are posted on the school website at the beginning of each month. Parents may order for the week or for the month. All checks should be made payable to Duke Catering.

Parent Services

Parent Teacher Association (PTA) – The PTA is vital in supporting our educational process. Each parent is a member of the Parent Teacher Association. Therefore, we ask that:

- Whenever possible, parents volunteer their services as hot lunch staff, and committee members or chairpersons.
- Annual PTA membership requires a minimal fee to be paid in September.

St. Stephen PTA is obliged to raise an assessment each year. The assessment is calculated into the school budget each year, and substantially reduces tuition.

Any suggestions or questions concerning PTA activities should be directed to the PTA officers and room mothers who keep the principal informed.

St. Stephen School Board of Limited Jurisdiction – Comprised of parents, parishioners and community professionals, who review policies, construct the school budget, and assist in tuition management. They advise the principal and pastor.

Notes