

St. Stephen's Episcopal School

Family Handbook



St. Stephen's Episcopal School of Wimberley

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St. Stephen's Episcopal School's Community Expectations

It is the philosophy of St. Stephen's Episcopal School that we enroll families, not just students. Both school and family must participate fully in the academic, spiritual, social, and physical education of the children for whom they are mutually responsible. The Board of Trustees of St. Stephen's Episcopal School seeks to confirm and clarify the boundaries in the relationship between school and family, and to articulate the privileges, conditions, and obligations of participation in the St. Stephen's Episcopal School community.

As an Episcopal school, St. Stephen's Episcopal School embraces the values of honor, tolerance, and intellectual curiosity. We strive for justice and peace among all people, and to respect the dignity of every human being. We are called to show forth God's love and grace in all that we do. The administration, faculty, staff, and Board of Trustees of St. Stephen's Episcopal School will model these values for our students in all aspects of our daily lives. Parents need to reinforce these values, both at home and in the school environment.

St. Stephen's Episcopal School students are to be polite and respectful at all times, show concern for the welfare of others, and conduct themselves in an appropriate manner. If we expect this of our students, we also expect this of the adults in our community. Faculty, staff, parents, and trustees are to embrace the same code of conduct while on school property, attending school-sanctioned events, or accompanying students off-campus. Graciousness, humility, and self-control are expected at all times. Arrogance, rudeness, and bullying are not acceptable and will not be tolerated. Further, parents are not to reprimand students while on campus unless that student is engaging in behavior that could bring immediate harm to the child or anyone else present.

When parents choose to enroll their child in an independent school, they agree to: embrace the school's mission; share its core values; support its curriculum, faculty, and staff; follow its rules; and abide by its decisions. Trust and mutual respect are the underpinnings of any effective parent/school relationship. For matters large and small, the proper channel to raise an issue or register a complaint is to go to the most direct level first: i.e., to the teacher, coach, or staff member most closely related to the issue and capable of addressing it. If not satisfied at that juncture, a parent should seek out the next level (department head, division head, or other administrator). A parent should seek resolution at all lower levels before contacting the Head Master. Any decision of the Head Master is final. We encourage parents to discuss their concerns with faculty and staff through appropriate channels, and we welcome debate of the issues, but we insist that this be done courteously, in a spirit of respect and humility, with a willingness to listen to and learn from one another. Efforts to undermine the authority of relevant decision makers will be seen as counterproductive and inappropriate.

We believe that a positive and constructive relationship between St. Stephen's Episcopal School and a student's parents or guardians is essential to the fulfillment of the School's mission. Thus, St. Stephen's Episcopal School reserves the right not to continue enrollment or not to re-enroll a student if St. Stephen's Episcopal School reasonably concludes that the actions of a parent or guardian would make such a positive, constructive relationship impossible, or otherwise seriously interfere with St. Stephen's Episcopal School accomplishment of its educational purposes.

In an atmosphere of mutual respect and civility, the parents, faculty, staff, trustees, and students who comprise the community of St. Stephen's Episcopal School will work together to continue to accomplish our mission:

MISSION STATEMENT

The mission of St. Stephen's Episcopal School is to develop each student to his/her full potential academically, spiritually, morally, and physically. Through educational experiences in a Christian community, each student will grow in grace and become a responsible and ethical leader.

SCHOOL HONOR CODE

The Honor Code is:

“As a member of the St. Stephen's School Community, I accept personal responsibility for my actions and their impact on other members of the community. At all times I will exhibit academic integrity, cultivate a safe and respectful environment and encourage all others to do the same. Specifically, I will not lie, steal, cheat, nor use language/behavior that is harmful to others.”

The SSES Honor Code is signed by all students K-8th grade.

SCHOOL CREED

I believe in God above. I believe in Jesus' love. I believe His Spirit too, comes to teach me what to do. I believe that I should be, kind and loving, Lord, like thee.

CORE VALUES

1. Spirituality - We are an Episcopal school that focuses on an ongoing relationship with God. We provide daily worship and the opportunity to develop Christian values. We promote respect for all faiths.
2. Community - We are dedicated to transforming the lives of our students, families, faculty and staff. We provide an educational community that is safe, nurturing, and joyful. We foster an innovative and creative experience committed to educating the whole child, where each child is known and allowed to pursue self discovery.
3. Character - We believe we are all created in God's image and likeness. We promote the moral values of respect for self and others, responsibility, integrity, tolerance and compassion. We believe that contentment, a good sense of humor, recognition of self-worth and physical well being reflect a healthy, developing child.
4. Balance - We provide a structured environment of challenging academic, artistic, athletic and extracurricular programs and partner with families in the development of their children with an emphasis on individual learning.
5. Stewardship - We teach our students the value of utilizing their gifts and talents for the greater good and benefit of others. We encourage students to do their best each day for personal growth, and to give back to the school, the larger community and the environment through hands-on experiences and applied knowledge.

BOARD OF DIRECTORS

The SSES Board is responsible for setting policies and organizational structure of the school to provide proper management, fiscal responsibility and programs. In addition, it is responsible for hiring the Headmaster, who then serves at the discretion of the Board. St. Stephen's Episcopal School Board is composed of 10 to 15 members including the Rector, Head Master, and PFO Member Representative. The Headmaster is a non-voting member of the Board. The Board delegates the responsibility for the day-to-day operation of the school to the Head Master. Board meetings are open meetings unless an Executive Session is required. Meeting dates will be posted in the school office. During the first open session of each meeting, visitors may make comments or suggestions that will be heard by the Board and referred to the appropriate committee for response or action. The Head Master should be contacted at least a week in advance of a scheduled board meeting so that an issue can be placed on the agenda for the open session.

ADMINISTRATIVE POLICIES

Admissions

Admission Policy

St. Stephen's Episcopal School admits students regardless of race, color, national or ethnic origin, who have attained the appropriate age by September 1 of each year.

All students wishing to attend St. Stephen's Episcopal School must complete an Application for Admission. Upon receipt of the application, supporting materials, and a non-refundable application fee, the Admissions Committee reviews the applications and makes a recommendation to the Headmaster, who determines acceptance or denial. Children would be placed in a wait pool and offered a space should one become available.

The Admissions Committee is made up of the Faculty Member conducting the evaluation, the Team Leaders and the Headmaster. The admissions process is designed to ensure the best possible fit between student and school. Faculty observations and assessments are reviewed by the Admissions Committee. Supporting materials include all previous school transcripts, the Independent School Entrance Exam (ISEE) for 5th – 8th grade students, the St. Stephens Episcopal School entrance exam for students PK – 4th, and the Conner's Social and Emotional Baseline Evaluation.

Students 3 and older who apply in the summer are required to attend summer camp instead of an in-class visit. Students 3 and older must be potty trained to enter the PK3/4 class. PreK children are eligible for evaluation 4 months prior to the date of entrance. Student 3 and older who are unable to attend either a spring in-class visit nor summer camp will be considered to provisional acceptance until a fall in-class visit.

Each spring, pre-registration is held for the currently enrolled students who (1) are current on all tuition and fee payments, and (2) are recommended by the Headmaster for re-enrollment

Age of Students

SSES works very hard to make its curriculum age appropriate, aligned, and graduated. Students must have had a birthday before September 1 of the appropriate age for their class. That is, to enter a Pre-K

two-year-old class a student must be two on or before September 1st. Likewise, to enter kindergarten a student must have turned five on or before September 1st.

Pre-K Summer School

- Child must be three years of age by *September 1 of the previous school year* (i.e., by September 1, 2007, for the summer of 2008) and be completely potty trained to enter this program.
- Students new to SSES must enter through regular application process and pay registration fee of \$150.
- Priority placement will be given to students who register for four weeks or more. We will fill requests for single weeks afterward on a first-come/first-served basis.
- If a child **arrives before 7:50 am or is picked up after 4:00 pm** and is not enrolled in Extended Care, a fee will be charged no matter the circumstances or amount of time in Extended Care. If you are unable to pick up your child at the designated time, please make other arrangements whenever possible. **The fee is \$5 per 15 minutes until 6:00 pm when the fee will be \$2 per minute.**

Licensing

St. Stephen's Episcopal School is a member of the National Association of Episcopal Schools. NAES is an official accrediting/membership agency and is recognized by the Texas Education Agency.

St. Stephen's Episcopal School adheres to the guidelines set forth by the Texas Department of Protective and Regulatory Services (TDPRS). This department has recognized this fact and has licensed both the school and Extended Care (as a day care program). Consultation and visits by these departments and licensing agencies ensure consistency and quality in our programs.

Attendance

For grades K through eighth, Texas state law requires a student to be present 90 percent of the time. All absences must be forecasted to the teacher and school office. If a student misses more than a total of 16 days in one year, credit for that class or classes may be denied. Parents should petition the Headmaster when unusual circumstances require unforeseen absences.

Material from Outside Organizations and Activities

All materials from outside organizations and activities must be approved by the Headmaster before being sent home in the students' backpacks. Parents and interested parties are not to ask teachers to send home information, flyers, or notices of activities outside SSES in backpacks. Such requests should be made through the Headmaster.

Accident Insurance

A synopsis of the accident insurance coverage that SSES carries for our students is on file in the school office. Please check with the office to see a copy of the coverage. The school does not purchase catastrophic accident or tackle football accident benefits.

Emergencies

Our staff members take First Aid and CPR courses each year. The school will immediately call EMS as needed if your child has been seriously injured. Parents will then be notified as well. It is important that you note your child's physician and any hospital preference on the registration forms. If you have changes in any information, you are responsible for notifying the school.

School Funding

St. Stephen's Episcopal School has been funded through a combination of gifts, tuition, fees, and fundraisers. An excellent educational program cannot exist without support, both financial and spiritual. St. Stephen's is a non-profit organization and accepts donations, memorial gifts, estate gifts, and endowments. These are essential to the success of SSES. All of these gifts are tax-deductible and extremely appreciated.

Tuition

Tuition may either be paid in full or paid in installments through a tuition management program. Upon early enrollment, the first tuition payment (10%) is due by April 1st. Tuition payments must be kept current in order for your child to continue in school. No student records, including report cards will be released unless tuition payments are current.

Tuition for students registering after September 15 will be prorated according to the number of days they will be in attendance.

Tuition at SSES covers only a portion of our budgeted expenses. We must make up the remainder through our event fundraising and the benevolence of foundations.

Admissions Schedule

Reenrollment & Payment Guidelines

1. Payment may be made either in full or via a tuition management plan.
2. Current students must pay a re-enrollment fee of \$150.
3. A scholarship form (available online through FACTS) must be completed before a family may be considered for Financial Aid or Scholarship.
4. Scholarship information is held in strict confidence as per the St. Stephen's Privacy Policy.
5. Students who enroll by March 15th (completed contract and 1/10th deposit) will be guaranteed placement.
6. A family's financial account must be current on July 31st for the student's place to be held. A student will not be allowed to start school with a delinquent account.
7. Only families who begin school after September 15 will be allowed to pro-rate tuition.
8. No tuition refunds are available for students who leave during the academic year.
9. No student records, including teacher reports and letters of reference, will be released until all accounts are settled with the St. Stephen's School Business Office.
10. Immunization Records

Scholarships

St. Stephen's Scholarship: St. Stephen's Episcopal School offers limited scholarships to enrolled students on the basis of economic need as determined by the Scholarship Committee of the Board of Directors. Application for scholarships is done through the FACTS tuition management company (www.factsmt.com or www.factstuitionaid.com). There is no deadline for application, however; as funds are limited we encourage you to apply early.

The Shirley B. McArthur Memorial Scholarship:

For any new applicants to the Shirley Beth McArthur Scholarship, the following policy applies:

This scholarship is designed to assist students with tuition to St. Stephen's Episcopal School, Wimberley. The scholarship is to promote servant leaders who demonstrate economic need. Qualifications to the scholarship have two components: 1) financial need is determined through the FACTS aid evaluation process. 2) Scholarly servant leadership is determined through the scholarship application process by the

Team Leaders and then reapplied for each year. The scholarship is renewable pending funding and the reapplication process. Funds for the scholarship are raised primarily through dedicated school fundraisers and directed giving throughout the year. McArthur Scholar appointments will take into consideration not only the individual applicant, but the amount of funding available as it relates to the total pool of applicants and how each applicant will affect the positive balance of enrollment school-wide.

The Shirley Beth McArthur Memorial Scholarship is awarded to new or existing students, Grades 3-8, who demonstrate financial need, a good academic record, and the social demeanor representative of our school honor code and core values. The scholarship is designed to attract and keep some of the most promising scholars and leaders in the St. Stephen's School community. McArthur Scholars are expected to embody the principles of servant leadership as exemplified by the life of Shirley Beth McArthur.

McArthur Scholars are expected to maintain a "B" or better grade point average and daily demonstrate the school's mission statement. McArthur Scholars are expected to be actively involved in the life of the school and to exercise positive leadership in and outside the classroom.

Scholarship Application Requirements

Students interested in applying for a McArthur Scholarship must:

- submit a financial aid application through the FACTS process
- submit parent statement and student essay
- submit homeroom teacher, other teacher, and headmaster recommendations

Volunteerism

Volunteerism is an essential part of the SSES community. Simply put, we could do not without it. That said, SSES accounts for volunteerism via a volunteer log located at the school front office. Please note that volunteers may use our volunteer records to itemize incurred automobile gas as a tax deduction.

The SSES Parent and Friends Organization (PFO) is an integral part of the school community. Every SSES parent is a member of the PFO. The PFO meets regularly and is organized around elected officers. Each academic team (Pre-K, Primary, Intermediate, and Middle) has voluntary room parent coordinators and each class has voluntary room parents. The room parents and the PFO officers work together to ensure good communication and the success of our many events.

Specific opportunities for volunteerism include carpooling, volunteer coordinator, the Annual Fund, Book Fair, Golf Tournament, Fall Festival and 5K, Gala Dinner, PFO Fundraising, box tops, SSES T-shirts, Spring Extravaganza, the Preview Party, School Yearbook, Convocation, Middle School Dances, Grandparents Day, Christmas Ornaments, Science Fair, Geography B, Science Fair Spaghetti Supper, faculty lunches, graduation dinner, Las Posadas, Altar Guild, Community Workdays, Field Trip Chaperones, library guest reader, Accelerated Reader Program, and Snack Bar Friday.

We believe that volunteerism and parent involvement in the school is so crucial to our mission and vision that we expect each family to volunteer at least 30 hours per year. For those who are not able to find the time to volunteer at school, we encourage a minimum \$300 gift to the PFO. Volunteer hours are reported to the PFO Volunteer Coordinator.

Task Forces

An excellent way to use the collective energy and expertise of our constituents is through the work done in task forces. Identified needs are addressed through task forces staffed by volunteers who research issues and make reports and recommendations for action to the Headmaster and the Board of Trustees.

Non-discrimination Policy

St. Stephen's Episcopal School does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies, admission policies, scholarship program, and athletic or any other school-administered program.

St. Stephen's Episcopal School

Family Handbook

GENERAL INFORMATION

School Day

8:00 a.m. School starts for all students

3:15 p.m. Dismissal for 2's – K

3:45 p.m. Dismissal for 1st – 8th

Attendance

In order to ensure the success of your student, regular attendance is expected at St. Stephen's. There is no substitute for a student's presence, listening, questioning, and participation.

Absences

Absences are excused for illness, family emergency, or religious exercise. Parents should call or email the school front office by at least 10am of the day in question to forecast an absence. We defer to the wisdom of parents who deem that an appointment is necessary or a situation an emergency. In these cases the absence will be excused. If students miss more than four days, the work is due upon return and study hall will be assigned until the student is current academically. Study hall fees of \$15 per day will apply.

Travel Absences

As much as possible, pleasure trips should occur during our plentiful designated vacations. Students may ask for work ahead of time, but it is at the teacher's discretion to decide if work can be given ahead of a planned absence. Forty-eight hours notice must be given in order to receive upcoming work. Students should expect to make up work when they return. Grades may suffer due to absences, and parents should expect to put their children in study hall when they return. Study hall fees of \$15 per day will apply.

Tardies

If a student arrives late to any class, he or she is considered tardy. Tardies will be excused if they are scheduled or deemed an emergency.

Student Arrival and Dismissal

Please drive to one of the 2 drop off areas or park in designated areas to accompany your child to the classroom. The two drop off areas include: 1) the main playground gate, 2) and the chapel courtyard. Students arriving for morning extra-curriculars may be dropped off at the gym. At 7:50 the campus gates will be locked and a staff member will stand at the main gate to help receive children 3 years and older. Parents of 2 year olds must escort their children to the classroom. Students may not enter their classrooms before 7:55. Children who are dropped before 7:50 must be dropped off at the main playground gate. Children arriving at school from 7:00 to 7:50 will be placed in morning care. Students 3rd-8th grade may attend Open Gym from 7:50 to 7:55.

Students in PreK–Kindergarten are picked up at 3:15 p.m. at the entrance to the main playground. Students who are not picked up by 3:30 p.m. will be required to attend Extended Care, and parents will be charged \$5 per 15 minute increments.

First through Eighth grade students are picked up at 3:45 at the pavilion. Students who are not picked up by 4:00 will be required to attend Extended Care, and parents will be charged \$5 per 15 minute increments. The line for 3:45 dismissal may begin to form at 3:35. Any early dismissal should be done through the front office.

Students will only be released to adults listed on their pick-up cards. Each family will be given one laminated car tag to be hung on their rear view mirror. The tag will indicate the child's name and homeroom teacher. Carpools and unique circumstances should be discussed with the homeroom teacher.

Please drive in a safe manner. The campus speed limit is 10 mph. You may not leave your car parked at the playground gate. Please do not cross coned-off areas. Coned-off roads indicate pedestrian and extracurricular areas.

Daily School Chapel

Early Childhood (PK2 –Kinder) attend chapel once a week; Tuesdays at 8:05am. Beginning in January the Kindergarten begins to attend daily chapel. Grades 1–8 attend Chapel every day at 8:05am. Eucharistic Chapel is celebrated on Wednesday mornings at 8:05am.

Lost and Found

A lost and found box is kept in the gym. Please check for missing belongings there as well as in your child's classroom. At the end of each school year, unclaimed items left in the lost and found box will be given to a local charity group.

Lunches

All children need to bring a nutritious sack lunch from home.. We provide bottled water and students are encouraged to bring a water bottle with their name on it. Lunches should be well balanced, nutritious and have low sugar content. Please avoid foods and drinks with high fructose corn syrup. Candy, sodas or foods of minimal nutritional value to school are not allowed for snacks or lunches at SSES. Lunches should be packed in a manner easy for children to open by themselves. Please do not send glass bottles or jars.

Snacks

Extended Care students receive a small after-school snack. For students attending any after school activities we encourage you to pack an extra snack. Classes may cook during class and share their snacks. Snack items might include fruit, popcorn, peanut butter and crackers, granola, and pretzels. Pre-K parents should consult with your child's teacher if you would like to provide class snacks for the entire class. Students are allowed to eat snacks during snack times during the day. Please check with your child's teacher to see if parents contribute "group" snacks or if you need to pack a snack in your child's lunchbox. Please let your teacher know of any foods your child should not have. The school must be given a list of any food to which your child is allergic.

Birthdays

The teacher will recognize each student's birthday in the classroom unless otherwise instructed. Parents who wish to furnish birthday treats to their child's class are welcome to do so, provided that they confer with the teacher in advance. Teachers usually recommend special refreshments that can be served during the last hour of the day. To avoid student exclusion and minimize peer marginalization, families hosting a private birthday that includes SSES classmates must invite the entire class. Party favors are not permitted at SSES birthday recognitions.

As part of our school tradition, we suggest that you consider purchasing a book or other recorded media in your child's name for use in the Library. The teacher will be happy to provide you with a list of suggested books, cassettes, and other recordings. These gifts can be enjoyed by all again and again, and the books/cassettes will be blessed at the appropriate chapel service; birthdays of students are recognized each week.

Class Parties

Approved class parties will be held for holidays and special occasions: All Saints Day/Day of the Dead, Thanksgiving, Christmas, Valentine's Day, Easter, and End of School. Party days are considered regular academic days. These celebrations should include a spiritual component. Parties are not to begin until after the Morning Prayer Chapel Service. The Middle School may host traditional parties off-campus. Off campus water parties are not permitted until sixth grade. Middle School parties that include a water activity must include a lifeguard(s) with a ratio of 10 students to 1 lifeguard. Early Childhood-Intermediate School on-campus water parties are permitted with permission from the Headmaster. Room parents coordinate school-wide parties as needed. Please contact the teacher for celebration arrangements. The presence of siblings or any non-SSES members at class parties must be approved by the teacher.

Multimedia

For the purposes of this policy, multimedia is defined as music, music recordings, moving and still film, cameras, cell phones, digital games, and the worldwide web. All multimedia used at SSES must be curricular and with a "PG" (parental guidance) or "E" (everyone) designation for third to eighth grade and "G" for Pre-K to second grade. Multimedia must be approved by the team leader and the Headmaster. Exceptions to this policy must be curricular-related and with the consent of the team leader and Headmaster as well as being forewarned to the parents in the form of a written permission slip and with the option of an equivalent curricular plan. All multimedia items brought by students to SSES or used on fieldtrips must be curricular-related and approved by the teacher, team leader, and Headmaster. Students are prohibited from using any of the aforementioned items on the SSES campus during school hours. Any use of these items without consent will result in their confiscation.

Distracting Objects

Bringing toys and unessential items to school is not allowed. A small cuddle toy for naptime in Pre-K and items related to study topics are acceptable. All items should be identified by student name in case they are misplaced. No toy guns, knives, war toys, or weapons are allowed at school. Cell phones, iPods, and other personal electronic devices are not allowed without permission from the Headmaster.

Outdoor Learning Centers

Outdoor learning areas are designed to be as safe as possible and promote creative use of the outdoors. Children are not permitted on the outdoor learning centers at any time without adult supervision, and they must follow all rules as set by SSES.

Playgrounds

- * PK2-3 should use the log cabin playground.
- K-2nd Grade should use the main playground.
- Grades 3-5 should use the playground between the gym and church.

Playground Rules

- Children will be supervised by an adult at all times.
- Sand and rocks should be kept in their respective areas.
- Children will swing either on their bottoms or on their stomachs.
- Children will ride bikes only on the bike paths.
- Bike trails are one-way.
- Balls will stay in the soccer and basketball areas.
- Monkey bars are for swinging and sitting, not standing or jumping.

Severe Weather Days

St. Stephen's Episcopal School will close for severe weather, if necessary. Determination for school closure will be made by the Headmaster after dialog with Wimberley Independent School District, Hays ISD, and Dripping Springs ISD. Communication of school closure will be made by the Headmaster to the team leaders, who will notify their respective faculty, who will then contact the room parents responsible for activating the class phone tree. School closures will be posted on the school website. Please listen to Austin television and radio broadcasts for a list of school closings. If the school must close after the school day has started, the school will contact each parent(s) to secure transportation home. The school will notify parents regarding make-up days.

Fire Drills/Tornado and Severe Weather Alerts

Fire drills and/or tornado drills will be held throughout the school year in accordance with state law. Maps are located in each room indicating the appropriate evacuation or preparation procedure for emergencies. The drill announcement will be made from the office on the intercom and then a call is made to the gym. Teachers escort students in single file to the designated areas. Teachers check for any missing students, especially in the bathrooms. The office notifies teachers to return to the classroom once the drill has ended. During a severe weather alert children are directed to the middle hallway in the Pre-K-1st grade wing and to the inside walls of second – eighth grades.

Gum Chewing

Chewing gum is not allowed in grades Pre-K–2. Please leave all gum at home.

Library

The Children's Library is a collection of books, periodicals, and resources designed for young children. All students and families may check out books. Many families will present a book to the library in honor of their child's birthday. These books are blessed in Chapel, labeled, and added to the collection in the library. A Parent Resource Section includes books and periodicals for home use.

The cost of any books checked out to a student and/or his/her family that are not returned by the last day of school will be billed to the family plus an additional \$10 processing fee. No school records will be released until library accounts are paid in full.

Community Spiff-Up

Two community spiff-up days (one in the fall and one in the spring) will be scheduled by the Headmaster. These allow the community to come together to work on the physical appearance of the school. In the

afternoon of community workdays, parent/teacher conferences may be scheduled for each student. Community workdays are required for faculty, staff, and students, and we encourage parent volunteers.

Field Trips

Field trips and other school-wide functions augment our educational program by giving our formal academic curriculum field traction and experiential engagement. Fieldtrips, which are curricular and well-organized, are encouraged by the Headmaster. Official uniform are required on field trips. The teacher's permission must be granted before a sibling may attend field trips.

In the Primary School, teachers will schedule trips that are deemed developmentally appropriate and support the primary curriculum. The Pre-K through Intermediate School will participate only in day trips, while the Middle School will participate in several day trips as well as a fall overnight campout and a spring trip. School trips may be cancelled by the Head Master or the Board of Trustees. The school cannot guarantee reimbursement when such cancellation occurs.

A child must have a parent/guardian signed permission slip in order to participate in a field trip. Parents are responsible for paying for field trips. Students must also be in good academic and disciplinary standing. Students on academic or disciplinary probation and students removed from the Honor Code may not attend off-campus field trips. Teachers will notify parents in advance of each field trip.

If you are interested in driving students (other than your own child) to a field trip, you must turn in a photocopy of your current driver's license and automobile liability insurance card to the office. The school will then obtain a DMV driving record report. The school will notify you of the results of the report. Parents will be permitted to drive other students only if their driving record is clear. We suggest that you submit these documents at the beginning of each year.

All parents chaperoning a field trip are charged with the responsibility of assisting St. Stephen's Episcopal School faculty and staff, thus ensuring the safety of all children. All field trip volunteers must complete the Safeguarding God's Children in-service offered periodically at SSES and other Episcopal schools and churches.

Immunizations

A student shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a child-care facility or public or private elementary or secondary school in Texas. Immunization requirements are:

PreK

Younger than 2 months	No vaccines required
By 3 months	One dose each of polio, DTaP/DT/DTP, Hibc, hepatitis Bd
By 5 months	Two doses each of polio, DTaP/DT/DTP, Hibc, and hepatitis Bd
By 7 months	Three doses of DTaP/DT/DTP, Two doses each of polio, Hibc, and hepatitis Bd
By 16 months	Three doses of DTaP/DT/DTP, Two doses each of polio and hepatitis Bd, One dose of MMRb, d and Hibc
By 19 months	Four doses of DTaP/DT/DTP, Three doses each of polio and hepatitis Bd, One dose each of MMRb, d, varicellae, and Hibc on or after first birthday

By 25 months	Four doses of DTaP/DT/DTP, Three doses each of polio and hepatitis Bd, One dose each of MMRb, d, Hibc, varicellad, e, and hepatitis Ad received on or after 1st birthday
By 43 months	Four doses of DTaP/DT/DTP, Three doses each of polio and hepatitis Bd, Two doses of hepatitis Ad, One dose each of MMRb, d, Hibc, and varicellad, e received on or after 1st birthday

Grades K-12

VACCINE

Diphtheria, Tetanus, and Pertussis (DTaP/DTP/DT/Tdap/Td)

Ages 7 years or older
(*pertussis vaccine is not required*)
Tdap/Td/DTP/DTaP or any combination of these

Booster Dose

Polio

Measles, Mumps, and Rubella (MMR)²

Hepatitis B ^{2, 3}

Varicella^{2, 4}

Hepatitis A^{2, 5}

REQUIRED DOSES¹

Five doses; however, 4 doses meet the requirement if the 4th dose was given on or after the 4th birthday.

Three doses, including 1 on or after the 4th birthday

One dose is required ten years after the last dose of DTP/DTaP/DT

Four doses of polio vaccine one of which must have been received on or after the fourth birthday; however, 3 doses meet the requirement if the 3rd dose was given on or after the 4th birthday

Two doses of a measles-containing vaccine with the first dose on or after the first birthday; second dose required upon entry into kindergarten.

Three doses

One dose after the 1st birthday
(2 doses if vaccine given at 13 years or older)

Two doses on or after the 2nd birthday for Grades K-3 in selected counties.

¹Receipt of the dose up to (and including) 4 days before the birthday will satisfy the school entry immunization requirement.

²Serologic confirmation of immunity to measles, mumps, rubella, hepatitis B, hepatitis A, or varicella or serologic evidence of infection is acceptable in lieu of vaccine.

³Two doses of adult hepatitis B vaccine (Recombivax®) are acceptable. Dosage and type of vaccine **must** be clearly documented. (Two 10mcg/1.0 ml of Recombivax®)

⁴Serologic proof of immunity or documentation of previous illness may substitute for vaccination. Previous illness may be documented with a written statement from a physician, school nurse, or the child's parent or guardian containing wording such as: "This is to verify that (name of student) had varicella disease (chickenpox) on or about (date) and does not need varicella vaccine."

⁵Hepatitis A vaccine is required for students attending a school located in a high incidence geographic area designated by the Texas Department of State Health Services. Forty (40) counties affected by Hepatitis A requirement are: Bexar, Brewster, Brooks, Cameron, Crockett, Culberson, Dimmitt, Duval, Edwards, El Paso, Frio, Grayson, Gonzales, Hidalgo, Hudspeth, Jeff Davis, Jim Hogg, Kenedy, Kinney, La Salle, Maverick, McMullen, Moore, Nueces, Pecos, Potter, Presidio, Randall, Real, Reeves, Starr, Sutton, Terrell, Terry, Uvalde, Val Verde, Webb, Willacy, Zapata, and Zavala.

Health, Illness and Medications

Please do not bring a sick child to school. Children's illnesses spread rapidly. SSES strives to provide a healthy learning environment for its students and a healthy work environment for its employees.

A student may not attend school when any of the following exist:

- Fever. Your child must be fever-free for 24 hours following the occurrence of fever before returning to school. (Fever means an oral temperature 100.4 degrees or greater, rectal temperature of 101.4 degrees or greater, or armpit temperature of 99.4 degrees or greater).
- Vomiting (two or more episodes in 24 hours)
- Uncontrolled diarrhea. Your child must have returned to regular bowel movements before returning to school.
- Communicable diseases. These include (but are not limited to) scarlet fever, German measles, mumps, chicken pox and whooping cough.
- Sore throat
- Any contagious rash
- Skin infections, including impetigo, ringworm, staff, and boils
- Pink eye and other eye infections
- Head lice

Policy regarding head lice:

- When necessary the school will have periodic head checks conducted for lice by a nurse or other qualified person.
- If a child appears to have head lice, the parents will be informed immediately and asked to pick up their child early from school.
- Please consult your child's physician for treatment at once.
- A child may not return to school until he/she has received treatment for head lice and been examined by a nurse or other school personnel and certified to be clear.
- Upon recommendation of the Texas Department of Health, the classrooms will not be sprayed with chemicals to treat for head lice.
- In extreme conditions, and only where warranted, the school may close the facility for one day in order to ensure all lice have been without a host for a 24-hour period.

- No child excluded from attending class due to lice infestation will be readmitted to class until all lice have been removed from the child's hair.

When in doubt, please do not bring a sick child to school.

Please contact the school office via phone or email by 10:00 a.m. of the day in question if a student is sick and must miss school. The school is required to report contagious disease incidence rates to the county health department, and notification allows us to give ample warning to other students' parents that an infectious disease is occurring in a specific population of students.

When your child returns to school, please send a note or call the school office, if he/she should not participate in motor skills or strenuous physical activities.

Please notify the school office of any serious medical conditions that affect your child. You should update your registration information throughout the year if necessary.

Medications

All student medications will be stored in the school office. All prescription medications sent from home to be administered during class hours must be in the original container and labeled with the child's name, a date, the prescribing physician's name, and complete instructions as to dosage times and quantities. Parents must fill out a medication form in the office, or the morning Extended Care staff, to indicate the time of day to administer the medication. If it is a daily medication, a standing order needs to be in writing from the child's parent. This order will be kept in the student's file. School personnel must administer the medication as stated on the label directions and will not administer medications that have expired. A log is kept, by the office staff, of all medications given.

All non-prescription medications sent from home which need to be administered during class hours must be in the original container and labeled with the child's name and the date the medication was brought to the school. The child's parent must bring the medication to the office, fill out a medication form and indicate when the medication should be administered. School personnel must administer it according to label directions. For students' safety, unused medications will not be sent home.

St. Stephen's Episcopal School does NOT store medications over the summer. Any medication left on campus after the last day of school will be destroyed.

ACADEMIC POLICIES

Pre-K–Eighth Grade

Based on a strong Christian ethic, the curriculum of St. Stephen's Episcopal School is designed to reflect the philosophy and goals that, when attained by the students, will help them establish a strong intellectual, physical, moral, and ethical foundation for their lives.

The curriculum is based on the belief that early childhood development, through concrete hands-on experiences, provides a solid foundation for educational growth. Small classes and excellent instruction allow for optimum individual development. Further enrichment is provided by special instruction in music, motor skills development, art, Spanish language studies, and interaction with educational computer software. Classrooms and play areas are designed and furnished to enhance self-initiated learning experiences.

Our academic programs are arranged into five teams: Early Childhood (Pre-K2 to Kindergarten), Primary (K through Second), Intermediate (Third through Fifth), and Middle School (Sixth through Eighth), and Specials (Art, Music, Spanish, Information Technology). Each team has a leader who meets with the Headmaster weekly. The entire faculty meets every other week, and the teams meet at least every other week.

Core academic classes for students in first and second grades are math, social studies, language arts, literature, science, and physical education. This curriculum involves math instruction, natural science and world cultures. Computer literacy, music, art, and Spanish, are a part of the regular curriculum for first and second grades.

Core academic classes meet daily for students in third through eighth grades: math, history, language arts, literature, science, and physical education. This curriculum involves math instruction, natural science, history, and world cultures. Computer literacy, music, art, and Spanish, are a part of the regular curriculum for Intermediate and Middle Schools.

Testing

First and second grade students will be given comprehensive end-of-year reviews to ensure completion of basic entrance and exit expectations and as a means to evaluate our academic curriculum. Parents should consult the school calendar, academic syllabi, and assignment sheets to avoid scheduling appointments during tests.

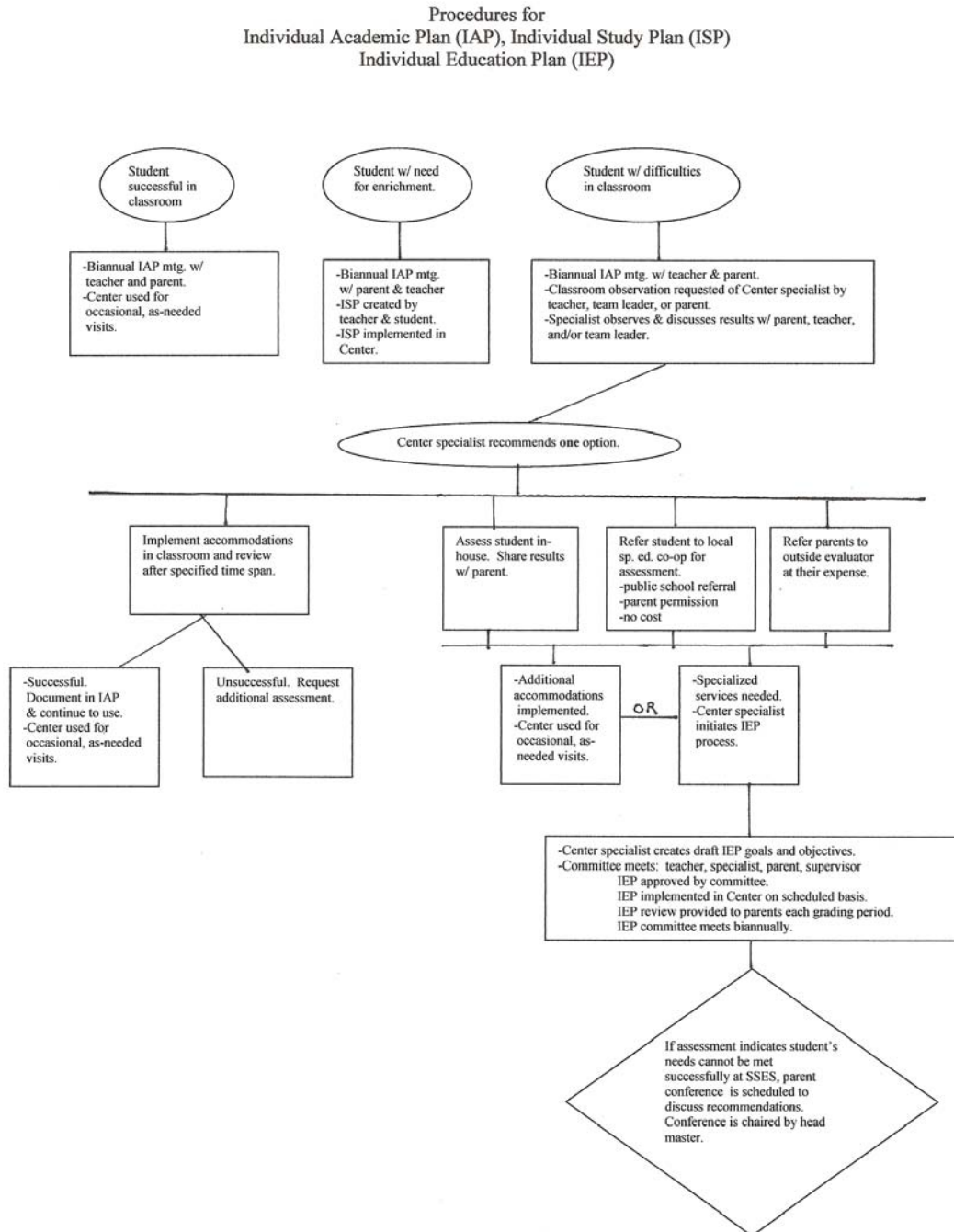
The CTP4, produced by Educational Records Bureau, is administered in the spring to first through eighth grade students. Test results are discussed with the parents at the IAP conferences. These results are one way to measure the progress of students and programs.

Center For Individual Studies

St. Stephens's Episcopal School is a place where all students are given the tools to develop their full academic potential. In the school life of all students, there will likely be a need for academic support and service through remediation and/or acceleration. The specialists and teacher working in the Center for Individual Studies at SSES will help children on a one-to-one basis or in small groups to support either enrichment or remedial work, as appropriate. This service is offered to all children enrolled in the school

at no additional cost. The Center and the classroom teachers will work hand in hand with the student and as appropriate with the parents to provide an opportunity for each child to meet his/her individual needs.

The Center for Individual Studies is located in the library/computer lab facility.



Report Cards

Numeric evaluation and letter grades begin in the 3rd grade. Pre-K students will have two written reports: one in the fall and one in the spring.

Pre-K students will have a written report in the fall and in the spring. K–2nd grade children have a six-week evaluation cycle and at the end of 6 weeks, a report card is sent home to report the student's progress in various subjects, skill areas and conduct. Report Cards are sent home with children the Friday following the end of the six-weeks grading period with the exception of the last Report Card, which is mailed home in June. Children are requested to wait until they are alone with their parents to review and discuss the report cards privately. As academic grades are considered confidential, students and parents should not discuss report cards outside of their immediate family.

Parents should sign and return Report Cards to school the following week. If desired, parents and students may later contact the teacher for a conference to clarify a grade or to develop a plan of action for improvement.

Grading Scale

Kindergarten uses the following marks for subjects and skill areas:

E	Exceptional
S+	Very good
S	Satisfactory—at grade level expectation
S-	Less than satisfactory—below expectation
N	Needs improvement
U	Unsatisfactory
I	Introducing
D	Developing
M	Mastered

Kindergarten students do not receive a report card until the end of the second six weeks grading period.

First Grade and Second Grade uses the following marks for subjects and skills areas:

E	Exceptional- Consistently demonstrates & communicates a command of concepts beyond grade level standards and works independently
S+	Above Average – Child is mastering 90-100% of the concepts and skills
S	Satisfactory – Child is mastering 80-89% of the concepts and skills
N	Needs Reinforcement – Child is mastering 70-79% of the concepts and skills
U	Unsatisfactory – Child is mastering less than 70% of the concepts and skills

The Intermediate School_(grades 3–5) uses the following marks for subjects and study skills:

	% Equivalent
A+	99-100

A	92-98
A-	90-91
B+	88-89
B	82-87
B-	80-81
C+	78-79
C	72-77
C-	70-71
D	65-69 (Failing)
F	0-64 (Failing)

Conduct grades are given by the classroom teacher as well as by enrichment teachers for all intermediate students. (teachers give conduct grades for all primary and intermediate students)

- S at grade level expectation (S+ above expectation; S- below expectation)
- N needs improvement, significantly below grade level expectation
- E exceptional (unusual, reserved for the students who are exceptionally well-behaved, kind, and helpful)

The Middle School (grades 6–8) uses numbers for subject grades. The highest possible grade in any subject is 100(%). Refer to the Intermediate School grade scale above to obtain an equivalent letter grade. Any grade below 70 is considered failing.

In addition, the Middle School teachers will include comments about a student’s study skills and habits, attitude, participation, conduct, and performance.

Late Academic Assignments

- To receive full credit for an assignment, the work must be turned in on the date that it is due. Each day the assignment is late, 10 points will be deducted from the overall grade on the assignment (i.e., two days late = the highest grade available of 80). After three days the grade will be a zero. All work must be completed and turned in before the report card will be issued. Missed class work and tests need to be made up after school or in the Center for Individual Studies during the day.
- A student whose absence is excused will be allowed one day for each day absent to make up any schoolwork that is missed depending on the length of time away. It is the student’s responsibility to find out what assignments were missed.
- **If the student is absent for an extended period (two or more days), assignments are to be picked up from the office at the end of the school day. Parents must call by 10:00 a.m. to give the homeroom teacher time to coordinate the student’s work.**
- No student will be penalized for excused absences if the assignments are returned in the allotted time.
- If the student is absent, and it is unexcused, the student must complete the assignments missed before the report card will be issued. Zeros are given to work missed during unexcused absences.

Academic Support

Academic Support, which is an extra-curricular offering in middle school, may be used by any student who needs structured time for academic help. Academic Support may also be assigned by teachers, advisors, and the Headmaster for academic or disciplinary reasons.

Academic Probation

Academic probation is instigated for a student who fails two or more classes in a grading period. Academic probation status is used to heighten the urgency of an academic situation and to communicate that the grades must improve or tenure at SSES will be terminated. Probationary terms extend through each six weeks grading period, with the team leaders meeting at the end of the six weeks to recommend to the Head Master whether: 1) the probationary status be lifted, or 2) the probationary status be continued for another six weeks, or 3) the student be removed from school. The recommendation by the team leaders will be heavily influenced by progress made during the probationary period as determined by the teachers. The Head Master has the final say in determining probationary status. Tuition contracts are not voided for students removed from school for academic reasons.

HONOR CODE

St. Stephen's Episcopal School strives to provide a loving, secure, and consistent environment for children and adults. We are expected to speak and behave in a courteous and appropriate manner.

The School Honor Code reads *“As a member of the St. Stephen’s Episcopal School community I accept personal responsibility for my actions and their impact on other members of the community. At all times, I will exhibit academic integrity, cultivate a safe and respectful environment, and encourage all others to do the same. Specifically, I will not lie, steal, cheat, nor use language/behavior that is harmful to others..”*

The SSES Honor Code is to be signed by all students kindergarten through eighth grade in Chapel. The Honor Code system is not used for the PreK.

Honor Code violations include, but are not limited to, lying, stealing, cheating, fighting, and inappropriate language. Recourse for Honor Code violations include, but are not limited to, removal of the student’s name from the Honor Code for a one-month term and assigned schoolwork in lieu of the next school sponsored trip. This assignment will be completed at school during the next school trip.

After a month, appropriate team faculty members will monitor the progress of the student and determine if his/her name is to be returned to the Honor Code or if their status is to be elevated to Disciplinary Probation.

DISCIPLINE

Disciplinary Procedures

If a child is having some behavior problems in school or Extended Care, the problems will be handled in the following way:

- * Discipline and guidance will be consistent and directed to promote self-management and acceptable behavior.
- Children with good behavior are recognized and encouraged.
- Children will be taught by example through the use of fair and consistent rules, and discipline will be relevant to the behavior involved.
- If necessary, brief and supervised separation from the group may be used.
- The child will be asked to remember the rule.
- Continual disruption requires discussion among the teacher, student, and parents.
- Further difficulties will be referred to the Headmaster.
- Parents will be notified and invited to a conference with the teacher and the Headmaster as needed. Parents will be notified of continued discipline problems. Disciplinary slips will be mailed home.
- Corporal punishment will not be used.
- Children with continued behavioral problems who do not respond positively to these discipline methods may be assigned Disciplinary Probation status and ultimately asked by the Headmaster to withdraw.

Tuition contracts are not voided for students removed from school for disciplinary reasons.

Pre-K Discipline

We try to avoid disciplinary situations by teaching listening, communication and mutual respect.

- The teacher will redirect inappropriate behavior.
- Teacher models conflict-resolution. (Example: If the children are fighting over a toy, the teacher will prompt them to say what they want with words and come up with a solution.)
- The teacher may place the child in time-out, with a maximum of one minute per year of age, in a designated area where the teacher can see the child.
- The teacher may impose the following immediate consequences for hitting, kicking, or biting any person:
 - Supervised removal from the group and notification of the child's parent.
 - If the behavior continues, the parent will be asked to pick up his/her child.
 - As a condition of the child's return to school, the parent(s) must attend a conference with the teacher and the Headmaster.

- If a child exhibits inappropriate behavior over an extended period of time, he/she will be subject to dismissal from school.

Primary School Discipline

We try to avoid disciplinary situations by teaching listening, communication and mutual respect.

- Classroom rules are discussed and posted.
- The Honor Code is posted and discussed prior to signing.
- Disciplinary Slips are used to communicate and document disciplinary infractions. Disciplinary Slips copied and mailed to parents.
- Parents are apprised of the classroom rules and discipline chart the first week of school and receive weekly notification of their student's charted behavior. If circumstances warrant it, parents will receive daily notification.
- Continued misbehavior will result in a parent/teacher conference.

If there is a direct violation of the Honor Code (i.e., lying, cheating, stealing, hitting, or physical aggression), parents will receive notice with a disciplinary slip. Prior to this parent notification, the Headmaster and the team leader will be notified of the situation and given a copy of the disciplinary notice. The notification will be mailed from the office. The student may be suspended and taken off of the Honor Code for a period of time followed by a meeting with the Headmaster. Future infractions may result in Disciplinary Probation.

Intermediate and Middle School Discipline

We try to avoid disciplinary situations by teaching listening, communication and mutual respect.

- Classroom rules are discussed and posted.
- The Honor Code is posted and discussed prior to signing.
- The teacher will redirect inappropriate behavior.
- Teacher models conflict-resolution.
- Disciplinary Slips are used to communicate and document disciplinary infractions. Disciplinary slips copied and mailed to parents.
- Parents are apprised of the classroom rules and discipline chart the first week of school and receive weekly notification of their student's charted behavior. If circumstances warrant it, parents will receive daily notification.
- Continued misbehavior will result in a parent/teacher conference.

If there is a direct violation of the Honor Code (i.e., lying, cheating, stealing, hitting, or physical aggression), parents will receive notice with a disciplinary slip. Prior to this parent notification, the

Headmaster and the team leader will be notified of the situation and given a copy of the disciplinary notice. The notification will be mailed from the office. The student may be suspended and taken off of the Honor Code for a period of time followed by a meeting with the Headmaster. Future infractions may result in Disciplinary Probation

Disciplinary Probation

Disciplinary probation status may be given only by the Headmaster, who makes this decision after a recommendation from the teachers, advisor, and team leaders. Disciplinary probation status is used to heighten the urgency of a disciplinary situation and to communicate that the behavior must change or tenure at SSES will be terminated. Probationary terms extend through each six weeks grading period, with the team leaders meeting at the end of the six weeks to make a recommendation to the Headmaster as to whether: 1) the probationary status should be lifted, 2) the probationary status should be continued for another six weeks, or 3) the student should be removed from school. As in academic probation, the recommendations made by the team leaders are heavily influenced by the progress of the student during the probationary period as determined by the teachers and advisor. The final determination of probationary status is made by the Headmaster. Tuition contracts are not voided for students removed from school for disciplinary reasons.

DRESS CODE

Pre-K Dress Code

Two-year-old Dress

For safety, comfort, range of motion, and potty training the following guidelines should be followed:

Dresses are not appropriate for motor skills days. Your teacher will let you know the motor skills schedule. NO one-piece outfits – they are not conducive to potty training and can hinder movement during motor skills. Shorts and pants with elastic waists are recommended because they are easier for the child to pull up. Dresses and tights are fine but not on the days child will be attending motor skills. Only shoes with Velcro and rubber soles (no black) may be worn. No high tops, sandals, or boots for safety reasons. No belts.

Three and Four Year Old Dress

For safety, comfort and range of motion the following guidelines should be followed:

Children should be able to handle their clothing independently when using the restroom. Shorts and pants with elastic waists are required because they are easier for the child to pull up. Dresses and tights are fine but not on the days child will be attending motor skills. Girls wearing dresses/skirts must wear shorts or tights under it.

As a safety precaution, only children who are proficient at tying their shoes should wear rubber-soled lace shoes. Closed-toed shoes with Velcro or zipper closures with rubber soles are required unless the student is able to tie his/her own shoes. No high tops, heels, sandals, or boots.

Students who turn three by September 1 must be potty trained and fully out of diapers to enter our three-year-old curriculum.

Kindergarten through Eighth Grade

At St. Stephen's Episcopal School, we have an *official dress uniform* as well as alternate choices. The official dress uniform (blue polos and khaki lowers) is required on Wednesday Eucharist days, special occasions, and field trips. On Monday, Tuesday, Thursday, and Friday a student can wear a St. Stephen's T-shirt with the uniform khaki shorts/skorts or pants. *Shirts must be tucked in at all times.* Dress code violations will be handled disciplinarily.

Where to Purchase

Lands End, Gap, JC Penny, and Parker Uniforms. Land's End is the suggested uniform brand because for every purchase from our school Land's End will donate three percent of the net sales back to our project of choice. The Land's End school number is 900048372.

Free Dress Day Uniform Policy

Occasionally we will offer (sometimes for \$2) a non-uniform or "free" dress day. On these days we ask that students dress with modesty in mind and specifically that no clothing advertisements, spaghetti straps, halter tops, bare midriffs, or exposed undergarments are worn. Students must also bring appropriate shoes for P.E.

Teams/Other Organizations

Scouts and Brownies may wear their uniforms on their meeting day unless the meeting day is Wednesday or field trip day. (It must be a full uniform. No partial uniforms are permitted.)

Outer Wear / Winter Coats

ONLY sweaters and sweatshirts with school logo are permitted when wearing a uniform. Fleece, turtlenecks, or coats should be worn when the navy sweater or sweatshirt does not provide adequate warmth.

Shoes

Shoes are required at all times unless otherwise noted by the instructor. No particular brand is required but they must be predominately red, white and/or blue. Children unable to tie their own shoes must wear shoes w/Velcro or zipper closures. Please practice shoe tying at home.

Hats

No hats are permitted at school in the chapel, classrooms or hallways but may be worn for outside activities, especially on hot or cold days.

Hair

Hair must be a natural hair color. Any hairstyle that causes a distraction during class time is not permissible.

Jewelry

Students may wear a necklace and/or bracelet that is appropriate and may wear one ring on each hand. Girls may wear one set of non-dangle earrings (one in each ear). Boys are not permitted to wear earrings. No other jewelry is permitted.

Extracurricular and Extended Care Policies

Extracurricular

The three-season extra-curriculum includes (but is not limited to) archery, balance (scooters, skateboards) and academic support. Each season (fall, winter and spring) has different offerings, each requiring separate registration. Payment is required before each season begins. Upon registration a student will not be allowed to quit for that season. Attendance will be expected unless the teacher is given prior notice.

Extended Care

Extended Care (non-curricular play) is offered from 7:00 a.m. to 7:55 a.m. and from 15 minutes after your child's dismissal until 6:00 p.m. daily (excluding school holidays). Extended Care is provided for a fee, paid in advance of each season. Extended Care includes planned activities for the students and an afternoon snack. Please notify the Extended Care staff if you wish for your child to do homework during Extended Care. The Extended Care staff answers the school phone number (847-9857) after 4:00 p.m.

Children arriving before 7:50 a.m. must report to the morning Extended Care area and a fee for morning Extended Care will be billed.

If a student is not picked up by 3:30 (PK -K) and 4:00 (1st - 8th), the teacher will take the student to the afternoon Extended Care area. The parent must then go to the afternoon Extended Care staff to pick up the student and the parent will be charged a fee of \$5 per 15 minute increments for Extended Care.

Late pick-up from Extended Care

All children must be picked up by 6:00 p.m. or a late fee of \$2/minute will be charged per student.

COMMUNICATION

Schedules and Syllabi

Teachers provide parents with a daily schedule, a weekly newsletter. All teachers provide 6-weeks syllabus, also posted on our website the first Monday of each grading period. The syllabus includes teacher contact information (email and phone), the course description, the grading scheme, and a chronology of curricular themes and important assignments.

Assignment Sheets and Class News

Assignment sheets/classroom notes and news are posted to the school website every Monday. They are to be a weekly forecast of assignments and work allowing students and parents to work together for student success.

Surveys

Please participate in our surveys. Faculty, students, and families are surveyed, followed by the Headmaster's presentation of a survey summary and response paper. On occasion it is necessary for SSES to survey parents and/or students. Please participate when asked.

Questions and/or Concerns

Parents are required to first contact their child's teacher if there is a problem the parents wish to discuss. This contact can take the form of an email, phone call, or a written note. The teacher will attempt to resolve the problem with either an email, phone call or with a written response. If there are problems that

cannot be resolved in this manner, then parents will be encouraged by the teacher to meet with the faculty member and appropriate team leader. A follow-up conference will be scheduled to allow parents, the team leader, and the teacher to meet as a group. If parents still feel that the problem has not been satisfactorily resolved an appointment with the Headmaster will be scheduled.

Teacher/Parent Communication

Teachers make every effort to communicate with parents on a frequent basis. Six-weeks report cards and 3-week progress reports ensure this periodic communication. Bi-annual IAP conferences (*) are required to be offered to parents of each student. Letters, notes, stickers, phone calls, emails, etc., are the key to developing good communication between the teacher and parents.

(*) See Center For Individual Studies, p. 18

Official School Communication

Official school communications will be handled by standard mail, email, and for 1st Grade – 8th Grade information is placed in the Tuesday folders taken home by students. This includes notices of field trips, testing, and school events. In addition, emails from the school office will be sent regarding announcements, changes in schedule, events, and other necessary news items.

GRIEVANCES

The aim of the grievance procedure is to enable parents to have grievances heard and addressed in a timely, orderly, and appropriate manner. It is intended that grievances should be settled quickly and fairly and be initially dealt with as close to the source as possible.

A grievance is a complaint by a parent about any aspect of the curriculum, procedures, policies or operation of the school as well as relationships with the Headmaster, School Board, other parents, teachers, other employees or students. The grievance should be one that lies within the power of school management to resolve.

Grievance Process

Parents are required to first contact their child's teacher if there is a problem the parents wish to discuss. This contact can take the form of an email, phone call, or a written note. The teacher will attempt to resolve the problem with either an email, phone call or with a written response. If there are problems that cannot be resolved in this manner, then parents will be encouraged by the teacher to meet with the appropriate team leader. A follow-up conference will be scheduled to allow parents, the team leader, and the teacher to meet as a group. If parents still feel that the problem has not been satisfactorily resolved an appointment with the Headmaster will be scheduled.

“School” refers to St. Stephen’s Episcopal School, Wimberley, Inc. “Headmaster” refers to the principal administrative officer of the School and to any other title used to identify the Headmaster where appropriate. “Friend” refers to any person chosen by the parent to accompany the parent during the grievance procedure and may include an attorney to represent the parent. “School Board” refers to the Board of Directors of the school. “Chair” refers to the presiding officer of the School Board or appropriate school committee. “Parent” refers to the parent or legal guardian of a student currently enrolled at, recently dismissed from, or not invited back to the school.

Those persons responsible for dealing with grievances should treat them seriously and respectfully and attempt to resolve them as quickly as possible. Parents should recognize that answers to some complaints may be obtainable only by reference to others outside of the school and that grievance resolution could be delayed beyond normally expected time limitations. At any stage of the grievance procedure, the parent may be accompanied by a friend, attorney or other advisor. Likewise, the Headmaster, School Board, Administrative Committee or Executive Committee may, at any stage of the grievance procedure, seek the advice of and be accompanied by the School Chancellor or other attorney or appropriate advisor.

If a time limit or deadline for action provided herein falls on a Saturday, Sunday, or on a school holiday or national holiday, such time limit or deadline for action shall be extended to the next school day during the school year or to the next regular business day during the summer recess.

Grievance Procedure

Stage 1

The parent should personally present the grievance to the Headmaster, either orally or in writing or both. The Headmaster should normally meet with the parent to hear the grievance and attempt to give a response, either interim or final, within seven days, or as soon thereafter as reasonably practicable under the circumstances.

The initial response of the Headmaster will be to encourage the parent to dialog with the teacher, advisor, and team leader. If the team leader is also the teacher, then communication should be made with the next level team leader. If the grievance is not resolved to the parent's satisfaction within 30 days of the initial complaint, the parent may appeal the grievance to Stage 2. If the parent's grievance is against or involves the Headmaster directly, the parent may skip Stage 1 and begin the grievance at Stage 2.

Stage 2

This stage will be conducted by the Administrative Review Committee of the School Board by the presentation of an oral and/or written complaint with the Chair of the Committee. If the Chair and the parent cannot resolve the complaint within seven days of the initial presentation of the complaint to the Chair, the Chair should schedule a hearing for the parent before the Administrative Review Committee. The Administrative Review Committee should hear the complaint within 30 days of the receipt of the grievance complaint by the Chair of the Committee. If the complaint is not resolved to the parent's satisfaction by the Administrative Review Committee, the parent may appeal the committee's decision to the School Board for resolution under Stage 3.

Stage 3

This stage will be commenced by the presentation of an oral and/or written complaint with the Chair of the School Board. If the Chair and the parent cannot resolve the complaint within seven days of receipt of the complaint by the Chair, it shall be the prerogative of the Chair to schedule a hearing before the Executive Committee of the School Board within 30 days of the receipt of the complaint by the Chair or before the full School Board at a special or regular meeting of the School Board. In either event, the decision made at Stage 3 by the Executive Committee or the full School Board shall be final.

Hearing Procedure

Stage 1 shall be conducted informally between the parent and the Headmaster. Stages 2 and 3 hearings shall be conducted under such guidelines and procedures as shall be promulgated by the hearing panel. Prior to the beginning of the hearing, the hearing panel shall advise all parties of the procedure that it intends to follow.