



STEP BY STEP

CHRISTIAN SCHOOL

Parent & Student Handbook

2017-2018 School Year

Kindergarten - Eighth Grade



1119 South Cherry St., Tomball, Texas 77375
www.stepbystepchristianschool.org

281•351•2888

281•378•4412 (fax)
elementary@stepbystepcs.org

Faculty/Staff Directory

Administration

Jennifer Green	Steward
Jerianne Green	Head of Schools jgreen@stepbystepcs.org
Pamela Collins	Principal pcollins@stepbystepcs.org
Nancy Davis	Curriculum Director

Staff

Kristina Vasek	K-8 Office Manager..... kvasek@stepbystepcs.org
Mindy O'Bannon	Librarian mobannon@stepbystepcs.org

Faculty

elementary@stepbystepcs.org

Denise Hammond	Kindergarten
Julia Mercer	Kindergarten Aid
Tiana Terry	1 st Grade
Elmetrious Small	2 nd Grade
Linda Michalek	5 th & 6 th Grades
Kim Caudle	6 th -8 th Grades
Deirdre Cuthbertson	6 th -8 th Grades
Brenda Southworth	PE
Jeannie Laney	Chaplain, 6 th -8 th Grades

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Step By Step Christian School helps parents prepare their children for a lifetime of Christian service and leadership throughout the world. We accomplish our mission by nurturing and supporting students and giving them the affection, care, and guidance they need coupled with finest academic curriculum in the Northwest Houston area. Our college preparatory program is designed to promote the student's spiritual, physical, emotional, social, and intellectual growth.

Founded in 1982, Step By Step Christian School has over 35 years of experience providing an outstanding education for the children of the Tomball community. Perhaps the greatest testament to the quality of our program is the numerous "second generation" students we enroll, the children of our alumni, who feel that Step By Step gave them the best possible start in life, and who are now choosing that same path for their own children.

Statement of Faith

Step By Step Christian School is a private Christian educational facility with no direct ties to any particular church or denomination. As such, we endeavor to support families from all walks of the Christian faith as they train their children in the love and reverence of the Lord. We believe that:

- God is our creator
- The Bible is the true inspired word of God
- Jesus Christ is the divine son of God
- By accepting Jesus Christ as our personal Lord and Savior, we achieve salvation
- It is our role, as Christian educators and leaders, to teach the children by our lives, behaviors, and teachings:
 - To know God on a personal basis, and to be known by Him
 - To love God and to acknowledge His love for us
 - To serve God and His creation
 - To know the Bible and be able to apply the Bible's lessons to life as a guide for both salvation and daily decision making

Accreditation

Step by Step Christian School is accredited by the National Private Schools Accreditation Alliance, a nationally recognized accreditation program that specializes in recognizing the uniqueness and diversity of independent private schools. We are also members of ACSI, the Association of Christian Schools International. Our junior high students receive high school credit for eligible classes through Texas Tech University.

Guiding Principles

"Train up a child in the way that he should go; even when he is old he will not depart from it." Proverbs 22:6

Step by Step Christian School equips children to be the leaders of tomorrow by providing an excellent academic foundation built upon the authority of God's Word. Our robust curriculum is complemented by a consistent methodology, cultivating our students through the junior high school level. By seizing the natural windows of opportunity that present themselves during the developmental milestones of childhood, we pave the way for students to learn higher order thinking skills. At the same time, we are also familiarizing young students with teaching methods that will expand in a systematic and logical fashion as their academic needs extend to the increasingly complex concepts that are introduced in the later grades. Beginning at the early elementary level, we strive to form responsible study habits in our students. Homework exercises are designed as an opportunity to enhance study skills, and we focus on awareness of the learning process, so that they graduate from Step by Step with the best preparation to move forward throughout their academic career and into adulthood.

Our well-rounded program is designed to benefit many different types of students. Step by Step does this by challenging each student and meeting each student at his or her level. Instruction is tailored for the needs of each child so that all students are given what they need for success in the classroom. Both gifted students and students facing challenges with regard to learning are given every opportunity to feel the confidence derived from success in our school setting.

Step by Step Christian School approaches knowledge as a means to Christian service. The best possible academic preparation leads to the best possible thinking, and in turn serves students throughout their lives as they use their knowledge in the service of God, their church, others and themselves.

In addition to an exceptional college preparatory education, Step by Step helps students develop the strength of character to live lives of honor, integrity and fidelity to principle. Step by Step Christian School encourages our students to apply Biblical values to their own lives and to become the very best that the Lord would have them to be.

All faculty, staff and administration are dedicated, patient, concerned, and professional in their ways of relating to children. Our teachers have been carefully selected for their ability to develop and guide the character, talents, and academic achievements of each child. All of our teachers are professing Christians who have chosen teaching as a ministry. Their daily modeling of Christian living is our greatest educational asset.

Step by Step Christian School does not discriminate on the basis of gender, race, color, national or ethnic origin in the administration of educational policies, admissions policies, tuition assistance or grants, athletic, arts or other school-administered programs. At the discretion of the administration, Step By Step Christian School reserves the right to change policies and procedures to best achieve the school's mission. Step By Step operates on the income from tuition, fees, and gifts from our families and friends. The school does not receive any government funds.

Application Process

The following items are needed to complete the application process:

- Application for Admission, including Family Information, Health Information, Academic Profile, & Request for Release of Student Records (a transcript covering previous academic work is required for students applying for grades 1-8 or mid-year transfer students)
- Application Fee
- Two letters of recommendation (for those transferring in to Grades 4-8).
- Enrollment Record Short Form
- Copy of most recent report card or preschool progress report (if applicable)
- Test scores/ previous placement assessments
- Copy of student's social security card (for student's permanent record)
- Copy of student's birth certificate
- Copy of student's health insurance card
- Complete immunization records (state law requires that the school have a complete and accurate record of a student's immunization history, including all doses), or provide a notarized Affidavit Request for Exemption from Immunizations for Reasons of Conscience
- Medical Records, including documentation of any special needs, physical conditions, etc.
- Copy of custody papers, if student does not reside with both parents
- Completed Placement Assessment
- Enrollment Fees
- Interview of the Student

Step By Step Christian School welcomes applications from students desiring a Christ-centered, challenging, academic program. Every family must submit a separate completed, signed application for each potential student and the application fee must be paid. All required documents must be received in the Admissions Office prior to acceptance. The submission of an application does not constitute acceptance. Each student is evaluated on the following items: report cards or transcript, placement assessments, and the desire to succeed in a Christian atmosphere. Additional information and/or references may be requested for those

children proposing to enroll in grades 4 and up. Students will be notified in a timely manner regarding their application.

Registration and Enrollment

Upon initial enrollment, each family must complete enrollment paperwork which includes data about the child(ren), parents/guardians, and any others who will be able to pick up and/or make decisions for the child in the case of an emergency in which we are unable to contact the parents. In addition to the paperwork completed upon initial enrollment, an annual medical statement and vaccination records must be kept current on each child. Please also be sure to keep all phone numbers and contact information current on both the enrollment record and the emergency contact card. In the event of an emergency, we will use this information to contact the parents as soon as appropriate procedures allow, and may leave messages at any number provided.

By signing the enrollment form, parents are certifying the information contained within to be complete and factual, promising to fulfill all financial obligations, and committing to adhere to the policies and regulations of Step by Step. They further accept that if tuition becomes delinquent, students may not be allowed to attend class. Please note THAT PRESENTATION OF FALSE INFORMATION OR OMISSION OF PERTINENT INFORMATION ON THE APPLICATION AND/OR DURING AN INTERVIEW WILL CONSTITUTE GROUNDS FOR DISMISSAL FROM STEP BY STEP CHRISTIAN SCHOOL WITH NO REFUND OF TUITION OR FEES.

Re-enrollment of Current Students

The school reviews the records to ensure the student achieved sufficient academic progress to qualify for advancement to the next grade level. The school also reviews the records to ensure the student behavior is appropriate for advancement to the next grade level. Any student making less than expected progress will require a meeting between the administrator and/or Principal, classroom teacher, and parents as a support system to bring the student to a greater level of success.

The school reviews the financial records to ensure there are no delinquent accounts. No student shall be re-enrolled with a delinquent account. Re-enrollment of the student is finalized upon the

- 1) receipt and approval by the school of the re-enrollment application for the next year
- 2) payment of the re-enrollment fee,
- 3) resolution of any outstanding academic, attendance, or behavior matters
- 4) payment of the next year's student fee

As part of the re-enrollment process, updated medical information and emergency contact information will be requested. Students may not attend classes without these forms on file in the school office.

Withdrawal from School

Families wishing to withdraw during the school year need to submit a two week written notice of withdrawal which includes last anticipated date of attendance and reason for withdrawal as well as written permission to release records to the student's new school. Please note that Step by Step will not issue report cards, diplomas, or release transcripts or records until **all** financial obligations are fulfilled. The application and enrollment fees and the current month's tuition payment are non-refundable. Tuition will not be prorated for the last month's attendance, regardless of withdrawal date. Any overpayment occurring for the period beyond that month will be refunded. Withdrawal grades and/or records will not be immediately available until all outstanding charges (such as damaged or lost library books, meals, etc.) are verified and billed. Records will not be released until ten (10) working days after receipt of payment of final account balances by personal checks; however, records will be released immediately upon payment by cashier's check, money order, or cash. Withdrawing students are welcome to keep the bound, consumable textbooks and consumable supplies that were provided and paid for by their annual enrollment fee. Non-consumable texts, unbound worksheets, and class sets of supplies remain the property of the school.

Records and Transcripts

Records and transcripts will be forwarded to another school for students whose family account is current. If the family account of a graduating or transferring student is not current, transcript and diploma will be withheld until the delinquencies are satisfied. Please submit all transcript requests in writing (e-mail or fax is acceptable) a minimum of five days in advance.

Financial Policies

Tuition

Tuition is charged on an annual basis and may be divided into up to 11 equal payments. The first payment must be paid by July 15th, and the final payment is due May 15th. Late fees will be applied to those accounts with an outstanding balance on the 25th. A student may be refused admittance to class on the first school day of the month if the account is still delinquent. No parent conferences can be held nor records released until all financial obligations are met, including those charges for lunches and extended care. Delinquent accounts are subject to loss of tuition assistance and discounts, as well.

Tuition Assistance

Step By Step's Tuition Assistance program is designed to provide financial aid to students who have met the Admissions criteria and whose families are not financially able to afford the full cost of tuition. It has been and remains a goal of Step By Step and its administration to ensure that financial need does not stand in the way of a high quality, Christian education for students who desire it. The Tuition Assistance program is supported and funded through the generous donations and gifts of Alumni, Parents, Friends of Step By Step, Faculty/Staff, Businesses/Corporations, and school events, such as our Family Fun Night.

Program Highlights

Tuition Assistance is need-based and mission-driven. Awards are not merit-based. Awards are determined primarily on a family's ability to pay. Tuition Assistance results in reduced tuition – it does not reduce other fees and expenses. It is not a loan and it does not need to be paid back. Tuition Assistance does not reduce the cost of application & enrollment fees, field trips, extra-curricular activities, or other miscellaneous expenses. Some children will receive Supplemental Assistance through reduced/no cost extended care or meals. Please note that the reduced and no-cost meal programs exclude take-out meals served on Fridays. All students eating these meals will be charged the normal rate for these meals.

The Tuition Assistance process is handled independently from the Admissions process. To be eligible for consideration by the Tuition Assistance Committee a student must have completed the Admissions process.

Applications for tuition assistance are available at the school office and should be returned with a \$25 application fee by the due date. Decisions will be based on a wide variety of factors including the amount of aid available, number of students applying, cooperation of family, student behavior and cooperation, and student diligence and effort in schoolwork. Step by Step Christian School does not discriminate on the basis of gender, race, color, national or ethnic origin in the administration of tuition assistance or grants.

Tuition Assistance is granted based on an assumption of appropriate conduct by both the student and the parents. Families of students receiving tuition assistance are expected to support the school wholeheartedly in both public and private, whether in person or online. Students/families who fail to meet this standard may lose their tuition assistance, making the family liable for the full cost of attendance.

Memorial Gifts

Families may make use of Honorarium Gifts to Step by Step Christian School to honor a relative or friend at

such times as anniversaries, birthdays, births, graduations, retirements, weddings, holidays, and other special occasions. Memorial gifts are also a thoughtful way to honor the memory of a deceased friend or loved one.

The honoree, or family of the one whose memory you honor, will be sent a card telling of your thoughtful gift to Step by Step Christian School in their honor. The amount of the gift is never revealed.

In honor of our founder, Mrs. Suzanne Green, a scholarship fund has been established at Wells Fargo Bank. Donations may be made at the bank or given to the school to deposit for you. Checks should be made out to Suzanne Green Memorial Fund.

Parent Involvement

We encourage parent involvement, especially on field trips, helping with class parties, attending special programs, and through school-wide events such as our annual Family Fun Night in the spring. These events give parents an important opportunity to get to know the families of their child's friends, make connections throughout the school, and become more familiar and more comfortable with all those who interact with their child on a daily basis.

There are several volunteer positions available to parents throughout the school year, and responsibilities can vary from listening to the students read on a daily basis, creating costumes and/or props for programs, to supervising swim periods. Volunteers, who are regularly present at the school, wish to transport students, chaperone field trips, or in any other way have access to students beside their own, need to complete paperwork and pass a name-based background check. This paperwork must be submitted at least 3 days before the anticipated event.

Work-Service and Volunteers

Step by Step Christian School has many needs that can only be met through the unselfish giving of parents' time and talents. Not only is this help and assistance needed to operate the school, the students recognize the input that their parents contribute to Step by Step. Our volunteers are the mainstay of the library, substitute teachers, teacher's aides, room moms and dads in charge of class parties and field trips, and our fund-raising events.

Due to our growing need for volunteer assistance, we have implemented a work-service program for all of our kindergarten through eighth grade parents. The work-service program consists of a minimum of ten hours of service per family for the school year. However, some families may find it easier to contribute money instead of time to the school. A monetary amount of \$10 (ten dollars) per hour should be paid by those families not able to work the required 10 hour period. This way, all of our families will have an active part in the on-going success of Step by Step.

There are many tasks of various descriptions which must be routinely carried out around the school in order to keep it operating smoothly. These "jobs" will be offered to parents to who are willing to "work off" part or all of their work-service hours.

Visitation

Parents are welcome to visit their child at lunch (especially on the student's birthday), but must respect the normal rules for school lunches. Classroom observation will be welcomed after the first 3 weeks of school. **For the protection of all students, all parents and other visitors must sign in and out of the office upon arriving at or departing from the school. Forgotten lunches, books, backpacks, etc. should be left with office staff.** Parents may not go to the classrooms between 7:30 am and 4:15 pm without an appointment to speak with the teacher. See the Parent/Teacher Conferences section for more detail.

Parent/Teacher Conferences

Please feel free to consult with the school staff regarding any questions or concerns regarding your student. Our goal is to be of service to both parent and student. Requests for Parent/Teacher Conferences may be directed to the office, and an appointment with the teacher will be set outside of normal school hours. Please do

not bring children to these conferences. Please do not use morning or afternoon “help class” time as a time for teacher conferences.

Parent conferences are encouraged at any time during the school year, and may be initiated by the teacher or parent. To facilitate conferences, parents are asked to call the school office and leave a message for the teacher they wish to see. Please give a brief idea of the subject for the conference so the teacher may prepare if necessary. The teacher will return your call as soon as possible.

From time to time, the faculty or administration of Step By Step may request a conference to discuss your child's progress or address specific concerns. Additionally, we may also refer families to outside resources in an effort to help each student thrive. Failure to cooperate with these requests may result in an ineligibility to re-enroll disenrollment

All parent - teacher conferences must be scheduled in advance. Teachers are not available for unscheduled conferences before or after school, especially not during Help Classes. Teachers often will have schedule conflicts and will not be able to properly address concerns.

It has been our experience that the students who make the greatest progress are those whose parents are the most supportive of the staff and of the school's philosophy. The staff places a high priority on keeping the lines of communication open between the school and the home. If any problem or question arises, please notify us for clarification. Your first response should be to talk directly to the person involved. Then, talk to the principal if further discussion is needed. It is not appropriate to discuss problems with other parents.

Student Teacher Interviews/Meet the Teacher

Student - teacher interviews and/or a Meet the Teacher event will be set up for students before school starts. This enables the student to get acquainted with the teacher and minimizes first day anxieties. The teacher uses the interview results to plan for the academic needs of the class. All paperwork must be completed before the interview will be held.

Attendance Policies

School Hours

Step By Step Christian Schools hours are:

Half-day Kindergarten—8:00-12:00
Full-day Kindergarten—8:00-3:25
1st & 2nd Grade—8:00-3:30
3rd -8th Grade—7:30-3:30

Early Dismissal release is at 12:20 for all students.

Perfect Attendance Awards

Step By Step Christian School has a legal and ethical responsibility to require the faithful attendance of its enrolled students. Academic problems will occur when students continually miss school. All Step by Step School students are expected to be in class and on time daily. To encourage this good behavior, Step By Step will recognize those students with perfect attendance the end of each grading period. Students who receive a Perfect attendance Award for every grading period will receive the Perfect Attendance for the Year Award.

These awards will be given to those who are present every school day during the grading period, without any late arrivals or early releases. Additionally, any tardies in a six week period will disqualify students from receiving a perfect attendance award at the end of the six weeks and for the year. The school realizes that there occasionally may be special circumstances that necessitate a child leaving campus for a brief medical appointment or the funeral service of a family member. The administration will use discretion in such cases and they may not be counted against the student record for Perfect Attendance Awards.

Absences

Step by Step requires that a student may be absent no more than 20 school days during the year (or 10 per semester) in order to receive credit for satisfactory completion of grade level work. All absences, excused or unexcused, are cumulative per semester and will count toward the 10 day maximum absences. Full-day students must be present at least 6 hours of the school day in order to be counted present for that day. Full-day students who are present 3-6 hours shall be marked present for a half day. Students who attend less than 3 hours shall be marked absent. Required school attendance may need to be made up on teacher in-service days. Allowances may be made if there are extenuating circumstances, such as an extended illness or death in the immediate family. Work must be completed and may require missing some activities.

Excused Absences

1. Any absence due to illness with notice of medical reason for the student's absence.
2. Any absence due to illness for more than 3 days requires a written doctor's excuse to explain the medical reason for the student's absence and a release to return to school.
3. Absences due to a school-related activity.
4. Death in the immediate family.
5. Medical appointment with documentation.

Unexcused Absences

Absences that are not for essential reasons or are discretionary in nature are discouraged during the school year. A written reason for the absence must be presented to the Principal two weeks prior to the day(s) missed. Prior to this absence a student will be required to submit all homework and major projects/papers that will be due during their absence. Additionally, all tests and quizzes taken during the student's absence will be made up on the day of their return to school or at the teacher's convenience. If for any reason a teacher was unable to supply the student with assignments prior to leaving on this absence, the teacher may assign the work upon their return and the student will be responsible for turning it in the next day. Students receiving an unexcused absence due to suspension from class will receive a zero grade for class assignments and tests given that day.

Report Absences

When a student is absent, please notify the school office via phone, fax, or e-mail by 8:30 a.m. on the day of the absence (unless absence was previously arranged). Written documentation for excused absences must be turned in to the teacher on the first day a student returns to school.

Make Up Work

The responsibility to schedule make-up work for any reason rests solely with the student and at the teacher's convenience. If your child must be absent more than 3 days because of an excused absence, please request your child's assignments from the office so he/she may work on them at home. Requested homework will be available after 4:15 p.m. on the day the request was made. Please do not request homework for a one-day absence.

Once a student has returned to school, accommodations will have to be made to allow for missed work or lessons. Make up work may be done during special activities or after school. For excused unplanned absences, students will be given the same number of days, plus one, to make up work as the number of days missed. All work not made up after that time will receive a zero grade. Tests and quizzes will be rescheduled at the teacher's convenience.

Tardiness

Prompt arrival is critical to creating an effective learning environment. Tardiness affects not only the late arriving student, but disrupts the class as a whole. K-2 school students are considered tardy if they are not in class by 8:05 AM, and 3rd-8th students will be considered tardy if not in class by 7:35 AM. The school realizes that there occasionally may be special circumstances that cause a large portion of the student body to be late (such as a flood, wreck, or stoplight malfunction). The administration will use discretion in such cases to excuse these tardies so they will not be counted against the student record.

After 7:45 AM for 3rd-8th students or 8:15 AM for K-2 students, the student must check in with the elementary front desk before going to class. A student who is tardy must go immediately to class after checking in.

A pattern of tardiness (4 or more per six weeks) will necessitate **a charge being accessed for the fourth tardy and each one thereafter.**

Tardy 1 & 2 –	verbal warning
Tardy 3 –	warning with written notice that a fine will be accessed for the next tardy
Tardy 4 –	\$25 fine
Tardy 5 –	\$35 fine
Tardy 6 –	\$50 fine
Tardy 7 and up –	\$50 fine for each subsequent instance

Fines must be paid before report cards can be given out at the end of the six weeks. Each six weeks the slate is wiped clean, and the number of tardies goes back to zero.

Late Arrival/Early Release

A student with a pattern of chronic late arrivals or early check outs (4 or more per grading period) may be assessed absences at the administration's discretion, not to exceed 1 absence per every 8 class hours missed. Please note that late arrivals also count as tardies and are subject to the policy on tardiness.

Checking Out

Parents who need to check a child out of school for scheduled appointments before regular dismissal time must first report to the school office and sign the student out. Students will remain in the classroom until checkout is complete. For the protection of students, SBS policy is to release students only to their parents, guardians, or previously designated individuals. Any deviation from this policy will be made only by written notification. No student will be allowed to leave the school at any time except with his parent or car pool, unless prior arrangements have been made with the school.

Foul Weather/Emergency Closures

In the event of a prediction of foul weather, the K-8th will cancel school or have a late arrival day if being on the roads will pose a significant risk to our faculty, staff, students and their families or our facilities are not capable of safely conducting school. In order to judge this, we customarily follow the decisions of Tomball ISD but reserve the right to have school when our facilities are operational or to cancel school if our facilities are not suitable. **Notices of school closings will be posted on our website, our Facebook page, and the doors of the school. Additionally, we will alert KPRC (Channel 2), KSBJ, and other news stations and venues as possible.** Please remember that a weather forecast is merely a prediction of what will happen and not a guarantee of circumstances. **In the event of a change in circumstances that make it safe/unsafe to have school in spite of weather predictions, office personnel will contact all families. We understand not all families will be able to respond immediately when changes are made. Please contact the school office if you are in doubt about school closings.** The childcare portion of Step By Step Christian School will make every effort to remain open for normal hours to provide service to our families that are first responders. Please only bring your student for care if you are urgently needed and hold a position necessary for public safety such as police officer, firefighter, paramedic, physician, etc.

Arrival and Dismissal

All students will be delivered to and picked up at the front of the elementary building. **You must bring your child into the building and escort him/her to the library or into childcare. We cannot be responsible until the child is placed in the room with the supervising teacher.** Parents may drive through to the line marked on the driveway to pick up children. **Please do not park in the circle drive.** To facilitate an orderly pick up, please remain in your car and continue circling until your child arrives. If parents arrive early and/or wish to enter the building to pick up students, they must park in a marked parking space. **Students may not be dropped off in or around the back buildings. Once you have picked up your child, it is your responsibility to keep him/her with you. Do not allow your child to roam around the building unattended, or to run ahead of you out the door and into the parking lot.**

Parents needing to bring or pick up children during the school day should come to the office, in order not to disturb the other students.

Only authorized adults will be allowed to pick up your child. *All persons (including the parents) should be prepared to show a picture ID when picking up a child, and we will not release a child to a sibling/babysitter under 18 years of age without a special consent form on file in the office.* No teacher or staff member will release any child unless they personally know the person picking up, or they have been properly identified and authorized. Step By Step cannot release any child to a taxi service or ride-sharing program such as Uber.

Step by Step allows parents to differentiate between two types of alternative contacts for each child. An Emergency Contact may pick up my child, authorize medical treatment, etc. in the event a parent cannot be reached. An Authorized Pick Up is only allowed to pick my child up from school, but may not make medical decisions for my child. As required by state law, each child must have at least one designated alternative emergency contact/authorized pick up person on file.

Please do not leave your car running unattended when you come in the building. For the safety of all the children Step By Step Christian School, please do not leave other children or valuables (such as a purse) unattended in the car. Always secure your valuables and lock your vehicle before entering the building. If you, or a designated pick-up person, cannot enter the building because of a physical infirmity or an inability to leave another child unattended in the vehicle, please feel free to call the office for curbside assistance (as available).

Please also be considerate of other parents when using the covered parking area. Blocking several spots does not ensure you a quick exit; it simply ensures us all a traffic jam. The spots under the carport are reserved for parents who can “Kiss & Go.” If you need to speak with a teacher, leave instructions, make a payment, or do anything requiring more than a few moments, please park your car in a conventional space to come into the building.

Custody Situations

Step By Step Christian School prefers NOT to get involved with custody disputes. If your family has a court order on file, please provide us with the most recent copy. In the event of a dispute, Step By Step will follow a court order exactly as written. *PLEASE NOTE: PER STATE LAW, IN THE ABSENCE OF A COURT ORDER, BOTH PARENTS HAVE EQUAL RIGHTS to the child.* With this being said, it is imperative that all enrollment forms are completed with both parents' information. A copy of a child's birth certificate is requested at the time of enrollment. In the event that a custody dispute takes place on our property, the police will be called and asked to handle the dispute. Our staff will not be placed in the middle of such disputes. If a custody issue creates a risk for our facility, our students, or our staff, Step By Step Christian School has the right to terminate enrollment.

Parent Code of Conduct

Please understand, young children are present in our building and Step By Step is a Christian school. Some adult language and/or behaviors are not appropriate for young children. As such, we prohibit swearing or cursing as well as disruptive and/or inappropriate behavior on our property, and ask all visitors to our campus to honor our efforts to create a Godly place for children to receive an education. Step By Step must follow particular rules as outlined in the Texas law. All adults, including parents, must follow these rules while on our property.

Threatening staff, children, or other parents, disrupting the learning process of our students, creating an unsafe environment, or otherwise interfering with our primary purpose will not be tolerated per Texas state law. Step By Step has the right to terminate enrollment in the event of inappropriate, disruptive or otherwise unacceptable behavior from a student, parent, family member, or guardian.

Extended Care

Extended Care is available to Step by Step students from the hours of 5:45 AM to 6:45 PM for school age children. Please check with the preschool office for rates, availability and space, and to complete the

necessary paperwork. Any student who will ever need extended care should register, even if it will be for care on a “drop-in” basis.

Half-day kindergarten children arriving before 7:30 AM or staying after 12:05 PM will be placed in the full day kindergarten class at a minimum charge of \$7.50. Full-day K-2 students arriving before 7:30 AM, 3-8 students arriving before 7:15, or any student staying after 3:40 p.m. and not involved in a special activity or Help Class will be placed in Extended Care at a minimum daily charge of \$7.50. Help Class students will be charged if they are not picked up by 4:10 PM.

Health Policies

You are asked to keep your child at home if he/she seems to show any signs of illness (fever, sore throat, upset stomach, rash, etc.) This is for his/her own protection as well as for the protection of the other students. It is helpful if specific symptoms and/or diagnosis are reported. Teachers can then be alerted to refer early, similar symptoms in other students. A child who has been absent because of contagious disease must be confirmed non-contagious by his/her doctor before returning to school. When your child is well enough to participate in a normal school day, please send hat, coat, etc. as an aid in prevention of future illness. Classes participate in outdoor activities each day, weather permitting.

An ill child must not be admitted to school if one or more of the following exists:

1. The illness prevents the child from participating comfortably in school activities.
2. The illness results in a greater need for care than the staff can provide without compromising the health, safety, learning, or supervision of the other students.
3. The child has any of the following:
 - A. Oral temperature 100.4 degrees or greater; armpit temperature 99.4 degrees or greater; accompanied by behavior changes or other signs or symptoms of illness until medical evaluation indicates that the child can be included in the facility's activities.
 - B. Symptoms and signs of possible severe illness such as lethargy, uncontrolled breathing, uncontrolled diarrhea, vomiting, rash with fever, mouth sores with drooling, wheezing, behavior change, or other unusual signs until medical evaluation indicates that the child can be included in school activities.
4. The child has been diagnosed with a communicable disease, until medical evaluation determines that the child is no longer communicable and is able to participate in school activities.

If it is necessary for a child to be sent home from school due to fever, vomiting, or diarrhea, **the child must be free of the symptom for 24 hours before they can return to class. A child should be free from symptoms without symptom reducing medications for 24 hours before returning to class.**

If a child has seen a physician, please provide a statement in writing from the physician stating the date the child can return to class. All children attending school will be expected to be well enough to play outside and participate in PE.

Step By Step does not have a school nurse, however all office personnel have been trained in basic CPR and First Aid. If your child is injured or becomes ill at school, you will be notified and first aid procedures will be followed as appropriate, including calling 911, transportation via ambulance, and consent to emergency medical attention if needed. Minor cuts and scrapes and illnesses will be treated by office personnel or staff. Medication will be dispensed with parental permission.

Immunization Requirements

By law all students attending school in Texas are required to have been immunized against several diseases. Upon enrollment parents will be asked to provide a cumulative record of required immunizations before beginning classes. Any school, physician or clinic-validated document showing the month/day/year of immunizations is acceptable. Please share documentation of ongoing immunizations with the school so that our records may be updated, as required by law.

Initial attendance and/or continued enrollment may be denied without this record on file with the school. The only exclusion from immunization compliance is a Medical Contraindication or Religious Conflict. Affidavits must be on file with the school.

Communicable Disease Policy

In an effort to protect the health of all children, it may be necessary to exclude from school, children that are suffering from a communicable disease. This policy stands in compliance with the Texas Civil Statutes, Article 4477. In the event of a pandemic, Step by Step will follow the advice and warnings of the CDC, state, and local Health Departments.

Some common communicable diseases include chicken pox, pink eye, ringworm, impetigo, streptococcal infections, and pediculosis (lice). Children excluded from school because of a communicable disease may be re-admitted:

1. When the school has received a letter from the attending physician, stating that the student is no longer contagious; or
2. When the child is free of symptoms and infection for a minimum of 24 hours. The following is a guideline for some of the more common diseases:

<u>Chicken Pox</u> Incubation 14-21 days	Exclude six days after last crop of blisters appear or until temperature is normal with no complications or moist lesions.
<u>Conjunctivitis (Pink Eye):</u> Incubation 1-3 days	Exclude until 24 hours of antibiotic drop therapy is complete or released by physician
<u>Impetigo:</u> Incubation variable	Exclude until adequately treated and/or released by physician
<u>Mononucleosis:</u> Incubation 4-10 days	Exclude until free of symptoms and re- leased by physician.
<u>Mumps:</u> Incubation 12-26 days	Exclude until temperature is normal for 24 hours and swelling has disappeared.
<u>Pediculosis (lice):</u> Incubation N/A	Exclude until under treatment and free of all organisms and nits. There are medications available over the counter at pharmacies, as well as stronger prescription medications. Children being re-admitted must have hair checked by office staff and be nit-free
<u>Rubeola (Measles):</u> Incubation 7-14 days	Exclude 7 days after appearance of rash or released by a physician.
<u>Rubella (German Measles):</u> Incubation 14-21 days	Exclude until free of symptoms.
<u>Streptococcal Infections:</u> Incubation 1-3 days	Exclude until released by physician or after 48 hours of antibiotic therapy and child has been free of fever for 24 hours and feels well enough to attend class.
Ringworm	Child must be under treatment and site must remain covered.

Written verification of diagnosis from doctor must be submitted to the school.

Medication Policy

The administration of any drugs or other medication provided by parents for students shall, *whenever possible*, be supervised by office personnel. Teachers, however, are allowed to administer over the counter pain/fever relievers provided by parents with a signed parental permission slip if the parent requests.

Parents are requested to provide an over-the-counter medication for cough, headache and/or allergy to be kept in the classroom, so that their child may request relief from these common ailments during the day. A child may not keep medicine of any kind (including cough drops, vitamins, and supplements) in their desk, backpack, or lunch kit. All medication must be in the original container, unexpired, and clearly labeled with the child's name, the date brought to school, and must be administered according to package directions. One free dose will be administered to child by office staff and a note will be sent home. If a bottle is not then provided by the parent within one week, one will be provided for the child for a charge of \$10.

A permission slip of other available medications is on the registration papers. It is the parents' responsibility to notify Step by Step of any changes. All medications marked that the child may receive will be administered for a charge of \$1 per dose.

The provisions stated here shall not preclude the administration of first aid by the school in the event of injury or accident.

When a child must be given a scheduled medication at school, please complete and sign a medical request form. Submit with medicine to school office. All prescription medications must be brought to school by the parent or legal guardian in the original container and properly labeled. Any changes to dosage or type of medication must be in writing by the prescribing physician and given to the school office. Verbal authorization by the student will not be accepted and every effort will be made to contact the parent/legal guardian for the verification in an emergency-type situation. Medications will be dispensed in the school's office and must be taken in the presence of the designated staff. Medication, if required, will be sent on field trips for designated personnel to dispense. There must be a permission form on file with the school before any medication will be given.

NOTE: The first dose of any new medication should always be administered at home to ensure close observation of any adverse reaction.

Neither Step By Step nor any employee may be held responsible if the child does not receive his/her scheduled dose of medicine. If the daily dose of medicine is lost, stolen, spilled, or if the child refuses to take it or spits it out, a reasonable attempt shall be made to reach the parent or legal guardian. If the parent /legal guardian cannot be reached, the school personnel shall not be held responsible.

Original Container

A properly labeled original prescription container shall be dispensed from a pharmacist and shall contain a clear and legible label with the following information:

- Name and address of the pharmacy
- Name of the patient (must match the student)
- Name of the prescribing practitioner
- Generic or brand name of the drug
- Strength of the drug
- Date the prescription is dispensed
- Instructions for use
- Expiration date of the medication

NOTE: Please request an extra labeled bottle from the pharmacist so there is no need for transporting medication from school to home.

Inhalers

Students with asthma/respiratory distress will keep their inhalers in the school office in order to monitor frequency of use. It is recommended that an inhaler with spacer be kept at school at all times.

Epipens

It shall be the responsibility of the student's parent or legal guardian to supply Step By Step with an Epipen for anaphylactic reactions. The Epipen will be stored in the office and administered according to the following provision: The parent/legal guardian gives written permission for its use, releasing Step By Step from all responsibility involved in its use.

Medical Equipment

Any medical equipment that is needed by a student (i.e. glucose testing, nebulizer tubing, etc.) must be provided by the parent or legal guardian and will be kept in the school office. Written instructions for the equipment's use and parental permission are required. Both will be kept on file in the office.

Disposition of Medication at the End of the School Year

All medication and medical equipment kept in the classrooms or office in the K-8 must be picked up by a parent/legal guardian by the last day of the school year or at the end of year parent-teacher conferences. ALL medication will be destroyed after this date.

Precautionary Screenings

Texas state law requires that students of various ages be screened for certain medical conditions. Parents will be notified prior to the start of the screenings. A nominal fee for each screening may be charged to the family's account. If you wish your child to be excluded from these screenings, you must provide written documentation from your physician that the screening has been done in the last calendar year. Step By Step must receive this documentation prior to the scheduled screening date

Student Life

Honor Roll

In order to encourage both academic and personal excellence, Step By Step recognizes those students who have achieved marks well above and beyond the normal accomplishments of students. Students meeting the following goals will be recognized at the school assembly at the end of each grading period and may receive additional recognitions as well.

Behavior Honor Roll Kindergarten

Highest Behavior Honor Roll	All E's and G's in Work Habits and Behavior with 6 areas S or S+
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Honors Behavior Honor Roll	All S's, E's, G's in Work Habits and Behavior with no more than 6 areas with an S-
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Academic Honor Roll Grades 1 and 2

Highest Academic Honor Roll	All grades 94 or above and No N's* Math Shelf on level
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Honors Academic Honor Roll	One 85 all others grades 90 or above and no N's*
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*Grade 1 - Oral Reading may be a N+ or N

Academic Honor Roll Grades 3 - 6

Highest Academic Honor Roll

All grades 90 or above and No N's
Math Shelf on level

Honors Academic Honor Roll

One grade 85 or above with others 90 or
above with No N's

Behavior Honor Roll Grades 1 - 6

Highest Behavior Honor Roll

All E's and G's in Work Habits and Behavior with 3
areas S or S+

Honors Behavior Honor Roll

All S's, E's, G's in Work Habits and Behavior with
no more than 3 areas with an S-

Academic Honor Roll Grades 7 - 8

Highest Academic Honor Roll

90 or above on all grades

Honors Academic Honor Roll

One 85 or above with the rest 90 or above

Behavior Honor Roll 7 - 8

Highest Behavior Honor Roll

All E's and G's

Honors Behavior Honor Roll

All E's, G's and no more 2 S's; no S-

Special Events & Photo Policies

Throughout the school year, Step by Step will host a wide variety of special events and programs including Spirit Nights, Family Fun Nights, School Skating Parties, Open Houses, field trips, class parties, and more. The dates are listed on your school calendar and newsletters, and reminders will be sent out just prior to the events. It takes participation from all of our students and their families to make these events a success, and we thank you for the ongoing support you show to our school.

Please note that Step By Step will make photos and/or recordings of daily school activities, special events, and class activities, as may other guests who attend the events. By enrolling in Step By Step and/or allowing participation in such events, you are giving permission for photographs and or recordings of your child(ren) to be uploaded as images on our website, on social media by Step By Step or by other guests, or to be used in training or in promotional and marketing materials for the school.

Parties & Holidays

The children have four parties during the year: Thanksgiving, Christmas, Valentine's Day, and Easter. These dates are listed on your calendar. The teacher will need parental assistance with refreshments. We would encourage you to bring nutritious snacks for these parties and help us to make them a success. A party food sign up will be made available prior to each class party.

Your child is welcome to celebrate his/her birthday with their class at school. *Just let the teacher know at least a day in advance* if you would like to provide cupcakes or something special. No gifts at school please. *Parents bringing party favors or private party invitations may do so only if they bring enough for the whole class.* Otherwise, we ask that you please phone or mail your invitations separately.

General Code of Conduct

"For those whom the Lord loves, He disciplines." (Heb. 12:6) God's Word makes continued reference to the necessity for and importance of discipline. Since this school bears the name of Christ, a high standard of conduct is expected of staff and students alike. The Student Code of Conduct may be summed up by stating that students are expected to maintain Christian standards in courtesy, attitudes, respect, kindness, morality, honesty and self-control. These standards are to be manifested on campus in the students' behavior toward other students, classmates, teachers, and visitors, off campus as they live out a Christian testimony before the community, and online in social media or other electronic forums, both public and private.

The ideal form of discipline is self-discipline. It is our desire to help each student develop self-discipline and conduct that is God-honoring and appropriate for classroom learning. Step by Step Christian School expects full cooperation from both student and parents in the discipline of the student.

Realistic behavior limits are set for the good of the students and are carefully explained and enforced throughout the school year. Consequences of unwise choices are necessary when unacceptable behavior continues to be a problem. Unacceptable behavior is generally defined as follows:

1. An action that interferes with the learning process of the student or his/her classmates, such as continually talking out of turn or interrupting the teacher;
2. An action that could possibly cause physical or emotional harm to the student or his/her classmates;
3. An action in direct violation of a well-explained school rule; A well-disciplined and secure classroom becomes simple and matter-of-fact if the proper “transfer of authority” has taken place. Children understand that you, as parent, have chosen to put them under the care and protection of their teacher. Therefore, you expect them to listen carefully and to obey the teacher’s words of instruction.
4. An act of willful disrespect toward the teacher or other adult in charge. This includes arguing, refusing to obey, or questioning the adult on issues.
5. Use of profane or unwholesome language or taking the Lord’s name in vain.

From this list, specific rules and policies have been set. Teachers are given the liberty of establishing and enforcing additional classroom rules which are in accordance with scriptural principles.

Classroom Conduct

An appropriate learning environment may be maintained when these classroom rules are in force:

1. Respect for the teacher and learning (including the appropriate use of “yes ma’am” and “yes sir”)
2. Not getting out of seat without permission
3. No talking without permission
4. Eyes to the front to pay attention
5. Stand to recite
6. No chewing gum

These rules are enforced at all grade levels at Step by Step. Additional classroom rules exist which are appropriate to the various grade and age levels of students.

Campus Conduct

1. Students should be courteous and helpful to school visitors by opening doors, giving directions, etc.
2. Children are expected to complete all assignments within the time allotted. Special privileges such as music, recess, P.E., art, cooking, and playing shelf games may be withheld until work is finished. If it is still not finished, the work will be sent home and must be completed.
3. Students should remain quiet and orderly in the halls for the benefit of those still in class. No loud talking or running is allowed.
4. Students are not to be involved in fighting or any type of physical or verbal abuse, including bullying or cyber-bullying, on or off campus.
5. Student possession and/or use of weapons, alcoholic beverages, illegal drugs, and tobacco products is not allowed. Discovery of such will result in immediate suspension and possible expulsion by the school.

Network/Internet Acceptable Use Policy

Technology resources (hardware and software) are the property of Step By Step and are to be used for educational purposes. Misuse of technology resources will lead to disciplinary action, which may include denial of access to technology resources and/or expulsion. Any moral code misconduct that becomes public knowledge through social websites and causes disruption to the daily operation of school may also be subject to disciplinary action.

Care of School Property

God has blessed Step by Step Christian School with facilities of which we are very proud. Students are urged to take pride in their campus by keeping the buildings and grounds free from litter and by removing muddy shoes before entering the building. Defacing or damaging school property, buildings, grounds, or equipment is not allowed. Repairs will be paid for by the parents of the student involved.

Disciplinary Procedures

Our discipline code is Biblically based on a respect for God, authority, others, and property. Children are expected to treat their teachers and other students with courtesy and respect and to accept correction when given.

Initial misbehavior is handled by the classroom teacher. A kindergarten child not in charge of himself may be removed from the group. A first through eighth grade student will be told the nature of his disobedience and will be dealt with according to the severity of the infraction. If there is a continuing, on-going discipline problem, the parents will be contacted for a conference to determine the best way of helping the child.

Parents will be notified if a student shows repeated disruptive behavioral problems and a detention and/or suspension may be given. Please consider this an indication that parents should take action at home so that the teacher's time is not consumed with behavioral problems, but with academic instruction. A parent may be called to come to the principal's office to pick up a child or administer discipline.

In cases where the problem continues with no behavioral change, or where parental and/or student cooperation is lacking, or if the student consistently exhibits an uncooperative spirit, he/she may lose tuition assistance, or even be requested to transfer. Parents are expected to support and uphold school discipline policies, realizing that without this cooperation and confirmation from the parents, a double standard exists between the home and school that could be detrimental to the student's development and could call to question his continued enrollment.

Detention & Suspension

Detention and/or suspension is assigned in an attempt to train the student to accept responsibility for their behavior and work standards. We encourage parents to take appropriate action at home to reinforce a detention and/or suspension notice. Parents will be sent a written notice of the detention and/or suspension, date to be served, and reason. The form must be signed by a parent and returned the following day. If not signed, an additional detention and/or suspension may be given.

Detention will be held on Monday and Thursday each week from 3:30 to 4:30 or 5:30 PM. It should be served within 1 week of notification or it will be doubled.

When a student receives a detention for an hour, he/she will be given work to do in the classroom. Detention assignments will vary depending on the cause of the detention. Detention may be assigned for the following, as well as any other reason deemed necessary by the teacher:

- Inability to follow school rules;
- Inability to accept correction from the teacher in the room;
- Any physical fighting;
- Threatening another person;
- Fourth time of "no homework" and each one thereafter in a six week grading period;
- Profanity;
- Second day of class without book, unless payment for new book has been made;
- Second day tests not signed and returned without communication with teacher;
- Second day report card not signed and returned or note must be written by a parent;
- Repeatedly incomplete classroom work
- Major dress code infraction - 3rd in a semester
- Academic dishonesty/cheating

Parents may not serve detention for their child.

No student serving detention will be released early without written permission from the principal. A child leaving early will need to complete the assigned detention on the following detention day.

Academic Dishonesty/Cheating

A child caught cheating or committing any other form of academic dishonesty may be given a zero and disciplined at the teacher's discretion.

Personal Appearance and Dress Code

The dress code is intended to develop high standards and consistency in dress, to minimize the importance of "dress competition," and to promote a serious attitude toward learning. It helps identify our students while in the community. Care must be taken that all students have high standards in grooming and personal appearance. The way our students look will say much to others about our school. By insisting upon Biblical modesty in dress, grooming, and general appearance, proper values will be instilled.

The student's uniform should always fit appropriately, be clean, neatly pressed, and not faded. **Shirts should be tucked in at all times.** Tears and holes in trousers, jumpers, shirts, sweaters or coats should be mended or patched, and missing buttons replaced. **Each item of clothing should be marked with the student's full name.** This is essential for sweaters and uniform pieces as they are identical. Shoes should be school colors, clean, and in good repair. Socks/tights must be worn with all shoes except sandals. Outgrown clothing must be replaced with clothes that fit properly. Lost, outgrown, incorrect, or missing items, including sweaters, ties, belts, socks, modesty shorts, etc. must be promptly replaced. Failure to do so may result in the school supplying the item to your child at a premium price.

Step by Step preference for backpacks and lunch boxes is generic color prints, designs, or solids. Lunch boxes and backpacks that promote the marketing of any movie, cartoon character, or product are discouraged. In all cases, any decoration (content) that promotes aggressive behavior, violence, or rebellion will be forbidden.

A student is expected to wear their uniform correctly from the time they arrive at school until they are picked up. On formal Chapel days, students must keep their full dress uniform (including sweater vest, ties, etc.) on while in class, at lunch, or at assemblies. Sweater vests, ties, etc. may only be removed during outside play time or with special permission. This pickup time may be 3:30 for regular dismissal, 4:00 for help class, or 4:30 or 5:30 after detention.

Chapel (Formal) Dress Required

Tuesday

Formal or Optional Dress Required

Monday, Wednesday, Thursday, and Friday—students may wear any gender appropriate Parker navy, gray, khaki or plaid bottom with any SBS monogrammed top.

Purchasing Uniforms

Uniform items should be purchased from **Parker School Uniforms**, phone number, 281-528-6203, FAX 281-528-6209, office located at 3425 FM 2920, Suite #114, Spring, TX 77388. Web site – www.Parkersu.com
Web ID Code: HO291308

As per the uniform revisions introduced in the fall of 2015, retired items from the previous dress code are grandfathered in until the fall of 2018. Only navy and red polo shirts, uniform style khaki pants, and uniform style navy pants may be purchased elsewhere. Items purchased from alternate vendors must be identical to Parker items (ie: same styles, color, and details such as buttons). All other colors of polos, skirts, jumpers, shorts, skorts, capris, and culottes must be purchased from Parker Uniforms and be appropriately marked.

Please note that certain items, like the Junior High Jackets, are reserved for certain ages of students and may not be worn unless in the appropriate grades.

Girls Grooming

Hair should be worn neat, combed, and out of eyes. Outlandish hair styles or colors are inappropriate. Hair bows and hair bands should be tasteful, and match the school's colors of navy, red, white, black, brown, tan, gray, light blue or formal plaid. Moderate makeup, including subtle, natural-looking nail polish and/or "solar" nails, is acceptable for girls in the 7th or 8th grade. Other students are not allowed to wear nail polish or make-up. Make up and polish are not to be applied on campus. Age appropriate jewelry is allowed. Earrings must be button style or small hoops; NO dangles. They may be silver, gold, or conform to school colors. Necklaces and bracelets may be worn, but must be school colors, gold, or silver. Additionally, students may wear a single "birthstone" item. The birthstone gem size may not exceed 1/4inch or 3.5mm, may be set in gold or silver, and it must be verifiable as the student's actual birthstone according to generally accepted conventions. A pair of earrings counts as a single item. Only one each of any kind of jewelry – necklaces, bracelets, and rings – may be worn at a time. **A student may not wear more than one item in each category.** Fingernails should be clean and neat. Fluorescent colors on any paraphernalia are not allowed. All accessories, including those for the hair and shoes, may only be red, white, navy, black, brown, tan, gray, light blue, or Parker plaid. Shorts worn under jumpers or skirts must be black or navy and should not be visible and must provide adequate modesty. Layering of school uniforms is prohibited.

Girls' Uniform Guidelines

Kindergarten through Second Grade

- Jumper** Parker formal plaid with emblem to be worn on Formal Dress Day. Hems should fall no shorter than two (2) inches from the floor when kneeling. Navy, khaki, and gray jumpers may be worn on optional days.
- Blouses** White formal style rounded collar with red piping, both long and short sleeved, to be worn on Formal Dress Days under jumper. Blouses with navy piping may be worn under jumpers on optional days. Parker monogrammed navy, red, light blue, gray or white knit polos, in both long and short sleeved styles, may be worn on Optional Day. Monogrammed plaid, light blue or white Oxford blouses in short or long sleeves are also available as is a Navy Monogrammed Fitted Overblouse With Three-quarter Sleeve. Navy, red, or white knit turtleneck or mock turtleneck shirts may be worn on optional days. Short sleeved shirts may not be layered over long sleeved shirts. Detentions may be assigned for a student who repeatedly must be told to tuck in her shirt.
- Sweater** Monogrammed Parker red cardigan. Monogrammed sweater vests and sweaters in navy and red are available for Optional Days as well. While seated in the classroom, students may wear only the Parker cardigan, sweater, or sweater vest. **No other shirts or jackets may be worn over uniforms. No clothing apparel which is visible may be worn under the school uniform.** Undershirts which are nude or white but are not visible may be worn under the Step by Step shirt.
- Dresses** Monogrammed Parker short sleeve knit dresses in navy and red may be worn on optional Dress Days.
- Capris** Parker capris in navy, gray, or khaki may be worn on Optional Dress Days.
- Skirts** Parker navy, gray, or khaki may be worn on Optional Dress Day. Hems should fall no shorter than two (2) inches from the floor when kneeling. No plaid skirts may be worn.
- Slacks** Parker navy, gray, or khaki to be worn on Optional Dress Day. (NO JEANS) Kindergarten and grade 1 girls are encouraged to have a partially elastic waist.
- Shorts** Only Parker navy, gray, plaid, or khaki may be worn on Optional Dress Day. Hems should fall no shorter than 2 inches from the knee.
- Culottes** Parker navy, gray, plaid, or khaki may be worn on Optional Dress Day. Hems should fall no shorter than two (2) inches from the floor when kneeling.
- Skorts** Parker navy, gray, plaid, or khaki may be worn on Optional Dress Day. Hems should fall no shorter than two (2) inches from the floor when kneeling.
- Blazers** Parker navy blazers with emblem may be worn on optional days.

- Ties** Parker plaid, navy, or red long ties may be worn with button downs on optional days.
- Belts** Belts must be brown, black or navy and may be worn with shorts or pants with belt loops. Belts are optional for grades K - 3.
- Socks** A matching pair of solid navy, red, white, black, gray, tan, light blue, or brown socks or tights may be worn. Plaid accented socks are also acceptable. Socks may not be worn over the knee. Leggings may not be worn. No leg warmers allowed of any color. Footless tights are acceptable.
- Shoes** Must be tan, brown, black, white, navy, gray, or red. Shoes don't have to be solid, but must have only approved colors and no graphics. All tennis shoes must cover the foot properly. No slip-on tennis shoes. Shoes must not be folded down on the heel and worn. Shoe laces must be white or same color as shoes. Hightops or boots may only be worn with pants. Flip-flops, thongs, slides, CROCS, cleats of any depth, or shoes with games, lights or sound are not acceptable. Students who wear boots, sandals, or slip-on shoes should bring sneakers for recess, PE, and after-care. **Metallic materials or glitter shoes are not allowed. No Heeley's or shoes with wheels.**

Third through Fifth Grades

- Culottes** Parker formal plaid culottes with pleated front to be worn on Formal Dress Day. Parker navy, gray, plaid or khaki may be worn on optional days. Hems should fall no shorter than two (2) inches from floor when kneeling.
- Blouse** Light blue monogrammed Oxford (short or long sleeves) to be worn on Formal Dress Day. Parker monogrammed navy, red, light blue, gray or white knit polos, in both long and short sleeved styles, may be worn on Optional Day. Monogrammed white or plaid Oxford blouses in short or long sleeves are also available for Optional Dress Day as is a Navy Monogrammed Fitted Overblouse With Three-quarter Sleeve. Navy, red, or white knit turtleneck or mock turtleneck shirts are optional. Shirt must be long enough to stay tucked in. Detentions may be assigned for a student who repeatedly must be told to tuck in her shirt. Short sleeved shirts may not be layered over long sleeved shirts.
- Sweater** Monogrammed Parker red sweater vest or sweater must be worn over blouse on Formal Dress days. Each student must also have a Monogrammed Parker navy cardigan. While seated in the classroom, students may wear only the Parker monogrammed cardigan, sweater, or sweater vest. **No other shirts or jackets may be worn over uniforms. No clothing apparel which is visible may be worn under the school uniform.** Undershirts which are nude or white but are not visible may be worn under the Step by Step shirt.
- Skirts** Parker navy, gray, or khaki may be worn on Optional Dress Day. Hems should fall no shorter than two (2) inches from the floor when kneeling. No plaid skirts may be worn.
- Slacks** Parker navy, gray, or khaki slacks to be worn on Optional Dress Day. (NO JEANS)
- Shorts** Only Parker navy, gray, or khaki may be worn on Optional Dress Day. Hems should fall no shorter than 2 inches from floor when kneeling.
- Skorts** Parker navy, gray, plaid or khaki may be worn on Optional Dress Day. Hems should fall no shorter than two (2) inches from the floor when kneeling on the floor.
- Capris** Parker navy, gray, or khaki capris may be worn on Optional Dress Day.
- Blazers** Parker navy blazers with emblem may be worn on optional days.
- Ties** Parker plaid, navy, or red long ties may be worn with button downs on optional days.
- Belts** Belts must be solid tan, gray, brown, black or navy and *must* be worn with shorts or pants with belt loops. Belts are mandatory.

- Socks** A matching pair of solid navy, red, white, black, gray, tan, light blue, or brown socks or tights may be worn. Plaid accented socks are also acceptable. Socks may not be worn over the knee. Leggings may not be worn. No leg warmers allowed of any color. Footless tights are acceptable.
- Shoes** Must be brown, black, white, navy, gray, or red. Shoes do not have to be solid, but must have approved colors. No graphics. All tennis shoes must cover the foot properly. No slip-on tennis shoes. Shoes must not be folded down on the heel and worn. Shoe laces must be white or same color as shoes. Hightops or boots may only be worn with pants. Students who wear boots, sandals, or slip-on shoes should bring sneakers for recess, PE, and after-care. Flip-flops, slides, CROCS, cleats of any depth, or shoes with games, lights or sound are not acceptable. **Metallic materials or glitter shoes are not allowed. No Heeley's or shoes with wheels.**
- Underclothing** **Appropriate underclothing must be worn but may not be visible.**

Sixth through Eighth Grades

- Skirt** Parker formal plaid skirt with multiple pleats to be worn on Formal Dress Day. Parker navy, gray, plaid or khaki may be worn on optional days. Hems should fall no shorter than two (2) inches from floor when kneeling.
- Blouse** White Monogrammed Fitted Overblouse With Three-quarter Sleeve or White Monogrammed Oxford (short or long sleeves) to be worn on Formal Dress Day. The Overblouse blouse is designed to be worn untucked. Parker monogrammed navy, red, light blue, gray or white knit polos, in both long and short sleeved styles, may be worn on Optional Day. Monogrammed white, plaid or light blue Oxford blouses in short or long sleeves are also available for Optional Dress Day as is a Navy Monogrammed Fitted Overblouse With Three-quarter Sleeve. Navy, red, or white knit turtleneck or mock turtleneck shirts are optional. Shirts (excluding Overblouse) must be long enough to stay tucked in. Detentions may be assigned for a student who repeatedly must be told to tuck in her shirt. Short sleeved shirts may not be layered over long sleeved shirts.
- Sweaters** Monogrammed Parker red sweater vest or sweater must be worn over blouse on Formal Dress days. Students may also wear the monogrammed cardigan, sweater, or sweater vest in red or navy on optional days.
- Jackets** Each student must have monogrammed Polarfleece Jacket in navy. While seated in the classroom, students may wear only the Parker monogrammed jacket, cardigan, sweater, or sweater vest. **No other shirts or jackets may be worn over uniforms. No clothing apparel which is visible may be worn under the school uniform.**
- Slacks** Parker navy, gray, or khaki slacks may be worn on Optional Dress Day. (NO JEANS)
- Shorts** Only Parker navy, gray, plaid or khaki may be worn on Optional Dress Day. Hems should fall no shorter than 2½ inches from floor when kneeling.
- Culotte** Parker navy, gray, plaid or khaki may be worn on optional days. Hems should fall no shorter than two (2) inches from floor when kneeling.
- Skorts** Parker navy, gray, plaid or khaki may be worn on Optional Dress Day. Hems should fall no shorter than two (2) inches from the floor when kneeling on the floor.
- Capris** Parker navy, gray, or khaki capris may be worn on Optional Dress Day.
- Blazers** Parker navy blazers with emblem may be worn on optional days.

- Ties** Parker plaid, navy, or red long ties may be worn with button downs on optional days.
- Belts** Belts must be solid tan, gray, brown, black or navy and *must* be worn with shorts or pants with belt loops. Belts are mandatory.
- Socks** A matching pair of solid navy, red, white, black, gray, tan, light blue, or brown socks or tights may be worn. Plaid accented socks are also acceptable. Socks may not be worn over the knee. Leggings may not be worn. No leg warmers allowed of any color. Footless tights are acceptable.
- Shoes** Must be brown, black, white, navy, gray, or red. Shoes do not have to be solid, but must have approved colors. No graphics. All tennis shoes must cover the foot properly. No slip-on tennis shoes. Shoes must not be folded down on the heel and worn. Shoe laces must be white or same color as shoes. Hightops or boots may only be worn with pants. Students who wear boots, sandals, or slip-on shoes should bring sneakers for recess, PE, and after-care. Flip-flops, slides, CROCS, cleats of any depth, or shoes with games, lights or sound are not acceptable. **Metallic materials or glitter shoes are not allowed. No Heeley's or shoes with wheels.**
- Underclothing** **Appropriate underclothing must be worn but may not be visible.** Undershirts which are nude or white but are not visible may be worn under the Step by Step shirt.

Boy's Grooming

Hair must be neatly groomed and kept cut and maintained. Boys' hair should not touch the shirt collar, the eyebrows or mid ear. No hair should be in the face or the eyes. Extreme hairstyles or colors are not permitted. (No tails, mohawks, "faux"hawks, spikes, or shaved haircuts). Boys must not wear earrings or any other visible piercing. Boys may wear only traditional male jewelry which includes ID bracelets or Christian necklaces or bracelets. Choker necklaces of any kind may not be worn. A student may not wear more than one item in each category. Shirt tails are to be tucked in at all times. Detentions may be assigned for a student who repeatedly must be told to tuck in his shirt.

Boys' Uniform Guidelines

Kindergarten through Second Grades

- Shirts** Plaid button down Oxford shirt with emblem to be worn on Formal Dress Day. Navy, red, gray, light blue, or the white monogrammed polo shirt (in short or long sleeves) may be worn on Optional Dress Day. Monogrammed white or light blue Oxford button downs in short or long sleeves are also available for Optional Dress Day. Navy, red, or white knit turtleneck or mock turtleneck may be worn on Optional Dress Day. Shirts must be long enough to stay tucked in. **Detentions may be assigned for a student who repeatedly must be told to tuck in his shirt.** Short sleeved shirts may not be layered over long sleeve shirts.
- Slacks** Parker navy pants must be worn on Formal Dress Days. Parker navy, gray, or khaki to be worn on Optional Days. **(NO DENIM JEANS)** Kindergarten boys must have elastic waist. Grade 1 boys are encouraged to have elastic waist.
- Shorts** Parker navy or khaki may be worn on Optional Dress Day. Hems should fall no shorter than 2 inches from the knee.
- Sweater** In grades K – 2, all students must have a Parker regulation monogrammed red cardigan. While seated in the classroom, students may wear only the red Parker cardigan, red or navy sweater or sweater vest. **No other shirts or jackets may be worn over uniforms. No clothing apparel which is visible may be worn under the school uniform.** Undershirts which are white but are not visible may be worn under the Step by Step shirt.

- Blazers** Parker navy blazers with emblem may be worn on optional days.
- Ties** Parker plaid, navy, or red long or bow ties may be worn with button downs on optional days.
- Belts** Solid brown, black, tan, gray, or navy belt may be worn if slacks or shorts have belt loops
- Socks** A matching pair of solid white, navy, red, khaki, brown, tan, light blue, or black socks.
- Shoes** Must be the school colors of tan, navy, black, white, red, gray, or brown. Shoes do not have to be solid, but must have only approved colors. No graphics. All tennis shoes must cover the foot properly. No slip-on tennis shoes. Shoes must not be folded down on the heel and worn. Shoe laces must be white or same color as shoes. Hightops or boots may not be worn with shorts. Students who wear boots, sandals, or slip-on shoes should bring sneakers for recess, PE, and after-care. Flip-flops, thongs, slides, CROCS, cleats of any depth, or shoes with lights or sound are not acceptable. Metallic materials or glitter shoes are not allowed.

Third through Fifth Grades

- Shirts** Light blue button down Oxford shirt with monogram to be worn on Formal Dress Day. Navy, red, gray, light blue, or the white monogrammed polo shirt (in short or long sleeves) may be worn on Optional Dress Day. Monogrammed white or plaid Oxford button downs in short or long sleeves are also available for Optional Dress Day. Navy, red, or white knit turtleneck or mock turtleneck may be worn on Optional Dress Day. Shirts must be long enough to stay tucked in. **Detentions may be assigned for a student who repeatedly must be told to tuck in his shirt.** Short sleeved shirts may not be layered over long sleeve shirts.
- Slacks** Parker gray pants must be worn on Formal Dress Days. Parker navy, gray, or khaki to be worn on Optional Days. **(NO DENIM JEANS)**
- Shorts** Parker navy, gray, or khaki may be worn on Optional Dress Day. Hems should fall no shorter than 2 ½ inches from the knee.
- Sweater** Monogrammed v-neck navy sweater or sweater vest is required on Chapel dress days. In grades 3-5, all students must have a Parker regulation monogrammed navy cardigan. While seated in the classroom, students may wear only the navy Parker cardigan, or red or navy sweater or sweater vest. **No other shirts or jackets may be worn over uniforms. No clothing apparel which is visible may be worn under the school uniform.** Undershirts which are white but are not visible may be worn under the Step by Step shirt.
- Blazers** Parker navy blazers with emblem may be worn on optional days.
- Ties** Parker plaid, navy, or red long or bow ties may be worn with button downs on optional days.
- Belts** Solid brown, black, tan, gray, or navy belt must be worn if slacks or shorts have belt loops
- Socks** A matching pair of solid white, navy, red, khaki, brown, tan, light blue, or black socks.
- Shoes** Must be the school colors of tan, navy, black, white, red, gray, or brown. Shoes do not have to be solid, but must have only approved colors. No graphics. All tennis shoes must cover the foot properly. No slip-on tennis shoes. Shoes must not be folded down on the heel and worn. Shoe laces must be white or same color as shoes. Hightops or boots may not be worn with shorts. Students who wear boots, sandals, or slip-on shoes should bring sneakers for recess, PE, and after-care. Flip-flops, thongs, slides, CROCS, cleats of any depth, or shoes with lights or sound are not acceptable. Metallic materials or glitter shoes are not allowed.

Sixth through Eighth Grades

- Shirts** White button down Oxford shirt with monogram to be worn on Formal Dress Day. Navy, red, gray, light blue, or the white monogrammed polo shirt (in short or long sleeves) may be worn on Optional Dress Day. Monogrammed light blue or plaid Oxford button downs in short or long sleeves are also available for Optional Dress Day. Navy, red, or white knit turtleneck or mock turtleneck may be worn on Optional Dress Day. Shirts must be long enough to stay tucked in. **Detentions may be assigned for a student who repeatedly must be told to tuck in his shirt.** Short sleeved shirts may not be layered over long sleeve shirts.
- Slacks** Parker khaki pants must be worn on Formal Dress Days. Parker navy, gray, or khaki to be worn on Optional Days. **(NO DENIM JEANS).**
- Shorts** Parker navy, gray, or khaki may be worn on Optional Dress Day. Hems should fall no shorter than 2 ½ inches from the knee.
- Sweater** Monogrammed v-neck navy sweater vest or sweater is required on Chapel dress days. Parker monogrammed red or navy cardigans, v-neck sweaters, or sweater vests may be worn on optional days.
- Jackets** Each student in grades 6-8 must have monogrammed Parker Polarfleece Jacket in navy. While seated in the classroom, students may wear only the Parker monogrammed cardigan, sweater, or sweater vest. **No other shirts or jackets may be worn over uniforms. No clothing apparel which is visible may be worn under the school uniform.** Undershirts which are nude or white but are not visible may be worn under the Step by Step shirt.
- Blazers** Parker navy blazers with emblem may be worn on optional days.
- Ties** Parker plaid long or bow ties must be worn with button downs on Chapel Dress Days. Parker red or navy long or bow ties may be worn on optional days.
- Belts** Solid brown, black, tan, gray, or navy belt may be worn if slacks or shorts have belt loops
- Socks** A matching pair of solid white, navy, red, khaki, brown, tan, light blue, or black socks.
- Shoes** Shoes (including laces) must be the school colors of tan, navy, black, white, red, gray, or brown. Shoes do not have to be solid, but must have only approved colors. No graphics. All tennis shoes must cover the foot properly. All shoes must fasten firmly to the front and back of the foot. Hightops or boots may not be worn with shorts. Students who wear boots, sandals, or slip-on shoes should bring sneakers for recess, PE, and after-care. Flip-flops, thongs, slides, CROCS, cleats of any depth, or shoes with lights or sound are not acceptable. Metallic materials or glitter shoes are not allowed.

Dress Code Infractions

Minor Infraction - Accessories, shoes, skirt length, hair cuts

1st time in a semester -dress code slip to inform the parent of the correction needed will be sent home to be signed and returned the next day

2nd time in a semester - same infraction, notice of detention if repeated

3rd time in a semester - same infraction, **detention** will be assigned

Major Infraction – Clothing

1st time in a semester -dress code slip to inform the parent of the infraction

2nd time in a semester - formal warning of detention if repeated

3rd time in a semester - **detention** assigned

Boy and Girl Scout Uniforms must completely comply with the troop's uniform guidelines and may be worn on the day of the meeting. Boy Scouts must wear school uniform pants.

Step by Step reserves the right to suspend privileges. Parents may be asked to bring replacement clothing, or school uniforms may be given out to a student with inappropriate attire.

Casual Dress Days

Select school days, party days, and every early dismissal day (except the last day of school) will be a "casual dress day" for the students. Students are allowed to wear regular street clothes to school for these days only. Dress code guidelines concerning modesty and lengths are to be followed or the privilege will be suspended. **Sleeveless, excessively baggy, or form fitting styles of any kind are not allowed.** All pants, skirts, shorts, or capris must sit at the waist. No low rise styles. Skirts, shorts, and dresses must fall no shorter than 2 inches above the knees. There are no color restrictions but inappropriate words, pictures, or characters will not be permitted. When in doubt, wear something else.

Boys' Guidelines

- Pants** Jeans and other styles may be worn. **No holes or distressed styles may be worn.** Pants must sit at the waist. No low rise, baggy, or skinny jean styles.
- Shirts** No inappropriate messages or television and movie characters are allowed. Sport and Christian themes are acceptable. Shirts must have sleeves. No tank or muscle shirts
- Shorts** Must fall **no higher than 2 inches above the knee.** Shorts must sit at the waist. No baggy styles. No form fitting styles.
- Shoes** No color restrictions enforced. Shoes may not make noise or have games. Flip-flops, slide, thongs and cleats are not allowed. Sandals must have straps. All shoes must fasten firmly to the front and back of the foot. Students who wear boots, sandals, or slip-on shoes should bring sneakers for recess, PE, and after-care.

Girls' Guidelines

- Pants** Jeans and other styles may be worn. Capris are allowed. **No holes or distressed styles.** Pants and capris must sit at waist. No low rise styles. **Nothing can be form fitting.**
- Shirts** No inappropriate messages or television and movie characters are allowed. Sport and Christian themes are acceptable. Shirts must have sleeves. No tank or sleeveless shirts.
- Shorts** Must fall **no higher than 2 inches above the knee.** Shorts must sit at the waist. No low rise or form fitting styles.
- Skirts** Must fall **no higher than 2 inches above the knee.** Skirts must sit at the waist. No low rise or form fitting styles.
- Dresses** Must have sleeves and fall **no higher than 2 inches above the knee.** No low cut or form fitting styles.
- Shoes** No color restrictions enforced. Shoes may not make noise or have games. Flip-flops, slide, thongs and cleats are not allowed. Sandals must have straps. Students who wear

boots, sandals, or slip-on shoes should bring sneakers for recess, PE, and after-care. All shoes must fasten firmly to the front and back of the foot.

Underclothing Appropriate underclothing must be worn but may not be visible.

No form fitting styles would include leggings & jeggings, which may only be worn as tights under skirts which meet the length requirements. Jewelry may be any color but earrings still may not "dangle".

Field Trips

Field trips are planned to enhance the textbook learning. Transportation is to be provided by the school and, in some cases, the parents. Parents transporting students on field trips are asked to dress according to school standards and refrain from smoking or other activities or conversations that are not in keeping with Step by Step standards. Additionally, parents and/or chaperones may be asked to complete a name-based criminal background check before accompanying students off campus.

Field trips are limited to Step by Step students within participating classes. Other siblings on field trips are not allowed as we need the parent's full supervision for participating students. Field trips will incur a minimum additional fee of \$4.00 per person per trip to cover the cost of the van and driver.

Lunch

Students may bring their lunch or buy a school lunch for \$5.00 per day or \$22.00 a week. A lunch count will be taken at 8:15 a.m. At that time, your child needs to have a lunch at school. If they do not have a lunch at school, they will be included in the lunch count and be charged for a lunch unless the child does not want to eat the school lunch for that day. If you must deliver a lunch after school starts, please bring it to the main office no later than 11:45 a.m. Milk and water will be furnished to all students at no charge.

All parent provided meals & snacks should be nutritious and healthful, in order to meet the daily needs of growing children. Please avoid the following items: carbonated and/or caffeinated beverages (sodas, energy drinks, etc), food that must be refrigerated or heated, candy, and "fast" food (takeout from McDonald's, etc.). Please send food and drinks that the children can open and close themselves.

Please do not bring lunches from *fast food restaurants* unless the whole class is included. Any child eating take-out food must eat it in the library or at the picnic tables on the playground. Parents are welcome to join their child for lunch or take them out to lunch. We ask that this be an occasional treat and not be done on a regular basis. A parent eating lunch with their child and bringing take-out food is asked to eat in the library.

Vending Machines

Students may not buy sodas from the Coke machine during school hours or after school unless accompanied by a parent. Car riders **must not** open sodas until they are outside the school.

Books and Supplies

Library Books

All library books are the property of Step by Step and must be taken care of properly. Excessive damage, defacing, or loss of any of these books will result in the full replacement price being assessed to the parents as well as a \$5 re-shelving fee.

Textbooks

Some textbooks are purchased specifically for each student and some are rented. All textbooks must be replaced if lost. Rented textbooks must be replaced damaged. Textbooks must be paid for before admittance to class. Lost textbooks and class materials must be purchased within three days of loss.

Supplies

Supplies are furnished by the school as part of the enrollment fees. Supplies will be picked up and delivered to the student's teacher. Additional materials may be required from time to time by individual teachers.

At the end of the six weeks period, all fines, tardy fees, and lost books must be paid for before report cards can be sent home.

Homework

Homework is an integral part of the school program which is given to aid the students in advancing their studies. Each student is required to complete his homework assignments on time.

Purpose

1. Reinforcement: Review of key concepts ensures a solid foundation upon which to build.
2. Practice: Following classroom explanation and illustration on new work, homework is given so that the material may be mastered.
3. Opportunity for improvement: As instruction progresses, gaps in a student's grasp of a subject sometimes become evident. Homework following instruction meets these challenges and helps prevent or ameliorate these gaps.
4. Special projects: Book reports, compositions, and special research assignments are frequently assigned as homework or require extra class time.
5. Character development: The acquisition of solid study skills and good learning habits is essential to long-term academic success throughout an educational career.

Notebook or Student Planner

We do request the parent's full cooperation in seeing that the assignments are completed. Failure to complete homework for any reason will affect not only the student's daily grade but also the effectiveness of the learning program. A parent's signature on the homework notebook or planner indicates they *know* the child has done the work and have not just been told by the child that it was done.

Penalties

Unfinished or partially complete homework or an unsigned notebook or planner is considered a "no homework."

The following penalties may be given for failure to hand in homework on time during a six week grading period:

- 1st time - Homework must be completed during class hours
- 2nd time - Homework must be completed during class hours
- 3rd time - Homework must be completed during class hours and written notice sent home to be signed
- 4th time - Detention
- 5th time - Detention
- 6th time - Detention and go to principal's office and cannot return to class until all work is completed

If homework is not finished during class hours, it will need to be finished at home and brought to school completed the next day. Special activities, recess, and PE times may be used to complete assignments.

Papers and Test Folders

Daily papers not receiving test or quiz grades are sent home every week. We encourage the parents to review this material and recognize work that should be praised as well as areas that need additional attention. These are not returned to school.

Tests and quizzes are sent home on Monday (Tuesday, if Monday is a holiday) for parent's signature in an orange folder. Again, please review these and return signed within two days. Detention may be assigned for chronic late turn in of test folders.

Home Reading

Reading aloud to your K - 4th grader is strongly encouraged as they develop a love for the written word by hearing it read to them. It is recommended that each student read at least 50 pages of outside reading each week. This may be from our school library, public library, or personal book from home on an appropriate level. We have a program on the library computer which asks comprehension questions over selected books that are a part of the Reading Counts program. Most teachers require that the student earns a specific number of points each six weeks. A grade will be given for these points earned. In addition, the average comprehension grade on Reading Counts for the six weeks will be averaged with other classroom reading grades. Awards are given each six weeks and overall prizes awarded to the students with the most points at the end of each school year.

Help Classes

Step By Step offers a supplemental tutoring program to each child as needed at no additional cost to the parents. This program, called Help Class, allows a child to receive extra instruction in a small group setting and additional practice on challenging skills. A child may be assigned to a Help Class if we feel it would be beneficial. This class will be held Monday - Thursday from 7:35 - 7:55 a.m. and 3:30 - 4:00 or 4:15 p.m. Parents will be sent a written notice advising of the need for Help Class. The note must be returned signed the following day. Help Class will continue until you receive written notification of the ending date.

Do not use morning or afternoon Help Class time as a time for teacher visits or conferences.

Personal Belongings

Students are responsible for their own lunch boxes, sweaters, coats, hats, mittens, and any other personal items. Please put names on each item. A lost and found collection will be maintained and may be checked for missing items. The classroom teacher has many duties and cannot be responsible for your child's belongings. All classrooms may be locked at the end of the school day. Students may not return to classes to collect belongings or forgotten supplies. When classrooms are locked by the teacher, they will not be reopened until the teacher is on duty the next day.

Any personal item being used inappropriately and picked up by the teacher during the school day will not be returned and may be thrown away. Parents may arrange personally with the teacher to pick them up the first time. The second time the items will not be returned until the end of the year. The teacher may or may not still have the item.

Students have no expectation of privacy on school grounds. Please be aware that Step By Step may open, inspect, and/or search all students and their belongings including electronic devices for any reason.

Toys

No toys from home are allowed at school. Balls may be brought any day. Any toys picked up by the teacher during the school day will not be returned and may be thrown away. Parents may arrange personally with the teacher to pick them up the first time. The second time the items will not be returned until the end of the year. The teacher may or may not still have the item. Please note that Fidget Spinners are considered toys without a written prescription from a physician or licensed therapist and, as such, are not allowed at school.

Personal Electronic Devices

The personal use of personal electronic devices by students is prohibited while on campus. These items will be picked up and returned only to the parent. Only Christian music and music with a high moral content will be played on campus, during school events, or during school sponsored activities. There will be no rock, rap, or country western. Earphones are not permitted.

Facilities Use Policy

Use of Step By Step facilities is limited to Step By Step academic and athletic purposes. Any exceptions for use/rental by outside entities must be approved by the administration.

Animals

Please be aware that wild, feral, service and domestic animals may be present on the school grounds without specific prior notice . Feral or wild animals that are not a risk and do not represent a hazard, cause property damage, or create a public nuisance, and that do not require human intervention, may inhabit the campus grounds without interference.

No person may do anything to attract feral or wild animals to campus, nor may any person feed or set out food or water for feral or wild animals on campus or engage in any other human intervention without express permission from the administration. Human intervention includes, but is not limited to, attracting animals, feeding, watering, building of shelters for animals, and providing medication.

Feral or wild animals that are a potential risk, represent a hazard, cause property damage, create a nuisance, or otherwise pose a potential threat to the health or safety of humans may also be present on campus. As we become aware of the them, Step By Step will remove or dispose of these threats.

With the exception of service animals or service animals in training, domestic animals may not enter any campus building, including all storage facilities; enclosed or delineated outdoor athletic or recreational facility; or officially reserved or scheduled outdoor events on campus without express permission of the school administration.

All domestic animals, including service animals, must be under control while on campus grounds, and restrained by a leash or other appropriate device that does not exceed six feet in length and that is under control by a responsible adult. At no time is an animal permitted to wander off leash or be let out of control by the handler or to be left in the care of a student. Fecal matter deposited by any animal brought onto campus must be removed immediately and disposed of properly by the owner or handler. The burden is on the animal handler to arrange for removal of fecal matter if he or she is personally unable to perform the task.

Animals must have appropriate behavior while on campus. If there is anything about the condition, health, or behavior of any animal on campus that is deemed by school officials to be a direct threat to the health or safety of any member of the campus community or to any other animal, if the owner cannot control the animal, if the animal is disruptive, or if the animal is not housebroken, then that animal may be removed from campus in any manner deemed necessary by school officials. Such action may be taken regardless of whether the animal posing a threat would otherwise be permitted on campus under this Policy.

All animals brought on campus grounds must be fully inoculated in accordance with Harris County regulations, if such inoculation is required by Harris County, with the burden of proof on the owner or handler.

Emergency Drills

Emergency drills are held periodically. Students are taught to exit buildings quickly and quietly and not re-enter buildings until the all-clear is given. A student found to have pulled the fire alarm when there is not a true emergency may be subject to a \$75.00 fine payable to the Tomball Fire Department.