

Step By Step Christian School

**Parent — Student
Handbook**

Kindergarten – Eighth Grade

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STEP BY STEP CHRISTIAN SCHOOL

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www.stepbystepk-8.org

MISSION STATEMENT

Step by Step Christian School's mission is to equip our children to be the leaders of tomorrow by providing an excellent academic foundation built upon the authority of God's Word.

HISTORY

Step by Step Christian School is a privately owned co-educational preschool, elementary, and middle school founded in 1982. The facility is located on 5 acres, and includes childcare facilities, preschool, elementary, and middle school classrooms.

ACCREDITATION

Step by Step Christian School is accredited by the National Private Schools Accreditation Alliance. This is a national accreditation agency specializing in individual educational programs. We are also members of ACSI, the Association of Christian Schools International.

PHILOSOPHY

Step by Step Christian School's philosophy is that each child should be given the opportunity and instruction to develop academically, emotionally, physically, and spiritually. We encourage our students to apply Biblical values to their own lives and to become the very best that the Lord would have them to be.

STAFF

Step by Step Christian School teachers 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 achievement of each child. All of our teachers are Christians who have chosen teaching as a ministry. Their daily modeling of Christian living is our greatest educational asset.

NON-DISCRIMINATORY POLICY

Step by Step Christian School admits students of any race to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race in

the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic or other school-administered programs.

WEB SITE

Step by Step maintains a web site at www.stepbystepk-8.org. You are welcome to view this site or share with others.

GOALS

- * Respect for God, authority, and others;
- * Respect for school property;
- * Respect for others' property;
- * Punctuality (on time for classes and assignments);
- * Good attendance;
- * Responsibility for completion of assigned work.

CURRICULUM

- * Non-denominational Christian instruction
- * Phonetic approach to reading
- * Mastery of math facts
- * Science, spelling, language arts, social studies
- * Computers in every classroom
- * Conversational Spanish
- * Extra-curricular activities including music, cooking, art, drama
- * Development of creative problem solving skills
- * Stimulation of critical thinking skills
- * Development of positive self concept
- * Encouragement of self-motivation in learning
- * Provision for independent learning

GENERAL SCHOOL POLICIES

Attendance, Absences, And Make-up Work

All Step by Step School students are expected to be in class and on time daily. 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, will count toward the 10 day maximum absences. Required school attendance may need to be made up on teacher in-service days. Allowances will be made if there are extenuating circumstances, such as an extended illness.

All absences are defined as follows:

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.
3. Absences due to a school-related activity.
4. Death in the immediate family.

Unexcused Absences

Students receiving an unexcused absence assigned for tardiness must complete missed work during class time or for homework and turn it in the following morning.

Students receiving an unexcused absence for family vacations must gather class work in advance and turn it in on the day the student returns to school. Make-up tests will have to be taken on the return date or at the teacher's convenience.

Students receiving an unexcused absence due to suspension from class, will receive a zero grade for class assignments and tests given that day.

Make Up Work

Each day missed can never be replaced. Work missed due to an excused absence must be made up. If your child must be absent more than 3 days because of an excused absence, please get your child's assignments from the teacher so he/she may work on them at home. Plan on the child staying after school to work on missed work or lessons.

Students are given the same number of days to make up work as the number of days missed. Make up work will often need to be done during P.E. or after school. All work not made up after that time will receive a zero grade.

Every effort must be made by parents to schedule medical, dental, and orthodontic appointments after school hours. Please plan family vacations during school holidays.

Report absences

Parents are asked to call by 9:00 a.m. on the day the child is absent. Written notice should be submitted to the teacher upon the student returning to school.

All excuses for absences must be in writing and turned in to their teacher on the first day a student returns to school. The responsibility to schedule make-up work for any reason rests solely with the student and is at the teacher's convenience.

Requested homework will not be ready until after 4:15 p.m. for second day absence. Please do not request homework for a one-day absence.

School Hours

Morning classes begin at 7:30 a.m. for 4th-6th and 8:00 a.m. for classes K-3rd.

All students may begin arriving for school at 7:30 a.m. Any student arriving prior to 7:30 a.m. must be enrolled in the Extended Day Care and will be billed for the appropriate block of time.

Half-day Kindergarten is dismissed at 12:00 p.m. Students should be picked up by 12:05 p.m. **Half-day Kindergartners who remain after 12:05 p.m. will be taken to lunch and placed in the full day kindergarten class. A fee will be charged.**

Full day Kindergarten should be picked up at 3:20 p.m.
Grades 1-8 should be picked up from school at 3:30 p.m.
Students who are sent to childcare after 3:40 or 4:10 will be charged.

Arrival and Dismissal

All students will be **delivered and picked up in front of the elementary building. Parents may drive through to the line marked on the driveway** to deliver and 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.

Extended Day Care

Extended Day Care enrollment is available to Step by Step students from the hours of 5:45 a.m. to 6:45 p.m. for grades K-6th. Rates are available in the school office. Please register at the childcare office. Parents must check with main office for space available.

Half-day kindergarten children arriving before 7:30 a.m. or staying after 12:05 p.m. **will be placed in the full day kindergarten class at a minimum charge of \$4.00.**

Full-day kindergarten thru sixth grade students arriving before 7:30 a.m. or staying after 3:40 p.m. will be placed in Extended Day Care at a minimum charge of \$4.00.

Tardiness

Promptness is a measure of good citizenship. The school day for students K- **3rd** will begin promptly at 8:00 a.m. in the classroom. A student arriving after 8:05 a.m. will be marked tardy.

The school day for **4th - 6th** will begin at 7:30 and students will be marked tardy at 7:45.

A student who is tardy must go immediately to class upon arrival. A pattern of tardiness (4 or more per six weeks) will necessitate **a charge being assessed for the fourth tardy and each one thereafter.**

Tardy 1 & 2 – warning

Tardy 3 – warning with written notice that a fine will be assessed for the next tardy

Tardy 4 – \$25 fine

Tardy 5 – \$35 fine

Tardy 6 – \$50 fine

Tardy 7 and up – \$50 fine for each one

This fine 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.

Students arriving after 10:00 a.m. or leaving before 2:00 p.m. will be marked absent for ½ day. Any student who is out of school more than 2 hours during the day will be marked absent ½ day.

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. Students will remain in the

classroom until checkout is complete. No student will be allowed to leave the school at any time except with his parent or carpool, unless prior arrangements have been made with the school.

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.

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, watery eyes, etc.) This is for his/her own protection as well as for the protection of the 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.

The criteria for our policy is dictated by the Texas Department of Protective and Regulatory Services and our concern for the health of each child.

8100.D. An ill child must not be admitted for care if one or more of the following exists:

1. The illness prevents the child from participating comfortably in facility activities.
2. The illness results in a greater need for care than the staff can provide without compromising the health, safety, and supervision of the other children.
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 illness (two or more episodes in 24 hours), 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 the facility's 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 the facility's 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 fever without medication 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 unless they have a written excuse from the parent.

If your child has an injury at school, you will be notified and a first aid procedure will be provided. Minor cuts and scrapes will be treated by office personnel or staff. Tylenol will be given with parental permission.

Step by Step Christian School, through its school administrators, will attempt to notify the parents immediately of any child who becomes ill while in school.

Medication Policy

The administration of any drugs or other medication provided by parents for students shall, *whenever possible*, be under the supervision of office personnel. Teachers, however, are allowed to administer Tylenol and aspirin provided by parents with a signed parental permission slip.

Parents are required to provide any over-the-counter medication for only headache or allergy that their child may request in the classroom during the day. *Label All Medicine With Your Child's Name and dosage*. When that supply is exhausted, a new supply must be provided.

When a child must be given medicine at school, please complete and sign a medical request form. Submit with medicine to school office. All prescribed medicine must be in original container with the child's name on the prescription. All medicine must be dated when brought to school. A child may not keep medicine of any kind in their desk, backpack, or lunch kit.

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

Immunization Requirements

The following immunizations are required for all students. All immunization records must be validated by a physician or public health clinic.

Vaccine	Required Doses	Last Dose
Polio	3	1 dose after 4 th birthday
DPT – Born after 9-1-92	4	1 dose after 4 th birthday
– Born before 9-2-92	3	1 dose after 4 th birthday
Td	1	by 14 th birthday
Measles – Born after 9-1-91	2	2 nd dose by age 6
– Born before 9-2-91	2	2 nd dose before the 12 th birthday
Mumps and Rubella	1	before 1 st birthday
HibCV – ages 6 or less	4	on or before 15 months
Hepatitis B – born after 9-1-92	3	Before 1st birthday
born after 9-1-88 before 9-2-92	3	By 12 th birthday
Chickenpox – born after 9-1-94 (Varicella) born 9-2-88 to 9-1-94	1	12 - 15 months or By 12 th birthday if not had before

Communicable Disease Policy

In an effort to protect the health of all children, it may be necessary to exclude from school children who are suffering from a communicable disease. The following policy stands in compliance with the Texas Civil statutes, Article 4477. 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 released 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	Exclude until under treatment and free of all organisms and nits. There are now medications available over the counter at pharmacies. Children being re-admitted must have hair checked by office staff.
<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.

EMERGENCY SCHOOL CLOSING

On occasion it is necessary to cancel school due to flooding, ice, or severe weather conditions. If a decision is made to cancel, the administration will notify your child's teacher and he/she will call to notify you.

THE SCHOOL OFFICE

Please feel free to consult with the school staff regarding any problems or questions that concern your child. It is the desire of the staff to be of service to both parent and student. For the protection of all students, all parents and other visitors **must** report to the office upon arriving at school.

No student should be in the school office at any time without permission.

Lunches, homework, books and other items may be left in the school office to be delivered.

Office phones are for business and emergency use only. Students needing to make phone calls for forgotten homework, lunches, or permission slips should first receive permission from their teacher and then make the call under her supervision. Please do not telephone your child during school hours unless absolutely necessary.

The school phone line is equipped with an answering machine which will enable you to leave a short message.

Classroom observation will be welcomed after the first 3 weeks of school. Parent-Teacher Conferences must be made by definite appointment with the teacher at a scheduled after-school hour. Please do not bring other children to these conferences. Please do not use morning or afternoon "help class" time as a time for teacher conferences.

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.

Field trips are limited to Step by Step students within participating classes. We encourage parents not to bring other siblings on field trips as we need the parent's full supervision for participating students.

Field trips will incur a 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 \$3.00. 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 11:00 a.m.

Milk and juice will be furnished to students at no charge.

We ask that you not send food that needs to be microwaved. Please send food and drink that the children can open and close themselves.

Please do not bring lunches from *fast food restaurants* unless the whole class is included. A parent wanting to eat lunch with a child or to take a child out to lunch is welcome to do either option. However, we ask that this be an occasional treat and not be done on a regular basis.

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

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 for a \$90.00 fee due by June 15th. Late fees will be assessed after this date. 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.

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 (1 bell) sounds.

TUITION PAYMENT

Monthly tuition is due on the 15th of the preceding month and late on the 25th. A late notice will be sent and a \$25.00 late fee will be added to any account not paid by the 25th. A student may not be admitted 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.*

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. Character development: A student should be taught to do what he ought to do, not what he wants to do.
2. Reinforcement: We believe that most students require solid drilling to master material essential to their educational process.
3. Practice: Following classroom explanation, illustration, and drill on new work, homework is given so that the material will be mastered.
4. Remedial activity: As instruction progresses various weak points in a student's grasp of a subject become evident. Homework following instruction is given to overcome such difficulties.
5. Special projects: Book reports, compositions, and special research assignments are frequently the subject of homework attention.

Steno Pad 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 the student's daily grade. A parent's signature on the homework steno 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

Partially complete homework or an unsigned steno pad or planner is considered a "no homework."

The following penalties may be given for failure to hand in homework on time during a 6 week grading period:

- 1st time - Homework must be completed during class hours
- 2nd time - All homework assignments must be redone during class hours.
- 3rd time - All homework assignments must be redone 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.

Papers

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

Tests and quizzes are sent home on Monday (Tuesday, if Monday is a holiday) for parent's signature. Again, please review these and return signed **within two days** or a *detention* will be issued to the student.

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 closet will be maintained and may be checked for missing items.

Step by Step preference for backpacks and lunch boxes is solid color as designated for shoes. Lunch boxes that promote the marketing of any movie or product are discouraged.

In all cases, any decoration (content) that promotes aggressive behavior, violence, or rebellion will be forbidden.

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.** She may or may not still have the item.

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

A child may be assigned to a Help Class if we feel it would benefit him. This is a time to receive individual or small group help in areas needed. This class will be held daily from 7:35 - 7:55 a.m. and 3:30 - 4:00 or 4:30 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.

Please **do not** use morning or afternoon Help Class time as a time for teacher visits or conferences.

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.** She may or may not still have the item.

PARTIES AND 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 big success. A party notebook is provided on the library counter for sign up prior to each party.

Your child is welcome to celebrate his/her birthday with his 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 private birthday 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.

MUSIC

Only Christian music and music with a high moral content will be played. There will be no rock, rap, or country western. Earphones are not permitted.

SCHOOL CONDUCT AND DISCIPLINE STANDARDS

"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. Step by Step Christian School expects full cooperation from both student and parents in the discipline of the student.

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.

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 (using “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.

General School Conduct Rules

1. Students should remain quiet and orderly in the halls for the benefit of those still in class. No loud talking or running is allowed.
2. Students are not to be involved in fighting or any type of physical or verbal abuse.
3. Students should be courteous and helpful to school visitors by opening doors, giving directions, etc.
4. 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 with-held until work is finished. If it is still not finished, a detention may be assigned or the work sent home at the teacher’s discretion.
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.

These conduct rules may be summed up by stating that students are expected to maintain Christian standards in courtesy, attitudes, kindness, morality, honesty and self-control. These standards are to be manifested on campus in the students’ behavior toward other students, classmates, and teachers and off campus as they live out a Christian testimony before the community.

Disciplinary Procedures

Our discipline code is Biblically based on a respect for God, authority, and others. Children are expected to treat their teachers and friends 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 will be removed from the group. 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. 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.

Parents will be notified if a student shows repeated disruptive behavioral problems and a detention will be given. This is an indication that parents need to take action at home so that the teacher's time is not consumed with behavioral problems, but with academic instruction. A parent will 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 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

Detention is assigned in an attempt to train the student to accept responsibility for their behavior, for their work, and for their future punctuality. We encourage parents to take appropriate action at home to reinforce a detention notice. Parents will be sent a written notice of the detention, date, and reason. The note must be returned signed the following day. If not signed, an additional second detention will be given.

Detention will be held on Monday and Thursday each week from 3:30 to 4:30 or 5:30 p.m. 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 their classroom until about 4:00. At that time the student will be sent to the classroom of the teacher in charge of detention for that time. For the next 30 minutes, the student will be expected to sit still with their hands folded on the desk. After 10 or 15 minutes the students will be given a chance to move and then it will be back to sitting still. We are hoping that this makes detention a place to be avoided rather than a place to meet friends.

Detention may be assigned for the following, as well as any other reason deemed necessary by the teacher:

- *Inability to accept correction from the teacher in the room;
- *Any physical fighting;
- *Fourth time of "no homework" and each one thereafter in a six week grading period;
- *Inability to follow school rules;
- *Threatening another person;
- *Profanity;
- *Second day of class without book;
- *Second day tests not signed and returned;
- *Second day report card not signed and returned or note must be written by parent;
- *Incomplete classroom work;
- *Major dress code infraction

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.

Cheating

A child caught cheating may be given a zero and disciplined at the teacher's discretion.

HONOR ROLL STANDARDS

Academic Honor Roll Grades 1 and 2

Highest Academic Honor Roll All grades 94 or above and No N's*
*Oral Reading may have N+

Honors Academic Honor Roll All grades 90 or above and no N's*
*Oral Reading may have N+

Academic Honor Roll Grades 3 - 6

Highest Academic Honor Roll All grades 90 or above and No N's

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

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 75% of grades E's with NO grade lower than S
(E's must include 75% of the day)

Honors Behavior Honor Roll 50% of grades E's with NO grade lower than S
(E's must include 50% of the day)

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 when representing Step by Step.

Care must also 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 Christian modesty in dress, grooming, and general appearance, proper values will be instilled.

The student's uniform should always be clean, neatly pressed, and **not faded**. 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, jackets and ties. Shoes should be solid color, clean, and in good repair.

A student is expected to wear their uniform correctly from the time they arrive at school until they are picked up. This pickup time may be 3:30 for regular dismissal, 4:00 for help class, or 4:30 or 5:30 after detention.

PURCHASING UNIFORMS

Uniform items should be purchased from **Parker School Uniforms**, phone number, 713-661-6110, 1-888-558-5383, FAX 713-781-1594, main office located at 5243 Buffalo Speedway. Houston, TX 77005. Web site – www.Parkersu.com

GIRLS' GROOMING

Hair should be worn neat, combed, and out of eyes. Outlandish hair styles are inappropriate. Hair bows and hair bands should be tasteful, matching and subtle in navy, red, white or formal plaid. Moderate makeup is acceptable for girls in the 7th or 8th grade or who are 13 years old or older. Age appropriate jewelry is allowed. Earrings must be button style with no hoops or dangles. They may be silver, gold, or conform to school colors. Necklaces and bracelets may be worn, but must be school colors or gold or silver. 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. Nail polish may be clear only. Any other color will be removed by the office staff as soon as it is noticed. Polish IS NOT to be applied at school. Fluorescent colors on any paraphernalia are not allowed. All accessories including those for the hair and shoes may only be red, white, navy, or Parker plaid. Shorts worn under jumpers or skirts should not be visible.

FORMAL DRESS REQUIRED Monday and Thursday

FORMAL OR OPTIONAL DRESS REQUIRED Tuesday, Wednesday, and Friday

Girls' Uniform Guidelines

Kindergarten through Third Grade

Jumper Parker formal plaid to be worn on Formal Dress Day. Hems should fall no shorter than two (2) inches from the floor when kneeling on the floor.

Blouses White formal style rounded collar with navy piping, both long and short sleeved, to be worn on Formal Dress Days. Blouse must be long enough to stay tucked in. Parker navy, red, or white knit, both long and short sleeved polo style may be worn on Optional Day. Navy, red, or white knit turtleneck or mock turtleneck shirts may be worn on optional days. Detentions may be assigned for a student who repeatedly must be told to tuck in her shirt.

Sweater Parker red cardigan. While seated in the classroom, students may wear only the Parker cardigan or Parker sweater vest.

A sweatshirt in navy or white may also be worn on optional dress days over your regular clothes. **No other shirts or sweatshirts 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.

- Skirts** Parker plaid or Parker regulation navy to be worn on Optional Dress Day. Hems should fall no shorter than two (2) inches from the floor when kneeling on the floor.
- Slacks** Regulation type navy slacks or Parker khaki to be worn on Optional Dress Day. (NO JEANS) Kindergarten girls must have elastic waist and grade 1 girls are encouraged to have elastic waist.
- Shorts** Only Parker navy or khaki may be worn on Optional Dress Day. Hems should fall no shorter than 2 ½ inches from the floor when kneeling on the floor.
- Culottes** Parker formal plaid may be worn on Optional Dress Day. Hems should fall no shorter than two (2) inches from the floor when kneeling on the floor.
- Skorts** Parker navy may be worn on Optional Dress Day. Hems should fall no shorter than two (2) inches from the floor when kneeling on the floor.
- Belts** Belts must be solid school colors and may be worn with shorts or pants with belt loops.
- Socks** Solid navy, red, or white socks or tights may be worn. No leg warmers allowed of any color.
- Shoes** Solid (98%) color dark brown, black, white, navy, or red may be worn. All tennis shoes must cover the foot properly. No slip-on tennis shoes. Shoes must not be folded down on the heel and worn. Shoes must remain tightly laced and tied during school and when on school property. Shoe laces must be white or same color as shoes. Hightops may not be worn with shorts or dresses. Cowboy boots, thongs, slides, cleats of any depth, or shoes with lights or sound are not acceptable.

Fourth through Eighth Grades

- Skirt** Parker formal plaid stitched-down pleated skirt to be worn on Formal Dress Day. Parker navy may be worn on optional days. Hems should fall no shorter than two (2) inches from floor when kneeling on floor.
- Blouse** **Parker white knit shirt to be worn on Formal Dress Day.** Parker navy, red, or white knit, both long and short sleeved polo style may be worn on Optional Day. 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.
- Sweater** In grades 4 - 8, Parker regulation red cardigan. While seated in the classroom, students may wear only the Parker cardigan or Parker sweater vest on formal dress days.
A sweatshirt in navy or white may also be worn on optional dress days over your regular clothes. **No other shirts or sweatshirts 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

- Slacks** Regulation type navy slacks or Parker khaki to be worn on Optional Dress Day. (NO JEANS)
- Shorts** Only Parker navy or khaki may be worn on Optional Dress Day. Hems should fall no shorter than 2½ inches from floor when kneeling on floor.
- Skorts** Parker navy may be worn on Optional Dress Day. Hems should fall no shorter than two (2) inches from the floor when kneeling on the floor.
- Tie** In 7th - 8th grades, Parker floppy navy bow tie to be worn on Mondays.
- Belts** Belts must be solid school colors and *must* be worn with shorts or pants with belt loops.
- Socks** Navy, red, or white socks or tights may be worn. No leg-warmers are allowed.
- Shoes** Shoes must be in 98% solid colors of navy, black, dark brown, white, or red. All tennis shoes must cover the foot properly. No slip on tennis shoes. Shoes must not be folded down on the heel and worn. Shoes must remain tightly laced and tied during school and when on school property. Shoe laces must be white or same color as shoes. Hightops may not be worn with shorts or dresses. Cowboy boots, thongs, slides, cleats of any depth, or shoes with lights or sound are not acceptable.

BOYS' 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 are not permitted. (*No Tails, Spikes, or Shaved Hair Cuts!*) Boys must not wear earrings. 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 Eighth Grades

- Shirts** **Parker white polo shirt (short or long sleeves) to be worn on Formal Dress Day.** Parker plaid shirt or navy, red, or white polo shirt may be worn on Optional Dress Day. Navy, red, or white knit turtleneck or mock turtleneck may be worn on Optional Dress Day. For cold weather on optional dress days, students may wear optional Parker red or navy pullover sweater vest, or **a sweatshirt** in navy, red, or white. 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.**

- Slacks** Parker uniform navy pants must be worn on Formal Dress Days. Regulation type navy or Parker khaki to be worn on optional days. **(NO DENIM JEANS)** Kindergarten boys must have elastic waist and grade 1 boys are encouraged to have elastic waist.
- Shorts** Parker regulation navy or Parker khaki may be worn on Optional Dress Day. Hems should fall no shorter than 2 ½ inches from floor when kneeling on floor.
- Ties** Grades 7th - 8th only, Parker regulation navy tie to be worn on Formal Dress Day (Mondays).
- Sweater** In grades K - 8, Parker regulation red cardigan. While seated in the classroom, students may wear only the Parker cardigan or Parker sweater vest on formal dress days.
A sweatshirt in navy, red, or white may also be worn on optional dress days over your regular clothes. **No other shirts or sweatshirts 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.
- Belts** In grades 1 - 3 solid school color belts may be worn if slacks or shorts have belt loops. **In grades 4 - 8 solid color school belt must be worn if slacks or shorts have belt loops.**
- Socks** Solid white, navy, red, or black socks.
- Shoes** Shoes must be 98% solid navy, black, white, red, or dark brown. All tennis shoes must cover the foot properly. No slip-on tennis shoes. Shoes must not be folded down on the heel and worn. Shoes must remain tightly laced and tied during school and when on school property. Shoe laces must be white or same color as shoes. Hightops may not be worn with shorts. Shoe laces must be white or the same color as the shoes. Cowboy boots, thongs, slides, cleats of any depth, or shoes with lights or sound are not acceptable.

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, detention **will be** scheduled
- 3rd time in a semester - same infraction, **no admittance to class** until corrected

Major Infraction - Clothing

1st time in a semester - detention **will be** scheduled.

2nd time in a semester - **no admittance** to class until corrected.

VENDING MACHINES

All students may purchase juice drinks from the lunch room vending machine.

Students (K-6) may not buy Cokes from the Coke machine during school hours or after school unless accompanied by a parent. Students in 7th - 8th grade have coke machine privileges during lunch only. Car riders **must not** open cokes until they are outside the school.

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.

STUDENT - TEACHER INTERVIEWS

Student - teacher interviews 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.

PARENT - 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.

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.

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. A monetary amount of \$10 (ten dollars) per hour should be paid for those families not able to work the required 10 hour period. The work-service plan is not intended to be a money-maker. However, some families may find it easier to contribute money instead of time to the school. 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.

FINANCIAL AID

Step by Step has a firm conviction that parents bear the full responsibility for the education of their children. However, we understand the financial burden this places on many of our families. The cost of private education is high. Through the successful efforts of our spring auction and the thoughtful support of some private individuals, scholarship money becomes available to offer partial tuition payments to needy students. These scholarships are awarded at the discretion of the administrators of Step by Step based on need as well as other factors.

Applications for financial aid are available at the school office and should be returned with a \$25 application fee by the due date. Decisions will be based on amount of aid available, number of students applying, cooperation of family, student behavior and cooperation, and student diligence and effort in classwork.

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