



Upper School Student/ Parent Handbook
2011-2012

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This Handbook Belongs to:

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Mission Statement

The Mission of the School is to provide a superior academic program which prepares each student for a college or university compatible with the individual's academic ability, interests, and needs; to instill in each student a love of learning, an active respect of all members of the school community, and a fundamental sense of integrity; and to provide a nurturing environment which values independence and self-worth, physical health, spiritual awareness, and responsible global citizenship.

Alma Mater

Saint Stephen's now we sing to thee
This our song of loyalty.
Green and gold declare thy fame
As we praise thy honored name.

May our echoes ever ring
Like the soaring falcon wing.
Through your halls of memory
Here our hearts will ever be.

School Prayer

Loving God, gracious Lord, thank you for the life we share at Saint Stephen's Episcopal School. Help us to do our part in making this community a place where we all can become who you created us to be. Empower those who teach and those who learn to be fulfilled by sound learning, new discovery, and the pursuit of wisdom. Open our hearts to your love that we might feel your presence among us. Guide and strengthen us by your Spirit, that we might love one another as you love us, freely and fully, expecting nothing in return. In your most holy name we pray. AMEN.

Non-Discrimination Statement

Saint Stephen's Episcopal School does not discriminate on the basis of race, color, religion, sexual preference, national or ethnic origin in the administration of its education or admissions policies, scholarship, athletic or other school administered programs.

Saint Stephen's Honor Code

I will not lie.
I will not cheat.
I will not steal.
I will respect myself and others.

Fight Song

Saint Stephen's Falcons soaring high on mighty wings.
Saint Stephen's Falcons on the wind your heartbeat sings.
This is our motto green and gold we cherish you.
One in spirit always Saint Stephen's ever we will be true.
FAL (FAL) CON (CON) GO FALCONS!
This is our promise green and gold we'll cherish you.
One in spirit always Saint Stephen's ever we will be true.

Upper School Overview

The Upper School at Saint Stephen's is a traditional college preparatory school with approximately 250 students in grades 9-12. Our students have a variety of backgrounds and come from all over – from local Manatee and Sarasota counties to states all over the nation and countries across the world. Some of our students (approximately 15 %) live and/or train athletically at IMG Academies in Bradenton, as well as other local academies.

Regardless of where they come from, our students dedicate themselves to their academic work and are surrounded by others who have accepted the same challenge. The Upper School offers a diverse curriculum designed to prepare students for college, give them experience in the major academic disciplines, develop their appreciation of and ability in the arts, and encourage athletic involvement. Members of the faculty and administration celebrate students' individual interests and abilities and encourage their growth outside the curriculum. The Upper School curriculum supports 19 Advanced Placement classes and 15 honors classes. Saint Stephen's graduates attend a variety of colleges across the United States.

Our qualified and devoted teachers combine a passion for their subjects with a love of working with teenaged students. Small classes create an environment in which each student regularly participates and is heard. Each member of the Saint Stephen's community is expected to abide by the Honor Code, promising to reach for the highest standards of personal and academic integrity. Every student has a faculty advisor to consult about academic progress, course selection, and other issues that affect school life. In general, clear communication between students and faculty supports our caring, safe culture.

Upper School students are a part of the Saint Stephen's community, where their teachers and classmates know and care about them. From the time each student arrives on campus in the morning, he or she has a place to go. Students may stop in to chat with a teacher about a homework assignment or meet classmates for an early study group. It is not uncommon to find a teacher and several students talking together over lunch. The richness and diversity of the Upper School curriculum, combined with community warmth, makes Saint Stephen's Upper School unique.

Academics

In line with our mission statement, the academic program at Saint Stephen's Episcopal School is exclusively college preparatory. We have rigorous standards for our classes and offer challenging curricula that meet the needs of average to above average students. Every department in the Upper School has honors level or Advanced Placement courses and department chairs, teachers, advisors, and the Academic Dean work to place students in the most appropriate courses available.

Graduation Requirements

This is a list of the classes you must take to qualify for graduation at Saint Stephen's:

English – four credits

You will need to take an English class every year in the Upper School. Your freshman and sophomore years you will take standard classes, and then you will be able to choose electives in your junior and senior years. Advanced Placement courses are available to juniors and seniors.

Modern and Classical Languages – three credits (and at least through the third level of the language)

Ideally this will consist of three years in a row of one language (Spanish, French, or Latin). For example: Spanish 1, 2, and 3, or Latin 2, 3 and 4. Alternatively, a student may study through the third level in one language then decide that he wants to study a different language; for example: Latin 3, French 1, and 2. This, however, is not common.

Mathematics – four credits

Students must take a math course each year at Saint Stephen's, beginning with the appropriate placement in the ninth grade. There are many different alternatives, for example: Algebra 1, Geometry, Algebra 2, Analysis of Functions, Geometry, Advanced Algebra 2, Pre-Calculus, AP Calculus AB.

Science – three credits

Every student is required to take Biology, Chemistry, and Physics. These classes may be fulfilled by taking courses either at the general level or at the honors level.

Social Studies – three credits

For students who have attended Saint Stephen's since the ninth grade, these credits are usually fulfilled by taking Western Civilizations, World History, and US History or AP US History. For all students, but of note to those who have transferred in after the ninth grade, US History or AP US History is required for graduation, and the remaining two History credits may be filled by taking other classes in this department.

Fine Arts – one credit

This requirement is fulfilled by taking one year of a performing or fine art: Art 1, Drama, Chorus, or Band.

Physical Education – one credit

You may earn this credit by representing Saint Stephen's as a participant in a team sport over two seasons (0.5 credits each), by managing teams at Saint Stephen's (0.25 credits each season), or by participating in an approved outside sports training program (1 credit per year). Rarely, this credit is granted to those students who pursue a rigorous sports program in their own time. You may apply a maximum of two Physical Education credits towards your graduation requirement.

Electives – three credits

These are the classes you take to further explore your interests in some area by taking extra classes: an elective science course, another social studies class, more math, additional fine arts, etc. A P.E. credit may satisfy one of your elective credits.

The **TWENTY TWO** credits listed above are required for graduation. Other requirements for graduation include the successful completion of the Interim Quest program each year, completion of community service hours, and the presentation of a speech in chapel during the Senior year.

The standard course load for an Upper School student at Saint Stephen's is six classes. Five classes are considered standard for IMG Sports Academy (or other approved sports training program) students.

You may take only **TWO** Advanced Placement classes in your junior year and only **THREE** Advanced Placement classes in your senior year, unless you receive special permission from the Academic Dean or Division Director. Please note that students interested in an AP course must complete an application process.

Course Offerings

Computer Science

Introduction to CS
Intermediate CS
AP Computer Science^N
Technology Internship

English

English 9
English 10
English 10 Honors*^h
English 11
English 12 seminars
 British Literature^s
 Ethics & Literature^s
 Literature of the South^s
 Shakespeare^s
AP Language and
 Composition
AP Literature and
 Composition
Elective courses:
Newspaper Journalism

Fine Arts

Art 1
Art 2
Art 3 Honors^h
AP Studio Art
Ceramics
Advanced Ceramics
Honors Ceramics^h
Photography
Advanced Photography
Drama
Chorus
Band
Broadcast Media
Yearbook Publications

Modern & Classical

Languages

Latin 2
Latin 3
Advanced Latin^h
AP Latin Vergil
French 1
French 2
French 3
Advanced French^h
French 5^{hN}
AP French Language^N
Spanish 1
Spanish 2
Spanish 3
Advanced Spanish^h
AP Spanish Language
AP Spanish Literature

Mathematics

Algebra 1
Geometry
Honors Geometry*^h
Algebra 2
Advanced Algebra 2
Algebra 2 &
 Trigonometry*^h
Analysis of Functions
Statistics
Pre-Calculus^h
Calculus^{hN}
Introduction to Calculus*^h
AP Calculus AB
AP Calculus BC

Physical Education

Life Management^s
Strengthening and
Conditioning^s

PE Internship

Science

Biology
Honors Biology*^h
AP Biology
Chemistry
Honors Chemistry*^h
AP Chemistry
Physics
Honors Physics^h
AP Physics
Astronomy
Marine Science
AP Environmental Science

Social Studies

Western Civilization
World History
AP World History*
US History
AP US History
Global Economics and
Politics
AP Art History
AP European History
American Government^s
American Politics^{sN}
Comparative Religion^s
Humanities^s
International Relations^s
Introduction to
Psychology^{sN}
Public Speaking & Debate^{sN}

Lower School Internship
Study Hall

^ssemester-long class ^hhonors-level course *requires departmental invitation
Note that AP courses require an application ^N Indicates a course that will not be taught 2011-2012

Planning for Upper School

Students and their families should use the four-year planning page to chart out ideas about a student's course of study at Saint Stephen's. Each spring, as a part of the course selection process, students' advisors will also go over the evolving four-year plans with their students.

Rising Ninth Graders

Rising ninth grade students should plan on the following course of study:

English: English 9

Modern & Classical Languages: French 1, Latin 1 or 2 (if Latin 1 was successfully completed in Middle School), or Spanish 1 or 2 (if Spanish 1 was successfully completed in Middle School). The Modern and Classical Languages Department will review ninth grade language placement.

Mathematics: Algebra 1, Geometry, or (by invitation only) Advanced Geometry. The Middle School math teachers will help with placing current Saint Stephen's eighth grade students; the mathematics recommendation will be used to place incoming students.

Science: Biology or (by invitation only) Honors Biology

Social Studies: Western Civilizations

Elective: Courses available to ninth grade students include: Art 1, Band, Chorus, Drama, Introduction to Computer Science, Newspaper Journalism, and Yearbook Publications.

Students may choose to take a second Modern and Classical Languages course as an elective. Students who attend the IMG Academies do not sign up for an elective class.

Study Hall: Ninth grade students will be registered for a study hall unless special arrangements are made through the Academic Dean's office in consultation with the student, his or her parents and the Upper School Director. Students with a short-day schedule for sports are not assigned a study hall during their day at Saint Stephen's.

Rising Tenth Graders

Rising tenth grade students should plan on the following course of study:

English: English 10 or (by invitation only) English 10 Honors

Modern & Classical Languages: Current Saint Stephen's students should continue in their course of study. Students new to Saint Stephen's will be placed into their chosen sequence with the help of the department.

Mathematics: Geometry, Algebra 2 (with department recommendation), Advanced Algebra 2, or (by invitation only) Algebra 2 and Trigonometry.

Science: Chemistry or Honors Chemistry (by invitation only)

Social Studies: World History or (by invitation only) Advanced Placement World History

Elective: Tenth grade students have a wider variety of electives available to them than ninth grade students. Please see individual course descriptions to determine courses open to tenth grade students. Students who attend the IMG Academies do not register for an elective class in tenth grade.

Study Hall: Tenth grade students are recommended to take a study hall. However, this space may be used for an additional elective by students in good standing. Communicate with your advisor

and the academic office if you are interested in obtaining permission to sign up for seven courses. Students with a short-day schedule for sports are not assigned a study hall during their day at Saint Stephen's.

Rising Eleventh Graders

Rising juniors should plan carefully. Refer to the graduation requirements as you fill out your four-year plan and think ahead through your senior year. You may also wish to meet with the Academic Dean or College Counselor, particularly if you may be interested in attending a highly competitive college or university.

English: English 11 or an Advanced Placement course, either Language and Composition or Literature and composition. Most students in the Language class will be juniors; in the Literature, seniors.

Modern & Classical Languages: Current Saint Stephen's students should continue their course of study to complete the three-year requirement in foreign language. Students new to Saint Stephen's will be placed into the sequence with the help of the department.

Mathematics: Students who have taken Algebra 1 and Geometry should sign up for Advanced Algebra 2 as juniors. Students who completed Advanced Algebra 2 as sophomores may consider Analysis of Functions or Pre-Calculus. Selected students who participated in the Algebra 2 and Trigonometry class may choose to continue with Introduction to Calculus. Students new to Saint Stephen's will be placed using their mathematics recommendation; consultation with their prior school may be necessary.

Science: Physics or Honors Physics is required for graduation and is usually taken during the junior year. However, students may elect to delay physics until the senior year if they wish to pursue another science class or, rarely, additional courses in another department. Juniors are also eligible for science electives including Advanced Placement science classes and may choose to take more than one science class.

Social Studies: United States history is required for graduation and is usually taken during the junior year, either on the general or Advanced Placement level. However, students may choose to delay US history until the senior year if they wish to pursue another social studies class or, rarely, additional courses in another department. Juniors are eligible for a wide variety of elective courses in the social studies department; see the course descriptions provided. Some juniors take more than one social studies class.

Arts: Students who have not yet satisfied their fine arts graduation requirement should plan carefully how to do so. A student who attends the IMG Academies should consider fulfilling the art requirement as a junior.

Study Hall: Juniors are strongly urged to take a study hall, particularly if taking an Advanced Placement course or two. The College Counseling office uses study hall time during the junior year for sessions preparing students for the college admissions process. Students who do not have a study hall are at a distinct disadvantage. If you are interested in obtaining permission to take seven courses, you must make an appointment with the Academic Dean. Students with a short-day schedule for sports are not assigned a study hall during their day at Saint Stephen's.

Physical Education: Juniors who have not begun to earn credit toward their Physical Education requirement are strongly encouraged to start this year.

Rising Twelfth Graders

Rising seniors should carefully consult the graduation requirements when planning their twelfth grade year. Fill out the four-year plan with the classes that you have completed or are currently enrolled in and check off the graduation requirements that you have fulfilled; any requirements left unfulfilled must be completed in the senior year. Of course, you may take courses beyond the minimum graduation requirements in any department, particularly if you are planning to apply to competitive or highly competitive colleges and universities. Rising seniors are encouraged to specialize if they have an area of study that is of particular interest and they have satisfied their requirements in other departments. Students will attend a special college planning meeting with their parents in the spring semester of their junior year. At this meeting, the College Counselor will get to know you and your family and will help organize your personal college plan, including suggestions about your senior course of study. Students new to Saint Stephen's as rising seniors should contact the College Counseling office over the summer.

Adding or Dropping a Class

To add or drop a class, a student must complete an *Add/Drop Form*, available from the Academic Dean, in the first few weeks of a course. Add/Drop dates will be posted and forms will be available at the academic office and at the Upper School front desk. No student may enter into a class without notification by the Academic Dean that his or her schedule has been changed. *Completion of an Add/Drop Form does not guarantee a change in schedule and students should continue to attend their original class schedule until officially notified.* Yearlong courses are considered to be long-term commitments and are not included in the semester two add/drop period. Any senior seeking to change his or her schedule is strongly cautioned to do so only under the advisement of the College Counselor.

- Section changes (same course, different time or teacher) are rarely granted and must be approved by the department chair and Upper School Director.
- Level changes (transfer within a department or discipline; for example, from AP United States History to US History) may take place after the regular add/drop period, but students are recommended to make any such changes as close to the start of classes as possible. These changes must be made with the approval of the department chair.
- Students with unusual circumstances who need to drop courses prior to the normal end of the class may do so only by gaining the approval of a committee that will consider the request: the department chair, the Academic Dean, the student's advisor, and the instructor. These drops must also be approved by the Upper School Director and, for seniors, by the College Counselor.

Advanced Placement Program

The Advanced Placement Program of the College Board provides students with the opportunity to pursue academic interests on the college level while still attending high school. Courses are based on a standardized curriculum that culminates in a nationwide test in May. A student may earn advanced placement in college or college credit based on his score on the exam. Saint Stephen's offers the following Advanced Placement courses at the time of publication of this handbook: Art

History, Biology, Calculus (AB and BC), Chemistry, Computer Science, English Language and Composition, English Literature and Composition, Environmental Science, European History, French Language, Latin (Vergil), Physics, Spanish Language, Studio Art (Drawing, 2D, 3D), and United States History. Saint Stephen's offers World History at the AP level to select sophomore students only.

An AP class is a special college-level learning experience. It is more challenging and thought-provoking than other classes offered – and will take more time, requires more work, and explores topics in greater depth. Acceptance into AP classes is by application only and includes a recommendation from your current teacher and an interview with the department chair.

Current students who are interested in participating in the Advanced Placement program at Saint Stephen's by taking an AP class in the next academic year should alert their classroom teacher in that subject area. Applications are made available to students during second semester, immediately prior to the pre-registration period. Incoming students to the school should inform the Academic Dean of their interest during the pre-registration process.

All students who are interested in taking AP classes should be prepared to discuss their work ethic, intellectual interest in the subject area, and planned schedule and extra-curricular activities. The recommendation from your current teacher will be considered particularly when considering a student's capacity for abstract and higher-level thought. Additional pieces that may be considered when a student applies for an AP class include, but are not limited to: writing samples, portfolios of work, samples of graded work, and standardized test scores. A student who wishes to appeal the decision of a department regarding placement in an Advanced Placement course should speak with his advisor about the appeals process.

Enrollment in an Advanced Placement course includes the commitment to take the national exam in May.

Grading

Saint Stephen's Upper School employs a letter grade system. We all know that at best a grade – whether letter or numerical – is a symbolic shorthand equivalent of the best professional judgment teachers can make of a student's progress and understanding. This is why communication between families and faculty is so important.

We use the following scale of equivalency:

A+	97-100	Superior academic performance demonstrating mastery of the course material above and beyond course expectations.
A	93-96	
A-	90-92	
B+	87-89	Strong academic performance demonstrating a strong understanding of the course material. Student work meets course expectations.
B	83-86	
B-	80-82	
C+	77-79	Marginal performance demonstrating a basic understanding of key concepts in the course. Student work meets most of the course expectations.
C	73-76	
C-	70-72	
D+	67-69	Passing, with work some work that is below course expectations. This may indicate that additional work will be needed in order to successfully progress to the next level of study.
D	63-66	
D-	60-62	
F	59 and below	Failure. Student does not receive credit for taking the course.

The academic year is divided into two semesters; each semester is divided into two interims. Grades in all subjects are due at the end of each interim; the interim grade is valued at 40% of the semester grade. Semester exams are given at the end of each semester during exam week. Exams are two hours and are valued at 20% of the semester grade. Some of our courses do not have a final exam (e.g., AP exams in the second semester typically do not have a final exam). In this case, interim grades are valued at 50% of the semester grade. Each semester counts 50% towards the year-end grade.

While a student may earn above 100% on any given assignment, test, or exam due to extra credit granted by the teacher, each interim and exam grade cannot be marked above 100% and semester and year-end grades will reflect this cap.

Parents are strongly encouraged to use the NetClassroom program as a means to follow the development of their student's academic progress over the course of the year. This is a powerful communication tool which enables parents to see grades for all assignments. Students are required to use this program as it is the primary sources for class assignments, on-line supplemental material, and grades. Students and parents will also be able to find announcements from administrators and teachers here. We encourage parents to use this as a springboard for discussion and as a means to gauge the student's general progress over the course of the interim, but to also bear in mind that any one assignment is rarely predictive of the entire grade.

Parent conferences take place in the Upper School at the end of the first and third interims; however, parents are encouraged to make independent contact by e-mail, phone, or in person with teachers throughout the school year as needed.

The Grade Point Average

A student's academic grade point average (GPA) and cumulative GPA are calculated each semester in the Upper School according to the following scale:

<u>Grade</u>	<u>Points</u>	<u>Grade</u>	<u>Points</u>
A+	4.33	C+	2.33
A	4.00	C	2.00
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B	3.00	D	1.00
B-	2.67	D-	0.67
		F	0.00

The Saint Stephen's report card has both a weighted and unweighted GPA calculation. Courses that have been designated as honors level (H) will receive a weight of 0.50 to their grade points when calculating the weighted GPA; Advanced Placement courses (AP), 1.00 – except that a grade of F will receive no credit (0.00) for any class. Both weighted and unweighted GPAs will be presented on transcripts. Weight will be included, when appropriate, in grades for classes in all years that a student has attended Saint Stephen's Upper School.

The GPA is calculated by multiplying the grade points by the number of credits awarded when the grade is given (including any adjustment for weight if calculating the weighted GPA), adding these numbers, and dividing by the total number of credits completed. Decimals are then rounded to the hundredths place.

For example, a junior finishes the year with the following classes:

<u>Course</u>	<u>Grade</u>	<u>Credit</u>
English 11	A-	1.0
Pre-Calculus (H)	B	1.0
AP Biology (AP)	B-	1.0
American Government	A	0.5
International Relations	B+	0.5
Spanish 3	A-	1.0
Band	A	1.0
Cross Country	A	1.0

1. Convert the grade to grade points.

<u>Course</u>	<u>Grade</u>	<u>Points</u>
English 11	A-	3.67
Pre-Calculus (H)	B	3.00
AP Biology (AP)	B-	2.67
American Government	A	4.00
International Relations	B+	3.33
Spanish 3	A-	3.67
Band	A	4.00
Cross Country	A	n/a

Although credit for sports appears on report cards and transcripts, grades do not count towards the academic GPA.

2. Include any appropriate weight for the weighted GPA.

<u>Course</u>	<u>Grade</u>	<u>Points</u>	<u>Adjustment</u>	<u>Weighted Points</u>
English 11	A-	3.67	none	3.67
Pre-Calculus (H)	B	3.00	+0.50	3.50
AP Biology (AP)	B-	2.67	+1.00	3.67
American Government	A	4.00	none	4.00
International Relations	B+	3.33	none	3.33
Spanish 3	A-	3.67	none	3.67
Band	A	4.00	none	4.00

3. Multiply the grade points by the credit awarded in each class.

<u>Course</u>	<u>Points</u>	<u>Credit</u>	<u>Total</u>		<u>Weighted Points</u>	<u>Credit</u>	<u>Weighted Total</u>
English 11	3.67	1.0	3.67		3.67	1.0	3.67
Pre-Calculus (H)	3.00	1.0	3.00		3.50	1.0	3.50
AP Biology (AP)	2.67	1.0	2.67		3.67	1.0	3.67
American Government	4.00	0.5	2.00		4.00	0.5	2.00
International Relations	3.33	0.5	1.665		3.33	0.5	1.665
Spanish 3	3.67	1.0	3.67		3.67	1.0	3.67
Band	4.00	1.0	4.00		4.00	1.0	4.00

4. Add the total grade points together.

Unweighted: $3.67 + 3.00 + 2.67 + 2.00 + 1.665 + 3.67 + 4.00 = 20.675$

Weighted: $3.67 + 3.50 + 3.67 + 2.00 + 1.665 + 3.67 + 4.00 = 22.175$

5. Divide by the total number of credits.

Unweighted: $20.675 \div 6 = 3.4458\dots$

Weighted: $22.175 \div 6 = 3.6958\dots$

6. Round to two decimal places.

This student's unweighted GPA for his junior year is 3.45.

His weighted GPA for the year is 3.70.

A grade point average may be calculated after first semester of any year by using one-half (0.5) credits for the semester grades reported on the report card.

To calculate a cumulative GPA, complete this process for all classes and grades at once. Do not calculate averages for each academic year and then "average the averages." Doing so is not mathematically sound and will introduce errors into the GPA calculation.

Students who have attended schools other than Saint Stephen's will have two sets of GPAs: one set calculated outside our school, based on grades earned prior to your arrival, and also the Saint Stephen's GPA based solely on the grades and credits that you earn here.

We at Saint Stephen's do not rank our students.

Academic Honors

Students are honored at the conclusion of each semester during a special honors chapel. One is held in January after semester one; the second semester honors chapel is incorporated into the closing ceremony for the year in June. Parents are invited and encouraged to attend these chapels.

Honor Roll: Students who have earned a semester weighted academic GPA of 3.00 or higher are eligible for Honor Roll.

Director's List: Students with a weighted academic GPA of 3.50 or higher are placed on the Director's List.

Head of School's List: Students who earn a weighted academic GPA of 4.00 or higher are on the Head of School's List.

Students must earn at least a B average in PE to be eligible for academic honors.

Students who have earned a cumulative GPA of at least 3.50 over at least four semesters at Saint Stephen's graduate "with honors".

Accommodations for Students with Learning Disabilities

Saint Stephen's is understanding and respectful of the range of learning styles, needs, and differences our students present. In all divisions, students who are identified with learning differences will be accommodated to the extent possible for our academic setting.

Accommodations are granted by the Division Director in consultation with the professional(s) who evaluated the student in question.

Please note that Saint Stephen's does not provide psychoeducational assessments; however, we will make referrals to professionals with whom we have had a working relationship. In addition, the Division Director will gladly provide referrals, tutors, reading specialists, occupational therapists, speech therapists, and counselors. Please note that the parent or guardian is responsible for the cost of these services.

In order to receive accommodations, students and families must work with the school administration to establish **in writing** the need for such accommodations. We cannot readily accommodate all types of learning differences. Documentation to support the need for testing accommodations must:

1. **State the specific disability**, as diagnosed;
2. **Be current** (the evaluation should be completed within three to five years of the request for accommodations);
3. **Provide relevant** educational, developmental, and medical history;
4. **Describe the comprehensive testing** and techniques used to arrive at the diagnosis (including evaluation date[s] and test results with subtest scores from measures of cognitive ability, current academic achievement, and information processing, if applicable);
5. **Describe the functional limitations** supported by the test results;

6. **Describe the specific accommodations requested**, and state why the disability qualifies the student for such accommodations; and
7. **Establish the professional credentials of the evaluator**, including information about license or certification and area of specialization.

Submit documentation to Beth Teske, Academic Dean in the Upper School

It is preferable that documentation be submitted directly from the physician or evaluator, if possible. Please feel free to contact Beth Teske (x514). **It is expected that students with such documentation on file will regularly use the accommodation(s) set forth in their files.** Students that do so will be expected to work with their teachers to make arrangements for class tests and will follow the alternate exam schedule published by the Academic Dean for mid-term and final examinations.

Documentation should be submitted at least ten weeks prior to the first request for accommodation

This is particularly important for rising tenth and eleventh graders who are planning on taking the **October PSAT**. The College Board requires that an application and documentation are submitted two months before a test date to provide sufficient time for review and approval of requested accommodations. Saint Stephen's agreement to provide accommodation does not guarantee that national testing programs will also grant accommodation. Only after documentation is on file with the school can a separate application be made to these programs. School-based accommodations can begin as soon as a student's file is complete.

Documentation must be **current within five years** of the request for accommodation, although we recommend that most students only permit three years to lapse before retesting while they are in high school.

Saint Stephen's and the Upper School administration will hold this information in the strictest of confidence. Your name will not be released to an outside agency without your knowledge and approval. Our College Counselor oversees the accommodations for all standardized tests such as the PSAT, SAT, AP, and ACT exams and will advise students and families with regards to disabilities and the college process. We believe that students and parents should discuss accommodations directly with faculty members since it is important that students develop self-advocacy and communication skills.

Senior Exam Policy

Senior students may be exempt from some or all of their second semester exams. Exemption from exams is at the discretion of the teacher, as long as students meet the following two requirements: 1) they must have a "B" (83 %) average or better for interims 3 and 4 combined, and 2) they can not have missed 10 or more class meetings during interims 3 and 4 combined for reasons other than school activities. School activities are activities organized by Saint Stephen's that take students out of class. Students in AP classes will also be expected to take exams in addition to the AP exam in the event that they miss 10 or more class meetings as described above.

Note that unexcused absences are counted at a rate of three excused absences. Three unexcused tardies to a class is equivalent to one absence. This exam policy is meant to give students the

incentive to maintain (or improve!) their grades and class attendance during their final semester at Saint Stephen's.

Summer Reading Requirement

Each Saint Stephen's student is asked to read at least two books over the summer: the Community Book and a Sponsored Book. The Community Book is required for everyone to read. Students are also asked to read at least one other book from the Sponsored Book list. Students should return to school in the fall prepared to discuss both the community book and the sponsored book that they selected; students will need to do this to have the indication of "completed summer reading" on their report cards. Students who are not able to successfully demonstrate that they have read and understood either book will need to review that book again and will be asked to take a quiz or write a paper on the book. Students who do not choose to complete the summer reading will receive an "F" on their report card in this category.

Please note that select courses may also require a particular book or assignment to be read over the summer.

Global Education

Global Education at Saint Stephen's is an effort to encourage new ways of teaching and new ways of learning. The program is embedded throughout the school, both inside and outside of the classroom, and is designed to help expose students to issues of global significance and develop the sense of ethical responsibility and leadership skills needed to address issues of global significance. As students and faculty members at Saint Stephen's, we will be responsible for five major issues facing our planet: financial sustainability, environmental responsibility, global awareness and relevance, programmatic foresight, and demographic accessibility. These programs will address these issues and prepare young men and women to creatively respond.

These are the programs in the Upper School most directly connected to Global Education:

Coursework highlighting global matters – many of the courses taught in the Upper School are designed to look at matters of global significance and consider ethical decision-making. Notably, Global Economics and Global Ethics and Literature will discuss these matters throughout the course. Beyond that, Spanish and French classes are taught entirely in the target language, with the goal of developing fluent global citizens.

Digital Citizenship – The goal of Digital Citizenship education is to train students to use the electronic world responsibly. Through this program, we stress the need to use digital technology in a courteous manner. In addition, students learn that they are ultimately responsible for their communication.

Communication with Students in other Schools – Through webcasts, electronic messages, and other communiqúés, we have connected with schools throughout the world to exchange ideas and enhance learning.

Speaker Series -- The speaker series brings respected speakers to Saint Stephen's to discuss matters of global significance. The broad topics of discussion for the series are ethics, sustainability, global matters, and leadership.

Global Awareness Club – This club is designed around the topic of global awareness and seeks to develop programming designed to exchange cultural experiences

Environmental Club – This club is tasked with helping with our efforts with environmental responsibility. Notably they oversee the recycling program in the Upper School.

Interim Quest – This program takes place at the end of the academic year and offers many experiential-based opportunities for students to learn more about ethical decision-making, cultural awareness, and service to others.

Honor Societies

Saint Stephen's has membership in several honor societies. Listed below are the two national academic honor societies to which we belong, the current sponsor at Saint Stephen's, a statement about that society, and the requirements for admission to the society. Each honor society inducts new members during second semester during a special chapel ceremony. Parents are invited to attend these chapels and the receptions that are held afterward.

Cum Laude – Cum Laude recognizes superior scholastic achievement while simultaneously striving to encourage qualities of excellence, justice, and honor. Up to 20% of the senior class may be members, with half inducted at the end of the junior year and the remainder inducted at the end of the senior year. Students in the junior and senior classes who have a 3.67 unweighted cumulative GPA or above and have a demonstrated record of excellence in both character and contribution to the school community are presented to the full faculty for a silent vote near the end of each year. Acceptance of a candidate is signified by a 75% majority approval in the faculty vote. Faculty may select no more than 10% of the junior class and no more than 20% of the senior class for inclusion. Students are inducted into Cum Laude in a special chapel.

National Honor Society – Student selection for this honor society is based on four characteristics: scholarship, service, leadership and character. Our mission is to enhance those four ideals among our members and our school. Members of NHS serve and lead in the school community and are fine examples of scholarship and character. To qualify for the scholarship requirement of NHS, a student must have a 3.5 cumulative GPA. GPAs are first reviewed for membership after the first semester of sophomore year and after the first semester of every year after that. Nominated students must have completed one semester at Saint Stephen's; cumulative unweighted grades from other schools are treated like grades from Saint Stephen's in determining GPA. After a student is nominated by virtue of his or her GPA, he or she receives an application that asks a series of questions relating to that student's qualities of service, leadership and character. A faculty committee reviews the completed applications and votes on membership. Only students who have completed an application are considered. Members from other schools' chapters are automatically received as members of NHS.

Departmental Honor Societies

Some departments in the Upper School have their own honor society. These honor societies include:

French National Honor Society
Spanish National Honor Society
National Junior Classical League Latin Honor Society
Quill & Scroll

The Math Club also recognizes outstanding participants through Mu Alpha Theta.

Study Hall

A monitored study hall is provided each period during the day at Saint Stephen's. All ninth grade students are signed up for a study hall. A study hall in the first year at the Upper School will provide time for the student to take a deep breath during the day. It is a needed break from a new and challenging environment. The wise student will learn to effectively use his or her study hall in preparing for upcoming tests or presentations or simply for getting a jump-start on work. Students in upper grades are also encouraged to reserve a space for study hall during their day. Over the course of the year, various programs, particularly out of the college counseling office, are planned during students' study hall times. Starting with the second semester of their junior year, students in good academic standing (students who are on the Director's List) become eligible for *study out*. If you have questions about study out, talk to the Academic Dean or Upper School Director. Students with a short-day schedule for sports are not assigned a study hall during their day at Saint Stephen's.

Planning for College

The Saint Stephen's Episcopal School College Counseling Office provides a full range of support for students and their parents in the college search, application, and transition process. A staff of three (two counselors and an administrative assistant) helps students gather, evaluate, and prioritize information in order to be well informed about their plans for college. Our goal is to facilitate the college selection process, including the timely submission of college applications, while maintaining the focus on the needs of the student as they prepare for this important juncture in their lives.

With a variety of seminars beginning in middle school, Saint Stephen's college counseling program emphasizes the importance of academic diligence and co-curricular involvement as preparation for college success. Students are encouraged to start early and to pace the college search to allow the opportunity to ask questions and to consult as many sources as possible for answers. Counselors advise students to define their academic strengths and preferences as they consider college majors or careers.

During the junior and senior years, the College Counseling program ramps up as counselors help students realistically assess their chances of admission and explore a range of college options. A four-hour series of college counseling classes during the junior year provides exercises in self-assessment, college search criteria, college searches, and resume writing, as well as pointers for putting one's best foot forward in the application process. Beginning in the spring of the junior year, students and parents meet individually with the college counselors. Additionally, juniors and seniors are kept up-to-date with important dates and events through monthly college counseling letters and parents are encouraged to attend the Parent College Nights in the fall, the Financial Aid Information Session in January, and the Parent-to-Parent Panel in the spring.

Saint Stephen's counselors help colleges learn more about Saint Stephen's students by means of detailed letters of recommendation that highlight each student's accomplishments in and out of the classroom. Also, the *Saint Stephen's School Profile*, which accompanies every application, is updated annually and includes information about Saint Stephen's grading policies, curriculum, standardized testing, special programs, and distinctions. Students have the opportunity to benefit from Saint Stephen's strong relationship with colleges by visiting with representatives who come to campus, attending local college fairs, partaking in College Celebration week each spring, and attending a week of college visits, hosted by the College Counselors, during IQ in May.

Counselors assist students with testing strategies and in planning their testing calendars. SAT & ACT prep and evaluation sessions are offered for sophomores, juniors and seniors. Juniors and seniors are encouraged to take the SAT and ACT tests and the SAT Subject Tests (if applicable). Counselors also work closely with the Academic Dean and Advisors in regards to course selection and curriculum planning.

Standardized Testing

Below please find an outline of the standardized testing recommended to Upper School students.

PLAN

This test by the ACT Corporation is given to students at Saint Stephen's in the fall of their freshman year. It comes in two parts: the academic assessment and a career interest inventory. The academic assessment is completed in October, when other students are taking the PSAT. The PLAN academic assessment emphasizes reasoning and application abilities rather than subject-specific content. The career interest inventory is an approximately hour-long evaluation that asks students to answer questions about their preferences, behavior, and interests. From this inventory, students are directed to explore career options. The college counseling staff leads a one-period discussion to help students interpret this inventory.

PSAT/NMSQT

The Practice SAT/National Merit Scholarship Qualifying Test is administered to Upper School students twice, in October of the tenth and eleventh grades. Students will receive their scores and an answer key during the winter. To help parents understand the test, counselors ask families to make an appointment after the scores are released.

SAT Reasoning Test

Students are recommended to take the SAT for the first time in the spring of their junior year and should take one practice test ahead of time in preparation. Based on the score received on the spring SAT, a student may choose to seek more extensive tutoring in testing techniques over the summer before retaking the test in October or November of the senior year.

SAT Subject Tests

Students interested in applying to the most competitive or highly competitive colleges may need to complete as many as three SAT Subject Tests. These are sixty minute standardized tests that focus on one subject area. Generally students completing an AP course are encouraged to take the Subject Test in that area in the spring. Juniors are recommended to take SAT Subject tests in May or June, with the option of retaking them in October or November.

ACT

Saint Stephen's recommends that juniors take both the SAT and the ACT. The ACT is a different kind of test than the SAT; while the SAT tests for potential achievement, the ACT tests current knowledge. Students should prepare for the ACT by taking a practice test and by looking over the material covered by the exam. Students should plan to take the ACT during the spring of their Junior Year.

Florida Bright Futures Program

The Florida Bright Futures Program is a scholarship program available to Florida residents who attend college, public or private, in the state of Florida. The legislature sets weighted GPA and SAT/ACT score requirements each year. Saint Stephen's graduation requirements and community service recommendations meets or exceed requirements set by the program. For more information, please visit the website or consult with the college counseling staff.

School-Work Considerations

Saint Stephen's recognizes students' right to pursue gainful employment. However, we cannot condone a work schedule that occurs during our academic day and/or conflicts with academic responsibilities. Any work program should be carefully discussed at home. We do not recommend that students work more than ten hours each week.

Attendance

Students are expected to attend class every day of the school year. Important learning takes place each day in the classroom. Much of a student's education occurs by listening to others, observing others, and participating in activities and discussion. No matter what the reason, an absence is lost learning time. Families should plan their vacations around the academic schedule.

Parents are expected to call the front office at (941) 746-2121 ext. 101 before 9:00 am to verify the student's absence.

Excused Absences

Absences will only be excused for the following reasons:

- A student's illness, with a doctor's note required after the third consecutive day.
- An unavoidable medical, dental or other appointment. Every attempt should be made to schedule appointments outside school hours.
- Severe illness, trauma, or death in the student's immediate family.
- A school sanctioned activity. These include activities such as pre-approved athletic events, field trips, standardized testing, and IQ trips.
- To attend religious services or observe holidays or their own family's faith
- A pre-approved college visit (see below)

Planned Absences:

Students need to complete a Planned Absence Form at least one academic day prior to a planned departure. This form can be obtained from the front desk.

Students will need to obtain the form, secure comments and initials from each of their teachers, and turn the form back to the front office for approval from the Director of the Upper School. An absence is considered excused once the Director approves the form with his signature. Students are expected to check in with the front desk prior to departure for final approval. Students may request a photocopy of their completed form. Students who leave campus or do not come to school without having completed the planned absence form are subject to disciplinary consequences.

Partial Day Absences And School Activities:

In order for a student who misses a portion of the school day due to illness to participate in after school activities, he or she needs to arrive to school by 11 am and attend the equivalent of four class periods (one blocked class equals two class periods).

College Visits:

Saint Stephen's Upper School students are encouraged to use the October and February college visit weekends to visit colleges.

Second semester juniors in good academic standing may miss one (1) academic day for a college visit. Seniors in good academic standing may miss three (3) academic days for college visits.

All college visit requests must be granted at least one week in advance of the planned absence. All college visit requests are granted through the use of the Planned Absence Form; this must be obtained from the College Counseling Office and approved by the Upper School Director.

Additional college visit requests must be submitted to the Upper School Director by way of the Planned Absence Form.

Unexcused Absences

All absences that are for reasons other than those explained above will be considered unexcused.

Work missed due to an unexcused absence must be made up but will not receive more than a grade of D (65%). If work is not made up, a grade of zero (0) will be entered in the student's record. In addition, there will be a disciplinary consequence. In general, students must serve one afternoon detention for each missed class (See appendix B for a complete list of likely disciplinary consequences).

Frequent unexcused absences will place the student in academic and disciplinary jeopardy.

Tardiness

Students are expected to arrive to school by 7:55 am and be in class by the 8:00 am bell. Students who arrive late not only miss out on important learning, they disturb the rest of the class. Students should understand that traffic and other predicable variations in morning commutes are not justifications for a late arrival to school.

Students who are late to first period:

- will automatically receive an afternoon detention
- must check in with the Upper School Director prior to attending class

Students need to arrive on time to each class throughout the academic day. Students who arrive late to class will be marked as "Tardy." Students who are tardy to three classes each in one interim will serve one afternoon detention. Students will serve additional detentions for each three class tardies that they accumulate.

Chronic Attendance Issues

Students who develop a pattern of frequent absences and/or tardies may receive additional disciplinary consequences. In extreme cases, students may jeopardize their academic standing.

Upon (7) days of class absences per interim, the student and his or her parents are encouraged to meet with the Academic Dean or Director of the Upper School to discuss a plan to minimize future absences and to discuss the impact of the absences on the student's academic life. The student may be required to limit non-academic activities.

Student Residency

Saint Stephen's students, even those who are eighteen years old, are expected to reside with their parent(s) or a legal guardian. Students who are not living with a parent or legal guardian may not attend Saint Stephen's. IMG dorm staff are understood to stand *in loco parentis* for students boarding at IMG Academies.

Student Life

The quality of student life is the responsibility of every community member. Saint Stephen's has a variety of resources available to students to help enhance and strengthen their co-curricular experience.

Chapel

Saint Stephen's offers its students the opportunity to enhance their spiritual awareness while studying at the school. A wide range of religious faiths are represented in our community; the school chaplain, an Episcopal priest, serves our school community with an appreciation and respect for all. Students attend chapel twice per week.

Saint Stephen's has a tradition of electing a senior as student chaplain. The student chaplain is responsible for organizing Upper School chapels, senior and other speakers, and readings. Together with the school chaplain, the Upper School community is invited to join the chapel leaders that meet weekly to plan chapel and discuss other ways to enhance the life of the spirit within the school.

Above all, all who enter the sacred place and time of chapel bring with them the understanding that they are free to be who they are. All that is asked of those who attend is respect for the many traditions and faith practices represented. We at Saint Stephen's believe in justice and peace among all people and respect for the dignity of every human being. We actively seek ways for all people to become partners with the spiritual goodness that builds a better world for this new generation.

Senior Speeches:

Saint Stephen's has an established and well-respected tradition of seniors giving speeches in chapels throughout the year. It remains a graduation requirement aimed at building confidence in our seniors, helping them leave a legacy, and improving our overall chapel experience.

Advisory Program

Each student has a faculty advisor who serves as the point person for the student. Advisory groups are organized by grade level and meet twice per week. Advisory groups also sit together during the bi-weekly chapel services and will often come together for informal gatherings. The advisor is in the position to advocate for the student, and to help negotiate the students' needs as they relate to parents, teachers, and other peers. The advisee will work to understand and be a part of the advisory group and will make the advisor aware of needs and concerns at school. The advisory group, a reflection of Saint Stephen's and its mission, will serve as a nurturing environment which values independence and self-worth, physical health, spiritual awareness, and responsible citizenship.

Weekly Assembly

Each Wednesday, the entire Upper School faculty and student body gathers in the Commons. Part of this time is devoted to announcements. In addition, this time is used for speeches, presentations from outside speakers, student performances, and viewings of student video productions.

Student Leadership

Leadership positions can be found in the Class Officers, Student Council, and Honor Council. These are positions that involve election from a combination of peers and/or faculty. Students in these roles are deeply involved in shaping and contributing to the student life of the school and tend to work closely with teachers and administration on important school issues. All student activities invite the opportunity for students to exercise and develop leadership skills.

Student Council

The Upper School Student Council is a governing body that serves to strengthen the relationship between the student body and faculty at Saint Stephen's Episcopal School. It is comprised of two representatives from each grade, a publicist, and an executive board. They meet on a weekly basis and work closely with the administration to discuss issues and concerns relevant to the larger student body. Through various spirit events and activities, the members on student council along with the advisors work to bring out school spirit. Don't forget to wear your spirit shirt on the first Friday of every month for spirit points! If you have any questions, please feel free to contact the Student Council at upperschoolsc@saintstephens.org.

Class Officers

Each class elects four officers, a President, Vice President, Secretary, and Treasurer, to provide leadership for class-level activities. These students spearhead fundraising, class trips, class events, and school-wide functions such as homecoming and prom.

Honor Council

The Honor Council is a committee of students and faculty that hear cases of Honor Code violations and make recommendations to the administration. Please see the section in this handbook (p. 54) on the Honor Council for more information.

Student Organizations

Student organizations in the Upper School provide students with many opportunities to express and develop their interests, as well as work collaboratively with faculty and other students outside of the classroom setting. In all, the organizations in the Saint Stephen's Upper School provide a rich, exciting, and dynamic student life.

The following is a list of student clubs and organizations at Saint Stephen's:

- Academic Team
- Arts and Letters Society (Tabula Rasa)
- Asia Club
- Bad Movie Society
- Big Bang Society
- Cake Pop Club
- Chapel Leaders
- Chess Club
- Cum Laude
- Drama Guild
- French Club
- Future Business Leaders of America
- Global Awareness Club
- Green Club
- Harvard Model Congress
- Honor Council

- Howard Cup Committee
- Interact
- Jefferson and Hamilton Society
- Junior Statesmen of America
- Latin Club
- Marine Biology Club
- Math Club
- Mock Trial
- Model United Nations
- National Honor Society
- Prom Committee
- Runners' Club
- Spanish Club (Club Castellano)
- Student Ambassadors
- Student Council

Athletics

Students who wish to participate in the Saint Stephen's sports program must maintain a cumulative grade point average of 2.0. Please speak with the Athletic Director if you have questions about this or other Florida High School Athletic Association requirements.

Information about each of the athletic seasons is available on the Saint Stephen's website. Students are expected to make a commitment to a sport when they choose to play and should plan on completing a full season once tryouts are complete. A student who finds himself or herself over-programmed and wants to drop her sport must communicate clearly with her coach and the Athletic Director by writing a letter that should be delivered to the athletic office in the gym.

Season	Boys	Girls
Fall	Cross Country: Varsity Football: Junior Varsity and Varsity Golf: Junior Varsity and Varsity Swimming: Varsity Sailing: Club Level	Cheerleading: Varsity Cross Country: Varsity Golf: Varsity Swimming: Varsity Volleyball: Junior Varsity, and Varsity Sailing: Club Level
Winter	Basketball: Junior Varsity and Varsity Soccer: Junior Varsity and Varsity Wrestling: Junior Varsity and Varsity	Basketball: Varsity Dance: Junior Varsity and Varsity Soccer: Junior Varsity and Varsity
Spring	Baseball: Junior Varsity and Varsity Tennis: Junior Varsity and Varsity Track: Junior Varsity and Varsity Lacrosse: Club Level Sailing: Club Level	Softball: Junior Varsity and Varsity Tennis: Junior Varsity and Varsity Track: Junior Varsity and Varsity Lacrosse: Club Level Sailing: Club Level

Students who participate in the sports training program at IMG will receive a grade that appears on their transcript. Students who are interested in receiving athletic credit from a program other than Saint Stephen's or IMG will need to contact the Athletic Director and the Academic Dean.

Community Service (Upper School)

The opportunity to share with and give back to the broader community is the animating spirit of the Saint Stephen's Community Service program. Students will find that community service gives them an opportunity not only to nurture compassion for others but also to better understand themselves. The community service graduation requirement reflects the School's mission to provide a nurturing environment that values responsible citizenship.

The requirement for graduation from Saint Stephen's is a minimum of 75 hours of community service. Students may begin earning their service hours during the summer prior to their freshman year; hours accumulated prior to their graduation from Middle School do not count towards their diploma. Beginning with the class of 2013, we will change our graduation requirement to 100 hours to match the community service eligibility requirement for the Florida Academic Scholars Award through the Florida Bright Futures Scholarship Program.

The community service hour graduation requirement is reduced to 40 hours for students who entered in their junior year and to 20 hours for students who entered in their senior year. Please note that students who do not complete 75 hours are not eligible for the Florida Academic Scholars Award through the Florida Bright Futures Scholarship Program.

For students entering the Upper School prior to the 2010-2011 school year, the 75 community service hours may be earned through service to any number of organizations. For students entering the Upper School during or after the 2010-2011 school year, two thirds of the service hours (50 hours) must be dedicated to a single qualifying organization. A continued commitment to a single organization is advantageous to the student in many ways. While such commitment works to strengthen their college applications, its greater significance is that it allows them to experience a deeper connection to the organization or cause, one that comes only through time and perseverance. While we recognize the importance of commitment, we also recognize that high school is a time for experimentation; as such, the remaining one third of the student's community service hours may be earned with any combination of approved service organizations.

Students are strongly advised to adhere to the following schedule:

<i>9th Grade</i>	15 hours of service from the summer before to the end of their freshman academic year
<i>10th Grade</i>	A cumulative total of 35 hours by the end of their sophomore academic year
<i>11th Grade</i>	A cumulative total of 55 hours by the end of their junior academic year
<i>12th Grade</i>	A cumulative total of 75 hours prior to graduation.

By following the above schedule, students can avoid overloading their schedule by trying to complete all 75 hours in one year.

Saint Stephen's Episcopal School Community Service Guidelines

- 1) The activity must be approved by the Director of Student Life in order to qualify as community service hours that will be recognized by the school.

- 2) It should be a project that fills a need or performs a service for a non-profit community group with clear and understood needs.
- 3) It must be supervised by a qualified adult. The supervisor cannot be a relative of the student.
- 4) Community service hours will not be awarded for activities that conflict with academic classes.
- 5) Students may not receive any money, payment or academic credit for class assignments for their services.
- 6) Community service hours will only be awarded for direct contact hours served.
- 7) Community service forms should be submitted immediately after the completion of the service hours. Please note that service hours submitted more than six months after the date of service may not be accepted if the hours cannot be verified.

At the completion of a community service project, the student will need to complete the “Community Outreach Record of Service Hours” form which is available at the Upper School Front Desk.

Please see Director of Student Life if you have further questions about the Community Service program.

Class Retreats

Saint Stephen’s will not hold any overnight class retreats for 2011-2012. We anticipate a class retreat for the sophomore class starting in the 2012-2013 academic year.

Saint Stephen’s Philanthropy Statement

In order to best support our local and global community, Saint Stephen’s will directly sponsor three key organizations during the 2011-2012 school year. These are: The Lord’s Pantry, the Episcopal Relief and Development Fund, and Southeastern Guide Dogs. The Lord’s Pantry serves people in the community who may be homeless or just need some occasional help, providing enough food for three to four days at a time. The Episcopal Relief and Development Fund is an international relief and development agency and a compassionate response to human suffering on behalf of The Episcopal Church of the United States. Recently, the fund has supported the crises in both Haiti and Japan. Southeastern Guide Dogs provides guide dogs to visually impaired individuals including veterans, as well as public service and ambassador dogs.

Saint Stephen’s seeks to maximize our impact on our community by providing direct support exclusively for the above named organizations this year. However, we also recognize and celebrate our students who take the initiative to support additional causes through their extracurricular activities. Students who wish to generate on-campus support for causes not officially sponsored by the school should speak to the administrative and student leadership. Students whose cause involves a fundraising component may also be asked to meet with the Development Director. Successful applicants may receive approval to speak about their philanthropy in assembly and post literature on campus.

Interim Quest

Mission Statement

The mission of Interim Quest is to enhance and enrich the experience of Saint Stephen's Upper School students by promoting learning and growth beyond the classroom. In keeping with Saint Stephen's mission statement and incorporating established school programs, the Upper School Interim Quest curriculum seeks to provide an immersive and interactive environment which values:

- Curiosity and the desire to grow as a learner
- Creativity
- Independence and self-worth
- Responsible citizenship and team work
- Ethical decision-making
- Cultural awareness and a global perspective
- Appreciation of the environment
- Experiential learning

Graduation Requirement

In order to graduate from Saint Stephen's, a student must complete the Interim Quest curriculum for each year that he/she is a student at the school and receive a passing grade in the courses taken.

In order to maximize the breadth of a student's experience, during their four years in the Upper School, a student must complete courses in several of the five different categories according to how many years they are a student in the Upper School.

Year started in the Upper School	# of Different Categories Required
9 th Grade	3
10 th Grade	2
11 th Grade	2
12 th Grade	1

Program

Interim Quest will be a 1 week program at the end of the second semester. Students will have the opportunity to sign up for one intensive, full day course or up to three, focused two-hour courses, exploring areas of interest and curiosity. The courses will fit broadly into the curriculum categories listed below.

Curriculum Categories

1. Externship (11th and 12th grade; open to 9th and 10th upon appeal process)

- provides the opportunity to explore various interests, passions and curiosities and to gain greater knowledge about a career they might be interested in pursuing through a focused, hands-on, week-long externship
2. Global Education—International Study
 - provides opportunity to serve as an ambassador and forge connections with citizens throughout the world
 - creates an immersion experience through a signed pledge that commits students to using only the target language with both fellow travelers and native speakers *or*
 - provides the opportunity to study a civilization’s history, art, literature or other major cultural achievements in depth on location
 3. Service Learning
 - emphasizes community/global awareness and teamwork skills through service opportunities both at home and abroad
 - promotes an active respect for all members of the school and greater community and a fundamental sense of our calling to serve others
 - hours earned during IQ may be applied to the Community Service graduation requirement
 4. Outdoor Adventure/Experiential Learning
 - builds leadership and individual initiative skills
 - provides hands-on activities to solve problems, connect to nature, and take personal responsibility
 5. Interdisciplinary/Focused Study and Life Skills
 - explores academic topics of interest outside the scope of the school’s curriculum, taking advantage of specialized interests of faculty or other members of the larger community
 - provides students with abilities for adaptive and positive behavior to deal effectively with the demands and challenges of everyday life
 - prepares students for the college application and search process

Grading

Although the IQ format differs from the traditional curriculum, the expectations of Saint Stephen’s are the same. Grading for courses should be based upon thoughtful engagement and participation in classes, journal responses created to produce personal introspection and to stimulate ideas about how to apply their new knowledge to their lives, and completion of all assignments related to the course. In addition, all students are expected to participate in creating a brief presentation to be shared on the Upper School Closing Day.

Grades of “Pass,” “Fail,” or “Incomplete” will appear on the final report card.

UPPER SCHOOL DRESS CODE
Saint Stephen's Episcopal School 2011-2012

In order to maintain an atmosphere conducive to our educational purpose, our Dress Code requires appropriateness, neatness and modesty. Any student whose attire or appearance does not meet the expectations of the Upper School faculty and/or administration will not be permitted to attend class until he or she complies with the Dress Code. Students are expected to respond politely, positively, and immediately to any faculty, staff, or administration request to alter their outfit.

Daily Dress Code

Polo, oxford-style, or turtleneck shirts of an appropriate size and fit may be worn. Shirts may be sleeveless, short-sleeved, or long sleeved and must be of sufficient length to be tucked into pants, shorts, or a skirt. Oxford-style shirts must be worn buttoned and tucked in. Dresses that mimic the style of an approved shirt may be worn only if the skirt is an appropriate length (see below).

Sweaters, sweatshirts, or jackets may be worn over an approved shirt.

Hemmed pants, shorts, or skirts must be of appropriate length (*no more than four inches above the top of the kneecap when measured while standing*) and fit. No undergarments or midriff should be visible in any standing or sitting position. Pants, shorts, and skirts must be in good repair; holes, tears, or noticeable frays are unacceptable. Leggings, footless tights, and the like are not pants and are not acceptable to wear to school, although they may be worn under an appropriate-length skirt or dress.

Sweatpants, warm-up suits, tennis skirts, athletic shorts, and other athletic gear are unacceptable. Saint Stephen's team jerseys may be worn on game days only over an approved shirt.

Footwear must be in good repair. Students may not wear slippers or shower sandals to school.

Acceptable jewelry for piercings is limited to discreet earrings. Students may not wear any facial piercing (nose, eyebrow, lip, etc.).

Dress-Up Days

Periodically, students will be asked to dress up for special occasions. Students and families will be informed of these occasions in advance. On these days:

- Boys are expected to wear dress pants, dress shirt, tie, and dress shoes.
- Girls are expected to wear a modest dress, suit, or a skirt or pants with a blouse. Hemlines should follow Dress Code guidelines (see above). Shoulders and chest must be covered.

Spirit Days

The first Friday of each month is a Spirit Day throughout the entire school. Students are required to wear their class t-shirt. All other components of the Dress Code remain intact.

When a student is out of dress code, clothes will be issued at school and the student account will be charged \$10 per item.

Driving Policy and Procedures

Driving Permission

Upper School students with a valid driver's license are extended the privilege of driving automobiles and motorcycles to school. This is a privilege granted to students; it is not a right. As such, the school reserves the right to suspend or revoke driving privileges. Each student must agree to operate his or her vehicle in a safe and prudent manner at all times and park only in a designated parking place.

Excessive tardiness by students driving to school may result in a loss of driving privileges for the semester. Unacceptable driving habits may result in a loss of driving privileges.

Students who wish to drive to school must complete the **Automobile Driving Permission Form**. On this form, the parent gives written consent for the student to drive to school and the student acknowledges the above policy.

Students will be issued a parking sticker which is to be displayed on the front windshield of each vehicle registered with the school. Failure to display this sticker may result in a disciplinary consequence.

Student Parking

Seniors are expected to park in the spots marked "12" unless those spots are full, in which case they will need to park in the front lot or in the shell lot. Juniors may park in any spot that is in the front parking lot that is not otherwise reserved for seniors or visitors. Students may not park in the spaces adjacent to the church. Space is limited and parking spots in the front lot are *not guaranteed and are not an entitlement*. Furthermore, tardiness due to searching for a spot is not excused. Sophomores park in the back shell lot, which is situated by the athletic fields. At no time may a student drive or park elsewhere on campus. The speed limit on campus is 10 MPH. Students may not move their cars to an athletic practice field immediately after school; this is to minimize traffic on our campus during this busy time.

When students encounter other students parked in the incorrect spot (junior in a senior spot, for example), they are asked to politely remind the offending student to move. If the student does not comply, the incident should be reported to the Upper School Director. Students may not retaliate against each other for parking violations.

Searches

Students who drive to school acknowledge that their car may be searched at the direction of the Upper School administration. Students are expected to comply with searches. Students are responsible for items located within their car and are subject to the same disciplinary consequences that they would face for possession of unacceptable items on their person.

Special Events Parking

Several times throughout the year, there will be a need to keep the Upper School Parking Lot open for visitor parking. On these days, students will be directed to park in the shell lot and fields behind the Upper School.

Parking Lot Behavior

Students are expected to leave their cars upon arrival to school and return only at the end of the day (or at 12:45 pm for Sport-schedule students). Students who need to retrieve something from their car must obtain a parking pass from the front office. Automobiles, as with any other possession on campus, are subject to search.

Sport-schedule students who drive off campus after their last class are expected to remain off campus until the following day. Sport-schedule students who transport non-IMG-schedule students off campus during lunch without permission are subject to loss of their parking privilege.

School Rules and Discipline

Saint Stephen's is a focused academic environment which supports growth and creativity in students. The rules that exist in the Upper Schools are designed intentionally to protect the integrity of this environment and community.

Disciplinary System

The disciplinary system in the Upper School at Saint Stephen's seeks to support students in living satisfying, healthy, and productive lives. It is our belief that discipline, structure, and positive peer modeling are essential elements of healthy adolescent development. Furthermore, it is our belief that the vast majority of students want to and choose to follow reasonable rules and guidelines.

When a concern arises about a student's self-discipline, the school will seek to address the matter proactively, compassionately, and directly. Consequences will be designed to address the concerning behavior and to protect the community. Parents will be included in the process when appropriate.

Within the discipline system, students can expect:

- Quick response
- An opportunity to be heard
- Knowledge of offenses and possible range of consequences
- Privacy in the investigation and response
- Right to appeal

When extenuating circumstances impact a student's behavior (such as health, mental health, and/or a family situation), they may be taken into account with the discipline response. The Division Director or Academic Dean may require a mental health assessment or counseling as a requirement for school attendance.

Most disciplinary matters in the Upper School are addressed by the Division Director. The Academic Dean will be involved in issues of academic discipline. The Honor Council will hear cases involving lying, cheating, stealing, as well as all violations of personal or academic integrity in the Upper School. All violations of major school rules will be addressed in conjunction with the Head of School.

The Reach of the School

Students are considered to be under the school's jurisdiction when they are:

- On campus at any time.
- Traveling to and from the campus on Saint Stephen's transportation for a regular school day or any school event.
- On or off campus at school related events including, but not limited to, athletic events (as a participant or an observer), field trips, service learning activities, school-sponsored overnight trips, and other events where students directly or indirectly represent Saint Stephen's.
- Interacting with the school website, server, or communicating via e-mail to or from a school e-mail address.
- Consequences for violations of the School's rules and expectations apply any time students are within the reach of the school.

In addition, inappropriate conduct by students off campus that reflects badly upon the School or conflicts with the values of the School, will result in action being taken by the School.

The School will notify authorities when the School is made aware of a violent threat or an unlawful act by or toward a Saint Stephen's student, whether on or off campus. The School cooperates completely with all investigations conducted by law enforcement and government agencies.

General Statement about Student Conduct

The Saint Stephen's community is one of mutual respect, honesty, and consideration of others. Student conduct is expected to reflect these values. All members of the community have the basic right to be treated with respect and the obligation to treat others with dignity, sensitivity, and acceptance. The School recognizes and respects individual differences. Inappropriate behavior that demeans or offends others is unacceptable.

Parental Role in Student Conduct

Saint Stephen's discipline policies are designed to enable faculty, staff, and administration to work collaboratively with parents to help students develop the character and ethical decision-making needed to be honorable adult members of society. In addition, they are intended to create a school environment which is both physically and emotionally safe for members of the community. All policies have been written in good faith to promote the shared values of the Saint Stephen's community.

Parents are expected to reinforce these goals at home and are expected to support the efforts of the school. While reasonable adults can disagree in private, it is important that parents support the School with respect to expectations and consequences for student behavior.

Major School Rules

Participation in the life of this school is a privilege, one which may be lost, temporarily or permanently, if abused. For the safety and well-being of all, certain behaviors are specifically and strictly forbidden in or out of school. Students engaged in any of these behaviors may be asked to leave the Saint Stephen's community.

Types of conduct that are unacceptable and may lead to suspension, probation, or expulsion include, but are not limited to:

- Use, possession, or the attempt to purchase or sell illegal drugs, drug paraphernalia, or alcohol on the school grounds, at a school function, or on the way to school.
- Use or possession of tobacco or tobacco products.
- Use or threatened use of violence.
- The possession of a firearm on campus or at related school events without written consent of the administration and supervision by school officials.
- Harassment and bullying.
- Academic dishonesty.
- Gambling.
- Vandalism or willful destruction or misuse of property.
- Insubordination, defiance or direct disobedience shown to a member of the staff, faculty, or administration.
- Unauthorized absence from school.

Specific Policy on Major School Rules

Alcohol and Other Drugs

Saint Stephen's is committed to being a drug-free school. As such, students who use, possess, or attempt to purchase or sell illegal drugs, drug paraphernalia, or alcohol on the school grounds, at a school function, or on the way to school evoke the discipline response which will likely result in expulsion from school. Furthermore, the Saint Stephen's administration reserves the right to apply disciplinary consequences for substance use that has occurred off campus and outside of the defined reach of the school.

Any student at Saint Stephen's may be asked to take a drug test at any time for any reason at the parents' expense. Evidence of substance use will evoke consequences from the school and may result in expulsion from the school.

Use or Possession of Tobacco or Tobacco Products

Students are expected to refrain from the use of tobacco. Students who use or possess tobacco or tobacco products on campus will receive a disciplinary consequence and may also be expected to participate in counseling or another health-based intervention aimed at helping the student end the habit of tobacco use.

Use or Threatened Use of Violence

The use, or threatened use, of violence is strictly forbidden. Any threat between Saint Stephen's students involving a firearm will be reported immediately to the police. Furthermore, malicious or false reports will be treated with the same severity as genuine threats.

Harassment and Bullying

Saint Stephen's Episcopal School is committed to providing all students with a safe and supportive school environment. To that end, teaching respect for each other and tolerance of our differences is a top priority. Members of the school community are expected to treat each other respectfully. Harassment and or bullying of a member of the school community by another member of the community is a violation of school policy. Harassment and bullying represent a wide range of behaviors and are often actions that are born of complex social situations and need to be understood in context. Every effort will be made to identify the specific behaviors that are considered to be of a bullying or harassing nature; that said, it is also important to understand that the School is interested in teaching and moving forward, rather than engaging in a prolonged "he said/she said" argument.

Harassment or bullying is conduct of a physical or verbal nature that interferes with a student's educational opportunities, benefits, performance, or with a student's physical or psychological wellbeing. Bullying includes (but is not limited to) harassing behavior based on race, religion, national origin, gender, sexual orientation, gender identity, or disability.

Any student who alleges bullying or harassment by another student should report such allegations immediately. Reports of harassment/bullying are taken seriously and will be dealt with quickly. All allegations will be investigated to determine the circumstances, as well as the nature and context of the reported conduct. Consequences for bullying are designed to teach and promote appropriate social interactions and to curb the possibility of the behavior recurring.

Sexual harassment can occur when a student subjects another student or staff member to unwelcome conduct of a sexual nature through sexual advances, requests for sexual favors, unwelcome or inappropriate touching, or verbal harassment using sexual remarks or implications.

Any student who alleges sexual harassment by another student or staff member should report such allegations immediately. All allegations will be investigated to determine the circumstances, as well as the nature and context of the reported conduct. A substantiated charge of sexual harassment will make the offending student or staff member subject to disciplinary action.

Academic Dishonesty

Please see p.54 for information about the Saint Stephen's Honor Code and Honor Council. Please see p.45 for Probable Consequences of Lying, Cheating, or Stealing.

Additional School Rules

Additional school rules are those that pertain to daily living at Saint Stephen's, but are unlikely to yield a consequence of dismissal or expulsion. For probable consequences of the violation of these rules, please see p. 46.

Campus Boundaries

Students are expected to remain in one of the three Upper School academic buildings during the academic day. Students are permitted to go to the lunch loggia or Palm Courtyard during lunch and study out. Students who wish to leave school during the academic day must receive permission from a parent and the Upper School Director. Parental permission to leave does not guarantee permission from the school to leave. Seniors may walk off campus for lunch, but may not drive off campus or travel in an automobile during lunch. Seniors are expected to return to school *on time* for their afternoon class or study hall. Consistent tardiness may result in a loss of this privilege. Sport-schedule students are permitted to leave the school after their last academic class, which is usually at the beginning of lunch.

School Cubbies, Lockers, and Student Bags

Each student is assigned an "Honor Cubbie" in the Upper School. This is an unlocked area in which students may leave their possessions. In addition to the cubbie, "locked" lockers are available. Students will need to complete a "Request for Locked Locker" form found at the front desk. Students are expected to keep their cubbies clean and organized. Students are expected to keep all of their possessions in their cubbie or locker throughout the school day. Bags that are left out in common areas may be moved. Each bank of cubbies has a "lost and found" section. Students are encouraged to look there first for missing possessions. The School reserves the right to open and examine all lockers, cubbies, student bags, and other belongings at any time. The School cannot accept responsibility for money, jewelry, electronic devices, or other valuables brought to school; students are strongly discouraged from bringing said items to school.

Phone Policy

Many students carry phones to school, but they are not a necessary part of the school experience. In many cases, cell phones provide a distraction from the focus of the school day. Our school community thrives on face to face relationships. Students may possess cell phones at school, but they must remain in the "off" position. Students may not send text messages during class; such behavior is subject to both honor and disciplinary consequences. Parents are requested not to text or call their student during school hours (8:00-2:55). At such time as a teacher determines that cell phone use has become distracting, that teacher will confiscate the phone and give it to the Upper School Director. Students are expected to immediately surrender their phones upon request from a faculty member.

Students are not permitted to bring cell phones in the room with them during exams. Students are not permitted to use cell phones in any way during tests and other in-class assessments. All teachers reserve the right to ask students to remove all cell phones from the room during such periods. Violation of these policies are subject to strong disciplinary and honor consequences.

The one exception is that students may make cell phone calls during lunch, break, or study out, in the Palm Courtyard. Cell phones may not be used in the building. Students who use their cell phones in any other context will be asked to surrender their phone to the Upper School Director. Frequent misuse of cell phones may result in additional disciplinary consequences. All music and images stored on the phone are expected to be appropriate for the school setting.

Personal Music Players

Students are responsible for their own personal music players, such as iPods and MP3 players. Their use can impede the social interaction and basic courtesy that are fundamental to the Saint Stephen's school culture. They may only be used before and after school and during study hall at the discretion of the study hall monitor. Students are strongly encouraged to have their names engraved on the device and to keep serial number information. All music and images stored on the device are expected to be appropriate for the school setting.

Food and Drink

Food and drink (with the exception of screw-topped water bottles) are prohibited in classrooms, the library, and hallways without the express permission of a teacher. Students may not chew gum during the academic day.

Laptop Computers

Students are welcome to bring laptop computers or electronic text readers to school to use as a supplement to their academic day. Students are requested not to view movies, listen to music, play games, or surf the web for personal purposes. Students who wish to use the School's wireless internet must register with the Technology Office. Misuse of laptops may result in a suspension of the laptop privilege and/or a referral to the Upper School Director. All music and images stored on the computer are expected to be appropriate for the school setting. Teachers have the right to suspend the use of laptop computers in class; this will typically be due to the fact that laptop use may not be needed for that part of the lesson. Students who participate negatively with their computers (that is, engage in any activity not directly related to the lesson), may have their privilege to use a laptop withdraw.

Virtual World Issues

Students are expected to demonstrate respect for self and others in all electronic communications; even those generated outside of school. When e-mails, blogs, postings, texts, chats, photos, videos, or other electronic communiqués of an offensive or derogatory manner come to the attention of the Upper School administration, disciplinary consequences may result. This is regardless of whether or not the communication occurred on or off campus. Communications that relate to the violation of a major school rule (e.g., use of alcohol or other drugs, hazing, harassment, bullying, or academic dishonesty) will be addressed with the same level of concern and severity as if they had been originated in the real world. Please see the Saint Stephen's Acceptable Use Policy (Appendix C) for complete guidelines regarding the use of computers on campus. All Saint Stephen's students who use social networking programs (such as Google+ or Facebook) are expected to keep their pages in privacy mode; students will be held responsible for inappropriate posts and comments. We caution students to bear in mind that images and communications generated in the virtual world are never truly private and can last forever. Poor decision-making in this area can impact students in the college admissions process, and into their adult lives.

Probable Consequences for Violations of Major School Rules

Infraction	First Offense	Subsequent Offences
Violent Threats, Unlawful Acts	<ul style="list-style-type: none"> • dismissal • expulsion • disciplinary probation 	
Alcohol and Drugs	<ul style="list-style-type: none"> • dismissal • expulsion 	
Tobacco	<ul style="list-style-type: none"> • in-school detention or suspension • disciplinary probation 	<ul style="list-style-type: none"> • dismissal
Weapons	<ul style="list-style-type: none"> • dismissal • expulsion • disciplinary probation 	
Bullying and Harassment	<ul style="list-style-type: none"> • in-school detention or suspension • disciplinary probation • dismissal/expulsion in severe cases 	<ul style="list-style-type: none"> • dismissal • expulsion
Sexual Harassment	<ul style="list-style-type: none"> • in-school detention or suspension • disciplinary probation • dismissal/expulsion in severe cases 	<ul style="list-style-type: none"> • dismissal • expulsion
Lying (Please see p. 52 regarding Honor Code)	<ul style="list-style-type: none"> • detention • disciplinary probation • dismissal/ expulsion in severe cases 	<ul style="list-style-type: none"> • suspension • dismissal
Cheating or Plagiarism (Please see p. 52 regarding Honor Code)	<ul style="list-style-type: none"> • assignment to be redone for up to 60% credit • detention • disciplinary probation • dismissal/ expulsion in severe cases 	<ul style="list-style-type: none"> • suspension • assignment to be redone for up to 50% credit • dismissal
Stealing (Please see p. 52 regarding Honor Code)	<ul style="list-style-type: none"> • in-school detention or suspension • disciplinary probation • restitution • dismissal/ expulsion in severe cases 	<ul style="list-style-type: none"> • dismissal • expulsion • dismissal/ expulsion in severe cases
Internet Abuse (Please see Acceptable Use Policy, Appendix B)	<ul style="list-style-type: none"> • detention • disciplinary probation • computer privileges revoked 	<ul style="list-style-type: none"> • suspension • dismissal
Gambling	<ul style="list-style-type: none"> • detention • disciplinary probation 	<ul style="list-style-type: none"> • suspension • dismissal

Vandalism	<ul style="list-style-type: none"> • detentions or work duty • disciplinary probation • restitution 	<ul style="list-style-type: none"> • suspension • dismissal
Insubordination or defiance	<ul style="list-style-type: none"> • suspension • disciplinary probation 	<ul style="list-style-type: none"> • dismissal

Probable Consequences for Violations of Other School Rules

Infraction	First Offense	Subsequent Offences
Dress Code Infractions	<ul style="list-style-type: none"> • detention • compliance with clothing change, charge to student account 	<ul style="list-style-type: none"> • multiple detentions • in-school detention or suspension
Disruptive Use of Digital Equipment	<ul style="list-style-type: none"> • surrender of equipment to Upper School Director to be returned at end of the academic day 	<ul style="list-style-type: none"> • surrender of equipment returned following detention • loss of privilege to possess said equipment
Tardiness to Class	<ul style="list-style-type: none"> • warning 	<ul style="list-style-type: none"> • warning • detention
Tardiness to 1 st Period	<ul style="list-style-type: none"> • detention 	<ul style="list-style-type: none"> • detention • suspension
Violation of Campus Boundaries Rule (e.g., leaving campus for lunch)	<ul style="list-style-type: none"> • detentions • suspension 	<ul style="list-style-type: none"> • in-school detention or suspension
Parking Violation on School Property	<ul style="list-style-type: none"> • warning 	<ul style="list-style-type: none"> • detention • driving privileges suspended or revoked
Driving Violation on School Property	<ul style="list-style-type: none"> • detention • disciplinary probation • driving privileges revoked 	<ul style="list-style-type: none"> • in-school detention or suspension
Skipping Class(es)	<ul style="list-style-type: none"> • detentions • academic penalty (no greater than 65% on missed assignments) 	<ul style="list-style-type: none"> • disciplinary probation • in-school detention or suspension

Note: The Upper School administration reserves the right to inform parents and guardians about the details of the disciplinary infractions of their students.

Reporting Disciplinary Consequences

One question that frequently is asked in a disciplinary situation is “will it go on my record?” First, we define “record” as the students’ official transcript. No specific reference to discipline is included on the transcript.

When a student or the parents of a student receive a letter concerning an honor or disciplinary matter from the Head of School or Upper School Director, a copy of that letter goes in the student’s Upper School file. Again, it does not appear on the student’s transcript.

Many colleges and universities (the Common Application, and all of the state universities in Florida, for example) ask on their applications if the student has ever been placed on probation, suspended, dismissed, or expelled from any secondary school or if the student has ever been charged with or subject to disciplinary action for academic or behavioral misconduct. If a college asks any of these questions on its student application, it will probably ask the same or a similar question on the counselor report. Just as the student must answer the questions truthfully, the college counselors will respond honestly. Students who have received an out-of-school suspension or dismissal will likely have to explain what happened when they apply to college. On the other hand, it is not the policy of Saint Stephen’s to report disciplinary action unless a college asks for it.

An important point needs to be made here: colleges realize that adolescents make mistakes. They look for indications of overall character, and for patterns of behavior. They are not looking for perfection. If they were, they would be mostly empty. A single honor or disciplinary violation is not likely to have a major impact on a student’s application to college.

Often, a student’s transgression can be presented as a source of valuable learning and maturation. Students will acknowledge their “mistake” by including a personal statement to supplement their application.

Definition of Terms Related to Disciplinary Infractions

Academic Probation: When a student is struggling academically, which may be indicated by a failed class or low interim or semester GPA, the student and parents are notified that the student must meet certain academic requirements in order to remain at Saint Stephen’s. The family meets with a school representative, generally the Academic Dean, to establish a plan and set a timeline for the student to achieve goals.

College Counseling reporting of suspension and dismissal: College applications often request information in regards to out-of-school-suspensions, dismissals, and expulsions; the College Counselors are required to report these situations to colleges. The College Counseling Office provides support and direction in these cases. See p. 47 on reporting disciplinary consequences

Conduct Warning: The Academic Dean, the Director of the Upper School, the Head of School, or the Honor Council meets with the student to discuss the issue at hand. The warning may be verbal or written.

Detention: Detentions take place after school from 3:00 – 3:45 pm. Multiple detentions could result in an in-school suspension. Detentions take precedence over club activities and athletic practices. Students who have an unavoidable afternoon commitment (athletic contest, medical appointment, etc.) and must miss detention, will serve a double detention on the following day. Detentions do not appear on the student's transcript or in the student's Upper School file.

Disciplinary Probation: When a student is struggling with behavioral issues, parents are notified of a disciplinary probation. Disciplinary probations may be for a semester or, if warranted, for the remainder of the year. Students on disciplinary probation will be reviewed by the administrative team at the end of the year, or after an additional infraction, to determine the student's eligibility to remain at the school. Students who continue to engage in inappropriate behavior while on disciplinary probation will receive magnified disciplinary consequences.

Dismissal: Dismissal is a separation of the student from the school for the duration of the school year. A student may choose to reapply for the next school year, but is not guaranteed readmission. Students who have been dismissed from Saint Stephen's are not permitted to return to campus for the duration of the dismissal period. Dismissals are reflected on the student's transcript and appear in the student's Upper School file.

Expulsion: This is a permanent separation of the student from the school. The student will not be readmitted to Saint Stephen's Episcopal School and may not participate in any school functions.

In-school Detention: The student is isolated at school and from his daily routine. The student will do assigned work during the suspension. The student will receive zeroes on all small assignments (homework assignments and quizzes) and no more than 65% on large assignments (tests, in-class essays or projects, laboratory experiments) for that day. The student may not participate in extracurricular activities or athletics. The student is also expected to serve detention after school on the days of in-school detention. Parents will be charged the cost of hiring a substitute to supervise the student during the detention; this is typically a charge of \$85. We encourage parents to pass the burden of paying this expense to the student. In-school detentions will likely be referenced in the student's Upper School file, but are typically not reported to colleges.

Loss of Leadership Positions: If the student is involved in any leadership positions, both in school and in extracurricular activities, the student will be removed from these positions.

Out-of-school Suspension: The student is not allowed on campus during an out of school suspension. The student may not be involved in any school activity on or off campus. The student will receive zeroes on all assignments for the duration of the suspension. Out-of-school suspensions are typically reported to colleges.

Parent Conference: A teacher, advisor, and/or administrator could arrange for a parent conference. The purpose is to initiate a discussion between the school, the student, and the parents about a particular issue before more serious infractions occur.

Work Duty: A student may be assigned tasks to complete or hours of work to perform as a disciplinary consequence. This may be on-campus or within the context of service outside of school.

Health and Safety

Advisors, teachers, College Counselors, the School Chaplain, the Academic Dean, and Director of the Upper School are available to help students with daily concerns. Additional counseling services are available off campus. Names of local professionals can be provided by the Upper School Director or the Academic Dean.

Student Health

Students are encouraged to attend to their physical health. Students with communicable diseases are asked not to attend school until they are no longer contagious. Students who miss five (5) or more academic days per interim of school days due to illness are encouraged to meet with the Academic Dean in order to devise a plan to facilitate the student's academic success. Students in this situation will be asked to engage in outside tutoring in addition to regular school work.

Upper School Mental Health Policy

Saint Stephen's is committed to supporting the health and safety of its students. When concern arises about the acute mental health of a student, notably when there is concern that the student may be a threat to him or herself or others, that student must receive an evaluation by a licensed mental health professional. In order for that student to return to the Saint Stephen's community, the Head of School, or Director of the Upper School, will consult with the evaluating mental health professional, the parents, and possibly an independent mental health professional to determine the student's safety and ability to return to school.

The school may require one or more of the following: 1) that the student remain out of school for a defined period of time, 2) that certain therapeutic goals be met before the student returns, 3) that a psychological evaluation indicate that the student is ready to return to school. Psychotherapy may be mandated as a requirement for continued school attendance.

Drug and Alcohol Intervention

Saint Stephen's approach to drug and alcohol abuse is divided into three sections: prevention, intervention, and discipline. Saint Stephen's encourages students to live healthful lives and to uphold their personal integrity outside of school by abstaining from the use of drugs, alcohol, and tobacco products.

Prevention

Research shows that the delay of substance use in teenagers can drastically reduce the chances of abuse and addiction. Saint Stephen's prevention efforts include programming intended to help educate students and raise awareness about the consequences of the abuse of alcohol and other drugs.

Intervention

At times, concerns arise about students' substance use. Students about whom there are tangible concerns may be confronted by a member of the Upper School administration. This confrontation

is born out of concern for the student's health and is not designed to initiate disciplinary consequences. Parents will likely be contacted after the first intervention. If continual and/or additional concerns arise, the student will be confronted again and may be required to attend counseling or have periodic drug tests.

Students in trouble with substance abuse often will not seek counseling for fear that they will be punished rather than helped. Any student who is concerned about himself or herself or who is concerned about another student is encouraged to contact, confidentially, any trusted adult, such as a classroom teacher, an advisor, the School Chaplain, the Academic Dean, or Director of the Upper School. The student will be made aware of the options available if further action is desirable or available.

Discipline

Students who use, possess, or attempt to purchase or sell illegal drugs, drug paraphernalia, or alcohol at school, at a school function, or on the way to school evoke the discipline response which will likely result in expulsion from school (see major school rules on p. 45).

Campus Safety

Students must bring campus visitors to the front desk in order to sign in and receive a visitor pass. All members of the school community are encouraged to greet unfamiliar individuals. Any concerns about an unknown campus visitor should be directed immediately to the front reception desk.

Safety Drills and Emergencies

In all emergencies and drills:

- 1) Stay calm, 2) Know what to do, 3) Move with purpose, 4) Follow the directives of your teacher/supervisor

Throughout the school year, we practice drills for three separate emergency scenarios.

Fire/Evacuation

Maps are located in all classrooms and meeting rooms in the Upper School. At the sound of a fire alarm, teachers will lead students out of classrooms and proceed directly to assigned staging areas in the front parking lots. In these areas, attendance is reported by each teacher to area supervisors.

Evacuation of the buildings for fire (actual or drill) require calm but deliberate movement to remove everyone from the school buildings. There should be no running, no talking, and no pushing. If an alarm sounds during lunch, between classes, or during morning break, students should calmly exit the school by the nearest door and report to the nearest staging areas outside of school in the front parking lot. At the staging area, each student should report face-to-face to a teacher. Any student outside of a classroom at the time a fire alarm should immediately connect with the faculty or staff member closest to them and exit the building directly with that adult. Everyone is to remain in their assigned staging area until the all-clear signal is given for a safe return to the school buildings.

Tornado

In the event that a tornado is spotted in the nearby area, all students must leave classrooms and sit in the interior, concrete hallways away from glass windows. Seated, students should be ready to tuck their heads under their arms and between their knees. Throughout this alarm, students should remain quiet and follow the directions given by teachers.

Lock-Down (Code Red)

In the event that potentially dangerous or suspicious individuals approach our campus, we will go into a Code Red...lock-down. This will be announced throughout the school by the telephone intercom system. Immediately, all students outside of a classroom need to get into a classroom. Classroom lights should be turned off, classroom doors locked, blinds drawn, and as time allows, building doors locked. Teachers should ensure that no students are left in the hallways outside of the classrooms. Inside the darkened and locked classrooms, students should stay away from windows and doors, deliberately staying out of view from any passer-by.

Honor Code

As members of Saint Stephen’s Episcopal School we hold ourselves to the highest ideals of integrity and honor.

I will not lie.
I will not cheat.
I will not steal.
I will respect myself and others.

Why Be Honorable?

The Saint Stephen’s community believes that the Honor Code embodies certain principles – principles that can guide our lives, enrich and elevate the quality of our lives, and lead us towards building the sort of society in which we most want to live. These principles color how we define our relationships with other individuals, our community, and ourselves. Integrity, character, and other time-tested attributes are intrinsically worthwhile. In addition, our community will be true to its mission of preparing students for life ahead if we collectively aspire to honorable behavior. Genuine growth and learning are best achieved in an environment that embraces qualities of personal honor, responsibility, and respect.

Questions you should consider as you read through the rest of this section and as you face decisions in your life every day include:

- What do the qualities of self-identity and self-respect mean to me? What place do integrity and character have in my understanding of myself?
- How do I want to live my life? What ideas, notions, and principles do I value that are larger than I am? How does this impact my relationship with others?
- What type of society do I want to live in? How can I be a responsible citizen in that society?

The Honor Code involves both personal and academic integrity.

Personal Integrity

Students are encouraged to practice integrity in their personal behavior so as to provide for a positive school atmosphere and sense of community. Some examples of violations of personal integrity are described below:

Fighting, Bullying, and Intimidation

Violating the rights of others through physical or verbal abuse is unacceptable behavior. It destroys the fabric of the school community and will not be tolerated.

Theft

Theft includes the use, possession, or destruction of stolen property. Stolen property is defined as property taken without the permission of its proper owner. Theft displays a lack of respect for the school community and is a violation of the Honor Code.

Lying

Lying or intentionally omitting relevant information is a violation of the Honor Code.

Academic Integrity

Students should take pride in doing their own work and learning to the best of their ability. If a student is unsure as to whether an action might violate the Honor Code, it is the student's responsibility to consult with his or her teacher to clarify the specific situation. Some examples of violations of academic integrity are described below:

Plagiarism

Plagiarism is using someone else's work or ideas without providing proper credit or acknowledgment. For example, rewording or paraphrasing someone else's ideas is plagiarism. When a teacher identifies written passages in an assignment that are very different from the rest of the student's work, and additionally, the student cannot restate or rewrite those passages, it is plagiarism. It is important that students remember to always provide credit or acknowledgment to the source of any ideas, words, pictures, or images that are not their own. At a minimum, this should include the title and the author's name or the website and the date accessed. Sources should be cited either formally or informally, according to teacher guidelines. Students are encouraged to ask questions when they confront uncertainty.

Cheating

Copying another student's homework, quiz or test is a direct violation of academic integrity. In addition, using unauthorized notes or other aides on a test, giving unauthorized aid to another student on a test or other assignment, or using any help other than what is specifically allowed by the teacher on any assignment is a violation of the Honor Code.

Multiple Submissions

Multiple submissions refer to the submission of the same work for more than one class. Slightly altered work that has been submitted for a class for which it was not originally completed is a violation of academic integrity. If a student receives permission from the teacher of each class for which the work has been or will be submitted, the student may hand in the same assignment.

False Citation and False Data

False citation refers to falsely citing a source or attributing ideas to a source that was not the source for the material. For example, citing a source in the footnotes of a paper that had not been consulted. False data refers to the creation or alteration of data to deliberately mislead. Altering data in an experiment to reach a more positive result is an example of false data. False citation and false data are both examples of academic fraud.

Internet and Computer Use

Improper use of school computers or of Internet resources is prohibited. Please refer to the Acceptable Use Policy for more information. Furthermore, cell phone calls and/or text messages made during class are potential honor code violations.

The Honor Council

The Honor Council is a committee of students and faculty that hears cases of Honor Code violations and makes recommendations to the administration. When a case is brought before the Honor Council, three faculty members, and upon occasion the Academic Dean (who may sit on the Council as a non-voting member) will hear the case. Students who serve on the Honor Council are in the tenth, eleventh, and twelfth grades. The faculty members are chosen from a broader pool of teachers. Honor Council cases are facilitated by one of the student co-chairs.

To be selected to the Honor Council, students must first nominate themselves with a personal reflection essay. The student body is then polled on the applicant list. No organized campaigns are permitted. The faculty will then determine a list of candidates from among the applicants. The administration determines the final selection of Honor Council members.

Honor Code Violations

When an Honor Code violation is suspected, either a teacher or another student reports the incident to the Academic Dean. The Dean, with the cooperation of the teacher or student reporting the incident, then investigates the incident. The Dean will gather evidence and supporting documents and communicate with the student, his or her parents, the Upper School Director, and the Honor Council faculty advisor. The Dean will then decide how to proceed further. If no violation was found to occur, a letter stating such will go into the student's file (but not appear on his or her permanent record). If a minor violation was found to occur, the Academic Dean and/or the Upper School Director will take the appropriate actions and a letter will also go into the student's file. If enough evidence indicates that a major violation of the Honor Code was found to occur, the student will appear before the Honor Council.

The Honor Council meets as needed after school, with confidentiality and discretion being observed at every meeting. When a student is to appear before the Honor Council, the student and his or her parents are notified and advised as to the procedures of the meeting. The student may bring a faculty member, usually an advisor, with him or her to the meeting to serve as an advocate. Parents will be kept apprised of the situation. However, parents should respect that the advisor will be the only adult advocate present during the meeting. Students are expected to cooperate fully and to respond honestly to questions asked by the Honor Council. Lying to the Honor Council is regarded as a significant infraction and will likely yield a much more severe consequence than the student would otherwise receive.

After the student has appeared before the Honor Council, the Honor Council will make a recommendation to the Upper School Director. The Upper School Director will then make a decision in the case. If this decision is not the same as the Honor Council recommendation, the Upper School Director or the Honor Council faculty advisor will meet with the Honor Council to further discuss the case. The Upper School Director will inform the student and his or her parents of the final decision. The Honor Council faculty advisor will inform the faculty of the case (using the student's name), and the student co-chairs will inform the Upper School student body (without using the student's name). The Honor Council faculty advisor will also write a statement documenting the case, which will go into the student's file at school.

Appendix A: Saint Stephen's Upper School – Four Year Plan

Name: _____ Date: _____ Grade: _____

Subject: (number of credits required for graduation)	Grade 9	Grade 10	Grade 11	Grade 12
English (4)				
Mathematics (4)				
Science (3, including biology, chemistry, and physics)				
Social Studies (3, including U.S. History)				
Modern and Classical Language (3)				
Fine Arts (1)				
Other Classes (Interdepartmental, Computer Science, etc.)				
Physical Education (One sport season is ½ credit, managing is ¼)				

Extra-Curricular Activities:	Grade 9	Grade 10	Grade 11	Grade 12
Sports				
Clubs and Activities				
Service (75 hours are required for graduation)				
Leadership (includes honor societies)				
Summer Plans				

Interscholastic Sports at Saint Stephen's: *Boys*: Baseball, Basketball, Cross Country, Football, Golf, Soccer, Swimming, Tennis, Track, and Wrestling. *Girls*: Basketball, Cheerleading, Cross Country, Dance Team, Golf, Soccer, Softball, Swimming, Tennis, Track, and Volleyball.

Current Clubs, Organizations, and Activities: Academic Team, Arts and Letters Society (Tabula Rasa), Asia Club, Bad Movie Society, Big Bang Society, Cake Pop Club, Chapel Leaders, Chess Club, Club Castellán (Spanish Club), Drama Guild, French Club, Global Awareness Club, Green Club, Future Business Leaders of America, Harvard Model Congress, Howard Cup Committee, Club, Interact, Jefferson and Hamilton Society, Latin Club, Marine Biology Club, Math Club, Mock Trial, Model United Nations, National Honor Society, Prom Committee, Student Ambassadors, Student Council

Appendix B: Acceptable Use Policy

Saint Stephen's Episcopal School offers Internet access for student use. This document contains the Acceptable Use Policy for your use of the Saint Stephen's computer network.

A. Educational Purpose

1. The Saint Stephen's computer network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.
2. The Saint Stephen's computer network has not been established as a public access service or a public forum. Saint Stephen's Episcopal School has the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the rules set forth in Saint Stephen's Family Guide and the law in your use of the Saint Stephen's computer network.
3. You may not use the Saint Stephen's computer network for commercial purposes. This means you may not offer, provide, or purchase products or services through the Saint Stephen's computer network.
4. You may not use the Saint Stephen's computer network for political lobbying. But you may use the system to communicate with elected representatives and to express your opinion on political issues.

B. Student Internet Access

1. All students will have access to Internet World Wide Web information resources through their classroom, library, or school computer lab.
2. Lower, Intermediate and Middle School students will have Internet access only under their teacher's direct supervision using a classroom account.
3. Upper School students and a parent or guardian must sign an Acceptable Use Policy Agreement to be granted network access on the Saint Stephen's computer network. This Agreement must be renewed on an annual basis. The parent or guardian can withdraw their approval at any time.

C. Unacceptable Uses

The following uses of the Saint Stephen's computer network are considered unacceptable:

1. Personal Safety

- a. You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, etc.
- b. You will not agree to meet with someone you have met online without your parent or guardian's approval. Your parent or guardian should accompany you to this meeting.
- c. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.

2. Illegal Activities

- a. You will not attempt to gain unauthorized access to the Saint Stephen's computer network or to any other computer system through the Saint Stephen's computer network or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
- b. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- c. You will not use the Saint Stephen's computer network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.

3. System Security

- a. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- b. You will avoid the inadvertent spread of computer viruses by not downloading software using the Saint Stephen's computer network or installing any external software, regardless of source, on the Saint Stephen's computer network.

4. Inappropriate Language

- a. Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages.

- b. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. You will not post information that could cause damage or a danger of disruption.
- d. You will not engage in personal attacks, including prejudicial or discriminatory attacks.
- e. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, you must stop.
- f. You will not knowingly or recklessly post false or defamatory information about a person or organization.

5. Respect for Privacy

- a. You will not repost a message that was sent to you privately without permission of the person who sent you the message.
- b. You will not post private information about another person.

6. Respecting Resource Limits

- a. You will use the system only for **educational and career development activities** and limited, high-quality, self-discovery activities. **Activities such as chatting and playing online games are strictly prohibited.**
- b. You will not download large files unless absolutely necessary. If necessary, you will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to your personal computer. You will not install any software, regardless of source, on Saint Stephen's computers.
- c. You will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.

7. Plagiarism and Copyright Infringement

- a. You will not plagiarize works that you find on the Internet.
- b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions ask a faculty member.

8. Inappropriate Access to Material

- a. You will not use the Saint Stephen's computer network to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of your access is to conduct research and both your teacher and parent have approved.
- b. If you mistakenly access inappropriate information, you should immediately tell your teacher or another faculty or staff member. This will protect you against a claim that you have intentionally violated this Policy.
- c. Your parent or guardian should instruct you if there is additional material that they think it would be inappropriate for you to access. Saint Stephen's fully expects that you will follow your parent or guardian's instructions in this matter.

D. Your Rights

1. Search and Seizure

- a. You should expect only limited privacy in the contents of your personal files on the school's system. The situation is similar to the rights you have in the privacy of your locker.
- b. Maintenance and monitoring of the Saint Stephen's computer network is conducted regularly.
- c. An individual search will be conducted if there is reasonable suspicion that you have violated this policy, the Saint Stephen's honor code, or the law.
- d. Your parent or guardian has the right at any time to request to see the contents of your files.

2. Due Process

- a. Saint Stephen's Episcopal School will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the Saint Stephen's computer network.
- b. In the event there is a claim that you have violated this policy or the Saint Stephen's Honor Code in your use of the Saint Stephen's computer network, you will be provided with notice and opportunity to be heard in the manner set forth in the Saint Stephen's Family Guide.
- c. If the violation also involves a violation of other provisions of the Saint Stephen's Honor Code, it will be handled in a manner described in the Saint Stephen's Family

Guide. Additional restrictions may be placed on your use of the Saint Stephen's computer network.

E. Limitation of Liability

Saint Stephen's Episcopal School makes no guarantee that the functions or the services provided by or through the Saint Stephen's computer network will be error-free or without defect. Saint Stephen's Episcopal School will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. Saint Stephen's Episcopal School is not responsible for the accuracy or quality of the information obtained through or stored on the system. Saint Stephen's Episcopal School will not be responsible for financial obligations arising through the unauthorized use of the system.

F. Personal Responsibility

When you are using the Saint Stephen's computer network, it may feel like you can more easily break a rule and not get caught. This is not really true because whenever you do something on a network you leave little "electronic footprints."

But the fact that you can do something or think you can do something without being caught does not make it right. Even if you don't get caught, there is always one person who will know whether you have done wrong -- and that person is you. Your use of the Internet can be a mirror that will show you what kind of a person you are.

Appendix C: Upper School Special Schedules

Late Start: Monday/Friday

1 st period	9:00 – 9:40 am
2 nd period	9:45 – 10:25 am
3 rd period	10:30 – 11:10 am
4 th period	11:15 – 11:55 am
5 th period	12:00 – 12:35 pm
Lunch	12:35 – 1:15 pm
6 th period	1:20 – 2:05 pm
7 th period	2:10 – 2:55 pm

Long Assembly (Wednesday – all other days of the week follow same pattern)

1 st period	8:00 – 9:30 am
Assembly	9:30 – 10:10 am
4 th period	10:15 – 11:45 am
3 rd period	11:50 – 12:35 pm
Lunch	12:35 – 1:15 pm
7 th period	1:20 – 2:55 pm

Jumbo Long Assembly (Wednesday – all other days of the week follow same pattern)

1 st period	8:00 – 9:25 am
Assembly	9:25 – 10:15 am
4 th period	10:20 – 11:45 am
3 rd period	11:50 – 12:35 pm
Lunch	12:35 – 1:15 pm
7 th period	1:20 – 2:55 pm