



THE STEWARD SCHOOL

2018-19
PARENT AND STUDENT HANDBOOK

Mission Statement

Prepare our students for college and for life in a community defined by robust academics, inspiration, engagement, and care.

We foster personal accomplishment through effort. We expect our students to care for and respect one another, to accept personal responsibility, and to behave honorably. Steward's commitment to small class sizes ensures focus on each student's talents and passions. Students are required to articulate, share, and defend their opinions while considering the views of their fellow students. We believe a diversity of talents, abilities, and cultures among our student body offers a rich and well-rounded educational experience. We value our sense of community, made possible by our commitment to a small student population.

School Closing Information

In times of inclement weather, school delays/closings will be posted on the school's main website at www.stewardschool.org, announced on the school switchboard (804-740-3394), communicated via a telephone announcement to parents using Blackboard Connect's rapid communication system, emailed via a Steward email, and listed with the three major local TV stations and on local radio stations. The first updates are always to the switchboard, the website, and Blackboard Connect. In the event of an unscheduled early dismissal, we will send out a Steward email and activate Blackboard Connect. If there is a change to the school's opening status, all announcements will begin with the current date (e.g. Today is Monday, September 3, 2018). Check the school's online calendar (stewardschool.org/calendar) for updates to extracurricular, athletic, and after-school activities.

School Handbook

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The Steward School admits students without regard to race, religion, color, ethnic or national origin, age, sex, disability, marital status, military status, pregnancy, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, matriculation, political affiliation, or any other characteristic protected by law to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of these protected characteristics in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Dear Parents and Students,

We have compiled this handbook to fully express our responsibilities to each other within our community. It includes school-related information from rules and procedures to staff contact information. To be as thorough as possible and to clarify things that might be new to you, we revise the handbook each summer so that each year's edition is updated. Although we make every effort to be precise and clear, there are times when mistakes or misprints happen. We will update or revise midyear should this happen.

Since this handbook includes most of the general parameters of school life, it is important that all families read through the entire document to familiarize themselves with its content. Students and parents are responsible for the procedures and rules outlined in this booklet.

Sincerely,

**Dan Frank**, Head of School

**Lisa Dwelle**, Associate Head of School for Finance and Operations

**Ingrid Moore**, Director of Lower School

**Susan Atkinson**, Director of Middle School

**Adam Seldis**, Director of Upper School

### Contact Information

If you have a question about the school's operations, activities, or programs, or if you need other information, please refer to the list below. You may reach any of the employees below via email. Steward emails are created with this pattern: `firstname.lastname@stewardschool.org`, e.g. `john.doe@stewardschool.org`.

Admissions.....	Robin Oliff/Jane Carter/Beth Farmer '09
Alumni Activities.....	Shawn Morrison
Athletics.....	Bruce Secrest/Christen Heidler
Classroom Concerns.....	Classroom Teacher
Development.....	Shawn Morrison/Kate Boyles/Jenn Downey
<i>Enouncements</i> .....	Stephanie Boyar
Headmaster's Office.....	Stephanie Bowlin
Marketing and Communications.....	Rachel Williard
Clinic.....	Rebecca Heck
Information Technology.....	Shahwar Qureshi '90
Parents Association.....	Sydney Smith (sydney_smith@comcast.net)
School Finance and Operations.....	Lisa Dwelle
Receptionist.....	Maureen Beck
Spartan Shop.....	Kelly Neale/Laura Sims/Violet Cox
Student Billing (including Lunch Program Billing).....	Martha Stern
Student Records and NetClassroom.....	Ashton Harris
Website.....	Marketing@stewardschool.org

### Lower School

AfterSchool Care.....	Mary Hopkins
Attendance.....	Linda Dunville
Beach Day.....	Sabra Willhite
Book Fair.....	Betty Enright
Center for the Advancement of Learning – Student Support.....	Charlene Wilton
Choral Tour.....	Samson Trinh/Heidi Taylor

Costumes – Holiday Program and Grandparents Day Program.....	Kristen McGregor (kkirk72@aol.com)/Tammy Falcone (tkfny@aol.com)
Dress Code.....	Ingrid Moore
Field Day.....	Bonny Hajek
Grade-Level Plays.....	Craig Smith
Fall Carnival.....	Bonny Hajek
Health and Wellness.....	Michelle Khalife
Holiday Program and Grandparents Day Program.....	Samson Trinh/Heidi Taylor
Honor Code.....	Ingrid Moore
Oratorical Program.....	Becky Groves
Spelling Bee.....	Jane Whitely
Student Council.....	Laura Pruitt/Emily Oliff
Talent Night.....	Samson Trinh
Visual Arts.....	Lynn Zinder
Other Lower School Concerns.....	Linda Dunville

**Middle School**

Academic Questions.....	Susan Atkinson/Louise Robertson
Advisory Program.....	Chris Petrie
AfterSchool Care.....	Mary Hopkins
Attendance.....	Karen Ashworth
Center for the Advancement of Learning – Dean of Student Support.....	Chris Petrie
Choral Music.....	Samson Trinh (Grade 6)/Heidi Taylor (Grades 7-8)
Reinhart House.....	Mark Nugent
Dress Code.....	Mark Nugent
Field Day.....	E.J. Watkins
Health and Wellness.....	Michelle Khalife
Honor Code.....	Mark Nugent
Instrumental Music.....	John McAlister
Scheduling.....	Susan Atkinson/Karen Ashworth
Student Council.....	Mark Nugent
Talent Night.....	John McAlister
Theatre Program.....	Susan Sanford
Visual Arts.....	Cindy Grissom
Wilderness Adventure.....	Mark Nugent
Other Middle School Concerns.....	Karen Ashworth

**Upper School**

Academic Questions.....	Adam Seldis
Attendance.....	Lee Healey/Gardner Mundy
Center for the Advancement of Learning – Dean of Student Support.....	Livia McCoy
Choral Music.....	Heidi Taylor
Community Service.....	Gardner Mundy
College Counseling.....	Heather Jeter
Dress Code.....	Gardner Mundy/Elizabeth Simpson
Health and Wellness.....	Michelle Khalife
Honor Code.....	Gardner Mundy
Instrumental Music.....	John McAlister
International Student Coordinator.....	Allison Buchik
Minimester.....	Gardner Mundy (Grade 9)/Livia McCoy
P.E. Credits.....	Melissa Freed
Scheduling.....	Adam Seldis/Barbara Filler

Student Programs.....	Gardner Mundy/Livia McCoy
Talent Night.....	John McAlister
Theatre Program.....	Craig Smith
Visual Arts.....	Sejal Vaywala
Other Upper School Concerns.....	Lee Healey

## **JK–12 GENERAL POLICIES AND INFORMATION**

### **Introduction: Honor Code and Code of Responsibility**

In The Steward School community, the expectation of parents, students, teachers and administrators to create a climate of learning and the development of relationships is characterized by integrity. The Honor Code includes:

- **Honor**
  - Honor is the basis of student life at The Steward School. Students are expected to be truthful, exhibit integrity, and demonstrate respect toward other individuals and their property. Therefore, honor infractions, such as lying, cheating, stealing, or property defamation are extremely serious and weaken the integrity of the school itself.
  - Personal honor, personal integrity, honesty, and respect in thought, word, and deed toward individuals and institutions are the essential qualities of a student at The Steward School.
- **Academic Responsibility**
  - Academic responsibility includes being in class, being on time, putting forth serious effort, showing a willingness to learn, participating in class discussions, being well-prepared every day, completing all homework, and abiding by the Honor Code at all times.
- **Social Responsibility**
  - Social responsibility means creating an environment in which all individuals feel secure and respected. This includes respecting others and their property; taking responsibility for one’s own actions; practicing common decency; upholding the Honor Code, Code of Responsibility, and Dress Code; demonstrating sportsmanship; representing Steward well in the community; and avoiding any verbal, written, electronic, or physical abuse or threats that may endanger the health, safety, and reputation of others.

See each division’s section for more specifics.

### **Acceptable Use Policy**

#### *Policies Governing the Use of Technology at The Steward School*

The Steward School supports the use of computers and other electronic resources to enhance student learning. In support of the mission and goals of The Steward School, responsible, respectful, and appropriate use of computers; computer networks; and all other electronic devices is required. Inappropriate, irresponsible, or disrespectful use may result in consequences up to and including expulsion.

For more information regarding specifics about the Acceptable Use Policy, go to <https://www.stewardschool.org/file/Acceptable-Use-Policy.pdf>.

### **Center for the Advancement of Learning**

The Center for the Advancement of Learning (CAL), organized and staffed as an educational resource center, offers support and enrichment to students, parents, and staff. The Center’s staff consists of a director, a CAL administrative assistant, the Lower School enrichment coordinator, a Middle School dean of student support, and an Upper School dean of student support. The Center employs tutors who are available at an additional

cost during the school day to students. Confidential student records are housed by CAL. The Parent Resource Center, housed in the Lower School near the CAL offices, is a free lending library of parenting books and other materials for parents. Topics include adolescent issues, adoption, family issues, parenting skills, spirituality and values, learning differences and learning styles, etc.

### **Academic Records**

Parents and/or guardians seeking access to a student academic file should make a written request to the school's registrar. The registrar will provide access to the student academic file within five business days from the receipt of the request. Parents and/or guardians may inspect the student academic file under the supervision of the registrar.

Parents and/or guardians who wish to release information to another school should make the request to the registrar in writing along with the name and address of the school. All forms should be turned in to the registrar. The school ensures the completion and delivery of all necessary forms and student records within two weeks.

Letters of recommendation sent to other institutions are confidential correspondence between the school and the other institution and are not shared with the student or parent. The school may charge a nominal fee or seek reimbursement of fees for transcripts, reproduction of other student education records, and the cost of postage.

### **Crisis Management Plan**

A copy of the Crisis Management Plan is on file in the main office of the school. Please contact the school's controller, Dena Dickson, at (804) 740-3394 for more information about this comprehensive plan. The school conducts both scheduled and unscheduled drills, as well as tests of the emergency notification systems, AlertNow, and Campus Alert. Primary components of the Crisis Management Plan include:

**Blackboard Connect** – This rapid emergency alert communication system interfaces with all of the phone numbers in the school's database, allowing administrators to reach all of our parents and guardians within minutes, send notifications even when school phone lines are down, and deliver first-hand information during a crisis situation. Parents will be notified prior to tests of the Blackboard Connect System.

**Campus Alert** – This system warns students, faculty, and staff of various safety concerns, including weather-related emergencies, environmental hazards, and security breaches by offering both tone and voice alerts across the campus.

**Fire, Tornado, and Lock Down Drills** – Procedures are posted in each classroom and practiced regularly.

### **Diversity and Inclusion Statement**

*(note: the following statements will be updated during the 2018-19 school year)*

The Steward School is committed to diversity and the development of an educational environment that fosters mutual respect, responsibility, and empathy in our school and in life. We value the presence of individuals whose differences include, but are not limited to, age, ethnicity, gender, learning style, talents, physical ability, political views, race, religion, sexual orientation, socioeconomic status, and family structure.

We expect that all members of the Steward community – students, faculty and staff, administration, parents, and trustees – keep their minds and hearts open to difference as a source of strength and a means of growth for the entire community. We recognize that fulfilling this mission is an ongoing process that requires open dialogue and constant attention.

**Statement on Religion at The Steward School** – While taking no implicit or explicit religious position, The Steward School is inclusive of a variety of religious expressions. We strive to welcome and respect people of all faiths while explicitly endorsing no one faith in particular. Such respect extends equally to those who do not count themselves as members of any specific faith community. The school welcomes input from any community member who wishes to discuss this topic.

### ***Enouncements***

During the school year, parents will receive weekly *Enouncements* with timely information about school events, important dates, accolades, and other pertinent information. These *Enouncements* will also include division-specific information. Any information to be communicated to families in one division should be sent to the division director; he or she will determine whether to include it in the weekly division section and/or on the web page. Any information to be communicated to the entire school should be sent to Marketing and Communications Associate Stephanie Boyar at [Stephanie.Boyar@stewardschool.org](mailto:Stephanie.Boyar@stewardschool.org). The deadline for inclusion in Friday's *Enouncements* is Tuesday at 5 p.m. Any pertinent calendar information, especially regarding changes in date, time, or venue, should also be sent to the communications associate and to the receptionist, Maureen Beck at [Maureen.Beck@stewardschool.org](mailto:Maureen.Beck@stewardschool.org).

### **Facilities Use**

All requests for facility usage should be directed to the receptionist at (804) 740-3394. Availability will be checked and a response will be given as quickly as possible.

### **Health Information**

If you have any health concerns about your child, please notify the school nurse in the clinic to establish individual plans for the student.

#### **Illness**

Parents and/or guardians are expected to keep sick children at home. If your child is not well enough to participate in daily activities, he or she should not come to school. The following explains our policy for temporary exclusion of sick children. You are required to keep your child at home if he or she has:

- Temperature of 100 degrees or more
- Intestinal problems with diarrhea and/or vomiting
- Any type of undiagnosed or contagious rash
- Redness and discharge from the eyes (conjunctivitis)
- Influenza-like illness (fever and/or severe cough, sore throat, body aches)
- Any type of communicable illness (i.e. chicken pox, impetigo, Mono, pink eye, Pertussis [whooping cough], head lice)

A child that exhibits any of the above symptoms may not return to school until he or she has been free of the symptoms for 24 hours. A child must be fever-free without the aid of medication for at least 24 hours prior to their return to school. For contagious illnesses, children should be kept home until a doctor verifies that the period of contagion has passed and a note from the doctor is provided. If your child has been diagnosed with a communicable disease, please notify the school so we can notify parents of other students in the classroom if necessary. If a student develops a fever or becomes ill at school, we will contact you to have the student picked up.

#### **Food Allergies**

**Parents of children with allergies:** The Steward School is dedicated to providing the safest environment possible for all of our students, including those with food allergies. Although we cannot guarantee an absolute allergen-free setting, we will do our part to work with students, parents, and physicians to minimize the risks

of accidental allergen exposure. Our staff is trained regarding procedures to follow in the event of an allergic reaction; however, we cannot succeed without your help. Your active involvement in educating faculty and staff about the individual needs of your child is crucial. Allergic reactions can vary from child to child and from exposure to exposure. To help us better meet your child's needs, we encourage you to do the following:

- Complete the Allergy Action Plan (may be obtained from the Magnus Health Portal or school nurse, Rebecca Heck, in room 87 in the Lower School) to ensure that faculty and staff know the correct steps to take in the event of accidental exposure;
- Provide the school nurse with all medications, complete with instructions of administration, and dosage information. Be sure to keep all prescriptions up to date and check regularly for expiration;
- Educate your child about the proper ways to avoid allergens such as 1) never sharing food or accepting treats (at a class party, for instance) unless previously approved by the teacher, 2) recognizing the symptoms of an allergic reaction, 3) knowing what to do should these symptoms begin, and 4) for older children, reading labels and avoiding any food of which they are the slightest bit uncertain;
- Keep faculty and staff apprised of changes in your child's health, reactions, or treatment plan(s);
- And, most importantly, maintain an open communication regarding your child's allergy with necessary personnel at all times. This includes the school nurse, the division director and assistant, and all teachers, coaches, and AfterSchool Care personnel with whom your child comes in contact.

**Parents of children without allergies:** All parents are asked to be conscious of children with food allergies when sending in snacks or other foods to be shared. Please contact the teacher to ensure that homemade items do not contain food substances that might trigger an allergic reaction by any individual. If food items are purchased, please check the ingredients carefully to ensure the safety of our students. All students should avoid sharing food and wash their hands (or use sanitizer) before eating.

### **Medication**

A student who takes prescription or non-prescription medication at school must bring the medication labeled and in its original container to the nurse's office. The school will keep certain medications on hand; however, they will only be given to a student if permission has been secured from a parent. Parents or guardians must sign a "Permission for Medications" form, obtained from the school. A student's medication may be taken only at the designated time and under the school nurse's supervision. Except for certain, unusual circumstances (such as a field trip), the faculty is not authorized to administer or dispense medication. Students may not keep prescription or non-prescription medications in their lockers, backpacks, or on their person at school. The only exception is medication needed for certain life-threatening medical situations (an EpiPen, asthma inhaler, etc.), which requires a parent's written request to the student's division director and the school nurse. For additional information, please refer to the Medication Policy at <http://www.stewardschool.org/file/community/back-to-school-forms/Medication-Policy.pdf>.

### **Counseling Resources**

The dean of student support in each division is a resource for student concerns. Concerns about substance abuse, anxiety, depression, or other mental health issues should be brought to the attention of the division director or dean of student support. The administrative team in each division meets weekly with a psychological consultant to discuss concerns about students. The counselor helps determine whether mental health assistance outside of school is needed. She works closely with parents and students to develop a plan that meets the student's needs. Should there be a concern that a student is a risk to themselves or others, the school requires that the student see a counselor for assessment before attending school.

### **International Student Services**

The Steward School welcomes students from a variety of cultural backgrounds whose native language is not English. We believe that having a diversity of cultures represented on our campus and in our classrooms

enriches the education of the entire Steward community. International Student Services provides English as a Second Language (ESL) and support services to international students attending Steward.

### **Parents Association and Volunteer Opportunities**

The Steward School Parents Association includes all parents and guardians of Steward students. Its purpose is to create a cooperative partnership with the administration, faculty, staff, and Board of Trustees, and to promote and support activities for the benefit of the school as a whole and with its best interests in mind. The Parents Association promotes a sense of community by providing volunteer opportunities, sponsoring fundraising events, and offering informative programs for parents and students. All Parents Association-sponsored activities are designed in cooperation with the head of school or his representative to ensure they support the school's mission.

### **Performing Arts Guidelines**

All students and their guests are expected to act in a respectful manner when attending an assembly or performance in the Paul R. Cramer Center for the Arts, the Lora M. Robins Theatre, the BlackBox theatre, or any other venue on campus. Flash photography and videography are prohibited. All electronic devices should be turned off during performances, and all food and drinks are prohibited in the theatre.

### **School Colors**

Blue (PMS 288) and Gold (PMS 1235) and White

### **Spartan Shop**

The school store (Spartan Shop) is located in the Athletic Center in room 101. The store sells school supplies, snacks, and a variety of school apparel, including sweatshirts, t-shirts, and other items. For questions or inventory information, please contact the store manager at extension 501.

### **Substance Abuse Policy**

In accordance with the school's Honor Code, the signed Contract of Enrollment, the state laws of Virginia, and the federal laws of the United States, The Steward School reserves the right to take disciplinary action with respect to illegal drug and alcohol activity. This may include requiring treatment, suspension, and/or expulsion of the student. Students are prohibited from using, consuming, delivering, selling, possessing, or being under the influence of illegal drugs or alcohol while on school property or while participating in any school-related activity. This policy also includes the possession, use, or distribution of drug paraphernalia or electronic delivery systems.

### **Suspected Child Abuse**

Parents should be aware that the Commonwealth of Virginia requires any teacher or child-care worker to report suspected child abuse to the Department of Social Services. In the event this is necessary, the report will be done with the knowledge of the school administration.

### **Teasing, Bullying, and Harassment**

The goal of our Honor Code is to create a school environment in which all individuals feel secure and respected. Therefore, it is important to define teasing and bullying. Good-natured teasing is playful interaction characterized by a friendly tone. Mean-spirited teasing is when there is a disparity between the intent of the



teasing and its impact, and feelings are hurt. Bullying is characterized by an imbalance of power, intentional and hurtful actions, and repeated and/or severe behavior.

The Steward School's policy is to provide a learning environment free of any form of harassment regarding race, gender (including sexual harassment), color, religion, national origin, age, military status, citizenship, or non-disqualifying disability, and where each individual is treated with respect. Thus, the school strictly prohibits any and all harassment on or off school property or during any school event – academic, athletic, or otherwise – at any time. This policy extends to off-campus activity if harassing communication or behavior interferes with an individual's ability to function in a learning environment.

The Steward School considers mean-spirited teasing, bullying, and harassment unacceptable behavior. These behaviors are subject to disciplinary action as deemed appropriate by the school.

### **Visitors**

All visitors to the school are required to check in with the division assistants or the receptionist. If an item needs to be delivered to a student, please leave it with the division assistant. Be mindful of the fact that classroom teachers begin their school day at 7:45 a.m. and are not available for conferences during instructional hours.

## **LOWER SCHOOL POLICIES AND INFORMATION**

### **Honor Code**

All students are expected to uphold the school's Honor Code (see page 4). Like their upper division colleagues, Lower School students will sign the Honor Code every year. This document is displayed in the front Lower School lobby. For Lower School, it reads:

*I PROMISE TO:*

- Be truthful.*
- Be respectful.*
- Be kind.*

### **Behavior Code**

Every child has a right to feel comfortable and safe coming to school, and no student should interfere with that right. The Lower School faculty and administration maintain a system of discipline that is fair, consistent, and kind, but firm. However, children make mistakes. Our philosophy is that discipline is an opportunity to teach the child, help them recognize mistakes, make amends for poor choices, and then move forward. Depending on the situation, the following logical consequences may be applied:

- Removal from the activity within the classroom (sometimes called Rest and Return)
- Removal from the classroom and classmates
- Alternate physical activity for recess
- A visit to a Lower School administrator for self-reflection and planning how to make amends; the parents will be notified by email or phone within 24 hours of this visit.
- A visit to the division director with contact made to parents that day

If a child's behavior worsens or fails to improve, the school administration will work closely with the parent(s) and teacher(s) to determine a plan of action that is designed to promote success for both the individual child as well as the group.

### **Playground and Recess Procedures**

Children may play on the playground only with adult supervision before, during, or after school. Students will go outside in cold weather unless severe conditions do not permit us to do so.

Students are expected to cooperate with teachers and each other on the playground by exhibiting good citizenship and good sportsmanship at all times. The Playground Honor Code sign posted on the brick wall by the front court reads:

- Before you play, review the rules with your friends.
- The adult in charge has the final word.
- Include EVERYONE.
- Speak kindly, especially when you win.
- Need to calm down? Take a break!
- Be a good winner. Be a good loser.
- Sportsmanship is the key.
- Work it out or LET IT GO.
- Say “I’m sorry.”
- Forgive.
- Treat others as YOU want to be treated!

The following guidelines apply for specific behavior:

- Children will remain within the fenced area at all times.
- There shall be no contact sports or rough play.
- Children are expected to follow safety rules on all equipment.
- Playing with sticks or stones and throwing dirt, mulch, etc. is not permitted.
- Children must consult the teacher on duty about problems and ask permission to go indoors for any reason.

### **Performances**

Each child in grades JK-5 will be in multiple performance-oriented programs throughout the year, such as grade-level plays and Talent Night. Children are expected to exhibit the same respect and sense of fairness to each other during the rehearsals and productions that they are held to in class or on the playground. Children must attend school on the days of the performance in order to participate in these programs.

## **Academic Information**

### **Curriculum**

The Lower School curriculum focuses on the development of the whole child. Along with the cognitive and academic domains, our core curriculum includes the fine arts, Spanish, computational thinking, and character development. Cognitive and physical development are linked in P.E. classes. The educational programs include hands-on and cooperative learning experiences, as well as time outside the classroom to enhance learning.

### **The Center for Advancement of Learning (CAL)**

See JK–12 General Guidelines portion. Contact CAL Director Charlene Wilton with questions.

### **Evaluations, Grades, and Conferences**

Regular communication between parents and teachers is scheduled: two conferences a year, four quarterly reports a year, and written progress reports intermittently. While official days are set aside for conferences,

parents should feel free to contact teachers with their concerns whenever the need arises by sending a note or email, or leaving a voicemail message.

A folder is sent home every Tuesday with the student's work and/or informational flyers from the preceding week.

### **Homework**

Homework reinforces classwork, enhances learning, and contributes to achievement. It can encourage self-discipline and set study habits and attitudes necessary for academic success. Satisfactory completion of homework is, therefore, a priority in Lower School. Homework will be assigned on a regular basis. If homework is difficult in your home, please consult the classroom teacher for advice and support.

### **Library Policies**

JK and kindergarten students are allowed to check out one book at a time. Students in grades 1-5 may check out three books. Children must return their books to check out more. Overdue notices are sent out several times a year. If a book is damaged or lost, the cost of the replacement from a library vendor will be billed to the parents.

### **Progress Testing**

Lower School uses a variety of standardized and criterion-referenced assessments to measure students' progress. The measures will vary depending on the grade level and could include PALS (Phonological Awareness Literacy Screening), the DRA (Developmental Reading Assessment), the CTP (Comprehensive Testing Program), and others.

### **Summer Reading**

We expect all students in Lower School to engage in summer reading. Suggested reading lists are available on the website during summer break.

## **Attendance Guidelines**

### **Absence**

We expect students to arrive by 7:55 a.m. every day except in cases of sickness or emergency. For absences, the office should be notified by note, email, or voicemail before 8 a.m. that morning.

The school should be notified of planned absences at least two weeks in advance. The classroom teacher will determine work to be done in a child's absence. **Excessive absences impact students' learning and will necessitate academic review with the school administration.**

### **Other**

- No student will leave the school campus during the day without permission from the office.
- Notify the classroom teacher ahead of time or send a note to the office if you plan to pick up your child before regular dismissal time.
- Parents must sign out their children in the office.
- Children may not enter the classroom until 7:55 a.m. The day begins at 8 a.m.
- If a student is tardy he or she must report to the LS office for a tardy slip.
- Chronic tardiness is not acceptable and will be addressed on an individual basis.

## **Dress Code**

Students are expected to dress appropriately as members of a JK-12 learning community, while being able to express their individuality and be comfortable at school. The Steward School dress code is designed to promote respect for self, others, and the academic environment.

### **Monday-Thursday**

#### Tops

- Collared shirts, sweaters, turtlenecks, dresses, or blouses; sweatshirts and pullovers may be worn over these items
- Shirts with buttons down the front must be fully buttoned

#### Bottoms

- Khaki pants, chinos, colored denim, or corduroys (no blue denim, please)
- Pants must fit and, if belt loops are visible, belts must be worn
- Shorts, skirts, or dresses must measure mid-thigh length or longer
- Leggings may be worn only with tunic tops that are mid-thigh length or longer

#### Footwear

- All footwear should be sensibly chosen for safety, activity, and season (athletic footwear must be worn for P.E. and athletics)

#### Hair

- Hair should be neatly cut and groomed and not distract from the learning environment

#### Not Allowed

- Skin-tight or oversized clothing
- Tops with spaghetti straps
- Visible undergarments
- Garments that reveal cleavage or midriff
- Pajama bottoms, fleece pants, sweatpants, or yoga pants
- Flip flops in Lower School
- Hats indoors
- Clothing with rips, frayed edges, or holes
- Garments with marketing or promotional messages

### **Friday**

The Monday-Thursday dress code applies, along with the following:

- Blue jeans may be worn
- In Lower and Middle School, athletic shorts (mid-thigh length or longer) may be worn
- Steward t-shirts may be worn (seniors may wear Steward or college/university t-shirts)

### **Dress-Up Days**

Students are expected to dress up a bit more than on a normal school day to reflect the nature of certain events, including schoolwide assembly days, recognition assemblies, field trips, and other events as announced.

Tucked-in button-down shirts, ties, dress pants with belts, blouses, slacks, dresses, skirts, and dress shoes are common apparel for Middle and Upper School dress-up days.

Lower School Steward “dress attire” is a tucked-in navy blue Steward shirt with plain khaki pants, skirts, or shorts. Only solid navy blue cardigans or Steward sweatshirts may be worn over the Steward shirts. Plain navy blue turtlenecks (or t-shirts) may be worn underneath the shirts.

## General Information

### Carpool

#### Etiquette and Safety

- Children will not be released to car drivers on their cell phones.
- Cars may NOT “go around” the car in front of them to exit.
- Drivers must display their carpool number in their windshield.
- Students will not be released to anyone other than their parent or legal guardian or scheduled carpool driver without parental permission or a note or phone call.
- Parents who wish to park and pick up their child should wait in the designated area next to the Middle School and hold up their carpool numbers.
- Refrain from using the sidewalk where the children are waiting for pick up.
- Do NOT leave your car running and/or unattended in the loop.

#### Arrival

- JK arrival/drop-off is from 7:45-8 a.m. (JK early morning drop off is 7:30-7:45 a.m. in a designated classroom).
- All JK parents must walk their children to the designated classroom each morning.
- K-5 arrival/drop-off is 7:30-7:55 a.m.
- Grades K-5 go to morning recess.

#### Carpool Directions

- Turn left off Ryandale Road to enter the Upper School lot.
- Drive behind and around the Athletic Center.
- Continue on the service road, which takes you behind the Cramer Center and the Middle School.
- Enter the carpool lane beside the Middle School.
- Proceed to the end of the carpool lane and let children out on the driver’s side of the car.
- Exit to Gayton Road by carefully proceeding right or left.

#### Dismissal

- JK dismisses at 3 p.m.
- Each JK child should be picked up at the door to the kindergarten wing.
- K-5 dismissal is 3:10-3:30 p.m.
- Children not picked up by 3:30 p.m. will be escorted to AfterSchool Care. A fee will be charged per hour at the AfterSchool Care director’s discretion.

### AfterSchool Care

The Lower School AfterSchool Care includes grades JK-5 and operates until 6 p.m. daily. A student may use this service on a regular or drop-in basis. The cost is as follows and is billed to the hour, starting at 3 p.m.:

- \$12 per hour for drop-in students
- \$10 per hour for students who attend weekly (three or fewer days per week)
- \$8 per hour for students who attend daily (four or five days per week)

Each Lower School student is enrolled in the program when parents complete their child’s enrollment contract for the school year. Other than AfterSchool Care, supervision for children after 3 p.m. is not available. If an emergency or delay occurs, or if a child is not picked up by 3:30 p.m., children will be sent to AfterSchool Care.

Students who have left school may not return to AfterSchool Care.

A fee for late pick-ups will be assessed at \$30 per 15 minutes (or any part thereof) past 6 p.m. We will make every effort to contact the emergency contacts before calling the authorities if parents cannot be reached at 6 p.m. and the child has not been picked up.

Please note: due to state licensing regulations, the playground is off-limits to everyone when in use by AfterSchool Care. Our AfterSchool Care is licensed by the Virginia Department of Social Services. A copy of our "Site Visit/Compliance Plan" is available from the AfterSchool Care director.

#### AfterSchool Care Program Notes

- The telephone number for reaching the AfterSchool Care staff is (804) 512-1127 after 3 p.m.
- All school rules are applicable during AfterSchool Care hours. If behavior is a concern, a child may be asked not to participate.
- Students should have their personal belongings labeled and secured in a bag or backpack.
- We do not dispense medications at AfterSchool Care.
- AfterSchool Care is open every day that school is in session, with the exception of the days of our Holiday Program, Grandparents Day, and the first and last days of school. AfterSchool Care begins at 11:30 a.m. on early-dismissal days.

#### **Enrichment Programs**

Enrichment programs will be offered for six-week sessions during the year. These sessions may include, but are not limited to, chess, cooking, dance, watercolors, pottery, science, and so on. These programs usually begin at 3:30 p.m. and conclude at 4:30 p.m. Children enrolled in any of these programs will go to AfterSchool Care, have a healthy snack, and then be escorted to the location of their enrichment class. Parents may opt to pick up their child at 4:30 p.m. or have them escorted back to AfterSchool Care. There is a fee for each class/session offered. Students who are not picked up by their parents by 4:40 p.m. will go to AfterSchool Care.

#### **Lunch and Snack**

All students in JK should bring their own lunches to school. All students in grades K-5 may either bring their own nutritious lunch to school or may choose to pre-order lunches through the lunch program. Please do not send soft drinks or glass containers. Be sure that the food containers provided are easily opened by your child. A microwave is NOT available. **Parents are invited to join their children for lunch but are requested NOT to bring in fast food lunches for their children.** Additionally, please do not bring cupcakes, balloons, or other treats for classes at lunchtime. Teachers will allow students to eat a healthy snack from home each day. Snacks brought in to classrooms must be peanut-free. Gum chewing is not permitted in school.

### **Extracurricular Information and Student Leadership**

#### **Classroom Parties**

The hours between 8 a.m. and 3:10 p.m. are instructional times. Teachers and room parents will coordinate class holiday parties during the year. Individual birthday parties should be scheduled for after school or weekends. If invitations are distributed at school for such events, they should include all members of the class.

#### **Lower School Student Council Association (SCA)**

The Lower School Student Council is made up of elected officers: president, secretary, and treasurer from the fifth grade, and vice president from the fourth grade. In addition, students with the next-highest vote count after the officers are elected will be classroom representatives for their classrooms, one for each of the fourth grade classes and one for each of the fifth grade classes.

The SCA meets monthly with its advisors (the dean of students and two faculty members). The role of the SCA is to lead, promote and communicate community service events for Lower School while being models of character and sportsmanship for our LS student body. The president may have additional roles such as leading

the student body in the Pledge of Allegiance for selected ceremonies. The vice president will assume duties of the president should the president be absent. The secretary will take notes during the meetings in the SCA secretary's notebook, and the treasurer will help the advisor tally the funds raised in community service projects. Other duties requiring student leadership will present themselves through the year.

SCA elections are held in the fall. The rules for the campaign are as follows:

- A student who wishes to run for office will fill out a permission slip which both the student and the parent sign.
- The campaign runs only one week.
- A limit of one poster will be allowed; do not use foam core or heavy boards as they are too heavy for the bulletin board strips along the halls.
- Do not distribute candy, pencils, magnets, etc.
- Candidates will make short speeches (no more than 3 minutes each) in front of their peers at a special assembly in which the students will vote.

### **Spartan Patrol**

Third-grade students assist with welcoming students and faculty to school, coordinated by the LS academic dean.

## **Miscellaneous Information**

### **Fundraising**

Any fundraising activity that benefits the school or occurs on school grounds must be approved by the Development Office.

### **Lost and Found**

The Lower School Lost and Found is located in the Lower School Dining Commons.

### **Personal Student Deliveries**

Please do not send flowers, gifts, or special treats to your child at school as it is a disruption in the school day. This does not include bringing a birthday treat for the class.

Fireworks, firearms, knives, and any other kind of potentially dangerous item should not be brought to school under any circumstances. No toys, electronic games, cell phones, or items that might distract the students from learning should be brought from home, unless specifically requested by the classroom teacher.

## **Volunteer Opportunities**

### **Room Parents**

Every year the director of the Lower School asks for volunteers to serve as room parents. Each classroom needs a room parent. These parents are responsible for:

- Coordinating email addresses to facilitate communication, and disseminating information to parents;
- Arranging/coordinating a social gathering of parents for their grade level;
- Assisting with class activities and soliciting parent volunteers (holidays, Valentine's Day, etc.);
- Assisting with other Lower School functions (Grandparents Day, class play, etc.);
- Serving as an ambassador for parents and facilitating communication with the teacher and school administration;
- Serving as a liaison and attending regularly scheduled room parent/division representative and Parents Association meetings;
- Planning and working with Lower School director and division representative;
- When volunteering for events as a room parent, we appreciate your understanding that neither siblings nor pets may be included due to safety and insurance liability.

### **Other Volunteer Opportunities**

There are numerous volunteer opportunities at the school through the Parents Association or in the Lower School. These include events such as Beach Day, book fairs, Costume Committee, Field Day, Faculty/Staff Appreciation Week, and more. Parents will learn more about how to sign up for these opportunities at Back to School Night.

### **Parent Communication**

Our website will give general information about events, programs, and closings. Part of the website is open to the general public while other segments, including the classroom teacher pages and newsletters, are password-protected. Email will be used to communicate with parents for divisional, grade-level, athletics, fine arts, and other extracurricular announcements and reminders, as well as emergency announcements, as needed.

**With teachers** - The best method for communicating with teachers is a note brought by your child in the morning. Teachers have voicemail and email but have limited access during the day.

**With the office** - Please call the Lower School division assistant if your child will be absent or if there is a change with afternoon dismissal.

The school telephone in the LS office is available to students only for essential purposes, and only with permission and adult supervision.

If your child will be absent or if there is a change in afternoon dismissal, please call or email the Lower School Division Assistant Linda Dunville.

## **MIDDLE SCHOOL POLICIES AND INFORMATION**

### **Honor Code**

All students are expected to uphold the Honor Code. For Middle School, it reads:

*Personal honor, personal integrity, honesty, and respect in thought, word, and deed toward individuals and institutions are the essential qualities of a student at The Steward School. I will not lie, cheat, or steal.*

Like their Lower and Upper division colleagues, Middle School students will sign the Honor Code every year. This document is displayed in the Middle School near the dean of students' office.

Students are asked to pledge their major work. It reads:

*I pledge on my honor I have neither given nor received aid on this assignment, and I am not aware of any violation of the Honor Code.*

### **Code of Responsibility**

Each child has the right to feel comfortable coming to school, and no student should interfere with that right. The Middle School faculty and administration maintain a system of discipline that is fair, consistent, and age-appropriate. Our philosophy is that discipline is an opportunity to teach the child, help them recognize mistakes, make amends for poor choices, and then move forward. Depending on the situation, the following logical consequences may be applied:

- Removal from the activity
- Conference with the teacher
- Lunch detention



- After-school detention
- Meeting with dean of students and/or division director and parent(s)
- Ineligibility to run for Student Council office
- In-school or out-of-school suspension
- Expulsion

If a child’s behavior worsens or fails to improve, the Middle School administration will work closely with the parent(s) and teacher(s) to determine a plan of action that is designed to promote success for both the individual child as well as the group.

**Conduct of Students Outside of School**

Improper behavior of a student during off-campus activities or vacation that, in the school’s opinion, is damaging to the welfare of its students, Steward standards, or its position in the community, will be considered grounds for disciplinary action. Steward cannot assume responsibility for the off-campus private lives of its students, nor does it wish to, for that burden must rest with them and their parents. However, a student’s conduct during non-school related activities may affect their continued enrollment.

**Honor Code Penalties**

- Individuals who violate the Honor Code are encouraged to turn themselves in to a faculty member.
- If a violation is reported, the dean of students will meet with selected members of the faculty and director of the Middle School to determine the appropriate action.

**Disciplinary Response**

Disciplinary matters will be treated with sensitivity and confidentiality. Responses to infractions will vary according to the nature of the infraction and will not necessarily follow a prescribed sequential order. The dean of students, division director, or the head of school will tailor the disciplinary responses to the developmental needs and characteristics of the individual.

**Deferral of Reenrollment**

Invitations to return for the next academic year are issued in February and are based on academic performance, student conduct, attitude, and effort. If at that time, the school determines that a student’s overall performance and/or behavior are not satisfactory, that student may not be invited to return or the invitation will be deferred until significant approval has been shown.

**Academic Information**

**Middle School Curriculum**

<b>Grade 6</b>	<b>Grade 7</b>	<b>Grade 8</b>
English	English	English
Mathematics	Mathematics	Mathematics
Science	Science	Science
World Cultures I	American History	World Cultures II
Spanish	Spanish	Spanish
P.E./Wellness	P.E./Wellness	P.E./Wellness
<i>Marking Period Courses</i>	<i>Year-long Courses (2)</i>	<i>Year-long Courses (1)</i>
Art	Art	Art
Choral Music	Choral Music	Choral Music
Instrumental Music	Instrumental Music	Instrumental Music
Theatre	Theatre	Theatre

**Study Hall**

Many days end with a study hall, during which teachers will be available to provide help for individual students. This also serves as the time for students to make up missed tests and quizzes.

**Extra Help**

Extra help from teachers is available during study hall periods and after dismissal until 4 p.m. Students are strongly encouraged to make use of these opportunities. This work takes precedence over extracurricular activities, including practices for sports teams.

**Fine Arts**

Students in sixth grade take theatre, instrumental music, choral music, and art for one marking period each. Students in seventh grade choose two full-year fine arts classes from among these same four options, and eighth-grade students focus on one full-year fine arts class.

**Grading System**

A system of letters, A - F, is used as follows\*:

A+ 97-100	B+ 87-89	C+ 77-79	D+ 67-69
A 93-96	B 83-86	C 73-76	D 63-66
A- 90-92	B- 80-82	C- 70-72	D- 60-62

\*Grades rounded to the nearest whole number; F below 60.

**Skill Grades**

Skill grades are assigned at the end of each marking period by the classroom teacher to provide information about the student's preparedness and class engagement.

**Academic Policy**

Academics take priority in the Middle School. If a student earns two grades of C- or below at interim period, that student will not participate in extracurricular activities until the grades have improved. A parent meeting will also be scheduled with student, the dean of student support, and the division director to devise an academic plan.

A student with a final grade below 60 (F) in a sequential course (English, mathematics, or Spanish) must fulfill one of the following three options:

- Successfully complete 30 hours of tutoring and pass an end-of-course test/exam with a grade of 70 or higher.
- Successfully complete an approved summer school course with a grade of 70 or better. Any course not offered through Steward must be approved by the director of CAL prior to the beginning of the program.
- Repeat the course.

A student with a final grade of D (60-69) in a sequential course must either repeat the course or successfully complete 20 hours of remedial work in order to move on to the next level. The tutor with whom a student works must be approved through CAL by the beginning of the summer. At the end of the designated time, the tutor must submit a report to CAL in order for the student to receive credit.

If a student receives a final grade of C- (70-72) in a sequential course, it is strongly recommended that the student receive ten hours of tutoring during the summer before moving on to the next level.

All incomplete grades are to be resolved within two weeks of the end of the marking period unless mitigating circumstances have occurred and an extension has been approved by the teacher and the division director.

### **Tutoring**

Tutoring is available during the school day at additional cost through CAL. Tutoring takes place during study halls, P.E., and fine arts classes. Interested parents should contact the dean of student support for specific details.

### **Honors Lists**

- The Headmaster's List is achieved by a student who has an A- or above in every class.
- The Honor Roll is achieved by a student who has a B or above in every class.

### **Make-Up Work**

- Students must work out the completion of assignments after an absence with the individual teacher(s). As a general rule, students will have one day to make up missed work for each day of absence.
- Policies regarding uncompleted homework are detailed in course overviews. Consequences for homework that is not done may include:
  - 1) Students will notify parents via email regarding missing assignments.
  - 2) Students may not be allowed to participate in extracurricular activities until all homework is completed.

### **Semester Exams**

Eighth graders take exams in Spanish and mathematics in January and in all core academic subjects in May. Seventh graders in classes earning a high school credit also take exams at the end of each semester. The exams count as 20 percent of their semester grade. At the end of the year, sixth and seventh graders take cumulative semester tests. Grades on these tests are averaged into marking period 4.

### **Standardized Tests**

The Middle School administers nationally standardized tests to all three grades. Students in grades 6 and 7 take the Educational Records Bureau Comprehensive Testing Program 4 (ERB-CTP4) in the spring, and students in grade 8 take the Preliminary Scholastic Aptitude Test 8/9 (PSAT 8/9) in the fall. Test scores are mailed home. If you have questions about standardized test scores, please contact Dean of Student Support Chris Petrie.

### **Summer Work**

All Middle School students are required to complete summer reading, math, and Spanish (grades 7 and 8 only) assignments. The specific instructions can be found on the school website (Academics>2018-19 School Year Information).

### **Two-Test Rule**

Except for extraordinary circumstances, which must be approved by the director of the Middle School, no student will have more than two tests on any given day.

## **Attendance Guidelines**

### **Absence from School**

Except in cases of sickness, religious holidays, or an emergency, students are expected to attend school every day. While extraordinary reasons for absence do arise, the school assumes such absences are rare and unavoidable. If a student is absent on a given day, parents must call the division assistant (804-565-2312) and advise the school before 8 a.m. In addition:

- Parents should notify the school if their child will arrive late or otherwise miss part of the school day because of a medical appointment or family obligation. Parents are asked to keep appointments during school hours to a minimum. Parents/guardians must sign their child out in the Middle School office.
- Students arriving on campus at any time after 8 a.m. must go directly to the Middle School office and sign in.

- In the case of extended absences, parents should notify the director of the Middle School in writing as far in advance as possible. The request should contain the reason for the absence and indicate what days will be missed.
- Students will be responsible for meeting with individual teachers to make up any work missed during their absence.
- As a general rule, students will have one day to make up work for each day they were absent.
- Students with outstanding make-up work due to absences must complete such work before participating in extracurricular activities.
- The parents of students who are absent a significant number of days will be contacted by the school, which may choose to implement a particular course of action, such as suspension of extracurricular activities, meeting with teachers after school, and/or a make-up plan for work missed.
- If a student is absent from school on a given day, that student may not participate in any extracurricular activities scheduled for that day such as athletic practices, play practices or performances, dances, etc.
- Students must participate in half the school day in order to participate in after-school activities that day.

### **Early Dismissal**

Students who have an early dismissal for any reason other than illness (e.g., appointments or athletics) are expected to turn in homework due that day and to get their homework assignments for the next day before they leave. A student who is leaving school because of illness, a doctor's appointment, or for any other reason approved by a parent or guardian must wait in the Middle School office until picked up. Parents/guardians must sign their children out in the office.

### **Tardiness**

Classes begin promptly at 8 a.m., and students are expected to be on time. A student who arrives late must sign in with the Middle School division assistant. Parents of chronically tardy students will be notified.

## **Dress Code**

Students are expected to dress appropriately as members of a JK-12 learning community, while being able to express their individuality and be comfortable at school. The Steward School dress code is designed to promote respect for self, others, and the academic environment.

### **Monday-Thursday**

#### Tops

- Collared shirts, sweaters, turtlenecks, dresses, or blouses; sweatshirts and pullovers may be worn over these items
- Shirts with buttons down the front must be fully buttoned

#### Bottoms

- Khaki pants, chinos, colored denim, or corduroys (no blue denim, please)
- Pants must fit and, if belt loops are visible, belts must be worn
- Shorts, skirts, or dresses must measure mid-thigh length or longer
- Leggings may be worn only with tunic tops that are mid-thigh length or longer

#### Footwear

- All footwear should be sensibly chosen for safety, activity, and season (athletic footwear must be worn for P.E. and athletics)

#### Hair

- Hair should be neatly cut and groomed and not distract from the learning environment

#### Not Allowed

- Skin-tight or oversized clothing

- Tops with spaghetti straps
- Visible undergarments
- Garments that reveal cleavage or midriff
- Pajama bottoms, fleece pants, sweatpants, or yoga pants
- Flip flops in Lower School
- Hats indoors
- Clothing with rips, frayed edges, or holes
- Garments with marketing or promotional messages

**Friday**

The Monday-Thursday dress code applies, along with the following:

- Blue jeans may be worn
- In Lower and Middle School, athletic shorts (mid-thigh length or longer) may be worn
- Steward t-shirts may be worn (seniors may wear Steward or college/university t-shirts)

**Dress-Up Days**

Students are expected to dress up a bit more than on a normal school day to reflect the nature of certain events, including schoolwide assembly days, recognition assemblies, field trips, and other events as announced.

Tucked-in button-down shirts, ties, dress pants with belts, blouses, slacks, dresses, skirts, and dress shoes are common apparel for Middle and Upper School dress-up days.

Lower School Steward “dress attire” is a tucked-in navy blue Steward shirt with plain khaki pants, skirts, or shorts. Only solid navy blue cardigans or Steward sweatshirts may be worn over the Steward shirts. Plain navy blue turtlenecks (or t-shirts) may be worn underneath the shirts.

**General Information**

**Daily Schedule**

			Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8
Period 1	60 minutes	8:00-9:00 a.m.	A	B	C	D	E	F	G	A
Period 2	60 minutes	9:05-10:05 a.m.	B	C	D	F	C	G	C	B
Community Time	25 minutes	10:05-10:30 a.m.								
Period 3	60 minutes	10:35-11:35 a.m.	C	D	E	G	D	E	E	D
Lunch	30 minutes	11:35 a.m.-12:05 p.m.								
Period 4	60 minutes	12:10-1:10 p.m.	E	E	F	B	F	A	A	F
Period 5	60 minutes	1:15-2:15 p.m.	F	G	A	A	G	D	B	C
Period 6	60 minutes	2:20-3:20 p.m.	G	H	H	H	B	H	H	H

3:45-6 p.m. AfterSchool Care is available in the Middle School Dining Commons.

**Advisory**

The Middle School advisory program embodies the school’s core values of honor, responsibility, and achievement, and teaches each student respect for oneself and others. The Middle School advisors provide

individual and small group guidance to lead advisees in discovering unique talents and passions. Parents should feel free to contact their child's advisor unless it is a matter that involves a specific class and teacher, in which case the parent should contact the teacher directly.

### **AfterSchool Care Policy**

The AfterSchool Care program will be open from 3:45-6 p.m. in the Middle School Dining Commons. An hourly fee will be charged. After 3:45 p.m. any Middle School student on campus not involved in a school-sponsored activity must report to the Dining Commons. From there, and with the supervisor's permission, a student may sign out to go to another approved site on campus. In the event that any problems arise after school hours, parents will be notified.

### **Carpool**

Students may be dropped off in the morning between 7:30-8 a.m. in the Lower School circle or where the colonnade ends in the Upper School parking lot. For the safety of all Steward students, no student should be dropped off on the service road during morning carpool. Students may be picked up between 3:20-3:40 p.m. in the Upper School parking lot. Middle School students in a Lower School carpool are picked up on the service road at the steps leading down from Waddell Terrace, adjacent to the Middle School building. For the safety of our students, cars should never be left running when unattended, and drivers should not be on cell phones or cut in line.

Note: Any student who arrives before 7:50 a.m. should report directly to the Middle School Dining Commons.

### **Clubs and Student Council**

There are a variety of clubs already in existence that students have the option to join. Students also have the opportunity to develop clubs as long as they are approved and have a faculty sponsor. In Student Council, students are elected to serve as officers and advisory representatives. These individuals help run assemblies, coordinate fundraisers, plan dances and student activities, and represent student interests to the administration.

### **Middle School Community Week**

For one week in the fall, Community Week is a highly anticipated activity for all Middle School students. Sixth graders learn about Middle School life and leave the classroom to explore Richmond through a variety of venues. Seventh graders participate in team-building activities and an overnight adventure in conjunction with the James River Association, and eighth graders continue the tradition of a week-long wilderness adventure program in the mountains outside of Roanoke.

### **Grade-Level Parent Volunteers**

Volunteers serve as grade-level parent representatives. These parents work directly with the classroom teachers, division assistant, and division director to provide valuable support to the school.

### **Lost and Found**

Lost and Found items are collected and stored in the Middle School and in the gymnasium.

### **Lunch and Snack**

The school provides a five-day-a-week, prepaid lunch program for which families may sign up. Included in the program is a prepaid option for a daily snack at community time. Those who do not participate in the lunch program must bring a lunch each day. During community time, students may eat their snacks only in the Dining Commons or on Waddell Terrace.

### **Messages**

Messages from parents for students should be directed to the division assistant in the Middle School and will be communicated in a timely manner. Please use the dedicated Middle School phone number, 565-2312. Please do not call or text your child during school hours.

### **Planners**

Being organized is an essential skill for success in school and in life. Steward is committed to assisting students in developing organizational skills and systems that work for them. To that end, we provide students with Steward planners. The planner should be used to track short-term and long-term assignments, as well as activities outside of school that impact the student's schedule.

### **Telephones**

Students who need to use a telephone during the school day must obtain permission from a staff or faculty member and then may use the phone in the Middle School office. The school respects the wishes of those families who want their child to carry a cell phone. During the school day, however, cell phones must be turned off and kept in student lockers or backpacks and may not be used.

### **Use of Email**

Middle School students are issued Steward email addresses and may use the account for school-related communication only within the parameters determined by the IT Department and as expressed in the Code of Responsibility. Students will be informed by specific teachers of when and how they may use this email account for their particular classes.

### **Use of iPad**

For more information regarding specifics about the Acceptable Use Policy, go to [http://www.stewardschool.org/file/community/back-to-school-forms/Acceptable-Use-Policy\\_16-17.pdf](http://www.stewardschool.org/file/community/back-to-school-forms/Acceptable-Use-Policy_16-17.pdf).

### **Fundraising**

Any fundraising activity that benefits the school or occurs on school ground must be approved by the Development Office.

### **Parent Communication**

Communication is vital to the success of any school. If you have a question or concern, please contact us. Teachers do have voicemail and email, but they often have limited time to access these accounts during the school day. They will, however, respond within 24 hours.

## **UPPER SCHOOL POLICIES AND INFORMATION**

### **Honor System**

#### **The Honor Code**

All students are expected to uphold the Honor Code:

*Personal honor, personal integrity, honesty, and respect in thought, word, and deed toward individuals and institutions are the essential qualities of a student at The Steward School. I will not lie, cheat or steal.*

Like their Lower and Middle School colleagues, Upper School students sign the Honor Code every year.

#### **Pledge**

As a daily reminder of honor, students are asked to pledge their work:

*I pledge on my honor I have neither given nor received aid on this test or paper, and I am not aware of any violation of the Honor Code.*

#### **The Honor Council**

The Honor Council consists of students elected from their respective classes, one each from the ninth, tenth, and eleventh grades, and two from the twelfth grade. In addition, two students from grades 9-12 will be selected by the director of the Upper School to sit on the Honor Council.

### **Honor Code Penalties**

Teachers refer Honor Code violations to the dean of students, who may bring the matter to the Honor Council for a hearing. The Council hears all sides of a case and takes as much time to deliberate as necessary before a majority vote determines the verdict. In the case of a guilty verdict, another deliberation takes place before a majority vote determines a recommended disciplinary action; possible actions include behavioral probation and suspension. In cases when it becomes apparent that a student cannot be rehabilitated within the community or the student is a detriment to the school, the Council may recommend dismissal. The Council's recommendation is forwarded to the director of the Upper School, who reviews and approves or changes the recommendation. The student has the right to appeal the verdict to the head of school, whose decision is final.

### **Code of Responsibility**

Students of The Steward School are expected to conduct themselves as responsible citizens at all times, on and off campus.

### **Discipline System**

Teachers and staff members who are aware of conduct that violates the Code of Responsibility may, depending on the nature of the behavior, handle the matter with a reprimand or refer the offending student to the dean of students for disciplinary action. Improper behavior by a student when not engaged in school activities, if deemed by the administration to be damaging to the welfare of the student body or to Steward's position in the community, may be considered grounds for disciplinary action.

Consequences for violations of the Code of Responsibility are determined by the dean of students, division director, or head of school. It is the philosophy of the school that the consequences be timely; appropriate; based on clear communication among the school, students, and parents; and designed to serve the best interests of the school community and the offending student. Consequences vary according to the offense, the circumstances, and the student's conduct record. Possible consequences include the following:

#### Detention

Lunch detention is held as needed during the lunch period. These students eat lunch together silently or may study.

Detention is held from from 3:30-4:30 p.m. Tuesday through Friday. Students in detention may not talk or use their phones; they may study or sit quietly. Students will serve the detention during the first available detention period, unless they have an athletic competition, in which case they will serve the detention the following detention period. Students who miss a detention receive another detention.

#### Behavioral Probation

Students may be put on behavioral probation when their conduct becomes a detriment to the school, to classmates, or to themselves. Students who commit another similar infraction of school policy while on behavioral probation may be subject to a more serious consequence, including suspension, expulsion, or withholding of re-enrollment contract.

#### Suspension and Expulsion

The school reserves the right to suspend or dismiss a student whose actions discredit the school or have a detrimental effect on the student body. If a student is suspended from school, he or she is responsible for any work missed and is responsible for acquiring the assignments for each class missed while on suspension. An expelled student may not attend campus functions without special permission from the division director.



### Ineligibility for Elected Office

Any student who is or has been on behavioral probation, suspended, or convicted of an Honor Council offense is not eligible to run for elected office for at least the following academic year. Eligibility to run for elected office beyond that will be at the discretion of the dean of students.

### **Specific Behavioral Expectations**

Students are expected to abide by the following specific guidelines for responsible behavior at school and during school-related activities, as well as other specific guidelines communicated by the dean of students or division director.

### **Speech and Behavior**

Students are expected to speak and behave respectfully toward all members of the community. Disrespectful speech or behavior, including profanity, obscenity, and offensive language and images; behavior that disrupts class or other activities; fighting and other aggressive behavior; and littering, vandalism, and other destructive behavior are all violations of the Code of Responsibility.

### **Attendance Procedures and Tardies**

Students may not leave campus without express permission from a parent, communicated to the division assistant. It is the student's responsibility, before leaving campus, to confirm with the division assistant that the parent's request has been received and to sign out in the division assistant's office.

Students arriving on campus at any time after 8 a.m., whether arriving late or returning to campus, must go directly to the division assistant's office and sign in. Students arriving after 9 a.m. may not participate in after-school activities on that day.

If a student is tardy to school or class three times, they are assigned a lunch detention. After two lunch detentions, each subsequent tardy equals an after-school detention for the rest of the semester. If a student has 15 tardies for a semester, he or she must serve an in-school suspension. Tardies reset at the semester.

### **Cell Phones and Other Devices**

In a classroom setting, cell phones may only be used with the permission of the teacher. Outside of class, students may use cell phones in accordance with the Acceptable Use Policy (AUP). Student cell-phone use should not detract from the learning environment of the school; to that end, students are expected to refrain from talking on their phones without express permission. Phones or other devices used without permission or in violation of the AUP will be confiscated for one day by the dean of students; if a phone or device is confiscated a second time, it will be held for five school days.

### **Dress Code**

Students are expected to dress appropriately as members of a JK-12 learning community, while being able to express their individuality and be comfortable at school. The Steward School dress code is designed to promote respect for self, others, and the academic environment.

### **Monday-Thursday**

Tops

- Collared shirts, sweaters, turtlenecks, dresses, or blouses; sweatshirts and pullovers may be worn over these items
- Shirts with buttons down the front must be fully buttoned

Bottoms

- Khaki pants, chinos, colored denim, or corduroys (no blue denim, please)
- Pants must fit and, if belt loops are visible, belts must be worn
- Shorts, skirts, or dresses must measure mid-thigh length or longer
- Leggings may be worn only with tunic tops that are mid-thigh length or longer

#### Footwear

- All footwear should be sensibly chosen for safety, activity, and season (athletic footwear must be worn for P.E. and athletics)

#### Hair

- Hair should be neatly cut and groomed and not distract from the learning environment

#### Not Allowed

- Skin-tight or oversized clothing
- Tops with spaghetti straps
- Visible undergarments
- Garments that reveal cleavage or midriff
- Pajama bottoms, fleece pants, sweatpants, or yoga pants
- Flip flops in Lower School
- Hats indoors
- Clothing with rips, frayed edges, or holes
- Garments with marketing or promotional messages

#### **Friday**

The Monday-Thursday dress code applies, along with the following:

- Blue jeans may be worn
- In Lower and Middle School, athletic shorts (mid-thigh length or longer) may be worn
- Steward t-shirts may be worn (seniors may wear Steward or college/university t-shirts)

#### **Dress-Up Days**

Students are expected to dress up a bit more than on a normal school day to reflect the nature of certain events, including schoolwide assembly days, recognition assemblies, field trips, and other events as announced.

Tucked-in button-down shirts, ties, dress pants with belts, blouses, slacks, dresses, skirts, and dress shoes are common apparel for Middle and Upper School dress-up days.

Lower School Steward “dress attire” is a tucked-in navy blue Steward shirt with plain khaki pants, skirts, or shorts. Only solid navy blue cardigans or Steward sweatshirts may be worn over the Steward shirts. Plain navy blue turtlenecks (or t-shirts) may be worn underneath the shirts.

#### **Driving Privileges**

All students who drive to school must have their vehicles registered with the dean of students. Seniors may park in designated “S” parking spots. Sophomores must park in the Lower School parking lot. Irresponsible and unsafe driving may result in the loss of the privilege of bringing a car onto the campus. Students are not permitted to be in their cars or the parking lot during the academic day.

#### **Firearms and Dangerous Objects**

Students with firearms, any instrument that may be considered a weapon, or any instrument that may be considered dangerous will be suspended or expelled.

#### **Illegal or Controlled Substances**

In accordance with the school’s Code of Responsibility, the state laws of Virginia, and the federal laws of the United States, students who use, consume, deliver, sell, possess, or are under the influence of illegal or controlled drugs (including nicotine), alcohol, or tobacco or misuse prescription medications while on school property or while participating in any school-related activity whether on or off campus will be suspended or expelled and will be subject to federal and state laws. This policy also includes the possession, use, or distribution of drug paraphernalia (including electronic delivery systems). In addition, any student choosing to remain in the company of another person who is clearly using, consuming, selling, or possessing illegal drugs, alcohol, or tobacco or is misusing prescription medication may also be considered to be in violation of the policy unless the student is, without a doubt, intervening to prevent a problem and to secure adult assistance.

### **Sexual Misconduct**

Sexual harassment and other sexual misconduct will not be tolerated. Sexual harassment can be initiated by someone of either gender and includes but is not limited to sexual or gender-related comments, jokes, or gestures, whether aimed at a particular person or not; showing or sending electronic messages of a sexual nature; spreading rumors about sexuality or gender; and unwanted touching. (See the Department of Education publication “Sexual Harrassment: It’s Not Academic”:

[http://www2.ed.gov/about/offices/list/ocr/docs/ocrshpam.html#\\_t1a.](http://www2.ed.gov/about/offices/list/ocr/docs/ocrshpam.html#_t1a.))

Students are expected to refrain from inappropriate displays of affection.

## **Academic Information**

### **Absences and Late Work**

Consistent attendance in class, with active participation, is at the core of a Steward education. There is no substitute for the direct instruction and the opportunity for learning from peers that students miss when they are absent. The following policies are meant to encourage regular attendance and help the community manage necessary absences.

In ordinary circumstances, when a student is absent for any reason, work that was due on the day of the absence is due at the first class meeting after the absence, provided the student has received the instruction needed to complete the work. If the student has missed relevant instruction, the student is responsible for attending tutorial to learn the material and submitting the work by the second class meeting after the absence or as promptly as possible. The dean of student support helps students manage their work in the event of an extended absence.

Work submitted after a deadline, whether the original deadline set by the teacher or a revised deadline due to absence, cannot receive a grade of A and generally loses a letter grade a day.

Please see “Exams” for the policy regarding senior exam exemptions and attendance.

### **Academic Distinctions**

The Honor Roll comprises students with no grade below B- or P on a marking period report card. The Headmaster’s List comprises students with no grade below A- or P on a marking period report card.

Juniors and seniors with a GPA of 3.75 or above may apply for membership in the school’s chapter of the National Honor Society. The selection process is rigorous, entailing teacher recommendations, interviews, and deliberations by a faculty committee. In accordance with National Honor Society guidelines, two induction ceremonies are held each year: juniors are inducted in the winter, seniors in the fall.

### **Community Service**

The school believes that community service is a vital part of stewardship and seeks to instill this belief in its students. Students must complete all parts of the Community Service Program in order to advance to the next grade or graduate. Students are responsible for applying for volunteer positions (if applicable), scheduling work hours with their organizations, and having all necessary forms completed and turned in to the school on time.

All students are required to complete 20 hours of service with an approved outside organization. Freshmen fulfill their outside-organization requirement through Minimester activities.

### **Course Credit**

A student who earns a final grade of F in a sequential course (English, mathematics, or foreign language) must follow one of the following plans in order to earn credit for the course:

- Successfully complete 30 hours of tutoring in a program approved by the director of CAL and re-take the semester exam, earning a grade of 70 or higher;
- Successfully repeat the course at Steward.
- Successfully complete an approved summer school course with a grade of 70 or better. Any course not offered through Steward must be approved by the director of Upper School prior to the beginning of the program.

If a student receives a final grade of D (60-69) in a sequential course, the student must either repeat the course or successfully complete 20 hours of remedial work with a tutor in order to move on to the next level. The tutor must be approved through CAL and must submit a report on the summer work to CAL in order for the student to receive credit.

If a student receives a final grade of C- (70-72) in a sequential course, it is recommended that the student receive ten hours of tutoring during the summer before moving on to the next level. CAL will advise the parents of the school's recommendation for summer support. The student also has the option to repeat the course.

### **Exams**

All core courses have semester exams that count for 20 percent of the semester grade. Exam review sheets and the exam schedule are published two weeks before the end of the semester. Exams may be rescheduled only with the permission of the dean of student support. Seniors may be exempt from second-semester exams if they have a minimum grade of A- and no more than five absences, excluding college visits and school-sponsored absences.

### **Full-Time Status**

To be considered a full-time student in the Upper School, a student must be enrolled in four courses in the core disciplines (English, math, social studies, science, foreign language). The number of courses required for athletic eligibility is four or five depending on the conference and state guidelines.

### **Grading Scale and GPA**

In general, Upper School courses are graded on the A-F scale except for P.E. and the college seminars, which are Pass/Fail; and Minimester, which is High Pass/Fail. All Upper School courses that receive a letter grade are calculated in the GPA. Steward Middle School courses that earn high school credit are noted on the US transcript but are not calculated in the GPA. Courses taken at other schools, whether taken prior to transfer to Steward or during a student's enrollment at Steward, are not calculated in the GPA.

#### Pass/Fail

Pass/fail courses are not calculated in the GPA. There are two Pass/Fail scales.

- High Pass/Fail (used for Minimester)
  - HP
  - P+
  - P
  - P-
  - F
- Pass/Fail
  - P
  - F

#### Letter Grades and Four-Point Scale

Grades in courses on the A-F scale are reported using a percentage scale and converted to a four-point scale to determine grade point average. Grades in Upper School Honors and Advanced Placement courses are weighted with one additional point on the four-point scale. The table below gives the equivalents.

Minimum Percentage	A-F Scale	4-Point Scale (College-Prep)	4-Point Scale (Honors and AP)
96.5	A+	4.3	5.3
92.5	A	4.0	5.0
89.5	A-	3.7	4.7
86.5	B+	3.3	4.3
82.5	B	3.0	4.0
79.5	B-	2.7	3.7
76.5	C+	2.3	3.3
72.5	C	2.0	3.0
69.5	C-	1.7	2.7
66.5	D+	1.3	2.3
62.5	D	1.0	2.0
59.5	D-	.7	1.7
	F	0	1.3

### **Graduation Requirements**

The following credits are required for a Steward diploma: English (4), math/science (7), social studies (4), foreign language (3), academic electives in one of the core disciplines (2), visual or performing arts (2), grade-level seminars (3.75), physical education (2), Minimester (4 units), and Community Service (80 hours). As part of Senior Seminar, each senior must make a speech to the Upper School student body and complete a senior project.

To graduate, a senior must earn a 60 or better average for the second-semester grade and a 60 or better average for the final grade in all courses in which he or she is enrolled. A senior who does not graduate on schedule may still receive a Steward diploma if the student successfully completes the course(s) by June 30 of the summer immediately following the senior year. The course(s) must be taken in a summer program approved in advance by the director of the Upper School and the college counselor.

### **Minimester**

Minimester is a week-long program that takes place during the week before Spring Break. Successful completion of Minimester (i.e., a minimum grade of P-) is required for promotion to the next grade and for graduation. If Minimester requirements are not completed successfully, the Minimester coordinator will inform the student and parents of make-up requirements.

Students in grade 9 complete a community service project as a group and visit college campuses to begin their search for the right college match. Students in grades 10 and 11 complete internships or school-sponsored travel. Before graduation, all students must complete at least one internship. The school's entrepreneurship course may be taken in lieu of an internship. Seniors work on their senior projects during Minimester.

### **Physical Education**

Steward Upper School students must earn six seasons of P.E. credit in order to graduate. Each season counts as 0.33 credit; the P.E. requirement is fulfilled when a student has earned two full credits. Exceptions to the P.E. policy for health reasons will be made on a doctor's recommendation. Students may earn credit by any of the means described below.

#### On-Campus Options

- playing on a Steward JV or varsity athletic team for a full season
- managing a Steward JV or varsity athletic team for a full season (managers must log 12 hours of on-campus conditioning)
- participating in organized, on-campus training for a Steward team during the off-season (36 hours minimum per season)

- taking the school’s after-school strength and conditioning class (meets Tu/Th/F 3:30-4:30, supervised by Steward’s strength coach; students must have a current athletic physical to participate)
- performing a choreographed role in a Steward mainstage production or serving on the stage crew

### Contract Sports

- Participating in a contract sport (supervised athletic activity outside of school, such as dance, martial arts, or fitness training)
  - contract sports must be pre-approved by the academic dean or division director.
  - students must log 36 hours minimum within 18 weeks in order to earn credit for a season
  - students must have a supervisor; family members may not serve as supervisors
  - students may put together a composite program with supplemental hours in the school’s weight room or at an outside gym
  - students must complete the following paperwork for each season:
    - at the beginning of the season, submit the **Contract Sport Proposal** to the academic dean
    - throughout the season, record all hours in the school’s **Contract Sport Hours Log**
    - at the end of the season, return the completed **Contract Sport Hours Log** to the academic dean

### Transfer Students and P.E.

- A student who has earned a full year’s credit in a P.E. class at a previous 9-12 high school will receive 1 full credit (the equivalent of three seasons).
- Students who have participated in a sport that does not appear on the transcript from the previous school will receive credit upon receipt of documentation from the school’s athletic director or registrar.
- Students who transfer to Steward as sophomores must have 1.33 credits of P.E. (four seasons) to graduate.
- Students who transfer to Steward as juniors must have 1.0 credit of P.E. (three seasons) to graduate.

### **Office Hours**

Community Time on Tuesdays and Thursdays is set aside for faculty office hours, support/enrichment/review sessions, and make-up instruction or assessment. Teachers may require a student to attend office hours. Students are encouraged to avail themselves of the opportunity to meet with teachers by making appointments; teachers without appointments are available for drop-in visits.

### **Tutoring**

On-campus tutoring for academic disciplines and organization skills is available for students for a fee through the Center for the Advancement of Learning. Students may not be in long-term tutoring for an honors or AP course. Interested parents should contact the dean of student support.

## **Student Life**

### **Daily Logistics**

#### Attendance

Parents are asked to contact the division assistant if their child will be arriving late or absent. Please see “Attendance Procedures.”

#### Carpool

Students may arrive in the morning any time after 7 a.m. Please drop off students in front of the Upper School entrance in the parking lot off Ryandale Road. In the afternoons, students may be picked up in the same location. When waiting for your child in the carpool lane, please make sure to pull as far forward as possible toward the Upper School doors to help keep cars off Ryandale Road. Students are welcome to stay in the

Upper School to study until the administration leaves the building. Both before and after school, students are not under direct adult supervision, although there is an adult presence. Students are expected to follow all school rules even when not under direct adult supervision.

Community Time

Community Time is held from 10:05-10:30 a.m. every day. On Monday and Wednesday, the Upper School meets for announcements and occasional speakers in assembly; on Tuesday and Thursday, teachers are available for tutorial; and on Friday, advisory groups meet.

Lockers

Student lockers are school property, maintained for school use. To protect the interests of both the school and the student body, and at the discretion of the director of the Upper School or his designee, the school reserves the right to open and inspect any locker. Defacement of any kind to the lockers will be considered vandalism and result in disciplinary action. Lockers are periodically checked for food, which is thrown out in order to prevent infestations by pests.

Lunch

The school provides a daily prepaid lunch program for which families may sign up twice a year. Those who do not participate in the lunch program must provide their own lunches.

Messages

Messages from parents for students should be directed to the division assistant, and they will be communicated in a timely manner. To prevent disruption of the school day, please confine messages to emergencies. Please use the dedicated Upper School phone number, 565-2308. Please do not call or text your child directly.

**Daily Schedule**

			Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8
Period 1	60 minutes	8:00-9:00 a.m.	A	B	C	D	E	F	G	A
Period 2	60 minutes	9:05-10:05 a.m.	B	C	D	F	C	G	C	B
Community Time	25 minutes	10:05-10:30 a.m.								
Period 3	60 minutes	10:35-11:35 a.m.	C	D	E	G	D	H	H	D
Period 4	60 minutes	11:40 a.m.-12:40 p.m.	E	G	F	H	B	A	A	E
Lunch	30 minutes	12:40-1:10 p.m.								
Period 5	60 minutes	1:15-2:15 p.m.	F	E	H	A	G	D	F	C
Period 6	60 minutes	2:20-3:20 p.m.	G	H	A	B	F	E	B	H

**Student Activities**

Advisory

Each student is assigned an advisor for the four years of Upper School. The advisory group meets weekly to discuss issues affecting the life of the school. The goal of the advisory system is to provide individual and small group guidance, to monitor academic progress, to assist with Minimester plans, and to create a small community for each student within the larger school community.

### Class Officers

The class officers include the president, vice president, treasurer, secretary, and historian. The president runs class meetings and is in charge of class events such as Homecoming. The vice president assists the president in their duties. The treasurer is in charge of the class finances and fundraising. The secretary takes notes at meetings. The historian documents class activities.

### Clubs

There are a variety of clubs already in existence that students have the option to join. Students also have the opportunity to develop clubs as long as they are appropriate in nature and have a faculty sponsor.

### Fundraising Policy

Any fundraising activity that benefits the school or occurs on school ground must be approved by the Development Office.

### Honor Council

See "Honor System."

### Student Council Association (SCA)

The SCA promotes school spirit by organizing events such as Homecoming, Field Day, and pep rallies. The SCA consists of four students in each grade, elected by their classmates for a one-year term.

### Student Life Committee (SLC)

The Student Life Committee is a committee consisting of both faculty and students who meet once a month to discuss the daily life of students in the Upper School and to advise faculty. Current issues relevant to the Upper School will be discussed and an action plan will be developed for future implementation. The focus is on developing student leadership as we embrace The Steward School's role as the best small school in the metropolitan area.

## **ATHLETIC POLICIES AND INFORMATION**

### **Athletic Mission and Philosophy Revised June 2018**

#### **Mission**

The athletic mission of The Steward School is to provide a high-quality, interscholastic sports program that encourages athletes of varied talents and abilities to develop their unique strengths, while instilling the values of responsible teamwork. The Steward School seeks and celebrates the individual talents of every athlete and is committed to offering them an educational experience in an intimate and nurturing, yet challenging, environment.

The Steward School will:

- Develop and identify the talents of every athlete;
- Focus on individual skills and fundamentals;
- Provide adequate structure and discipline to give each athlete a moral/ethical compass;
- Expect that each athlete practices the values of honesty, integrity, and responsible sportsmanship;
- Expect that each athlete develops a sincere commitment to learn and grow; and,
- Attract enthusiastic, dedicated, and talented coaches who enjoy helping all students reach their potential.

#### **Philosophy**

The Steward School athletic program functions as an integral part of the overall curriculum. Lessons in sportsmanship, teamwork, competitiveness, and the ability to win and lose gracefully are important



components of our program. At Steward, student participation in athletics is voluntary. Our Middle School teams have a “no cut” policy. At the JV/varsity levels, there may be roster limitations; however, we attempt to involve as many students as possible in each program.

### **Determining Success in Steward Athletics**

Although we have grown over the years to support over 40 competitive teams, our philosophy remains the same. As with everything we do at Steward, our athletics programming is designed to help students unleash their possibilities. Success is determined by members of the team giving their personal best at each practice and during each contest; the result of this ongoing intensity is that the team, not an individual player, will be the star, and as a result, wins and competitive greatness will follow.

To ensure the success of our athletic program, we have identified three specific goals. They are:

- To promote the continual learning and improvement of the student-athlete’s skills, effort in conditioning, and leadership development.
- To display good sportsmanship, enthusiasm, team spirit and collaboration, and respect for student-athlete peers, coaches, opponents, officials, and fans.
- To promote community spirit and pride within the school.

### **Expectations and Sportsmanship**

The Steward School and the Virginia Independent Schools Athletic Association (VISAA) have specific guidelines for student-athletes, coaches, and spectators.

#### **I. The student-athlete will:**

- Submit the required forms for play (see form requirements);
- Follow the Steward Student Code of Conduct with regard to tobacco, alcohol, or illicit drugs;
- Maintain academic eligibility (see below);
- Honor their commitment to the team through the following:
  - **Attend all practices and games (schedule conflicts, acclimation, and season starts)**
    - Student-athletes will attend all scheduled practices and games on time. Coaches must be advised of detentions and tutorials in advance. In the case of conflicting activities, such as club/travel teams or arts productions, the player should confer with the coach prior to the season’s start to determine the possibility of dual commitments.
    - All student-athletes must complete a minimum of ten practices to participate in any game or scrimmage in order to acclimate to the temperature, playing surface, and equipment.
    - Practice and try-outs for the fall JV/varsity sports begin two weeks prior to the first day of school. Middle School fall sports begin one week prior to the first day of school. The winter season begins in early to mid-November, and the spring season begins in mid-February.
    - JV/varsity teams may practice one hour a day during exam week.
  - **Attend all academic classes** unless excused by the directors of the Middle/Upper School
  - **Accept the coach’s authority** regarding playing time, positions, etc.
  - **Ride the Steward buses** to and from all destinations unless excused by the coach or athletic director

#### **Sportsmanship Expectations**

- Treat opponents with respect.
- Play hard, but play within the rules.
- Exercise self-control at all times, setting the example for others to follow.
- Respect officials and accept their decisions without gesture or argument.

- Win without boasting, lose without excuses, and never quit.
- Always remember that it is a privilege to represent the school and the community.

Should any of the above be violated, coaches may discipline players. Depending on the severity of the violation, actions may include loss of playing time, loss of captain status, removal from the team, and/or suspension/expulsion from school.

**II. The coaches will:**

- Treat their players and opponents with respect;
- Inspire in the athletes a love for the game and the desire to compete fairly;
- Model the behavior expected by the student-athletes and treat the athletic arena as a classroom;
- Discipline the players who display unsportsmanlike behavior;
- Respect the judgment and interpretation of the rules by the officials; and
- Communicate with parents as needed.

**III. The spectators (parents, fans, students) will:**

- Attempt to understand and be informed of the playing rules;
- Appreciate a good play no matter who makes it;
- Cooperate with and respond enthusiastically to cheerleaders;
- Show compassion for injured players, applaud positive performances, and refrain from heckling, jeering, profane, or obnoxious behavior and distracting players;
- Respect the judgment/strategy of the coach and not criticize players, coaches, or officials; and
- Respect the property of others and the authority of those who administer the competition and censure those whose behavior is unbecoming.

Spectators violating the above will be addressed by the athletic director (or his designee) and/or the head of school.

The Steward School highly recommends that parents attend games and parent meetings, participate in athletic clubs, fundraisers, and other athletic events to support community spirit and pride at Steward.

**Procedures and Responsibility of Injuries**

**I. Athlete:**

- Communicate with the coach and the athletic trainer of their injury.
- Communicate with their parent(s)/guardian(s) of the injury and the athletic trainer's treatment.

**II. Coach:**

- Get the injured athlete immediate care by either calling for the athletic trainer or facilitating a coach or teammate to occupy the injured athlete to the athletic trainer.
- Ask the athletic trainer about the condition of the athlete and when it's safe for the athlete to return to play.
- Communicate with the athlete's parent(s)/guardian(s) about the injury and well-being of the athlete.

**III. Athletic Trainer:**

- Assess the injured athlete.
- Treat the injury if possible.
- Communicate with necessary medical personnel.
- Communicate with the player and coach(es) about the injury, treatment, and return to play.
- Communicate with the athlete's parent(s)/guardian(s) about the injury, treatment, recommendations, and return to play.
- Log the details of the injury.

## **Academic Eligibility**

Student-athletes will balance their academic workload with their participation in athletics and the arts. To maintain athletic eligibility the student-athlete will have no failing grades on the current interim report card. The directors of Middle and Upper School may request exceptions to this policy for individual students.

## **Form Requirements**

The forms listed below must be submitted prior to practice/play and will apply to all sports played during the school calendar year.

1. Athletic Physical Form
  - a. Must be dated on or before May 1, 2018
  - b. Must include parent/guardian signature
  - c. Must include physician signature
2. Consent for Cognitive Testing Form

## **Communication**

Parents should attend all parent team meetings with coaches prior to each season's sport to ensure all expectations are understood. If problems arise, parents are encouraged to confer with the coach at a mutually convenient time. Issues impacting a student-athlete deserve focused time, attention, and thought by all stakeholders, therefore discussing a concern before, during, or after a game or practice is prohibited. The athletic director is available to assist with any concerns not resolved by the coaching staff.

Athletic information may be accessed through our athletic website, [www.stewardspartans.org](http://www.stewardspartans.org), which organizes global daily athletic events and features team pages, schedules, practices, rosters, scores, pictures, and coaching information.

The site also allows players and parents to receive text and/or email notifications about games and practices. Athletic notifications will be the main source of communication from the Athletic Department, so it is highly recommended to sign up.

Fall sports schedules and practices will go "live" on or before the first day of practice. These are subject to change, but if you're signed up for practice and game notifications, you will be notified in real time when events change.

## **Inclement Weather**

Cancellation of games or practices will typically be announced as soon as possible. Information regarding cancellations, including possible rescheduling, will be communicated as soon as possible. If school is closed due to inclement weather, no practices or games will be held unless there is a special circumstance, which must be cleared by the athletic director.

In case of thunder or lightning, Steward, TCIS, and VISAA policies require the coach to remove the team from the field immediately and wait out the storm in a safe location. No team will return to the field until 30 minutes after thunder is heard or lightning is seen. This policy also applies to away games.

## **Selection of Teams**

### **Middle School Teams**

The Middle School teams are the introductory level of interscholastic competition at Steward. When there is more than one Middle School team for a particular sport, the teams will be separated by the Athletic

Department. There is a “no cut” policy at this level. Coaches will make an effort to include players in games, but playing time may not be equal and is not guaranteed.

### **Junior Varsity Teams**

The JV teams are considered the transitional level between the Middle School and varsity levels. JV teams consist of players below grade 11. Based on students’ skills and/or maturity levels, seventh or eighth graders may be asked to “play up” at the JV level. This decision must have the approval of the student, parent/guardian, division director, and athletic director. Coaches will make an effort to include players in games, but playing time is not guaranteed.

### **Varsity Teams**

At the varsity level, the commitment is to put the best possible team on the field or court. Varsity selection and playing time will be based upon skill level, attitude, and work ethic. A coach may ask an eighth grader to “play up” at the varsity level based on their maturity and skill level along with safety awareness. The student, parent, division director, and athletic director must approve this decision. (Under state guidelines by the VISAA, no sixth or seventh grader may participate on a varsity level team when playing another VISAA school.) At the varsity level, roster limitations and playing time are determined by the coach.

Note: Please see pages 30-31 for the Upper School P.E. requirements.

## **Athletic Awards and Lettering Criteria**

**Seasonal Awards** - Each athletic team will present up to three team awards at their assigned athletic award ceremony.

### **Major Athletic Awards**

#### **At the Spring Sports Awards Ceremony:**

- The 110% Award is presented to the student-athlete who “knows no limit.”
- The Janet L. Rice Coaches Award is given to the student-athlete who “exhibits exemplary sportsmanship, is dedicated to athletics, and has unselfish team play.”

#### **At the Spring Upper School Recognition Ceremony:**

- The Ray Tate Student-Athlete Scholarship is awarded annually to recognize a currently enrolled, Steward boy and girl senior who best exemplify the qualities of an exemplary student-athlete. The award is presented at the fall Ray Tate Spartan Golf Classic.
- The *Richmond Times-Dispatch* Scholar-Athletes of the year are nominated by the school for excellence on the playing field and in the classroom.
- The James V. Buis Athletic Scholarship is given in memory of James V. Buis, Class of 1992, to a senior student-athlete in good academic standing who has made a significant impact on the athletic program at the school.

#### **At Graduation:**

- The Janet L. Rice Spartan Club Scholarship Award is given to senior student-athletes who are recognized for their major team contributions, inspiration of fellow teammates, significant contributions to the school community, and demonstration of leadership qualities.

#### **Wall of Fame:**

- Student-athlete graduates who participate in college sports will be showcased in the hallways of the Athletic Center.

**Hall of Fame:**

- Several former student-athletes, coaches, and/or contributors are elected by a committee and inducted during a ceremony in January of that particular year.

**Varsity Lettering Criteria:** Criteria includes attitude, work ethic, effort, and number of games played.

- First year: Students receive a six-inch chenille letter “S” and a metal pin symbolic of the sport played.
- Subsequent varsity seasons: Students receive a chenille star to signify lettering in a varsity sport.

**Governing Bodies**

We are a member of VISAA. Our boys and girls programs are members of the Tidewater Conference of Independent Schools (TCIS). Fellow conference members include:

- Cape Henry Collegiate
- Bishop Sullivan Catholic
- Greenbrier Christian Academy
- Hampton Roads Academy
- Nansemond Suffolk Academy
- Norfolk Academy
- Norfolk Christian
- Norfolk Collegiate
- Peninsula Catholic
- Walsingham Academy

**Athletic Offerings**

	<b>Boys</b>	<b>Girls</b>
<b>Fall</b>	Cross Country Soccer	Cross Country Field Hockey Volleyball Tennis
<b>Winter</b>	Basketball Swimming Diving	Basketball Cheerleading Swimming Diving
<b>Spring</b>	Baseball Golf Lacrosse Tennis	Golf Lacrosse Soccer

Varsity teams exist for all of the above sports. The number of Middle School and/or JV teams will be determined each season based on interest.

**NCAA Information**

If an athlete is interested in playing college sports, he or she should meet with the coach and the college counselor for help with the NCAA information process. For additional information, go to the NCAA Clearinghouse website ([https://web 1.ncaa.org/eligibilitycenter/Common/](https://web1.ncaa.org/eligibilitycenter/Common/)) or call (877) 262-1492.