

BOARDING STUDENT PERMISSION FORM

9th and 10th grade

STUDENT NAME: _____

GRADE: _____ DATE OF BIRTH: _____

OVERNIGHT PERMISSION

- My child has my permission to accept an occasional invitation to spend the night at the home of friends provided all arrangements are approved by St. Stephen's School.

- I prefer to be consulted in advance on any occasion when my child is invited to spend an overnight visit away from St. Stephen's.

- My child has my permission to accept an occasional invitation from the following host families. I prefer to be consulted in advance should my child be invited as a guest by anyone other than those listed below. (Please first communicate directly with those you wish to name as hosts of your child).
 - 1. (name of hosting family) _____
 - 2. (name of hosting family) _____
 - 3. (name of hosting family) _____
 - 4. (name of hosting family) _____

TRAVEL PERMISSION

- My child has my permission to travel in Italy on trips sponsored and chaperoned by adults in the Boarding Department or school.

PARENT SIGNATURE: _____

By signing this form, I understand and agree that the host family will take full in loco parentis responsibility for my child while he/she is lodging with them.

Please return to the school by fax: +39 06 574 1941 addressed to Reception

BOARDING STUDENT PERMISSION FORM

11th, 12th grades & PG

STUDENT NAME: _____

GRADE: _____ DATE OF BIRTH: _____

OVERNIGHT PERMISSION

- My child has my permission to accept an occasional invitation to spend the night at the home of friends provided all arrangements are approved by St. Stephen's School.

- I prefer to be consulted in advance on any occasion when my child is invited to spend an overnight visit away from St. Stephen's.

- My child has my permission to accept an occasional invitation from the following host families. I prefer to be consulted in advance should my child be invited as a guest by anyone other than those listed below. (Please first communicate directly with those you wish to name as hosts of your child).
 1. (name of hosting family) _____
 2. (name of hosting family) _____
 3. (name of hosting family) _____
 4. (name of hosting family) _____

TRAVEL PERMISSION

- My child has my permission to travel in Italy with friends, but without an adult chaperone from the school, provided that the itinerary and accommodations have been approved by the Boarding Head.

- My child has my permission to travel in Italy only on trips sponsored and chaperoned by adults in the Boarding Department or school.

PARENT SIGNATURE: _____

By signing this form, I understand and agree that the host family will take full in loco parentis responsibility for my child while he/she is lodging with them.

Please return to the school by fax: +39 06 574 1941 addressed to Reception

2009-2010 Boarding Family Contact Information

Thank you for taking your time to complete this form. For the sake of maintaining contact for both routine purposes or in cases of emergency, it is essential that the Head of Boarding have on file the information it contains.

Boarder's Name: _____

Boarder's email address: _____

Boarder's permanent home address: _____

Name(s) of Parent(s) or Guardian(s): _____

Street address(es) of Parent(s) or Guardian(s):

Home mailing address(es) (if different from above):

E-mail address(es) of Parent(s) or Guardian(s):

Day & Evening phone numbers of Parent(s) or Guardian(s):

Please return to the school by fax (+39-06-574 1941) addressed to Reception

ST.STEPHEN'S SCHOOL BOARDING DEPARTMENT
ROOMMATE'S QUESTIONNAIRE
2009-2010

The following questions are used solely to aid us in matching you with a compatible roommate. Please answer as accurately as possible.

Please circle the appropriate answer:

1. Do you consider yourself to be more **quiet** or **loud**?
2. Do you have a tendency to keep your room **neat** or **untidy**?
3. Do you prefer to study in your **room** or in the **library**?
4. On weekends, do you usually go to sleep **before** or **after** midnight?
5. On weekdays, do you usually wake up **before** 8am or **after**?
6. What kind of music do you listen to?

7. Please tell us about any other circumstances we should consider when we assign you a room and/or roommate (e.g. disability, medical condition, religious needs, athletic needs, etc.)

Please return to the school by fax: +39 06 574 1941 addressed to Reception

Medication Release Form

Name of Student: _____

Medication: _____

Dosage: _____ (Amount during the day)

Special Instructions (Including any special storage requirements and noting any side effect(s) of which the school should be aware) _____

Reason for the medication: _____

Date: _____ Name of Physician: _____

Parental Consent and Waiver

I hereby give my permission for my child _____ in the _____ grade at St Stephen's School to take the above prescribed medication at school.

Notice: No prescription medication may be used or possessed at school unless the school receives this completed form. All medicine brought into the school must be kept by the Medical Nurse in the infirmary and must be in the original container, appropriately labelled by the pharmacy or physician.

Waiver of Liability

I understand that (the school) will administer only the prescribed medication mentioned above. I hereby waiver any and all claims against the school, and agree to hold the school harmless from any and all liability, which may arise in connection with my child's use of medication.

Parent or Guardian's Signature _____ Date: _____

Please return to the school by fax: +39 06 574 1941 addressed to Reception

St. Stephen's School Parents' Association

Dear Parents,

Welcome to the 2009-2010 academic year at St. Stephen's School! In preparation, the school and the Parents' Association have planned several opportunities for you to meet other parents and teachers and learn more about your child's school program. We've outlined them for you here.

Thursday, September 10, 6 pm in the Cortile: Parent and Faculty Reception. This is an opportunity to meet and greet the new and returning faculty members and parents while enjoying light refreshments.

Thursday, September 17, 12:30 pm in the Conference Room, Via Aventina 7: First Parents' Association Meeting. We offer open discussion, updates on school activities and programs by the Head of School and other school community members. Come help us plan the year's events and share your ideas on how we can make St. Stephen's School even better.

Tuesday, September 22, Evening: Parent/Teacher Meetings.
Visit your child's classrooms and meet his or her teachers to learn what is planned for the year at this annual "Back to School" night.

Late September (Dates to be arranged): Grade Level Evenings.
These are wonderful opportunities to mingle with faculty members and other parents from your child's grade. These are generously hosted by St. Stephen's families.

October (Date to be arranged): Head's Forum. The Parents' Association organizes this program to provide an opportunity for parents to hear from the Head of School and to bring up any general concerns or issues they might have. These evening meetings, the first of which will be held in October, are an opportunity to participate for parents who cannot regularly attend the monthly meeting at 12:30. We hope you will take advantage of the many opportunities to be involved in the St. Stephen's community!

Sincerely,
Your Parents' Association

Rules of Association^{i,2,3,4} St. Stephen's School Parents' Association

Aims: shall serve as a forum in which parents can cooperate to further the interests of the school through such activities as:

- Serving as a channel of communication between parents, the Head of School and academic faculty, and the Board of Trustees;
- Organizing meetings to discuss questions of interest to parents, faculty and students;
- Raising funds for school improvement projects.

Membership: will be open to parents of all St. Stephen's students.

Dues: the level of dues shall be determined at the annual meeting of the Association.

Executive Committee: the day-to-day affairs of the Association will be carried on by the Executive Committee, which will consist of a President³, one or more Vice-Presidentsⁱⁱ, a Secretary, a Treasurer, and two other "at large" members. Past presidents of the St. Stephen's Parents' Association with children presently attending SSS shall, at their discretion, become automatic members of the SSS PA Executive Committee.⁴ The Executive Committee will establish such sub-committees as may be necessary.

President: the President, the principal officer of the Association, shall represent the Association in its relations with the school and outside bodies and shall preside over meetings of the Executive Committee and of parents' assemblies. The President is an ex-officio voting member of the Board of Trustees.

Vice-President: the Vice-President(s) will assist the President in the execution of her/his duties and assume Presidential responsibilities in the absence of the President.

Secretary: the Secretary will directly assist the President in the running of the Association and will maintain the records of the Association.

Treasurer: the Treasurer will administer the funds of the Association in accordance with financial rules to be approved by the Assembly, will maintain records of the funds and prepare an annual financial report.

Assembly: the primary governing body of the Association shall be the Assembly of Parents. The Assembly of Parents will meet at least once a year. Meetings of the Assembly shall be called by the President of the Executive Committee in agreement with the Committee or upon the written request of parents of at least ten different families.

Quorum: a quorum of the Assembly shall be the parents of at least eleven different families. If a quorum is not reached the Assembly shall be reconvened within two weeks and whatever the number of parents who attend, they shall constitute a quorum.

Elections: the members of the Executive Committee will be elected by secret ballot by members attending the annual Assembly.

Decisions: decisions of the Executive Committee of Assembly shall be made by simple majority with the President having a casting vote.

Amendments: amendments or additions to the Rules may be made by a simple majority of a meeting of the Assembly.

Dissolution: the Association may be dissolved by two-thirds majority of an Assembly. In the case of dissolution, the Assembly shall decide on the disposal of the assets and other possessions of the Association after the payment of its outstanding debts.

ⁱ Adopted at an assembly of parents, 26 May 1980; amended at an assembly of parents, 11 May 1994 and 14 October, 2004

ⁱⁱ Vice-president position added at assembly of parents, 4 May 2000; modified to provide for one or more Vice-presidents, 14 October, 2004.

³ "Chairman" changed to "President," 14 October 2004.

⁴ This sentence was added by adoption at an assembly of parents on June 7, 2007.

Release of Information Form
St. Stephen's School Parents' Association 2009/2010

PLEASE COMPLETE AND RETURN TO THE SCHOOL

The Parents' Association believes that promoting communication throughout the school community is of primary importance. We publish a monthly newsletter and an annual *Parent Guide and Directory*. We and the school also send messages home by post or via the students' mailboxes. Parents have found, however, that e-mail can be the fastest and most reliable means of communication. We therefore maintain a list of parent e-mail addresses so that information on events, activities, reminders of meetings, and so on, can be conveyed.

We need your permission to print home telephone numbers in the directory and to send messages to you by e-mail. We urge you to provide the information below. If you have signed a release of information form in previous years and there are no changes in your contact information, **you do not need to re-submit this form**. Note that we make every effort to send parent messages "blind" so that your e-mail address remains private.

I agree to have my telephone number appear in the Parent Guide and Directory:

please circle: Yes or No

I agree to receive e-mail messages from the school or the Parents' Association :

please circle: Yes or No

The undersigned, in accordance with Art. 10 of the law n. 675 dated December 31, 1996, has been informed by St. Stephen's School that his own and the student's personal data already communicated and any further information given during the course of the academic year, may be used by the school for purposes related to applicable academic activities. For this purpose, the undersigned in accordance with Articles 11 and 20 of the said law agrees to the release of such data for the abovementioned purposes.

Il sottoscritto, ai sensi dell'art. 10 della legge 31 dicembre 1996 n. 675 è stato informato dalla St. Stephen's School che i dati personali propri e dello studente già acquisiti e quelli che verranno forniti durante la frequenza alla Scuola, potranno essere usati dalla Scuola per le finalità connesse nei limiti della attività accademica. A tal fine il sottoscritto ai sensi degli artt. 11 e 20 della detta legge, presta il proprio consenso al trattamento ed alla comunicazione dei dati per la finalità sopraindicate.

Parent Name(s) and E-MAIL for contact purposes accepted above **(please print very clearly):**

_____ EMAIL _____

_____ EMAIL _____

Parent Signature (one only) _____ Date: _____

Child(ren)'s Name(s) _____ Grade _____

_____ Grade _____

_____ Grade _____

Please return this form to the school. You may also fax it to the school at 06-574-1941.

This information will remain valid for future years, or until it is revised or revoked by the parent.

St. Stephen's School Parents' Association: Greeting for 2009/2010 School Year

Welcome! All parents are members of the SSS Parents' Association, and we welcome you to the new school year. The Parents' Association (PA) serves as a forum in which parents cooperate to support and further the interests of the school community. We serve as the channel of communication between parents, the Head of School and faculty, and the Board of Trustees.

Our monthly meetings, held regularly at the school on the second Thursday of the month, offer reports from the Head of School and other faculty members, open discussion, and valuable time to meet with other parents. Please plan to join us!

Some of our ongoing activities include:

- Raising money for improvements to the school and other charities. Recent events such as our annual auction, holiday bazaar, wine tasting and art sale and faculty led tours have enabled us to purchase books, audio/visual and computer equipment, math software, curtains for drama productions and furnishings for the Boarding Department and to give generously to causes outside the school.
- Organizing special events that bring together parents, families, friends, faculty, and staff. In addition to our fundraising events we host the Parents' Welcome Reception, Grade Level Evenings, an International Dinner and Auction, the Faculty and Staff Appreciation Luncheon, and Saturday Tours.
- Supporting school programs, for example by participation in Health Day activities, assisting students to prepare their CV's and preparing home-cooked meals and care packages for boarding students and staff.
- Sponsoring the "Head of School Forum," a series of open parent meetings with the Head of School.
- Publishing the monthly *PA Newsletter*, distributed online at www.ststephens-rome.com.
- Creating, publishing and distributing the annual *Parent/Student Guide and Directory*.

Help us to actively support your child and the school. Your efforts are appreciated!
Please let us know how you might be able to help, by completing the questionnaire below.

To: St. Stephen's School Parents' Association

I would like to help by being involved with the following: [check]

- | | |
|---|--|
| <input type="checkbox"/> Hospitality | <input type="checkbox"/> Class Grade Representative |
| <input type="checkbox"/> Fundraising Committee | <input type="checkbox"/> Student Council Liaison |
| <input type="checkbox"/> Boarding Support Committee | <input type="checkbox"/> Health Committee |
| <input type="checkbox"/> Parent/Student Guide and Directory | <input type="checkbox"/> I'm not sure but I want to help out when I can! |
| <input type="checkbox"/> Newsletter | |

Parent Name(s) 1. _____ **2.** _____

Telephone: 1. _____ **2.** _____

E-mail: 1. _____ **2.** _____

Please return this form to the school office of FAX it to the school at 06 574 1941.

Questions? Contact Carmen Moauro at m.carbonell@alice.it

THANK YOU FOR BEING ACTIVE IN THE ST. STEPHEN'S SCHOOL PARENTS' ASSOCIATION!!

Agreement to Boarding Routines and Regulations

I have read the Boarding Department Handbook 2009-2010. My signature below indicates that I have discussed them with my parent(s)/guardian(s) and that I agree to abide by the rules and regulations therein.

Student's Name:

Student's Signature:

Date: _____

I have read the Boarding Department Handbook 2009-2010. My signature below indicates that I have discussed them with my child and that I understand and accept the rules and regulation therein.

Parent's/Guardian's Name:

Parent's/Guardian's Signature:

Date: _____

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