



EPISCOPAL  
COLLEGIATE SCHOOL

**2010-2011**  
**Family Handbook:**  
**Middle and Upper Schools**

Jackson T. Stephens Campus  
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# Table of Contents

<b>Introduction</b> .....	5
<b>Board of Trustees</b> .....	6
<b>System Policies</b> .....	6-8
Mission Statement .....	6
Religious Philosophy .....	6
School Motto.....	6
Independent School.....	6-7
Governance .....	7
School History.....	7-8
<b>Academic Policies and Procedures</b> .....	9-16
Academic Standards Statement.....	9
Academic and Graduation Requirements .....	9-10
Upper School .....	9-10
Middle School.....	10
Academic Probation .....	10-11
Advanced Placement and Advanced-Level Courses .....	11
Class Rank .....	11
Grading.....	12
Middle School Semester Examinations.....	12
Upper School Semester Examinations.....	12
Grade Point Average .....	12-13
Homework.....	13
Promotion of Students .....	13-14
Middle School Promotion Policies.....	13
Upper School Promotion Policies .....	13-14
Community Service Requirements.....	14
Portal .....	14
PowerSchool.....	14
Schedules .....	15
Standardized Testing.....	15
Textbooks .....	15
Tutoring/Help Sessions .....	15-16
<b>Codes of Conduct</b> .....	17-26
Honor Code .....	17
Honor Pledge .....	17
Middle School Honor Code Procedures .....	17-18
Upper School Honor Code Constitution.....	18
Discipline Code.....	19-26
Purpose.....	19
Student and Parent Cooperation .....	19
Search Policy .....	19
Discipline Code May Apply To.....	20
Out-of-School and Off-Campus Behavior .....	20
General Guidelines for Disciplinary Consequences .....	20
Minor Infractions of the Discipline Code .....	21

Serious Infractions of the Discipline Code .....	21
Disciplinary Options for Minor Infractions .....	22
Disciplinary Options for Serious Infractions .....	22
Policies Regarding Certain Serious Infractions .....	22-24
Alcohol and Drugs .....	22-23
Bullying .....	23-24
Sexual Harassment and Other Offensive and Prejudicial Behavior.....	24
Violence .....	24
Disciplinary Terms in Honor and Disciplinary Codes.....	24-26
Demerits .....	24
Detentions .....	25
Disciplinary Probation.....	25
Expulsion .....	25
Suspension: In-school and Out-of-School.....	25
A Note Regarding Suspensions and Expulsions .....	25-26
<b>Attendance</b> .....	27-29
Absences: Planned.....	27-28
Family Absences.....	27
Medical Appointments and Family Emergencies.....	27
College Visits .....	28
School Business.....	28
Absences: Unexcused.....	28-29
Check-In and Check-Out Procedures .....	29
Make-Up Work.....	29
Tardiness .....	29
<b>Student Life</b> .....	30-38
Academic Support .....	30
Advisory Program – Middle School .....	30
Advisory Program – Upper School .....	30
Athletic Eligibility.....	30
Communication.....	31
Dress Code.....	31-35
Standard Uniform .....	32
Dress Uniform .....	33
General Guidelines for Student Appearance .....	33-34
Special Dress Days.....	35
Attire for Socials and Dances.....	35
Uniform Violations.....	35
Electronic Paraphernalia .....	35
Food in Classrooms.....	35
Fund-Raising Activities .....	35
Lost and Found.....	36
Lunch .....	36
Respect for the School Environment.....	36
Social Activities and Dances .....	36-37
Telephone Use .....	37
Visitors to the Campus .....	37-38
Parent Visits and Conferences .....	37
Other Visitors to the School .....	37
Lunch Visitors.....	37-38

<b>Health and Safety</b> .....	39-46
Illness.....	39
Injuries .....	39
Administering Medication to Students .....	39-40
Prescription and Medication Administration.....	39-40
Field Trips and Prescription Medication.....	40
Over-the-Counter (OTC) Medication.....	40
Over-the-Counter Stocked Medications.....	40
Acquired Immune Deficiency Syndrome .....	40
Communicable Disease and Infection Control .....	41
Head Lice.....	41
Immunizations.....	41
School Screenings.....	41
Emergency Drills .....	41
Inclement Weather .....	41-42
Policy Regarding Pregnancy of Students.....	42-43
Suspected Child Abuse .....	43
Transportation Policies .....	43-46
Arrival and Departure.....	43
Middle School Carpool Procedures.....	43-44
Upper School Carpool Procedures.....	44-45
Automobiles .....	45
Leaving Campus .....	46
Permission Slips.....	46
Field Trips .....	46
<b>Technology Code of Conduct</b> .....	47-49
Laptop Program.....	47
Internet Access.....	47
Internet Safety .....	47
Pirated Software .....	47
Viruses.....	47
Network Access.....	47-48
Unacceptable Use .....	48
Personal Use .....	48
Monitoring of Network Transmissions .....	48
Computer Care .....	48-49
Disciplinary Actions .....	49
<b>Episcopal Collegiate School Acceptable Usage Agreement</b> .....	50

**2010-2011 Family Handbook:**  
**Middle and Upper Schools**

This Handbook is intended to serve as a guide to help students and their families come to know Episcopal Collegiate School's programs and opportunities as well as to set forth basic expectations and agreements. Please take the time to familiarize yourself with the contents. We are hopeful that the Handbook will answer many questions you may have about academics, security, discipline, school rules, safety, and other topics.

Please understand that no set of rules or guidelines can cover every conceivable situation that might arise at a school. The rules, policies and procedures set forth in this Handbook are intended to apply under normal circumstances. However, from time to time, there may be situations that require immediate or nonstandard responses. This Handbook does not limit the authority of Episcopal Collegiate School to deviate from the normal rules and procedures set forth in this Handbook, and to deal with individual circumstances as they arise in the manner deemed most appropriate by the school taking into consideration the best interests of the School, its faculty, employees, students or overall school community. The policies may also be revised or updated periodically, even during the school year. You will be advised of any changes as they are made either electronically (email) or by mail. Any student or parent with a question about any handbook policy or statement should feel free to speak with the Head of the Upper School, Head of the Middle School or Head of the School.

## **Board of Trustees**

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## **Mission**

An independent, college preparatory school, grades pre-kindergarten through twelve, rooted in the Episcopal tradition and affirming all faiths, Episcopal Collegiate School strives to develop in its students respect for all persons, reverence of God, and a sense of moral responsibility. Episcopal Collegiate is dedicated to the pursuit of excellence and joy in learning in a nurturing community that prepares our students to live principled and fulfilling lives of leadership and service to others. The School provides rigorous academic programs to teach each student strong skills of analysis and expression; instills knowledge in the arts, sciences, and humanities; fosters critical, creative, and independent thinking; and inspires intellectual curiosity and passion for learning. Through extensive co-curricular and athletic programs, students will develop strength of body and character and learn discipline, teamwork, and sportsmanship. Episcopal Collegiate seeks and welcomes a vibrant student body, rich in diversity, where students live and honor the School's core values of respect, reverence, and responsibility and carry those values beyond the School community into their futures.

## **Religious Philosophy**

In keeping with the longstanding Episcopal school tradition of pursuing academic excellence while embracing diversity, Episcopal Collegiate School serves a wide range of religious, cultural, and socio-economic backgrounds. At Episcopal Collegiate, we honor each person as an individual and respect his or her spiritual journey and background. The religious element of campus life, be it in the classroom or in worship, is intended to complement one's religious life outside of the School. In other words, we invite all to seek clarity about their own lives. We affirm all students as children of a loving God, and we challenge them to realize this more fully in their own lives and to share it with others.

## **School Motto**

Respect, Reverence and Responsibility

## **Independent School**

Episcopal Collegiate School is an independent school. As a member of the National Association of Independent Schools (NAIS), the National Association of Episcopal Schools (NAES) and the Southwest Association of Episcopal Schools (SAES), Episcopal Collegiate takes its place among the nation's leading college preparatory schools. The term "independent" refers to schools which are NAIS members: non-profit organizations, governed by boards of trustees that represent no one particular interest group, independent of control by any government or church agency, and, therefore, not parochial schools. As such, independent schools are free to choose excellence, to establish their own goals, and to select curricula, teachers, and students.

NAIS membership is a privilege accorded only to private schools meeting specific standards of governance and operation. Members of NAIS are non-discriminatory regarding race, religion, or ethnic origin in their hiring of faculty and staff, their admission of students, and their administration of programs. NAIS schools pursue excellence in a number of ways. Most importantly, they elect to offer small classes, excellent teaching, and academics appropriate to the school's mission. Episcopal Collegiate defines its mission in terms of educating in the Episcopal tradition college-bound students. Episcopal Collegiate strives to be an educational leader, embracing both innovative and traditional programs and respecting intellectual challenge and the full development of each child. NAIS schools carry accreditation from an approved regional accrediting organization. In Episcopal Collegiate's case, this is the Southwest Association of Episcopal Schools (SAES). SAES accreditation requires a school to undergo rigorous self-evaluations of curriculum, programs, employee procedures, facilities, and finances. Every ten years, SAES schools are subject to evaluative scrutiny by peer educators to ensure they follow prescribed standards of good practice in administration and operation. The School is also accredited by the Arkansas Nonpublic School Accrediting Association (ANSAA).

## **Governance**

Episcopal Collegiate School is a 501(c)(3) not-for-profit organization as defined by the Internal Revenue Service. A voluntary Board of Trustees governs it. The Board includes members nominated by the Board's Committee on Trustees and elected by the Board of Trustees. The Head of School serves as an ex officio, non-voting member of the Board. Trustees are elected for three-year terms and normally may not serve more than two consecutive terms. Many trustees are current or past parents or alumni. The Board of Trustees is charged with the responsibility of managing the affairs of the School and as such, has a number of specific responsibilities. Among them are determining the School's mission and policies, hiring and supporting the Head of School and reviewing his or her performance, overseeing effective organizational planning, ensuring adequate financial resources, determining and monitoring the School's programs and services, enhancing the School's public image, and assessing its own performance and ensuring the viability of the school's mission into the future. There are several Board committees including: Building and Grounds, Committee on Trustees, Executive, Finance, Long-Range Planning, and Marketing. From time to time, the Board may establish other committees it deems appropriate and helpful to the proper discharge of its duties. Members of the committees and the number of members of each committee are designated by the President, and may include persons who are not trustees. The Board meets approximately six times a year. Much of the Board's work is done at the committee level where issues and initiatives can be comprehensively analyzed. Because the Board's work is focused on strategic issues and policies, it does not become involved in specific management, personnel, or curricular issues. The Board, however, is kept apprised of current operations and major issues. A complete listing of Board members can be found on page four of this handbook.

## **History of Episcopal Collegiate School**

In 1996, a group of dedicated parents and community leaders spearheaded an effort to establish a new middle school with a similar Episcopal educational experience as The Cathedral School, K-6. As a result of this effort, The Cathedral Middle School was established in 1997 as an independent and separately incorporated school.

In the fall of 1998, The Cathedral Middle School opened its doors at a temporary location at the Quapaw Quarter United Methodist Church at 1601 South Louisiana. Shortly thereafter, The Cathedral Middle School Board of Trustees purchased 31 acres at 1701 Cantrell Road to build a middle school with a vision to expand to an upper school. In the fall of 2000, the doors opened for grades six through nine at the newly named Jackson T. Stephens Campus. The campus was named in honor of Jackson T. Stephens for his lifelong support of education and his significant role in making The Cathedral Middle School a reality.

The Middle School was dedicated on November 3, 2000. Construction of the Upper School

began shortly thereafter and was completed and dedicated on December 7, 2001. In July 2003, the Board of Trustees unanimously voted to change the name of The Cathedral Middle and High Schools to Episcopal Collegiate School to better reflect the heritage, identity, and mission of the School.

On May 11, 2004, Warren A. Stephens, President of the Episcopal Collegiate School Foundation, announced that his father, Jackson T. Stephens, along with him and his wife, Harriet Stephens, made a gift of \$30 million to establish a permanent endowment for the Episcopal Collegiate School Foundation, which will assure the School's financial security in perpetuity.

In December 2006, the Board of Trustees voted to expand the program of Episcopal Collegiate School by constructing and developing a Lower School Division on the Jackson T. Stephens campus. This exciting new addition to the School will provide a cohesive Pre-Kindergarten through 12<sup>th</sup> grade program on one campus. Episcopal Collegiate School's Lower School Division opened in August 2009.

The vision of Episcopal Collegiate School is to have not only first-class facilities, but also the finest faculty and administration, the best and broadest curriculum, and to make this education available to a diverse population of students.

# Academic Policies and Procedures

Episcopal Collegiate offers its students the opportunity to become autonomous learners by providing a curriculum based on high expectations, academic achievement, personal responsibility, and spiritual development. Our students are expected to participate actively in discovering and creating their own solutions to problems and in learning to think critically through the mastery of an appropriate body of knowledge. They develop personal responsibility, values for citizenship, regard for human worth and dignity, tolerance, and an appreciation for human diversity. The spiritual foundation of Episcopal Collegiate allows students and its faculty to respect each other as individuals of worth and dignity in his or her own right.

Students are expected to meet standards of achievement in academic work, in daily attendance, and in maturity before promotion to the next grade. Using observations recorded by faculty and staff, the Division Head will have the final decision on the placement of students.

## Academic and Graduation Requirements

### Upper School

#### Graduation Requirements

Regardless of the number of credits earned in Middle School, the following credits must be earned in the Upper School. English, math, social studies, science and foreign language are considered core subject areas. Please refer to the School's Curriculum Guide and Course of Study for specific requirements and course offerings.

English	4
Mathematics	4
Science	3
Social Studies	3
Foreign Languages	3
Fine Arts	1
Religion	½
Speech	½
Health	½
Physical Education	½
Economics	½ (Class of 2014)
Electives	4- 6

Students in the Middle School may receive Upper Division placement for Algebra I, Geometry, Spanish, French, and Latin. Note, however, that even with mathematics and language credit earned in the Middle School, the student still must take four years of mathematics and three years of the same foreign language in the Upper School.

In addition, each senior will present a chapel talk during his/her senior year, according to the guidelines adopted by the Episcopal Collegiate Chapel Committee, and complete the required 60 hours of community service. A senior with more than two failing semester grades or a disciplinary infraction occurring in the second semester and meriting a multi-day out-of-school suspension may not be allowed to participate in Commencement ceremonies.

#### Guidelines for Course Selection

Generally speaking, the following guidelines or principles govern our advising about course selection:

- students should be encouraged to take the most demanding set of courses they can handle well.
- students should be encouraged to satisfy their physical education, health, speech, and religion requirements in the 9<sup>th</sup> and 10<sup>th</sup> grades (or during our summer program).

- because high school education is still very much a broad-based, liberal arts and sciences education, depth and breadth are guiding principles. While graduation requirements (4 English, 4 math, etc.) ensure depth, we recommend that all students take English, math, science, history, and a foreign language each year.
- because of an overriding concern for breadth in one's preparatory curriculum, students are not encouraged to double up in a particular subject area.
- seniors must enroll in at least 4 core area courses and have 6 total courses, unless taking an unusually heavy load of AP and/or advanced courses (4 or 5), in which case they may schedule five total courses.
- juniors must enroll in a total of 6 courses, unless taking an unusually heavy load of AP and/or advanced courses (4 or 5) in which case they may schedule five total courses.

## Middle School

### Course Requirements

#### Grade 6

English  
 Mathematics or  
 Advanced Mathematics  
 Life Science  
 World History to CE 1400  
 Writing Workshop/Keyboarding\*\*  
 Art\*\*  
 Religion\*\*  
 Music\*\*  
 Health \*\*  
 Physical Education \*  
 Spanish\*

#### Grade 7

English  
 Pre-Algebra or  
 Advanced Pre-Algebra  
 Earth Science  
 World History 1400 CE to Present  
 Writing Workshop  
 Religion \*  
 Elective\*  
 Elective

#### Grade 8

English  
 Algebra IA OR Algebra I  
 Advanced Algebra I  
 Physical Science  
 U.S./Arkansas History  
 Latin I  
 Elective  
 Elective

\* **one semester only**

\*\* **one nine-week session only**

English, math, social studies, and science are considered core subject areas. Please refer to the School's [Curriculum Guide and Course of Study](#) for specific requirements and course offerings.

## Academic Probation

A student is placed on academic probation when one or more of the following criteria are reached:

- earns two or more failing grades in core subjects at the end of a semester, or;
- earns a cumulative grade average below 70 in core subjects at the end of a semester, or;
- earns two or more failing grades in core subjects in consecutive semesters, or;
- earns more than four or more grades below 70.

A student placed on academic probation:

- is assigned to work with the Academic Achievement Center staff;
- must maintain a cumulative grade point average above 70 in core subject areas;
- must earn no additional failing grades in core classes during the following semester;
- will meet with his advisor weekly to monitor progress;
- must work with a tutor, if recommended by the teacher or division head;
- is expected to complete his homework daily as assigned;
- must attend class punctually;
- must seek help from the teacher whenever needed;

- may have participation in extracurricular activities, including athletics, restricted.

If a student fails to meet the terms of academic probation at the end of the semester in which the student was placed on academic probation, he/she may not be allowed to continue as a student at Episcopal Collegiate. Probation cannot be offered to a rising senior. Seniors must enter their senior year in good academic standing.

## **Advanced Placement and Advanced-Level Courses**

Advanced Placement (AP) courses are college-level freshmen/sophomore courses taught by trained high school instructors. As such, they offer greater depth and detail in the study of the subject matter and require higher expectations with regard to writing, reading, and thinking skills. Students cannot take all the AP courses offered and should select carefully from the subject areas which represent their greatest interest and academic success. The time and effort required for a college course is expected if a student is to be successful in an AP course. The College Board states that, on average, 45-60 minutes of homework will be assigned per AP course per night. All students completing Advanced Placement courses are expected to take the corresponding Advanced Placement exam in May. Successful performance on the AP exam can earn the student college credit or placement while still in high school.

Episcopal Collegiate School currently offers 16 AP courses, the descriptions of which are included in the School's Curriculum Guide and Course of Study, which is available on the School's website.

Students are placed in Advanced Placement courses based on four criteria:

1. Student performance in the pre-requisite course—B+ or 87% or higher.
2. Teacher recommendation
3. Standardized test results of 85% or better in the subject, if available
4. Total course load

Unless there are exceptional circumstances determined by the Academic Advisory Committee, a student who takes an Advanced Placement course is expected to take the corresponding AP exam in May. To be granted an exemption from the AP exam, students must submit a written request and justification to the Academic Advisory Committee. The exception to this rule occurs when the AP exams conflict with Class Day. Students scheduled to take the AP exam on Class Day must take the exam on the alternate date set by the College Board. They may be excused from the exam altogether if there is a conflict on the alternate date. The choice is the student's.

A student may drop an AP or advanced level course only at the recommendation of the teacher. If a student gets into difficulty in an Advanced Placement or advanced level course, the teacher will consult with the appropriate Division Head, and a student and/or a parent conference will be held.

Even though the School's curriculum is college-preparatory throughout, both the Middle and Upper School also offer a few advanced-level courses in core subject areas such as math and science. These courses generally move at a slightly quicker pace, go into more depth, and typically require more writing and/or research. Please consult with the appropriate Division Director for advanced course offerings and the criteria used for advanced course placement. The Division Director has the final decision on advanced course placements.

## **Class Rank**

Except for determining the Valedictorian and Salutatorian for Commencement, class rank is not calculated. A student must complete the last six semesters at Episcopal Collegiate School in order to be considered for Valedictorian or Salutatorian honors. Only grades earned at Episcopal Collegiate School will be used in the GPA calculation. Determination of honors will be calculated and rounded to the nearest hundredth place.

## Grading

Episcopal Collegiate uses a quarterly grading schedule. Interim grades are posted in PowerSchool approximately halfway through each quarter. Parent conferences will be held each spring and fall. Interim and quarterly grades may be checked on PowerSchool on dates published in the School calendar. The School will mail report cards home at the end of each semester.

Report cards and interim reports will communicate academic grades for each individual class using the following grading scale.

<b>A</b>	<b>100-90</b>
<b>B</b>	<b>89-80</b>
<b>C</b>	<b>79-70</b>
<b>D</b>	<b>69-60</b>
<b>F</b>	<b>Below 60</b>

Major assignments and projects turned in after the designated due date will be penalized at a rate of 10% per day up to 5 days. After the fifth day, the student will receive a "0" on the assignment. Students receiving an unexcused absence will be assigned grades no higher than 50% with the make-up work policy applied to the assignment if submitted after the due date.

**Responsibility for obtaining missed work rests with the student.** Guidelines for completing work following an absence are set forth in the Attendance Policy section contained in this Handbook.

Incomplete grades must be removed and a grade recorded by the interim of the following quarter. Any exceptions must be approved by the Division Head.

## Middle School Semester Examinations

All core courses in the Middle School may have a written semester examination. Eighth grade exams shall count 20% of the semester average with each quarterly grade counting 40% of the semester average. Seventh grade exams shall count 16% of the semester average with each quarterly grade counting 42% of the semester average. Sixth grade exams shall count 12% of the semester average with each quarterly grade counting 44% of the semester average. Exams are administered at the end of each semester.

## Upper School Semester Examinations

All core courses in the Upper School shall have a written semester examination, which shall count 20% of the semester average. Each quarterly grade will count as 40% of the semester average. Exams are administered at the end of each semester.

- Senior Exam Exemption  
Any second semester senior who has no unexcused absences and *no more than three* tardies per semester, has completed the community service requirements by the March deadline, has earned an A (90% or better) average, and has no Honor Code or disciplinary problems may be exempted from the second semester course exam. The exemption will be granted per course on the last day of the second semester of classes. A qualified student may choose not to use the exam exemption. A senior enrolled in an AP course and who takes the AP exam is exempt from a senior exam in that course.

## Grade Point Average

Episcopal Collegiate, like many college preparatory schools, employs a GPA scale in the Upper School with enhanced grade-equivalent values to reflect the academically rigorous, college preparatory nature of our course offerings. This weighting benefits all students, not just those enrolled in Advanced Placement Courses. The following scale will be used when reporting grade point averages. Unless approved by the Head of the Upper School, only grades earned at Episcopal Collegiate School will be used in the GPA calculation.

*Please be aware that many colleges and universities recalculate grade point averages using a standard 4.0 scale in an attempt to standardize grade point average scales.*

A+	100-98	4.30
A	97-94	4.15
A-	93-90	4.00
B+	89-87	3.75
B	86-84	3.50
B-	83-80	3.15
C+	79-77	2.75
C	76-74	2.50
C-	73-70	2.15
D+	69-67	1.75
D	66-64	1.50
D-	63-60	1.15
F	< 60	0.00

A 0.5 weighting is added for AP courses and advanced classes (except in the Fine Arts).

## **Homework**

Homework is used to reinforce the skills taught and learned during the school day. Our policy is based on a recognized, age appropriate standard of ten minutes times the student's grade level. For example, sixty minutes for sixth grade, seventy minutes for seventh grade, eighty minutes for eighth grade, etc. The actual time for an individual student to complete his or her assignments will be determined by his or her focus, motivation and study skills, too. If there is concern regarding homework demands, parents and/or students are encouraged to communicate with teachers and/or administrators.

## **Promotion of Students**

### **Middle School Promotion Policies**

The Episcopal Middle School holds its students to the highest academic standards. Successful completion of all required courses is necessary to continue attending the School. Any student with a core course (mathematics, English, social studies, science) cumulative average of below 60% for the year may be required either to repeat that course the next year or to take that course in a summer program approved by the administration.

Any student with cumulative averages in two core courses of below 60% for the year will be required to repeat one of those courses the next year and take the other course in summer school.

Any student who does not pass a required, non-core course such as PE, health, religion, introduction to speech, or keyboarding, may be re-enrolled in the course the next year in lieu of an elective.

The Division Head will have the final decision on the placement of students.

### **Upper School Promotion Policies**

The Episcopal Upper School holds its students to the highest academic standards. A student must successfully complete all requirements in order to graduate. **Any student who does not pass either one or both semesters of a core course with a 60% or higher will be required to make-up the failed semester(s).** Students may make up the failed semester(s) by retaking the semester(s) in an approved summer course or by retaking the course the next year. Course failures that affect prerequisite requirements may lead the administration to dismiss the student or to require him/her to meet other necessary criteria.

Any student who does not pass a required, non-core course such as PE, health, or religion, will be re-enrolled in the course the next year in lieu of an elective.

Approved courses taken in the summer will be recorded separately on the transcript and will

be included in the GPA calculation, along with the original grade. Documentation of work done outside the School will be kept in the permanent record and submitted to other schools with the transcript. If a student repeats a year of high school, he/she will not be eligible, in accordance with current AAA eligibility requirements, to play during the senior year.

Please note that generally, colleges and universities will not consider grades lower than a "C-" on courses taken. In fact, colleges and universities want students to take and to do well on the strongest possible course of study available at his or her school, according to the ability of the student involved.

The School may, under certain circumstances, recommend that a new or current student attend summer school for remediation in core courses in which he/she has deficiencies.

The Division Head will have the final decision on the placement of students.

## Community Service Requirements

Respect, reverence, and responsibility are core values of Episcopal Collegiate, and we strive to be exemplary neighbors to our community. Service learning and social justice issues are incorporated into the curriculum. Middle and Upper School students will be required to perform community service hours in order to take semester exams and be promoted to the next grade level.

The minimum required community service hours per grade level are:

6th grade:	5 hours
7th grade:	5 hours
8th grade:	10 hours
9th grade:	10 hours
10th grade:	10 hours
11th grade:	15 hours
12th grade:	25 hours

Appropriate adjustments will be made for students entering Episcopal Collegiate after 6<sup>th</sup> grade. Hours for each grade level, except seniors, are to be performed from June prior to entering that grade through mid-May. **Students must complete the required number of hours before Spring exams begin. Seniors must complete their hours by the beginning of the fourth quarter of their senior year in order to graduate and/or participate in Commencement.**

Hours are to be documented and signed by the organization's volunteer supervisor or the sponsor of the activity/event. Complete forms should be returned to the designated person in Middle or Upper School. Episcopal's Community Service program director will provide a list of outreach activities for students to select from, or students may submit activities in which they are interested or with which they are already involved. Work performed for political candidates as well as choir, usher, acolyte, and other liturgical activities may be included.

## Portal

The Episcopal Collegiate School Wildcat Web is a password protected, web-based student information system that gives parents and students access to real-time information including detailed assignment descriptions, class bulletin boards, discussions, classroom resources and media. Faculty will post up-coming assignments by 4:00 p.m. on Friday.

## PowerSchool

PowerSchool is a web-based student information system that gives parents and students access to attendance, grades, and personal messages/comments from the teacher. Faculty will update grades by 4:00 p.m. on Monday. By using a password, parents and students are able to log on to their individual PowerSchool account from any location where internet access is available.

## **Schedules**

Assignments to classes are based on available data and the needs of each student. A student will receive his/her schedule after a tuition payment has been received. If errors or changes in student enrollment occur, the School staff will approve appropriate changes. Students may not drop or add courses past the fifth school day of each semester.

Students may not drop a course because of its difficulty. This includes advanced and AP courses. Students enrolled in an advanced or AP course may drop the course only at the suggestion of the teacher. Students enrolled in a one-semester course must finish the course.

## **Standardized Testing**

An achievement test is administered each school year to grades 6-9. Results of the CTP IV are tabulated by an educational testing service (e.g. Educational Records Bureau, CTP IV) and are distributed to parents in the fall following spring testing. Standardized tests help to monitor a student's progress and allow parents and teachers to develop strategies for continuing to build knowledge and skills.

The PSAT (Practice SAT) is given to 10th and 11th grade students. For the sophomores, the test is merely a practice, but the juniors' test scores are considered for the National Merit Scholarship Program.

The SAT and ACT are college entrance examinations and are taken beginning in the winter or spring of the junior year. We recommend that a student take each test, preferably twice. The College Board writes and scores the PSAT, SAT, and ACT tests and reports the scores to the student's home address and to the colleges the student requests. Episcopal Collegiate School also receives a report of student scores. Some colleges and universities also require applicants to take subject-area tests, which are also administered by the College Board.

## **Textbooks**

Episcopal students may purchase new or used textbooks online from Follett Virtual Bookstore or from another student. Episcopal provides access to library books. Loss or destruction of school-owned books or other materials will result in payment to the School. A school-wide book fair usually takes place on the last day of exams in May. This is a great opportunity to both sell books from the previous year and to buy books for the coming year.

## **Tutoring/Help Sessions**

All faculty members will provide additional instructions for their students when necessary. A teacher may require a student's attendance at a help session, which would take priority over any other activity in which the student may be involved. Teachers are not required to assist students who have paid little attention in class, have unexcused absences, or have been suspended.

To avoid even the appearance of a conflict of interest, teachers are not permitted to accept pay for tutoring their own students. No tutoring of other students for pay is permitted during the regular school day.

Outside tutors should coordinate their efforts with the teachers to make the tutor's work more effective.

Episcopal will work with all such professionals to meet the individual needs of students; however, it is recommended that these sessions be conducted before or after school and away from the School campus. Since it may, on occasion, be necessary for such professionals to work with students on campus, the following procedures must be followed:

1. Parents must complete a written permission form before a professional may begin working with a student on campus.
2. Each professional shall schedule any such on-campus sessions(s) with Division administration. The Division Head will assign the professional a room in which to work with the student.
3. The professional must sign in at the School office each time he/she is on campus and sign out when leaving.

4. If it is necessary for the professional to observe the student in the classroom or when the student is with other students, the professional may not interact or have contact with the student without the permission of the teacher, and the professional may not interact or have contact with other students without written permission of the other students' parents.
5. All outside professionals shall be required to abide by the rules and regulations established by the Board of Trustees. Episcopal reserves the right to impose reasonable restrictions on such outside personnel in order to further the educational mission of the School.

# CODES OF CONDUCT

The principles on which the Honor and Discipline Codes are founded derive directly from the mission and philosophy of Episcopal Collegiate School. Thus, the School expects and is committed to encourage conduct which is consistent with its core values as an Episcopal, academically-oriented place of learning. These core values are respect, reverence, and responsibility.

**RESPECT:** All members of the School community will treat others with respect at all times. Each student, employee, or visitor has the right to an environment of respect. Similarly, students are expected to act with respect towards their surroundings and physical resources.

**REVERENCE:** While the school welcomes students without regard to race, faith, or culture, it expects behavior to be consistent with the central Christian reverence for each person as an individual worthy of respect. This requires the exercise of acceptance, the practice of forgiveness, and the rejection of all forms of prejudice and discrimination.

**RESPONSIBILITY:** Ultimately, the responsibility for respectful and reverential conduct lies with the individual, and the highest form of discipline is that which is internalized and practiced voluntarily. Episcopal's policy is committed to encouraging self-discipline in its students. Consequently, the School will not discipline or exclude any student except as a result of action by that student or by his/her failing to comply with the standards in the Discipline Code or in the Honor Code.

## THE HONOR CODE

In order to create an atmosphere of integrity at Episcopal Collegiate School, an Honor Code was enacted in the year 2003. By following the Honor Code, a sense of trust between faculty and students is developed, thereby allowing for a better learning environment.

### Honor Pledge

*I pledge that I will uphold the Honor Code with my mind, body, and spirit, that I have neither given nor received inappropriate or unauthorized assistance on academic work, and that I will respect the personal property of all people.*

### Middle School

#### Honor Code Procedures

#### Infractions

Infractions of the Episcopal Collegiate School Middle School Honor Code shall include but are not limited to: stealing, lying, plagiarism, cheating (receiving help on a test or divulging information concerning a test to those who have not taken the test), the use of Cliff Notes, Spark Notes, or any other similar guides, viewing movies, videos, or tapes as a substitute for a complete reading of a book, using unauthorized translators, and failing to report any infraction of the Honor Code.

Using technology in an unauthorized manner that results in stealing, lying, cheating or plagiarism may be considered an Honor Code infraction.

Falsifying attendance records is an Honor Code offense. This includes calling in sick when actually a student is tired, has a project or test due, or is out of town. Checking in late or out early for a fictional excuse and checking out without parental permission are also Honor Code offenses.

### **Procedures for Handling Honor Code Violations**

- Confidentiality is of the utmost importance throughout the process.
- Teacher and/or student reports in writing the Honor Code incident to the Division Head and/or Dean of Students.
- Division Head and/or Dean of Students investigates the incident interviewing the student(s) named in the incident report and anyone else who might have information pertaining to the incident.
- The Division Head will review the information that has been gathered to determine if an infraction of the Honor Code has occurred.
- If the Division Head determines that there is an Honor Code violation, he or she will determine the appropriate consequences.
- Depending on the seriousness of the offense, the Division Head may choose to convene an Honor Committee of Middle School faculty to review the facts surrounding the incident and to make a recommendation concerning consequences. If an Honor Committee is convened, all the information about the incident that has been gathered will be presented to the Committee by the Division Head. The Committee will make a recommendation to the Division Head. The Division Head will determine the appropriate consequences.
- The student and parents are notified of the findings and consequences.

### **Consequences for Honor Code Infractions**

Examples of the consequences that may be applied to address an Honor Code infraction, include but are not limited to:

- Any combination of teacher, principal or appropriate administrator, parent and student conference.
- Demerits
- Detentions
- Academic penalty
- Community service
- Exclusion from extracurricular activities
- Involvement of law enforcement personnel
- Restitution as applicable
- In school suspension
- Out of school suspension
- Withdrawal
- Dismissal/Expulsion

### **Honor Probation**

An Honor Code infraction may result in a student being placed on Honor Probation. If a student receives another Honor Code infraction while on Honor Probation, the student may be recommended for expulsion.

### **Multiple Infractions**

Additional infractions of the Honor Code may result in expulsion. Students and parents should note that one Honor Code infraction could result in expulsion.

## **Upper School**

### **Honor Code Constitution**

**The Upper School Honor Code Constitution is being revised. The revised version will be forwarded to our families when completed.**

# DISCIPLINE CODE

## I. Purpose

In accordance with Episcopal Collegiate's philosophy and objectives, the school community has certain expectations of student conduct. Students are expected to be honest, to be responsible for their behavior, to demonstrate self-discipline, and to respect the faculty and fellow students. The purpose of this code is to communicate the expectations for responsible student behavior and the consequences of irresponsible and disruptive behavior. The intent in this document is to ensure that disciplinary standards be applied evenly and with a critical eye to consistency, while also acknowledging that each decision must be made on an individual basis. The guidelines are both punitive and educational, since making mistakes, facing consequences, and learning are constructive stages in self-knowledge and growth.

Disciplinary matters related to lying, cheating, stealing, or plagiarism are described in The Honor Code section of this Handbook.

## II. Student and Parent Cooperation

Students are expected to cooperate in disciplinary investigations. Students are expected to be honest, but honesty is not necessarily a mitigating factor and students' own statements may be used against them. Failure to cooperate with an investigation may be cause for disciplinary action. If a student refuses to participate or cooperate at any stage of an investigation for whatever reason, including, but not limited to, pending criminal charges, the School reserves the right to take action, including proceeding without a statement from the student, or to ask the student to leave school. Parents are expected to cooperate with the School in regard to working together for the good of the student, solving disciplinary issues with students, paying attention to School concerns about students, communicating in a timely manner, and supporting the School.

## III. Search Policy

A search of a student's personal belongings, locker and/or any other item in a student's possession may occur when any member of the faculty or school administration has reason to believe that a disciplinary infraction or the existence of physical or other potential harm to the student or others will be discovered. Toward that end, a student may be requested to empty his/her pockets, to raise his/her pant leg, to remove his/her coat or jacket and to turn over his/her belt buckle. Students' book bags and purses are also subject to being searched if school officials have reason to believe that contraband is in the book bag or purse.

In addition, in the School's ongoing efforts to ensure compliance with our rules and that students engage in appropriate behavior, and to maintain a substance free and safe school environment, the School may choose to conduct a random search of any area of the School premises as well as any item of a student's personal belongings or items in a student's possession at any time and without prior notice. Accordingly, students' lockers and desks are school property and are at all times subject to random and periodic general inspections by school officials without notice to or the consent of the student.

Furthermore, students who drive to school are permitted to park on school property as a matter of privilege, not right. Thus, it is understood that there is no expectation of privacy in vehicles in parking areas. School officials may conduct random and periodic general inspections of vehicles parked on school property without prior notice to or the consent of the student. In addition, the interior, including the glove box, trunk and console, of vehicles parked on school property will be subject to reasonable searches by school officials. Drivers of vehicles parked on the School campus will be held accountable for illegal substances or any other item prohibited by the School found in their vehicle.

#### **IV. Discipline Code may apply to:**

1. All School activities on the school campus
2. Travel on a school bus for school-related activities
3. School-sponsored activities away from the School
4. Serious or criminal offenses (regardless of whether or not a student has been convicted in a court of law), which may affect school climate
5. Conduct that is disruptive or harmful to others or to the School environment in any way, especially as regards sexual harassment or any form of bullying
6. Certain activities done outside of school or off school property

#### **V. Out-of School and Off-Campus Behavior**

Students should be aware that certain activities, even outside of school hours or off school property, may result in loss of school privileges and other disciplinary action up to and including suspension or expulsion. Students may be subject to discipline for misconduct which is, or may be, disruptive of the educational process, interferes with the work of the School, is contrary to the mission of the School, impinges on the rights of other students, employees, or members of the School community, reflects negatively upon the School's reputation or has a direct or immediate effect on the discipline or general welfare of the School, even if such conduct takes place off campus, during non-school hours, or on breaks from school. Such conduct will be evaluated at the sole discretion of the School, and the School reserves the right to deviate from the regular disciplinary process as may be deemed necessary under the circumstances.

Some examples of such outside conduct that may have disciplinary ramifications at school include any violation of law; underage purchase, use or possession of alcohol or a controlled substance; use or misuse of computers, or computer websites (personal, at home or at school), dissemination of text messages or other electronic communications which do, or could, impact the welfare or reputation of any member of the School community or the reputation or functioning of the School.

#### **VI. General Guidelines for Disciplinary Consequences**

Episcopal Collegiate reserves the right to discipline students who are involved on or off campus in an activity that demonstrates that the student cannot follow the School's expectations of student conduct. Monitoring student conduct and maintaining a positive learning environment are principal responsibilities of individual classroom teachers across divisions and the Heads of the Middle and Upper Schools. Before school authorities administer disciplinary measures, a reasonable investigation should be made to determine the truth of what happened. The nature of this investigation may vary according to the seriousness of the offense and the level of likely consequences. For minor infractions where the classroom teacher takes corrective measures, no formal procedure is required. An inquiry into the incident to ensure that the offender is accurately identified, that he/she understands the nature of the offense, and that he/she knew the consequences of the offense for which he/she is subject for the offense may be sufficient.

In most instances, individual faculty and staff who observe a disciplinary infraction will deal with the matter on the spot. If the teacher or the staff member believes as if he or she is not being heard or heeded by the student or if the infraction is considered a serious violation of the Discipline Code, then the student may be sent to the appropriate Division Head. The Division Head may punish as he or she believes is necessary, up to and including suspension, either in-school or at home. Should it be regrettably necessary, the Division Head may bring the student to the Head of School, where he or she may deal with the offender as he or she believes necessary, up to and including expulsion.

Division heads may seek guidance and support from faculty either individually or through a more formal disciplinary committee. Under extraordinary circumstances, the school reserves the right to depart from these written policies and guidelines, if the Head of School or Division Head believes the situation so warrants.

### **Minor Infractions of the Discipline Code**

Examples of minor infractions of the Discipline Code include but are not limited to the following:

- Tardiness to class.
- Failure to follow classroom rules.
- Refusing to participate in classroom activities.
- Eating, drinking, or gum chewing in an undesignated area.
- Running, making excessive noise, or other disruptions in halls, buildings, classrooms, or other supervised settings.
- Violation of dress code.

### **Serious Infractions of the Discipline Code**

Examples of serious infractions of the Discipline Code include but are not limited to the following:

- Leaving the classroom, building, grounds, or assigned activity without permission; Cutting class or other scheduled activity
- Repeated offenses of a minor infraction.
- Excessive absences or tardies; truancy.
- Altering school records or documents, or the forgery of a name on a school document.
- Vandalism or defacing school property.
- Inappropriately engaging in acts of familiarity with another student.
- Possession or use of tobacco products.
- Recklessness in an automobile.
- Violation of Episcopal Collegiate School's policy for acceptable use of computers and networks.
- Any repeated offense of a serious infraction or a new violation while being disciplined for a serious infraction.
- Posting or distributing unauthorized materials on school premises.
- Repeated acts of disobedience or disorderly behavior, which may prove to be detrimental to the school, harmful to health and safety, or inhibiting to the rights of others.
- Being disrespectful toward school personnel; refusing to comply with assigned disciplinary consequences or with lawful requests or directions of school personnel.
- Threats, oral, written or electronic, to do bodily harm to another or to the property of another.
- Violating the Schools' Bullying policy.
- Exhibiting any unacceptable or unwanted physical contact; fighting.
- Using profane, obscene, indecent, immoral, or racially or ethnically offensive language or physical gestures directed toward students, school personnel or other adults.
- Possessing a weapon, device, object, or substance that could cause bodily harm to individuals in any school setting.
- Failure to report to school personnel the knowledge of an event, device, object, or substance that could cause bodily harm to individuals in any school setting.
- Possession, use, or distribution of any substance represented to be a narcotic dangerous drug or alcohol; Possession of drug paraphernalia.
- Indecent exposure, sexual misconduct, or sexual harassment.
- Burglary of a school facility or major vandalism to school property.

## **Disciplinary Options for Minor Infractions**

Examples of disciplinary consequences which may be applied include but are not limited to the following:

- Teacher/student or administrator/student conference.
- Parent conference or call.
- In-class disciplinary action as approved by each division head.
- Withdrawal of student privileges.
- Detentions.
- Demerits (Middle School).
- Counselor/student conference.
- Confiscation of nuisance items or materials.
- Supervised campus service assignment.
- Verbal correction.
- Cooling-off or time-out.
- Behavioral contracts.
- Sending the student to the office or other assigned area.

## **Disciplinary Options for Serious Infractions**

Examples of disciplinary consequences which may be applied include but are not limited to the following:

- Any combination of teacher, principal or appropriate administrator, parent and student conference.
- Any discipline technique outlined for minor infractions.
- Exclusion from extracurricular activities.
- Restoration or restitution as applicable.
- Withdrawal of selected student privileges.
- Supervised campus service assignment.
- Involvement of law enforcement personnel.
- Confiscation of items not permitted.
- In-school and/or out-of-school suspension
- Exclusion from Commencement ceremony
- Withdrawal
- Dismissal/Expulsion.

## **VII. Policies Regarding Certain Serious Infractions**

### **Alcohol and Drugs**

Episcopal Collegiate School recognizes that abuse of controlled substances of any kind places our students at profound risk and seriously compromises their emotional and physical health, undermines the academic and social missions of the School, and places the entire community at risk. Students are under-age, and under-age consumption or possession of alcohol or drugs is illegal in the state of Arkansas.

Therefore, the School prohibits the possession, use, distribution or sale of such substances. This policy applies to any student who is on School property, in attendance at any School-sponsored activity, or on a School bus and may apply to students engaged in these types of activities done outside school hours and/or off the School's campus. It shall be a violation of policy for any student:

1. to sell, supply, attempt to sell, or to give to any person any of the substances listed in this policy or what the student represents or believes to be any of these substances.
2. to possess, handle, transport, procure, purchase; to attempt to possess, purchase, procure; to be under the influence of or to use or consume or attempt to use or consume the substances listed in this policy or what the student believes to be any of the substances listed.

Prohibited substances shall include, but not be limited to: alcohol or any alcoholic beverage, marijuana, amphetamines, barbiturates, any narcotic drug, any hallucinogen, any stimulant, any depressant, and medicine without valid prescription, any other illegal (controlled) substance, any substance that alters the student's ability to act, think, or respond; any other substance that the student represents or believes to be prohibited by this policy; or any substance manufactured to look like a substance listed in this policy. Counterfeit drugs and drug paraphernalia are included.

If any student violates this policy, the following two-tiered system will be implemented:

1. Upon a first offense, the student will serve a *minimum* in-school suspension of three days and complete a mandatory and agreed-upon program of alcohol/drug counseling. The School reserves the right to use its discretion in determining the consequences appropriate for each individual case.
2. Upon a second offense, the student will be immediately expelled.

The School reserves the right to screen students who display suspicious behavior for alcohol/drugs whenever on campus or at a School event. These measures can include, but are not limited to: biochemical test for drugs and/or alcohol, breath analysis, bag checks, and various forms of sobriety tests. The cost of such screening/testing is the responsibility of the parents/guardians. Since the health and safety of the Episcopal Collegiate School community is at stake, there can be no expectation of privacy with respect to School or personal belongings.

If a student is found to be under the influence, the student's parent will be contacted. If School personnel find a student in the possession of alcohol, tobacco, illegal drugs, or any other illegal substance, the School will contact the student's parents and the legal authorities. Police notification is required for possession of a controlled substance: Arkansas Code 6-18-502 and 6-17-113.

Alcohol and drug abuse are pervasive throughout our culture. Any student or parent who comes to the School with concerns about abuse will find Episcopal Collegiate is willing to help in any way possible.

### **Voluntary Disclosure**

While a student is subject to the process set out above any time Episcopal Collegiate School becomes aware of specific conduct that violates the code regarding alcohol and drugs, help is available for the student who struggles with substance abuse. Accordingly, students and/or families who approach school counselors, administrators, or faculty members seeking general help, without being compelled by a disciplinary event, will be referred to appropriate health care professionals without disciplinary proceedings being commenced against the student. Students and families are urged to be proactive in seeking help that is available rather than waiting until a crisis or disciplinary event makes the substance abuse visible to school staff.

### **Bullying**

Bullying means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or school employee by a written, verbal, electronic, or physical act that causes or creates a clear and present danger of:

1. Physical harm to a school employee or student or damage to the school employee's or student's property;
2. Substantial interference with a student's education or with a school employee's role in education;
3. A hostile educational environment for one (1) or more students or school employees due to the severity, persistence, or pervasiveness of the act; or
4. Substantial disruption of the orderly operation of the school or educational environment.

Any teacher or student who observes bullying or has reason to believe that bullying is taking or has taken place must report it to the Division Head. Any student who believes that he or she is

a victim of bullying should report it to the Division Head. Consequences for such behavior likely will include suspension and counseling, or, in severe cases, expulsion/dismissal from school.

### **Sexual Harassment and Other Offensive and Prejudicial Behavior**

The School will not tolerate offensive and prejudicial behavior or any form of harassment of students, faculty, or staff. Inappropriate behavior includes, but is not limited to:

- verbal harassment, i.e., epithets, derogatory comments, obscene, racist or suggestive remarks, obscene or racist jokes, verbal abuse, slurs, and unwanted sexual advances, invitations or comments
- display or distribution of sexually offensive or racist materials. This includes derogatory posters, cartoons, drawing or gestures.
- physical harassment, i.e., assaults, physical or verbal hazing
- threats of any kind, physical or verbal
- comments which are demeaning with respect to race, disability, religion, ethnic origin, gender, sexual orientation, class, or physical appearance

Episcopal Collegiate strives to maintain an environment where students, faculty, and staff can study, work, and live in mutual respect and free of fear. In keeping with this standard, sexual harassment (unwelcome sexual advances, requests for sexual favors, and verbal and physical conduct of a sexual nature) is strictly forbidden. Instances of suspected harassment, hazing, or other forms of offensive or demeaning behavior should be reported to the appropriate Division Head. Any student who believes that he or she is a victim of sexual harassment or other offensive or prejudicial behavior should report it to the Division Head. Consequences for such behavior likely will include suspension and counseling, or, in severe cases, expulsion/dismissal from school.

### **Violence**

Students must never resort to physical confrontation to resolve their differences. Fighting for any reason will not be tolerated and will result in disciplinary action. Fighting includes (without implied limitation) the throwing of punches or a serious physical struggle. Likewise, threatening another will not be tolerated. Threatening includes any behavior which purposely places or attempts to place another in fear of imminent bodily injury or physical contact. Consequences for such behavior likely will include suspension and counseling, or, in severe cases, expulsion/dismissal from School.

The possession of a weapon or other dangerous object in the school building or on school property, school buses, or at school functions is prohibited and may result in police intervention and expulsion. Dangerous objects include without implied limitation items such as guns, firearms, explosive devices, knives, slingshots, pepper spray, and chemical sprays.

## **Explanation of Certain Disciplinary Terms Used in Honor and Disciplinary Codes**

### **Demerits**

Middle School students are required to follow the rules and procedures described in the [Family Handbook](#). We recognize, however, that Middle School students make mistakes, are still developing and need guidance. The Demerit system is designed for those reasons. For violations of the Disciplinary Code that are relatively minor in nature, students may be assigned a demerit. Some examples include, but are not limited to dress code violations, failure to follow classroom rules and tardiness to class and/or school. Some infractions may result in more than one demerit. Demerits are recorded by the teacher and initialed by the student. Each week the demerits are returned to the Middle School office and recorded. When a student accumulates four demerits, he or she will be assigned a detention. When a detention is served, the four demerits are recorded as served. Demerits will be cleared at the end of each semester.

## **Detentions**

Notice of a detention will be provided to the student at the time of the infraction. Students are asked to sign the notice acknowledging that a detention has been assigned. Students are required to have the detention notice signed by their parents and returned to the division office. Middle and Upper School detentions will be usually held from 7:00 to 8:00 a.m. as needed. Detention assignments will preempt all extra-curricular, sports, and personal activities. No students will be admitted late. Excessive detentions may result in a Saturday detention, which will be scheduled as needed. Students and parents will be notified when a Saturday detention has been assigned.

The consequence for an unexcused absence to a detention results in a Saturday School assignment from 7-9 am. The first hour is to make up the detention. The second hour is penalty for skipping the detention. If another detention is missed prior to the Saturday school, then another two-hour allotment will be assigned from 9-11 am.

The consequence for an unexcused absence to Saturday School results in a one day in-school suspension, assigned by the Head of Middle or Upper School, to be served during the following week. The parents will be notified prior to the suspension.

An unexcused absence to detention/Saturday School follows the same policy set during the school day. In order for an absence for detention/Saturday School to be excused, the PARENT of an Upper School student must contact the Registrar, Susan Langford, and Middle School parents must contact Chip Parks. Request for excused absences for Saturday School must be made by 4:00 pm on Friday. Until the parent contacts Mr. Parks or the Registrar, the absence to detention/Saturday School remains unexcused.

## **Disciplinary Probation**

A student may be placed on Disciplinary Probation based on a serious breach or repeated violations of the Disciplinary Code. The decision to place a student on Disciplinary Probation rests with the Division Head. Probation means that any subsequent significant disciplinary transgression will likely result in dismissal or expulsion. Probation status may also jeopardize the student's right to participate in and/or to attend Middle or Upper School activities.

## **Expulsion**

In cases where the Division Head or Head of School deems that the conduct offense is serious enough to warrant expulsion, the student and parents will be given notice of the offense and the possible consequence. Before a final decision is made regarding expulsion, the student will be given the opportunity to address the matter at a meeting with the Head of Division and Head of School. Parents will be invited to attend the meeting.

If the decision to expel is made, the Head of School shall provide a letter informing the students and parents of the decision. The final decision on expulsion lies with the Head of School.

## **Suspension: In-school and Out-of-school**

The Division Head may suspend a student if the administrator reasonably believes that the action is necessary. Such suspension may include but is not limited to attendance at school or any school-related activity on or off campus or from attendance in a specific class or classes, or from riding a school bus.

At the time of the suspension the student shall be given a notice of the reason for the suspension. The Division Head shall notify parents in writing outlining the terms of the suspension, and the Head of School will be informed.

## **A Note Regarding Suspensions and Expulsions:**

No student wants either of these as a matter of school record. However, many colleges and universities will ask whether or not a student has been suspended from school. The answer to this question must be truthful. It is strongly suggested that the student review his or her explanation with the Division Head or Director of College Counseling. A one-day suspension served at the School will not be reported to colleges and universities.

A student who has been given an out-of-school suspension or dismissed from School may

not come on campus or attend any School-sponsored activity. For the suspended student, this ban is in effect over the period of suspension. For the dismissed student, this ban is in effect for the remainder of the semester in which he or she has been dismissed, plus one school year.

Absences from the various penalties may be excused temporarily in the case of personal illness which prevents the student from meeting his or her obligation, serious illness or death in the immediate family, court appearances, medical appointments, or religious observances.

Penalties for disciplinary infractions preempt all extracurricular or personal activities.

# ATTENDANCE

All students who are enrolled at Episcopal Collegiate School will reside with a parent or legal guardian. Students are expected to be in attendance and on time in every class assigned when School is in session. School for Middle and Upper School students begins at 8:10 a.m. and concludes at 3:30 p.m. **Students accumulating twenty or more absences per year-long course (excused and/or unexcused) or ten per semester course may be asked to withdraw, receive no credit for the courses in which they are enrolled requiring him/her to repeat the grade, or receive an incomplete grade in each course requiring summer school attendance.** This excludes absences for School business. An attendance record will be maintained in the appropriate Attendance Office detailing each absence.

**When a student has two (2) unexcused absences or five (5) total absences during a semester, the parents will be notified.** At that point a meeting or discussion may be advised between the School and the family to discuss the impact of the absences. In the case of multiple absences due to illness, documentation from a physician supporting the absences may be required. In the case of an extended absence of two weeks or more, the School will communicate to the parents and student the conditions for making up work. If those conditions cannot be met, it may result in the student losing credit for a semester or even a year.

In all cases of absence, parents or legal guardians of students must **call the School at 372-1194 before 8:30 a.m. on the day of the absence.** If the School does not receive a call by 8:30 a.m., the Attendance Officer will phone the parent/guardian to verify the reason for the absence. We do regret that teachers will not be required to re-teach the class lesson missed.

All students should check-in/check-out of the appropriate Attendance Office when returning from an absence, arriving late, or leaving early.

Participation in activities: If a student does not arrive at school by 10:30 am, he/she may not participate in after-school extra-curricular activities on that day.

## **Absences: Planned Family Absences**

Planned absences would include but are not limited to: religious holidays, medical appointments, special family events such as weddings, graduations, etc. Parents must provide written notification to the appropriate Division Head(s) **at least one week** in advance of the absence explaining the reason for the absence and the dates the student will be away from school. The Division Head will provide the student with a Planned Absence Form to take to his/her teachers. This form fosters a discussion between teacher and student regarding what will be missed and the plan for any makeup work. It is important that this process be followed *before* the student misses school. **Please do not ask a Division Head to excuse a planned absence without proper notification beforehand.** Division Heads will consult one another regarding students in multiple divisions.

The Division Head may grant exceptions to these procedures after consultation with teachers, counselors, and others who have knowledge of the circumstances.

## **Medical Appointments and Family Emergencies**

Parents should call or send a note to the appropriate Attendance Office to report the appointment/check out time as soon as possible. When possible, parents should avoid scheduling medical appointments during the school day. With regard to family emergencies involving serious illness, injury, or death, parents should call the appropriate Attendance Office as soon as possible. If this is not possible, the student should bring a note from home upon his/her return.

## College Visits

Seniors are allowed up to three excused absences for college visits; juniors will receive two excused absences. Additional leave days for required scholarship interviews and official athletic visits will be handled on an individual basis. Since the reason for attending college is to continue one's formal education and receive a degree, it is assumed that a college visit will entail formal information-gathering such as participating in admission office information sessions, campus tours, or attending classes. Though sporting events and social gatherings can be informative as well as fun, they do not provide a realistic picture of a student's overall college experience and therefore do not merit an excused absence from school.

The guidelines are as follows:

- The student's parent must request in writing the absence from the College Guidance office **one week** prior to the college visit.
- A student should **limit college visits to realistic choices** and should discuss plans with the college guidance counselor prior to the visit.
- Students **may not use school days to visit a college more than once**, unless the student has been offered admission to that college or is invited to a special program or audition.
- After February 1, **a senior may not visit colleges to which he/she has not applied.**
- Absences for college visits are **not granted during the month of May** due to final exams and other end-of-the-year obligations.
- Students are **expected to attend college tours, information sessions, and interviews** (if required) while on campus.
- Because Episcopal Collegiate already has a number of vacation days, **students should not attach an absence for college visiting to an existing vacation.** Limited exceptions will be made for students who need an extra travel day to visit colleges at a considerable distance from Little Rock.
- Requests for absences for college visiting **will be approved by the College Counselor and the student's teachers** via the Planned Absence Form. The College Guidance office will notify the Upper School Office of the student's absence.

## School Business

Absence for school business (college days, athletic competitions, club activities, student performances, etc.) shall not be considered an absence from school.

Sponsoring teachers will issue students a school business permission form for intended school business absences at least five (5) days prior to the absence. Students must present these forms to the teachers of the missed classes for approval. Teachers will determine the number of school business absences from class already missed, the passing or failure of the previous nine (9) weeks, and approve or disapprove the school business absence. Signed school business permission forms must be collected by the sponsoring teacher and turned into the appropriate Attendance Office prior to the absence.

## Absences: Unexcused

Include but are not limited to:

1. Skipping or cutting classes: classes missed without permission. The School does not sanction any sort of "skip day." There will be disciplinary consequences for skipping and/or cutting classes.
2. Off campus without permission, even if missing a free period or lunch. There will be disciplinary consequences for being off campus without permission.
3. Extending vacations: extending any school-wide vacation or holiday period.
4. Failure to provide **at least one week's notice** to request an excused planned absence.
5. "Shadowing" at another school is unexcused. If students wish to "shadow," they should schedule the visit during our school breaks.

**A student who accumulates four (4) unexcused absences in a course during a semester may not receive credit for that course.** The Division Head may grant exceptions

after consultation with teachers, counselors, and others who have knowledge of the circumstances. Students receiving an unexcused absence will be assigned grades no higher than 50% with the make-up work policy applied to the assignment if submitted after the due date.

### **Check-In and Check-Out Procedures**

When it is necessary for a student to arrive at school late or to leave school early, the parent must notify the appropriate Attendance Office stating the time and the reason for the check in/out. If a student will be checking in after 8:30 a.m., please inform the School by calling the appropriate Attendance Office. Calls will be accepted only from the parents or those persons who have been authorized by the parents (as recorded on the pupil information sheet) to participate in the attendance procedures for the student.

When the student and parent arrive at school, the parent should sign the student check-in book in the appropriate Attendance Office. The student will be issued an admit slip to class and a tardy or absence will be determined according to the attendance guidelines. The admit slip will be presented to the teacher(s) for their signature to acknowledge the excused or unexcused absence or tardy.

When checking out early, students will remain in class until a parent or guardian has arrived to check them out. The teacher will be called when a parent has arrived to sign the student out. Eighteen-year-old students cannot check themselves in or out without parent contact with the appropriate Attendance Office.

### **Make-up Work**

It is the responsibility of the student to meet with the faculty to arrange for make-up work (Refer to "Grading" section).

### **Tardiness**

A student must attend a minimum of 30 minutes of each class to be counted as present. A student who arrives fewer than fifteen minutes late to a class will be counted tardy.

A tardy slip will be written for each unexcused tardy. The original will be submitted to the appropriate Attendance Office to be recorded and a copy will be given to the student. Tardies are cumulative from all classes. **When a student accumulates three (3) tardies to any class within a quarter, he/she will receive a Detention assignment. On the sixth (6) tardy, the student will receive a Detention assignment. On the ninth (9) tardy, the student will receive a Saturday School Detention.**

Continued tardiness will result in further disciplinary action by the Administration.

# STUDENT LIFE

## Academic Support

Our Academic Achievement Center staff provides support to students with learning differences and to all students who may need help in achieving academic success. The Director's responsibilities include the following.

- Maintaining student records and reports
- Assessing and interpreting performance of students in need of monitoring
- Interpreting both standardized and diagnostic test results
- Working collaboratively with the grade level team
- Communicating regularly with parents and division head on progress of individual students

## Advisory Program – Middle School

The Middle School Advisory Program offers students additional opportunities to both learn and grow. Specifically, small groups of advisees are matched with an advisor who monitors students' academic, social, and emotional progress; in short, an advisor is a mentor, advocate, and problem-solver who will help students make the most of their Middle School experience. Moreover, the advisor becomes the point person at the Middle School for the student's family.

The advisory groups meet every Tuesday afternoon for 40 minutes. These sessions focus on life skills, academics, community service, and grade-level activities. Ultimately, the Advisory Program provides students with an additional layer of learning and support as they become more deeply invested in the School community.

## Advisory Program – Upper School

Student advisors serve as mentors, role models and advocates for the students and the first line of contact for parents. The relationship between the advisor and advisee, as well as between the advisor and parents is extremely important. The responsibilities of the advisor cover a wide range of activities. Advisors are responsible for mentoring students both individually and as a group, maintaining an open line of communication between the School and parents, supervising activities related to students' four year plans, semester schedules, and school-related extra-curricular commitments.

Incoming freshmen are placed with a Freshman Advisor. Transfer students (new students entering as sophomores, juniors or seniors) are placed into their appropriate grade-level advisory. Interests, activities, prior contact, and special needs are considered in the placement of advisees in an effort to strengthen the relationship with the advisor.

It is imperative that parents develop a working relationship with the advisor of their child. The advisor is the person who has the most accurate overall picture of a student and should help to address concerns and questions from parents. **Although individual teachers are the best source of information and possible solutions for individual classes**, advisors read progress reports and look for common problems across a student's entire schedule. If a student is having difficulty completing assignments in one class, he/she may be having homework problems in other courses as well. Advisors look for this type of pattern, check with an advisee's teachers as necessary, and contact parents.

Many times, direct communication between the parent and teacher can clarify a situation and resolve conflicts for a specific class, but if a parent has already contacted the teacher and still has concerns, the parent should contact the Dean of Students. If necessary, after contacting the teacher and the Dean of Students, the advisor should refer the parent to the Division Head.

## Athletic Eligibility

A student participating in interscholastic athletics at Episcopal Collegiate School must adhere to the athletic standards specified by the School and the Arkansas Activities Association (AAA). Students may not participate in athletic contests on the day of a suspension or during the time assigned to detention. In addition, athletes must meet the standards for participation as outlined in the School's Family and Athletic Handbooks.

## Communication

Communication is vital to a successful partnership between school and home. The School will keep parents informed of student activities through Wildcat Weekly, parent/teacher conferences, newsletters, telephone messages, emails, the School website ([www.episcopalcollegiate.org](http://www.episcopalcollegiate.org)), portals, meetings, and informal gatherings.

Successful communication begins with trust and mutual respect. In order to grant privacy and respect to both parents and teachers, the following suggestions regarding communication are listed:

- All messages from parents to teachers, including requests for conferences, should be left on an individual teacher's voice mail or sent through email. Faculty voice mailbox numbers are included in the School directory. Emergencies should be directed to the division office.
- Parents are asked to contact teachers and staff at home only when necessary. It is important to be sensitive to the need for family time. If messages are left at school for the teacher, he/she will attempt to contact parents at a convenient time for both parties.
- The School encourages all constituents to use problem-solving strategies involving school or classroom concerns and to use the proper lines of communication. All issues and concerns regarding the classroom should first be directed to the teacher before contacting the Division Head or the Head of School. Many minor issues can be resolved by speaking directly to a faculty member. If a solution cannot be found or the problem persists, then the Division Head should be contacted.
- All members of the School community are expected to be courteous, polite and treat others with dignity and respect.
- Direct all matters regarding School policy to the appropriate Division Head.
- Parents should not call the division office to speak with or to leave messages for their child unless there is an emergency. Faxed messages will not be delivered to students.

## Dress Code

Students of Episcopal Collegiate School must follow the School's Dress Code and wear a School uniform in compliance with the School's definitions for standard or dress uniforms.

A student wears the "dress uniform" on all days that are designated by the school as "Dress Uniform Days", such as field trips or special events. On days not so designated, the student will have a choice of wearing the "dress uniform" or wearing the "standard uniform." **The official Episcopal Collegiate School plaid is the Black Watch plaid.** It is recommended that the plaid not be washed with towels or clothes.

Standard Uniform		Standard Uniform	
Girls		Boys	
<b>Skirt:</b>	* Episcopal Black Watch plaid skirt with four box pleats; * Blue skirt with four box pleats; * Khaki skirt with four box pleats (No denim) <i>Skirt length is 3 in. above the knee when kneeling.</i>	<b>Shirt:</b>	* Dark green, white, or blue short-sleeved or long-sleeved polo shirt with School logo or white, buttoned-down collar, button front, long-sleeved shirt
<b>Pants:</b>	Khaki slacks with or without pleats (no khaki-colored denim jeans, corduroy, capri, or cargo style pants)	<b>Pants:</b>	Khaki, with or without pleats (No cargo style)
<b>Shirt:</b>	* White, dark green, or blue short or long-sleeved polo shirt with embroidered School logo or white, Oxford cloth, button front, long-sleeved shirt	<b>Socks:</b>	Visible solid navy, brown, black, khaki, or white
<b>Socks:</b>	Visible solid white socks OR natural hose, OR navy OR black tights	<b>Belt:</b>	Brown, cordovan, or black leather belt
<b>Shoes:</b>	Predominately white, laced athletic shoes or dark brown Topsiders (Sperry, Florsheim, or Bass)	<b>Shoes:</b>	Predominately white laced athletic shoes or predominately solid brown leather Topsiders (Sperry, Florsheim, or Bass)
<b>Optional Items:</b>	** Episcopal Collegiate logo gray or hunter green sweatshirt with or without hood. No athletic logo. **Episcopal letter jacket *Navy Episcopal Collegiate polar fleece pullover *Hunter green zippered fleece	<b>Optional Items:</b>	** Episcopal Collegiate logo gray or hunter green sweatshirt with or without hood. No athletic logo. **Episcopal letter jacket *Navy Episcopal Collegiate polar fleece pullover *Hunter green zippered fleece

Dress Uniform		Dress Uniform	
Girls		Boys	
<b>Skirt:</b>	* Episcopal Black Watch plaid skirt with four box pleats. <i>Skirt length is 3 in. from the floor when kneeling.</i>	<b>Pants:</b>	Khaki with or without pleats (No cargo style)
<b>Shirt:</b>	White, Oxford cloth, buttoned-down collar, button front, long-sleeved blouse or pointed collar, V-necked, sleeved blouse	<b>Shirt:</b>	White, Oxford cloth, buttoned-down collar, button front, long-sleeved
<b>Sweater:</b>	US: * Navy, crew neck, button front cardigan, with embroidered School logo MS: * Navy sweater vest with School logo	<b>Tie:</b>	* Navy and hunter green striped School tie
<b>Socks:</b>	Visible solid white socks (when wearing flats) OR natural hose (when wearing low heels)	<b>Socks:</b>	Solid navy, brown, black, or khaki dress socks
<b>Shoes:</b>	Solid brown, navy or black leather dress shoes with flat or <u>low</u> heels (1½ in. or less); no Topsiders or athletic shoes	<b>Belt:</b>	Brown, cordovan, or black leather belt
<b>Seniors only:</b>	***Navy blazer with School crest	<b>Shoes:</b>	Solid brown leather loafer* OR black, dark brown, or cordovan leather tie dress shoes; no Topsiders or athletic shoes
		<b>Seniors only:</b>	***Navy blazer with School crest

Uniforms and related wear may be purchased through the following venues:

- \*The Toggery
- \*\* Wildcat Warehouse (the School store)
- \*\*\* Mr. Wicks

All items not marked with asterisks may be purchased elsewhere.

### General Guidelines for Student Appearance

Episcopal Collegiate School teaches its students the importance of maintaining an appropriate appearance and decorum for certain activities. The School reserves the right to determine the appropriateness of any dress or student appearance at school or at all school events on campus or not.

#### Shirt Tails and Waistbands

- Shirts and blouses must be worn tucked in at all times. (Please purchase shirts long enough for your student to keep them tucked in.)
- The top of the waistband on pants and skirts must be no lower than the top of the hipbone.

### **Skirts**

- Skirts must measure three inches or less from the floor when kneeling.
- Girls must wear shorts underneath the skirt, such as boxer shorts or gym shorts. These shorts cannot hang below the skirt hem.
- Skirts may not be rolled up at the waist or pinned up above the required length.

### **Shorts**

- Shorts are expressly forbidden as part of the uniform (excepting the gym shorts girls must wear under their skirts).
- Shorts may be worn when appropriate as clothing required for athletic classes, practice, and games.

### **Outerwear**

- No type of outerwear except that which is a part of the School uniform may be worn in the School building between 8:00 am and 3:30 pm. The only approved outerwear garments are the polar fleece pullover or zippered jacket with Episcopal logo, the Episcopal sweatshirt (hooded or unhooded in gray or hunter green) or the Episcopal Collegiate approved letter jacket.

### **Wildcat Wear**

- \*\*Spirit/Wildcat Wear cannot be worn except on designated days.
- Wildcat wear must be consistent with the School's color code: gray, dark green, or navy
- School athletic uniforms with the Wildcat insignia and approved special event shirts.

### **Jewelry**

- No visible body piercings will be allowed, except for pierced ears for girls.
- Students may wear jewelry in moderation.
- Only girls may wear earrings to School or while representing the School at a School-sponsored event. Only one pair of moderate length earrings may be worn in the ears.

### **Undergarments**

- Only solid white short-sleeved undershirts may be worn beneath the uniform shirts.
- Undergarments, including undershirts, should not be visible.

### **Hair and Make-up**

- Boys must wear their hair above the collar, above the ears and eyes, and generally neat. Boys must be clean shaven with sideburns no longer than the earlobe.
- Only natural hair colors are acceptable. Students may not dye their hair unnatural colors, such as pink or blue.
- Extreme haircuts such as Mohawks are not permitted.
- Girls may wear make-up as long as it is not excessive.
- No visible tatoos.

### **Headwear**

- Students may not wear head coverings such as hats, caps, scarves, or bandanas.

### **Shoes**

- Shoes must be worn at all times. House slippers, boots, moccasins, flip flops, sandals, Crocs, Wallabees, and Birkenstocks are not permitted. Shoes must be in good condition and without graffiti.

### **Logos**

- Students may not wear clothing or carry items on campus or at any school event (on campus or not) that endorse or advertise alcohol, tobacco, or illegal drugs. No other school logos are permissible except on senior college t-shirt day.

## Special Dress Days

Students will be notified of special occasions designated as “Special Dress” on which the student has the option not to wear the School uniform.

Other special occasions will give students the opportunity to wear special clothes that are related to specific themes. The specific options will be given to students on those occasions. These days are not casual-dress days, and students who do not choose to wear the thematic clothing must wear the School uniform. The administration reserves the right to determine any item inappropriate for school.

**At no time** may students wear the following items:

- Open-toed shoes or sandals, boots, house slippers, Crocs, Wallabees or Birkenstocks
- Bike pants, spandex clothing items
- Shorts
- T-shirts with offensive language, boxers, tank tops, or sleeveless shirts.
- Any backless dress, top, or cutoff shirts that expose any part of the midriff or back
- Mesh type or see-through shirts
- Clothing that has revealing necklines and sleeve openings (tank tops, spaghetti straps, etc.)

## Attire for Socials and Dances

Student dress must be appropriate for the occasion. Students with inappropriate attire may be sent home. Students may **not** wear clothing that is backless, with cut-outs, with bare midriffs or plunging necklines. The administration reserves the right to determine any item inappropriate.

## Uniform Violations

All students are expected to comply with this uniform policy. Failure to adhere to the policy will result in disciplinary action. Students who are not in compliance will be asked to call home or will be sent home for the appropriate clothing. Students who fail to wear the “dress uniform” on days that are so designated may be excluded from participating in that day’s activities.

## Electronic Paraphernalia

As a courtesy and consideration to others, students should not bring electronic personal communication and/or entertainment devices to school. Pagers, cell phones, cameras (unless being used as a part of the media art course work), Ipods, laser pointers, unapproved laptop computers and similar items will not be used during the school day (8:00 am – 3:30 pm). If these items are brought to campus, they must be secured in the student’s locker or car and not carried to classes, chapel, etc. in a pocket, purse, or book bag. If this prohibited paraphernalia is found in a student’s possession during the school day, the device will be confiscated. On a first offense, the device will be returned to the student at the end of the school day. On a second offense, the device will be returned at the end of the school year. If this prohibited paraphernalia is found in a student’s possession during a class test or other in-class assignment, it will be considered an Honor Code violation.

## Food in Classrooms

Food should not be removed from the cafeteria. Food is not to be eaten in any other area of the School unless specific permission is given by a teacher for a specific class period or event supervised by that teacher. Gum chewing is not allowed at Episcopal Collegiate.

## Fund-Raising Activities

No collections, offerings, or fund-raising activities, whether School-sponsored or sponsored by an organization or individual not related to the School, may take place without the approval of the Head of School or Division Head.

## Lost and Found

Students are encouraged to label all belongings. Lost and found items will be kept in a designated area. Unclaimed items will be donated to charity quarterly.

## Lunch

- Lunch is provided and served by a vendor at the cafeteria facilities located on the School campus.
- Lunches will be available for purchase.
- Sack lunches may be brought from home.
- No glass containers or metal knives are allowed in lunch sacks or lunch boxes.
- Parents or guests may join their students for lunch in the cafeteria. Visitors must check in with the appropriate School office and may pay for lunch in the cafeteria.
- Students must have their ID each time they purchase food.
- Students may not purchase food for other students nor ask other students to purchase food for them; in this way, parents will be accurately billed.

## Respect for the School Environment

We sincerely hope that students will respect the School environment at all times and appreciate the fact that they have the opportunity to attend a school like Episcopal. It is a privilege to be able to do so. The buildings and grounds, rooms and resources, should be used with care. All areas should be left tidy. Trash should be placed in trashcans. Furniture should be respected, left in the correct position, and feet should not be placed on chairs or tables. Chairs should have all legs in contact with the floor at all times. For students not to take care of their environment sends bad messages to those who might have to pick up after them. Respect for others includes all members of the Episcopal School community.

Students and adults alike should exhibit courtesy and awareness of others—for example, by holding open doors for those who may need help and by speaking to people.

Both for insurance and for safety reasons, students may not use skateboards, roller skates or similar items anywhere on the campus.

For reasons of safety and security, students are not to go to the parking lot or to any other unsupervised off-limit areas during the school day or while participating in extra-curricular activities.

Students will not exhibit public displays of affection that could cause offense or embarrassment to others within or close to the School campus.

## Social Activities and Dances

From time to time, Episcopal Collegiate School will sponsor social activities that will be chaperoned by School personnel. These events may take place on or off the School campus. Parents will be notified of the proposed event, and it will be assumed, unless written communication to the contrary is received by the School, that the student's parents or guardians consent to the student's participation in the event. In some cases, parents may attend these events. For Upper School dances, law enforcement officers will be present.

The following rules for participation at dances will be followed:

1. All students who come to the dance will remain at the dance for its duration. If a student leaves, under no circumstances will that student be readmitted. If a student wishes to retrieve something from his or her car, a chaperone at the dance will escort that student to the car and back to the dance.
2. If any student appears to be under the influence of drugs or alcohol at a dance, the police will be notified, parents will be called, and the student will be required to leave the dance immediately accompanied by a police officer or a parent. Being under the influence of drugs or alcohol is against the law. Students and guests may be subject to search and or breathalyzer. In addition, School rules will apply and a student will either be suspended for a period of days or possibly face expulsion. The [Family Handbook's](#) Alcohol and Drugs policy outlines these disciplinary actions. In the event of any issue with this provision or any other inappropriate action

at the dance, the student and parent will be contacted by a school administrator usually on the next school day following the dance.

3. Any student who wishes to bring a guest to the dance must sign the student up prior to the day or night of the dance when purchasing tickets. Only one guest is allowed for each Episcopal Collegiate School student. If the guest misbehaves at the dance, the punishment by the School can apply to the Episcopal Collegiate School student who is responsible for the guest at all times. No Middle School students are allowed at any high school dance. No guests who have reached their twenty-first birthday will be allowed.

4. Any student caught smoking or in possession of tobacco or tobacco products on School grounds will be subject to the School disciplinary process. Any dance venue is considered School grounds.

5. If the dance is held on a school day, students must be present at school on the day of the dance in order to attend.

## **Telephone Use**

Parents who need to communicate with their student should leave a message in the School office. The message will be delivered as soon as possible. Students are not permitted to use the office or classroom phones except in emergency situations. Forgotten items such as books, PE clothes, lunches, *etc.*, are not emergency situations. Students wishing to make phone calls for emergency situations may use office phone with permission from school personnel. Cell phone use is not permitted during the school day. (Please see policy above.)

## **Visitors to the Campus**

### **Parent Visits and Conferences**

Parents are always welcome at Episcopal Collegiate School, and their visits need not be limited to special occasions. When parents visit the School they are asked to consider the following:

1. All visitors are required to check in/out at the appropriate office and to wear a visitor's badge during their stay on campus.
2. A parent-teacher conference and a School visit are two different things.
  - Parent conferences are regularly scheduled throughout the school year — please see the School calendar.
  - Conferences are scheduled at a mutually convenient time. A requested conference may be arranged by note, e-mail, or by a telephone call to the School office.
3. School functions are not the best time to consult with the teacher about individual students.

### **Other Visitors to the School**

Parents and students visiting the campus must report to the appropriate School office upon their arrival and must wear a name badge while on campus. Students are not allowed to have unannounced or "drop-in" visitors during the school day. Students from other schools may visit for a day *only* if they are potential Episcopal Collegiate School students who are "shadowing" one of our students. Shadowing visits must be approved by the Director of Admissions before arrival.

Visitors must sign out and return the name badge to the appropriate office before leaving campus.

### **Lunch Visitors**

A student wishing to host a guest to lunch must make a request in the Division Office at least 24 hours prior to the visit. The guest's name, make and model of car, and time of arrival must be provided so that the guard can be informed. Guests must be dressed appropriately and behave in a manner consistent with Episcopal Collegiate School policies. The guest should be informed that he/she may not wear shorts, shirts with offensive writing, hats or caps, or display piercings other than earrings. Appropriate appearance, as defined by the Episcopal Collegiate Handbook, is the standard. Guests may not arrive until lunch time and must leave promptly at the end of the lunch period.

Lunch times are:

Monday, Thursday, and Friday: MS 11:24 a.m. – 12:10 p.m.; US 12:15 to 1:00 p.m.  
Tuesday and Wednesday: MS 11:44 a.m. – 12:30 p.m.; US 12:30 to 1:00 p.m.

The Episcopal student host will be held responsible for any problems resulting from the visit. If the guest fails to comply with these guidelines, he/she may be asked to leave the campus immediately.

# Health and Safety

## Illness

Parents are required to keep students at home when they are ill. Fever, diarrhea, and vomiting are considered symptoms of contagious illnesses. Students must be fever free and/or symptom free for 24 hours without the aid of medication before returning to School.

Students that become ill at School will be sent to the health room. If it is determined that the student is too ill to remain at School, the nurse or office will call the parents. Parents are required to pick up sick students as soon as possible.

A doctor's note may be requested for the student to return to School if there is a question as to whether or not the student is infectious.

## Injuries

When a student incurs an injury at School that needs further treatment, the parent will be notified immediately. If the parents cannot be reached, the Division Head, the nurse or teacher will do what is expedient and safe for the injured or seriously ill student, which may include transportation of the student to the preferred hospital.

It is very important for parents to update all telephone numbers, including emergency contacts, should a crisis situation arise. The School does not assume responsibility for treatment.

## Administering Medication to Students

It is the policy at Episcopal Collegiate that students are not to carry prescription or over-the-counter medication with them while attending School or School functions.

Exemption: Inhalers, Epi-pens and insulin. If a student has an inhaler, Epi-pen or insulin either in the health room or carries it with them, they still need an IHP\*(Individual Health Plan) and/or an Action Plan with physician orders on file in their permanent health record. Students may carry their medication with them while on campus once they have demonstrated maturity and proper procedure to the nurse. If a student uses an Epi-pen at School, the nurse and Division Head or Head of School must be notified immediately.

Students are not allowed to bring medication to School. Parents or another adult must bring the medicine to the health room and fill out the appropriate forms.

**\*Conditions requiring an IHP (Individual Health Plan) are chronic diseases. School Approved Allergy Action Plans and Asthma Action Plans can be used in place of an IHP for allergies and asthma.**

### **Prescription Medication Administration**

1. A physician's order is required for all prescription medications taken at school and on field trips. The label on the current prescription vial may serve in place of the physician's order/signature if the following information is clearly presented on the label:
  - Current prescription date
  - Legal Name of Student
  - Name of Medication
  - Dose
  - Time to be taken, "four times daily" or "TID" does not provide adequate information for the School to know when the next dosage is due.
  - Name of Physician or provider
2. A Prescription Medication Administration Form must be completed on each medication brought to school. These forms may be time-limited to one school year.
3. All medications must be in their original vials.
4. The Rx vial must specify special storage instructions if applicable.
5. All medications will be given according to the label directions.
6. At least two doses of a new medication must be given by the parent/guardian outside the school setting. Any reaction to medications should be included in the student's health folder.

7. All medications must be taken in the presence of the School nurse or staff member who has been designated to administer medications.
8. Students are not allowed to bring medication to School. Parents or another adult must bring medicine to the health room and fill out a **Prescription Medication Administration Form and Medication Received Form**.
9. Students are not allowed to give medication to other students.
  - Parents are encouraged to administer medications at home whenever possible.
  - It is the student's responsibility to come to the health room for his or her medication. Exception: Lower School students, when applicable, will be reminded by their teachers and/or the school nurse.
  - All medications brought to School need to be picked up the last week of school or the medication will be destroyed at the end of the last day of school.

### **Field Trips and Prescription Medication**

For students who take Rx medication and attend field trips and extra-curricular activities, the following apply:

1. Use the guidelines for administering prescription medication above.
2. A Field Trip Prescription Medication Administration form must be filled out and accompany the student. The medication must be in a current prescription vial with only the amount needed while on the trip.
3. The form for field trips is a time-limited form and must be signed by the parent. Parents must check the medication and maximum dose your child can receive.
4. Paperwork and medication need to be turned in at least one day prior to the field trip. The person administering the medication must be aware of the event so that arrangements can be made to meet the student's needs.
5. The person assigned to administer the medication is responsible for documenting the following information on the Field Trip Medication Administration Form adjacent to the medication record: **the date, dose, time given and the administrator's signature**.
6. The faculty or staff member delegated, by the School nurse, to administer medications will complete the necessary training.
7. A student fact sheet must accompany the student. This contains emergency contacts, addresses, physicians, allergies, medications, etc.

### **Over-The-Counter (OTC) Medication**

OTC medication, brought to School by the parent, can be given for 5 days consecutively without physician orders as long as two doses of the medication have been given previously. A medication administration form must be completed and signed by the parent. Label directions will be followed. If OTC medication is to be given longer than 5 days or if directions differ from what is listed on the label, a physician's order will be required.

### **Over-The-Counter Stocked Medications**

In order to dispense over-the-counter medication kept in the health room, a release form must be filled out and signed by the parent. Parents must indicate the maximum dose that their children can receive.

## **Acquired Immune Deficiency Syndrome**

Decisions regarding the type of educational setting for the student who is infected with AIDS (HIV) virus will be based upon the behavior, neurological development, and physical condition of the student. The Head of the School will decide the appropriate educational placement and outcome after reviewing the recommendation of the attending physician, in consultation with the public health personnel and the student's parents or guardians.

## **Communicable Disease and Infection Control**

Any person with a communicable disease, as defined by the Arkansas Department of Health Rules and Regulation pertaining to communicable disease, will be excluded from School for the period of time designated in those same rules.

## **Head Lice**

If a student has head lice and is at School, parents will be notified to pick up the student. As long as nits or lice are present on a student's scalp, the student may not be in School.

## **Immunizations**

Immunization requirements are published by the Arkansas Department of Health. A current copy of requirements is kept in the Operation Manual under (I) for Immunization. A record of immunization is required for all students and must be presented to the School before the student can begin classes.

Parents should provide the School nurse with an updated copy of the immunization record after each new inoculation.

**The parent has 15 days to comply. If the appointment is beyond the 15 days, the nurse has the authority to ask the parent to produce a letter from the doctor's office on letterhead stating the child's appointment date and time. Students that do not comply with Arkansas State Laws governing Immunization will not be allowed to attend school until appropriate documentation is presented.**

## **Immunization Exemptions**

- Students that are seeking exemption for medical or religious reason must receive approval from the Arkansas State Department of Health.
- Application can be picked up at the Health Department at 4815 W. Markham, 501-661-2169. It can take up to two working weeks for processing once all paperwork has been initiated.
- Proof of application or the approval letter from the Arkansas State Health Department must be turned in prior to the child's admission.

## **School Screenings**

Vision and hearing screenings are provided in grades Pre-K4 to 2<sup>nd</sup> and 4<sup>th</sup>, 6<sup>th</sup> and 8<sup>th</sup> grades. Scoliosis screening is mandated by the state of Arkansas for 6<sup>th</sup> and 8<sup>th</sup> grade students. If necessary, screening results will be reported to parents for follow up with a physician.

## **Emergency Drills**

Fire, tornado, earthquake and lockdown drills will be held on a regular basis. Drills will be scheduled at random times so students have an opportunity to evacuate the buildings from various locations.

## **Inclement Weather**

The designated television stations that will be contacted are KARK Channel 4, KATV Channel 7 and KTHV Channel 11. All families will also be contacted via phone by our School Reach service. School Reach is an all-call telephone notification service used by the School.

**School Cancellation or Delayed Opening:** The first day of inclement weather, Episcopal Collegiate will follow the Little Rock School District. Subsequently, Episcopal Collegiate will determine whether or not to delay opening or to cancel school based on its own determination of conditions. We understand that many students may come from areas where conditions are not safe for travel. We will be sensitive to the parent's decision concerning this matter. The administration at Episcopal Collegiate will notify the designated television stations as soon as its administration knows whether or not school will be in session. This could be early or late evening or first thing in the morning.

In addition to notification of the television stations, the School will send out a *Telephone Broadcast Message* through School Reach to the home and cell phone numbers provided to the School at registration. Also, information will be posted on the School website. Please refrain from calling the School.

**Emergency Early dismissal:** When the decision is made to dismiss school early, the School will notify the designated TV stations and send out a *Telephone Broadcast Message* through School Reach to the home and cell phone numbers provided to the School at registration. Also, information will be posted on the School website. Please refrain from calling the School. Any time a parent is concerned about weather conditions, he/she is welcome to check out the student at the Middle or Upper School office.

## **Policy Regarding Pregnancy of Students**

The mission of Episcopal Collegiate emphasizes, among other things, the moral responsibility of the student as well as emphasizing personal responsibility and discipline. In accordance with this mission, the Board of Episcopal Collegiate hereby adopts the following policy:

It is the responsibility of the student's parent or guardian to immediately inform the School if the student becomes pregnant while enrolled at Episcopal. In addition, if the father is a student of the School, it is also the responsibility of the father's parent or guardian to inform the School if they have knowledge of a student's pregnancy. If timely informed of the student's pregnancy, the Board of Trustees and the administration will demonstrate support for the student. The concern of the School is for the safety of the mother and the protection of the unborn child. Since such safety and protection may be impaired if the School is not informed during the earliest stages of the pregnancy, the failure of the student's parent or guardian to timely inform the School of the student's pregnancy may result in immediate suspension of the student. In demonstrating support for the student and her unborn child, however, the Board and the administration in no way condone premarital sexual relations or the pregnancy of a student. Further, the Board must ensure that the student's presence will be harmonized and achieved in the following way:

1. A pregnant student may remain enrolled as a student of the School, but she may not return to campus beyond the 16th week of pregnancy.
2. The Head of School may require a pregnant student to leave campus before the 16th week of pregnancy if, in the opinion of the Head of School, the student's presence on campus is disruptive to the School or does not appear to be in the best interest of the student or unborn child.
3. Any student who leaves the campus due to pregnancy will be permitted to participate in her academic education to complete the current semester off-campus, through a correspondence program which will be designed by the Head of the School and the student's teachers.
4. The financial requirements of a parent or guardian of a student who has left campus due to pregnancy will be unchanged. The parent or guardian will be expected to continue to meet any financial obligation owed to the School.
5. A student who is 16 weeks pregnant or a student who has been asked to leave campus before the 16th week, may not participate in any activity, event, or ceremony which is sponsored by the School or by any organization affiliated with the School. The student's sole participation will be to continue with her academic study as set out in her correspondence program.
6. Once the student has given birth and has been released, in writing, by her obstetrician to return to School, the student is eligible to return to class and to full campus participation. The right to return to class, however, is subject to the School's reapplication process. Further, the Head of the School will determine the student's specific reentry date (if the reapplication is approved), and the Head will determine in what grade and class level the student will be placed. The student is not guaranteed to be returned to the grade or class position that she would have been in before the pregnancy. The Head of the School may require the student to take an examination(s) to determine the students' appropriate academic placement. Likewise, the student is not guaranteed to be returned to any club, team, office, or other group to which she might have been a member before leaving

campus. Those decisions will be made by the Head of the School and the sponsor of any such group or club. If the student desires to return to a School club, team, or activity, the release from the student's obstetrician must specifically permit the student to do so.

7. A student who has a child may not bring the child to campus without the prior approval of the Head of the School.

## **Suspected Child Abuse**

Arkansas Law provides that teachers, school officials, and day care center workers are among the persons required to report suspected child abuse.. The law provides that an individual listed as a mandatory reporter shall immediately notify the Child Abuse Hotline if he or she has reasonable cause to suspect that a child has been subjected to maltreatment or has observed a child being subjected to conditions or circumstances that would reasonably result in child maltreatment. A school may not prohibit an employee from directly reporting suspected child maltreatment to the Child Abuse Hotline. Further, a school may not require an employee to obtain permission or notify any person, including a supervisor, before reporting suspected child maltreatment. Indicators need to be reported as soon as they are noticed. Waiting to obtain proof may involve grave risk to the child. Persons in this state who, in good faith, report suspected child abuse and neglect are immune from civil liability and/or criminal penalty. Persons required by law to report, or who suspect child abuse but do not report, may be subject to civil and criminal penalties including up to five days in jail.

## **Transportation Policies**

### **Arrival and Departure**

School will begin at 8:10 a.m. and will conclude at 3:30 p.m. Since the faculty hours are defined as 7:45 am until 4:00 pm., the School cannot provide adequate supervision for students arriving earlier or staying later than those hours. The exception to this would be if a student is working with a teacher or a coach.

The School cannot provide supervision prior to 7:00 am and School buildings will not be unlocked until just before 7:00 am. All students arriving between 7:00 am and 7:45 am must report to the Dining Hall. Middle School students may be dismissed to the Middle School at 8:00 am. Upper School students may be dismissed at 7:45 am to report to the Upper School Commons. Exceptions would be students who have arranged to work with a teacher/coach before 8:00 am. Athletes arriving at practice before 8:10 a.m. should report immediately to their coaches. There is no charge for morning supervision between 7:00 and 8:00 am.

If students arrive after 8:10 a.m., the student must report to the office for a late admission slip. Any student who is late to class must have an admission slip from the office.

Supervision and breakfast are available in the Dining Hall from 7:30 to 7:50 a.m.

Students must be supervised at all times while on campus. After-Care is provided for unsupervised students who are on campus after 4:00 pm. There is a fee for After Care service and students must be picked up by a designated person by 5:30 pm. Parents will be billed for this service. After-Care meets in the Middle School building room 106.

### **Middle School Carpool Procedures**

Please do not exceed 10 mph or use cell phones while driving on campus. Your cooperation and support are greatly appreciated. ***Under no circumstances will students be allowed in the building unsupervised.***

#### **Arrival**

- *Students arriving before 8:00 a.m. will wait in the Dining Hall until dismissed by the supervisors.*
- *Under no circumstances are students to be dropped off at the Gym.*

Please enter the campus and take an immediate right after passing the gates. Take the outermost lane. Pass the high school building and take the first left into the drop-off lane in front of the Middle School. After drop-off, exit the drop-off area using the right lane.

## Pickup

- *Students may not be picked up at the Gym.*
- *Do not park in the Middle School parking area to pick-up your carpool riders.*
- *Younger riders should remain in the vehicle while waiting for Middle or Upper school students.*
- *If you have students in Middle or Upper School divisions, please choose a pick-up area.*
- *If you carpool with other families, please post the last names of the students in your windshield.*

Please enter the campus and take an immediate right after passing the gates. Take the outermost lane around to the Middle School. Pass the Upper School building and take the first left into the pick-up lane in front of the Middle School. Carpool begins promptly at 3:30 and continues until 4:00. Faculty or staff members will assist students as parents pull into the area. Please ask your carpool riders to be present in the pick-up area to be loaded into your vehicle promptly. Middle School parents may not use the Upper School carpool line as a shortcut to Middle School pick-up. Please be patient as these procedures, if followed correctly, will expedite the pick-up process.

If members of your carpool are in Middle or Upper School, which dismisses at 3:30 p.m., please pick them up prior to entering the Lower School line. Lower School will supervise children until 3:45 p.m. Please ask the older members in your carpool to exit their building quickly at the Middle and Upper School dismissal. If you are aware that you will be late, please call the Middle School office. After 4:00, your child will be directed to after-care in the Middle School building.

## Visitors

All Middle School visitors should park in the Middle School parking lot.

## Upper School Carpool Procedures

Please do not exceed 10 mph or use cell phones while driving on campus. Your cooperation and support are greatly appreciated. ***Under no circumstances will students be allowed in the building unsupervised.***

## Arrival

Upper School students who arrive prior to 7:45 a.m. must report to the Dining Hall as they may not be in the Upper School building prior to 7:45 unless with a teacher. Please enter the campus and take an immediate right after passing the gates. As the outer lane continues, you should take a left allowing you to pass directly in front of the Upper School. As you enter the Upper School faculty parking lot, you will see several teachers and administrators who will guide you. There will be no fewer than five drop-off points, and all non-driving Upper School students will be deposited there. After drop-off, vehicles will enter the outside, exit lane when instructed by a teacher or administrator.

Please note that we do not wish any passing of parked or moving vehicles in the drop-off area.

***Under no circumstances are students to be dropped off at the Gym.***

## Pickup

It is my understanding that some parents arrive early to pick up their students. Carpool will begin promptly at 3:30 p.m. and continue until 3:45 p.m. Faculty will assist parents while students are being supervised in the building. Students will be dismissed and instructed to go to the appropriate station where parents can pick them up. We will supervise five stations in front of the Upper School. When all of the cars at the stations

are full, we will move them as a group. Because cars will be moved in groups, it is not permissible to jump in line. Please be patient as these procedures, if followed correctly, will expedite the pick-up process.

Again, ***please do not pass any parked or moving vehicle in front of the Upper School.***

***No students will be picked up at the Gym.***

- If you are carpooling students in both divisions, please choose either the Upper School or Middle School to drop-off/pick-up all of the students for which you are responsible.
- If you are carpooling for other families, please ***write down the last names of the students you are responsible for and post that on your windshield*** so the faculty members who are supervising will have the designated students available upon your arrival at your station.

If members of your carpool are in Middle or Upper School, which dismisses at 3:30 p.m., please pick them up prior to entering the Lower School line. Lower School will supervise children until 3:45 p.m. Please ask the older members in your carpool to exit their building quickly at the Middle and Upper School dismissal.

If you are aware that you will be late, please call the Upper School office. After 4:00, your child will be directed to after-care in the Middle School building.

### **Visitors**

All visitors should park in the Upper School student parking lot. The guard at the front gate will instruct all visitors to park there.

### **Automobiles**

All automobiles transporting students must be registered and display an Episcopal Collegiate automobile sticker. Other vehicles should receive a visitor's pass.

The School reserves the right to limit student automobiles for reasons of parking space and safety.

Licensed students are permitted to drive automobiles and motorcycles to School. To have the privilege of driving any motorized vehicle, the student must complete a registration form provided by the School and receive a parking permit.

All vehicles driven must obey the following rules:

1. Students may not leave campus without parental permission and School authorization.
2. Usual traffic regulations are required of automobile drivers. **The speed limit on campus is 10 mph. Cell phone use while driving on campus is not permitted.**
3. Park in designated places and leave the area immediately. Students should not return to their vehicles during the day for any reason unless authorized to do so by School personnel.
4. Motorcycles or automobiles may not be driven (or ridden) during the school day unless the office has received verbal authorization from the student's parent/guardian, and the student has properly signed out in the School office and is departing the campus.
5. Student drivers may not move their vehicles except to exit the campus between 3:30 and 3:50 p.m.
6. Prohibited items found in a vehicle parked on the School campus will subject the driver of the vehicle to penalties.

The School cannot be responsible for stolen or damaged property; therefore, students are encouraged to lock their vehicles while on campus.

### **Leaving Campus**

For the sake of safety, students will not be allowed to leave the campus on foot or by bicycle. Parents are responsible for arranging transportation to and from the School.

### **Permission Slips**

Parents or guardians must fill out a permission slip for each activity for each student. A student may not participate in any activity covered by this permission slip until it is properly completed. Dress uniform is worn on all field trips unless otherwise designated by a teacher.

### **Field Trips**

Whenever possible, the School will use its buses to transport students to and from a field trip. When the buses are not available, the School will either rent buses or use parent drivers. The office may check driving records and personal insurance for each driver who transports students for a field trip. **Students are not allowed to drive to or from a field trip originating from the School campus.**

# TECHNOLOGY CODE OF CONDUCT

All persons using computers at Episcopal Collegiate School are required to abide by the following rules. Failure to do so will result in loss of computer privileges or other disciplinary actions determined by a school administrator and/or the Honor Council. Read this document carefully. This Internet Policy applies to all computers and is in effect at all times.

## Laptop Program

A detailed account of expectations held for students in the laptop program can be found in the Laptop Policy. A Procedures and Information document is located on the School's website.

## Internet Access

All members of the Episcopal Collegiate School Community – students, faculty, and administrators – have the privilege of Internet access. The school encourages students and teachers to use the Internet to expand their knowledge and to enrich and support the curriculum. Students must have permission from a teacher before downloading any material. Obtaining material that is explicitly labeled as not intended for minors will be considered a violation of school rules. Furthermore, making public or passing on any material that is pornographic, violent in nature, or otherwise harassing is totally unacceptable and will be dealt with immediately by the appropriate supervisor. Students may not purchase materials or services offered on the Internet.

## Internet Safety

At the present time, there are no explicit external rules governing the Internet. Please note, however, for a minor to give out his/her personal information (address, phone number, etc.) over the Internet is deemed *unsafe*. Students may not use any type of digital messaging unless it is incorporated as part of a class assignment. Entering a chat room or participating in social networking or files sharing at any time is not appropriate and will be considered a violation of school policy. Safety is the responsibility of the student. The school is not liable in any way for irresponsible acts on the part of the student.

## Pirated Software

The term "pirated software" refers to the use and transfer of stolen software. Commercial software is copyrighted and each purchaser must abide by the licensing agreement published with the software. There is no justification for the use of illegally obtained software. Personally owned software is prohibited on campus.

## Viruses

Every effort is made by the school to keep our systems virus-free. Even with the best techniques, however, computer viruses can be transmitted to and from any computer. Episcopal Collegiate is not responsible for the transmission of any virus or for damage suffered from a virus. Most computer stores sell effective anti-virus programs for home use. Personally owned software is prohibited from use on school computers.

## Network Access

Accessing the accounts, records, and files of the school or any individual is prohibited. Attempting to impair the network or to bypass restrictions set by the network administrator is prohibited.

Obtaining another's password or rights to another's directory or e-mail on the network is a violation of school rules.

Giving another your password or access to technology resources is a violation of school rules.

If you step away from a computer, you must lock it. If you will be away from the computer for more than a few minutes, log out.

Taking advantage of a user who inadvertently leaves a computer without logging out is not appropriate.

Using someone else's password or posting a message using another's login name is prohibited.

## **Unacceptable Use**

The School declares unethical and unacceptable behavior as just cause for taking disciplinary action, revoking computer network access privileges, and/or initiating legal action for any activity through which an individual uses the network for illegal, inappropriate, or obscene purposes, or in support of such activities.

The following acts are considered unacceptable uses of the School's network:

- Posting private or personal information about another person.
- Posting damaging or false reports about the School or any part of the School community.
- Attempting to access system files, security files, or another person's files.
- Accessing or transmitting obscene or pornographic material. Access of material that has been deemed inappropriate for educational use (such as sexually explicit content) is prohibited. Should users encounter such material by accident, they should disengage immediately and notify the supervising teacher and/or network administrator.
- Posting chain letters or engaging in "spamming." ("Spamming" means sending annoying or unnecessary messages to large numbers of people.)
- Engaging in Cyber-Bullying
- Engaging in sexual harassment. The School's Sexual Harassment Policy, which is included in this [Family Handbook](#), is applicable to Internet conduct.
- Participating in any communications that facilitate the illegal sale or use of drugs or alcohol; that facilitate criminal gang activity; that threaten, intimidate, or harass any other person; that facilitate gambling. The system/network may not be used for illegal purposes, in support of illegal activities, or for any activity prohibited by School policy.
- Installation of personal software
- Posting of anonymous messages

## **Personal Use**

For purposes consistent with this policy, employees are permitted reasonable use of the network for personal use if such personal use does not interfere with or disrupt the educational process or the normal operation of the School, and that such personal use does not violate any of the policy provisions.

## **Monitoring of Network Transmissions**

Episcopal respects the right of privacy of all the School's network users. However, the School reserves the right to review any and all network transmissions or files on the School's network, including e-mail and Internet usage, to ensure the efficient and effective operation of the network. The Division Head or the Head of School must give the network system administrator permission to review any network transmissions on a specific case-by-case basis.

## **Computer Care**

Members of the Episcopal Collegiate School Community will **NOT**:

- Use the computer for other than appropriate work
- Bring food or drink into any computer area
- Print files unless needed for an assignment or research

Members of the Episcopal Collegiate School Community **WILL**:

- Help keep any computer area clean by disposing of trash and recycling paper and other resources.
- Abide by the Episcopal Collegiate School technology Code of Conduct at all times.
- Episcopal College School reserves the right to monitor computer use for compliance with this code and to take appropriate action.

**Disciplinary Actions**

- Codes of Conduct disciplinary consequences will be applied to technology code of conduct violations.

**Acknowledgement of  
2010-2011 Family Handbook: Middle and Upper Schools**

*This acknowledgment form should be signed and returned to the student's advisor by August 20, 2010. The Handbook will be available on the School's web site on August 1.*

Student Name: \_\_\_\_\_

**Student Acknowledgement  
For Students in Grades 6-12**

My signature acknowledges that a copy of Episcopal Collegiate School's 2010-2011 Family Handbook: Middle and Upper Schools is available on the School's web site for my review and that a hard copy of the Handbook is available upon request. I understand that I am responsible for reviewing the Handbook and becoming familiar with the School's policies and expectations set forth in the Handbook. I also acknowledge that I will be held accountable for my behavior and may be subject to disciplinary action (up to and including expulsion) or other ramifications if I violate any policies or if I do not abide by the agreements set forth in this Handbook. I understand that if I have any question about any of the School's policies and procedures that I can ask a member of the faculty, a counselor, the dean of students, the division head or head of school for assistance.

\_\_\_\_\_ Date

\_\_\_\_\_ Student Signature

**Family Acknowledgement**

My signature acknowledges that a copy of Episcopal Collegiate School's 2010-2011 Family Handbook: Middle and Upper Schools is available on the School's web site for our review and that a hard copy of the Handbook is available upon request. I understand that my child and I should review and become familiar with the School's policies and student expectations set forth in the Handbook. I understand that my child will be held accountable for his or her behavior and may be subject to disciplinary action or other ramifications if he or she violates any policy or agreement set forth in the Handbook. I also know that if I have any questions or concerns about the School's policies or procedures that I can speak specifically with the dean of students, division head or head of school.

As a parent or guardian, I agree to abide by the policies and procedures of the School as set forth in the 2010-2011 Family Handbook: Middle and Upper Schools. I understand that the School believes that a positive and constructive working relationship between the School and the parent or guardian is essential to the fulfillment of the School's mission. I understand and agree that the School reserves the right to terminate enrollment of my child if the School concludes in its sole discretion that the actions of a parent or guardian seriously interfere with the School's accomplishment of its educational purpose.

\_\_\_\_\_ Date

\_\_\_\_\_ Parent Signature (or legal guardian)

\_\_\_\_\_ Date

\_\_\_\_\_ Parent Signature (or legal guardian)