



EPISCOPAL
COLLEGIATE SCHOOL

**2010-2011
Family Handbook:
Lower School**

Jackson T. Stephens Campus
1701 Cantrell Road
Little Rock, AR 72201
501-372-1194
www.episcopalcollegiate.org

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2010-2011 Family Handbook: **Lower School**

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 Lower School or Head of the School.

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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 12th 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 Head of the Lower School will have the final decision on the placement of students.

Classroom Placement

The faculty and administration want students to become acquainted with many of their peers throughout their Lower School years. The School makes every effort to distribute boys and girls evenly and to maintain diverse or heterogeneous groups on the basis of past school academic performance, personality, social skills, and work habits. Consideration is given to the needs of students who would benefit from being together or from being separated. A mix of personality traits and learning styles is desirable.

The goal is to create equally well balanced groups with a variety of student strengths. In order to establish a positive, effective learning climate within each classroom, the School does not accept parental placement requests. Parents should discuss unusual circumstances regarding their child's situation with the Head of Lower School. The Head of the Lower School will have the final decision on class placement.

Communication

Communication is vital to a successful partnership between school and home. The Lower School will keep parents informed of student activities through parent/teacher conferences, Wildcat Weekly, newsletters, telephone messages, emails, the School website (www.episcopalcollegiate.org), 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 Lower School Administrative Assistant.
- 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 Head of Lower School 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 Head of Lower School 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 Lower School policy to the Head of Lower School.
- Parents should not call the Lower School to speak with or leave messages for their child unless there is an emergency. Faxed messages will not be delivered to students in the Lower School.

Communication through Monday Folders

Each Monday, students will take home a folder containing test papers, class work, progress check lists or report cards (as needed or scheduled), bulletins from the office and/or other pertinent information that is necessary for the best communication to parents. Monday Folders are utilized in order to maintain a smooth line of communication between the School and home.

The procedure for viewing and returning Monday Folders is:

- Review all of the material with your child.
- Read and keep all bulletins and information.
- Fill out any requested forms or paperwork.
- Monday Folders should be returned the following day unless designated by the teacher. If requested, please sign where indicated to show you have received the information included in the folder.

Classroom teachers will check Monday Folders for signatures, and when applicable, for corrections to class work or tests. Additionally, teachers will check for any special notes from the parent to the teacher or the office.

Communication from Home

Many factors influence each student's attitude toward school and the entire educational process. In order for the School to be most effective, each family must supply all information that is pertinent to the child's welfare.

If there is a serious illness or death in the family, the School should be notified. The death of a beloved pet is important also. Problems in the home can have a devastating effect on children. If the child needs an extra share of love and concern because of an unusual situation, parents have only to inform the School. With this information, the child can receive the understanding and consideration he/she needs and deserves.

If parents are traveling away from home, the School must be given the names of sitters and other persons responsible for the child during the parents' absence. It is helpful to send the names to

the teacher and the office in case of an emergency.

Conferencing

Scheduled parent-teacher conferences are held two times each year for Pre-Kindergarten through grade five. If parents would like to request a conference at any other time, they should contact the teacher directly. The teacher will return their call to set up an appointment for a personal conference at a mutually convenient time. Appointments are necessary in order to make the best use of time for all concerned.

Grading and Progress Reports

Grades are one way of evaluating a student's progress. Unfortunately, grades are often viewed as the purpose of the School, not as an evaluation of learning. In order to make grading useful and to stress progress rather than competition, Episcopal Collegiate Lower School encourages students and parents to view grades in the context of the teachers' comments.

All students will receive progress reports each quarter. Only students in grades four and five will receive letter grades.

To promote skills necessary for success in future years, emphasis will be placed on work habits, social development, motor skills, and academic performance. Performance is evaluated for different grade levels through the use of narrative reports by teachers and/or according to the following scales:

Grades Pre-Kindergarten through grade three

Academic, work skills, and social progress will be evaluated in the following manner:

AS	Area of Strength
PA	Progressing Appropriately
PS	Progressing with Support
AC	Area of Concern

Grades four and five

Academic progress in Language Arts, Mathematics, Social Studies, Spanish and Science will be evaluated in the following manner:

A	(90-100)	Work consistently exceeds expectations
B	(80-89)	Work often exceeds expectations
C	(70-79)	Work meets expectations
D	(60-69)	Work does not consistently meet expectations
F	(Below 60)	Work fails to meet expectations

Co-curricular class performance, work habits, and social skills will be evaluated in the following manner:

AS	Area of Strength
PA	Progressing Appropriately
PS	Progressing with Support
AC	Area of Concern

Homework

Homework is assigned in the Lower School to help students develop responsibility and organizational skills as well as to practice and review concepts taught at school. Assignments are made to support the curricula and are not designed as "busy" work. It is educationally sound for children to spend time with recreational reading in addition to assigned written work. Therefore, we recommend at least ten minutes per night of recreational reading in addition to homework.

The amount of time expected on homework increases at each succeeding grade level. Parents are expected to support their children and provide guidance and direction until the child becomes self-reliant. Providing the appropriate setting depends on the learning style of the child, but generally the child will function better with the support of the parent in close proximity. When children sense that their parents are interested in their work, they develop positive attitudes toward homework and gain the self-confidence necessary to succeed.

Homework is generally assigned on Monday through Thursday. Our homework policy is based on a recognized, age appropriate standard of ten minutes times the student's grade level. For example, twenty minutes for second grade, thirty minutes for third grade, forty minutes for fourth 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 are encouraged to communicate with teachers and/or administrators. If parents find that their child requires much more time than that listed above, please contact the classroom teacher so that the problem can be resolved. Specific assignments may require additional time and will be explained by individual teachers.

Promotion of Students

The Episcopal Collegiate Lower School holds its students to the highest academic standards. Students must meet grade level expectations or jeopardize promotion to the next grade level. Teachers will inform parents of any academic concerns as soon as deficiencies are noted. All efforts will be made to assist students in the acquisition of skills necessary for success in the next grade level prior to recommending retention, academic probation, or a change in enrollment status. The Head of the Lower School will have the final decision on the promotion of students.

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. Fourth and fifth grade faculty update grades weekly, while Pre-K through third grade faculty update assessments twice quarterly. 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.

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 recourses and media. Faculty will post upcoming assignments by noon on Fridays.

Standardized Testing and Assessment

The School's principal testing program for grades three through nine is the Comprehensive Testing Program IV (CTPIV) designed by the Educational Records Bureau. The CTP IV aptitude and achievement testing is used by most of the nation's leading independent schools and by many public school systems.

This type of testing serves two purposes: to understand the general abilities and needs of individual children and groups of children so that this can be considered when designing curriculum and providing appropriate academic expectations, encouragement, and opportunities, and to check both the appropriateness of the curriculum and the effectiveness of instruction.

Occasionally, the School may suggest specialized testing, either educational, medical, or psychological, for a particular child. This occurs when a child is experiencing difficulty in the educational programs and

the School's regular testing is either insufficient or inappropriate for identifying the child's academic strengths or needs. Requests for such testing may be made to parents by the Head of Lower School or the Learning Specialist. Sometimes parents may initiate professional testing. The School needs to be an informed participant with the parents and professional diagnosticians.

Textbooks, Supplies, and Backpacks

The Student Resource Fee covers all textbooks, workbooks, and most school supplies for Lower School students. The student resource fee does not cover the cost of backpacks or lunchboxes.

Backpacks should be large enough to easily accommodate a pocket folder and a snack. Students in grades two through five should have backpacks large enough to hold a textbook and/or binder in addition to the folder and snack. **For safety reasons, backpacks with wheels are not allowed.** Teachers will work together to assure that the homework load is evenly spread so that backpacks are not too heavy for students.

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 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. It is recommended, when possible, that tutoring occur before or after school and away from campus. When outside professionals tutor students on campus, the following procedures must be followed:

1. An Episcopal academic plan, prepared by the School, must be on file for tutoring to take place on campus.
2. Parents must complete a written permission form before a professional may begin working with a student on campus.
3. 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.
4. The professional must sign in at the School office each time he/she is on campus and sign out when leaving.
5. 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.
6. 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 Codes of Conduct will be interpreted and applied in an age-appropriate manner.

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.

Lower School Honor Code Procedures

Infractions

Infractions of the Episcopal Collegiate School Lower 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), viewing movies, videos, or tapes as a substitute for a complete reading of a book, 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 Head of Lower School.
- The Head of Lower School investigates the incident interviewing the student(s) named in the incident report and anyone else who might have information pertaining to the incident.
- The Head of Lower School will review the information that has been gathered to determine if an infraction of the Honor Code has occurred.
- If the Head of Lower School determines that there is an Honor Code violation, he or she 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.
- Academic penalty
- 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.

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. The Discipline Code will be interpreted and applied in an age-appropriate manner.

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.

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. Conduct that is disruptive or harmful to others or to the School environment in any way, especially as regards any form of bullying
5. Certain activities done outside of school or off school property

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; 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 and the Head of Lower School. 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 Head of Lower School. The Head of Lower School 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 Head of Lower School 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.

The Head of Lower School 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 Head of Lower School 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:

- 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.
- Possession or use of tobacco products.
- 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 School's 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.
- Burglary of a school facility or major vandalism to school property.

Disciplinary Options for Minor Infractions

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

- Teacher/student or administrator/student conference.
- Parent conference or call.
- In-class disciplinary action as approved by each division head.
- Withdrawal of student privileges.
- 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 consequences which may be applied include but are not limited to:

- Any combination of teacher, principal or appropriate administrator, parent and student conference.
- Any discipline technique outlined for minor infractions.
- Exclusion from extracurricular activities.
- In-school suspension.
- 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
- 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, 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.

Episcopal Collegiate strives to maintain an environment where students, faculty, and staff can study, work, and live in mutual respect and free of fear

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

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 any 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 his or her parents will be given notice of the expulsion. Before a student is expelled, the student and his/ her parents will be notified of the charges and possible sanctions, up to and including expulsion; the student and his or her parents will then have the opportunity to address the charges at a meeting with the Head of Division and Head of School.

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 other schools, including 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.

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 when school is in session. Lower School classes begin at 8:00am and conclude at 3:15pm. (Pre-K 3 students and some Pre-K 4 students are dismissed at 11:45am.) When a child is absent from or tardy to school, a parent must contact the Lower School office by 8:15am.

Students accumulating twenty or more absences per year may jeopardize promotion to the next grade level. This excludes absences for school business. An attendance record will be maintained in the appropriate Attendance Office detailing each absence. When a student has four (4) unexcused absences or five (5) total absences during a quarter, 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 jeopardize promotion to the next grade. In all cases of absence, parents or legal guardians of students must **call the School at 372-1194 before 8:30am on the day of the absence**. If the School does not receive a call by 8:30am, the Attendance Officer will phone the parent/guardian to verify the reason for the absence.

In the event that a child needs to be dismissed early, a parent or guardian should notify the classroom teacher in writing prior to the time of departure. Community Chapel times will not be interrupted in order

to check out a child. All parents, or guardians, are required to park and come inside to sign their child out in the Lower School office before leaving the campus and sign back in if returning for the day. Students may not leave the building or return unless accompanied by a parent or guardian.

If a student does not arrive at school by 10:30am, he/she may not participate in after-school extra-curricular activities on that day, including any after-care activities. When a student misses more than three hours of school, they will be considered absent.

Absences: Planned

Family Absences:

In keeping with the belief that students must be in attendance to fully benefit from their education, it is imperative that parents make every effort to ensure that their child be at school unless he/she is ill or there is a family emergency.

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. **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.

Family Trips

A variety of holidays are scheduled throughout the school year. We strongly suggest that families plan their vacations to match the school's holidays, as missing a significant amount of school is difficult on any student and may jeopardize his/her academic performance. When a parent plans a family trip during the school year, it is important that the Head of Lower School be notified in advance. Generally, teachers are not expected to prepare an individualized "vacation study" package of work.

Medical Appointments and Family Emergencies

Parents should call or send a note to the appropriate Lower School 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 Lower School Office as soon as possible. If this is not possible, the student should bring a note from home upon his/her return.

Absences: Unexcused include but are not limited to:

1. Extending vacations: extending any school-wide vacation or holiday period.
2. Failure to provide **at least one week's notice** to request an excused planned absence.
3. "Shadowing" at another school is unexcused. If students wish to "shadow," they should schedule the visit during our school breaks.

A student who accumulates eight (8) unexcused absences in a semester may jeopardize promotion to the next grade. The Division Head may grant exceptions after consultation with teachers, counselors, and others who have knowledge of the circumstances.

Check-In and Check-Out Procedures

To avoid delays, please send a note with your child stating when and who will be checking them out. Your child should take the note to the office the morning of checkout between 8:30am and 9:30am. Students will be given an early dismissal slip to excuse them from class at the appropriate time, and will

then meet their parent/guardian in the front office.

When it is necessary for a student to arrive at school late or leave school early, the parent must sign the student in/out in the Lower School Office stating the time and the reason for the check in/out. If a student will be checking in after 8:30am, please inform the School by calling the Lower School 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 Lower School 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. **All parents or guardians are required to park and come inside to sign their child out in the Lower School office.**

Makeup Work

If a student is absent, it is his or her responsibility to complete all missed assignments. Makeup work should be completed and returned in a timely manner. As a general rule, students have one additional day to complete an assignment for every day absent. Work is sent home to absent students only after two days (or more) absence. Parents can call the Lower School office and request assignments after that time. Assistance will be given to those who are absent for an extended period of time.

All long-term assignments, as defined and specified by a teacher, are due no later than the deadline unless extenuating circumstances warrant an extension. A student who fails to submit a long-term assignment may be penalized by receiving a lower academic grade on the assignment.

Tardiness

Parents and students are responsible for arriving to school on time. Students are considered tardy when they arrive in their classroom after morning announcements or by 8:00am. When a student is late, this often affects his/her day. The student may miss important directions, lose assignment time, and fail to be prepared for the work. Every effort to assist the child to arrive on time should be made by the entire family. When a student is late, he or she must sign in with the Lower School Administrative Assistant and receive a pass to enter the classroom. Consistent patterns of tardiness may result in a letter or telephone call from the Head of Lower School to the parents.

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

After-School Care

Students may not be unsupervised at any time while on campus. Students remaining on campus after carpool who are not involved in a supervised school activity will be sent to our Wildcat Club After-Care Program. **There is a fee for Wildcat Club and students must be picked up by a designated person by 6:00pm.**

Athletics

The Lower School offers students in grade 3-5 the opportunity to play basketball as a part of the Private School League. The School has teams at each grade level with boys and girls participating on separate teams. Fifth grade boys are also eligible to participate in football, playing on the School's fifth and sixth grade football team.

Membership on these extra-curricular teams is open to any student in the qualifying grades who wishes to participate.

Book Fair

In the spring there will be a Lower School Book Fair with the purpose of promoting and encouraging reading at all ages and grade levels. During the days of Book Fair, students have the opportunity to purchase books for their personal enjoyment as well as donate books to the library or classrooms in honor or memory of someone. We will also have summer reading books available for purchase at that time. All proceeds from the Book Fair are used to benefit the Lower School Library.

Chapel

Students will attend chapel twice a week. Chapel affirms all students as children of a loving God, and we challenge students to realize this more fully in their own lives and to share it with others. Students are introduced to the stories of the Bible through the *Godly Play* curriculum. Chapel may also be used to celebrate student accomplishments, to present student programs, or listen to an invited speaker. Parents are welcome and invited to attend chapel. All Chapel times are mid-morning. We ask that you not take students out of school early on scheduled chapel days, unless absolutely necessary, as it is a time for the school community to come together creating the community atmosphere we value.

Creating a Community of Learning

Teachers strive to create an orderly, nurturing learning environment, and for that reason classroom teachers handle discipline. Proper behavior is expected of all students at all times.

To ensure that an environment conducive to learning is maintained in each class, all teachers have four common expectations of every student:

1. Be on time to class.
2. Come prepared with all materials needed for class and be ready to work when class begins.
3. Participate constructively in class.
4. Listen respectfully whenever anyone else is speaking.

Teachers will introduce and reinforce the basic precepts of honor: honesty, integrity, trust, and respect for others. Any actions, or attempted actions, that run counter to these precepts will result in disciplinary action.

Dress Code and Uniforms

The Episcopal Collegiate School dress code is intended to develop consistency in dress and to minimize

the importance of “dress competition.” Should clothing not fall within the following guidelines, a student may be required to leave class until the situation is corrected. Should a student have any clothing which might be questionable, he/she should ask first rather than risk being instructed to change attire. **All clothing must be neat, clean and in good repair. The School reserves the right to determine if clothing, jewelry, or grooming matches the spirit of our dress code.**

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.**

Students must be in dress code on campus and remain in dress code through dismissal.

Pre-Kindergarten, Kindergarten and First Grade Dress Code

Standard Uniform		Standard Uniform	
Pre-K, K and First Grade Girls		Pre-K, K and First Grade Boys	
Skorts, Shorts, and Slacks:	Navy skort Elastic waist or fitted shorts in navy and khaki Episcopal Black Watch plaid pants	Shorts and Slacks:	Elastic waist or fitted shorts and slacks in navy and khaki
Shirts:	Embroidered School logo pique knit polo shirt, short- or long-sleeved, in hunter, navy and white	Shirt:	Embroidered School logo pique knit polo shirt, short- or long-sleeved, in hunter, navy and white
Socks:	White crew socks which cover ankle	Socks:	White crew socks which cover ankle
Belt	Brown belt – if wearing shorts, skorts, or slacks that are fitted with belt loops	Belt:	Brown belt – if wearing shorts or slacks that are fitted with belt loops
Shoes:	Navy and white Keds athletic saddle Oxford or primarily white, laced or Velcro, tennis shoe	Shoes:	Primarily white, laced or Velcro, tennis shoe
Optional Items:	(1) White or navy tights (2) Embroidered School logo crewneck sweatshirt available in Lower School bookstore (3) Fleece embroidered School logo full-zip jacket in hunter green (4) Hooded all weather jacket with embroidered School logo in green (5) Headbands, bows, and other hair accessories in plaid, navy or hunter green	Optional Items:	(1) Embroidered School logo crewneck sweatshirt available in Lower School bookstore (2) Fleece embroidered School logo full-zip jacket in hunter green (3) Hooded all weather jacket with embroidered School logo in green

Dress Uniform		Dress Uniform	
Pre-K, K and First Grade Girls		Pre-K, K and First Grade Boys	
Uniform A:	#50 Episcopal Black Watch plaid jumper, piped Peter Pan short-sleeved blouse, white crew socks and navy T-strap or Mary Janes by Jumping Jacks	Uniform A:	Embroidered School logo hunter green vest with white knit, short-sleeved polo shirt, navy pants, navy socks and dirty bucks <i>(Brown belt – if wearing pants that are fitted with belt loops)</i>
Uniform B:	#50 Episcopal Black Watch plaid jumper, piped Peter Pan short-sleeved blouse, white tights and navy T-strap or Mary Janes by Jumping Jacks, and	Uniform B:	Embroidered School logo hunter green vest with white knit long-sleeved polo shirt, navy pants, navy socks and dirty bucks <i>(Brown belt – if wearing pants that are</i>

	embroidered School logo crewneck button front cardigan in green		<i>fitted with belt loops)</i>
Optional Items:	Plain white-long sleeved blouse Headbands, bows, and other hair accessories in plaid, navy or hunter green		
NOTE:	Prior to any event where students will wear required uniform, the School will indicate whether students should wear Uniform A or Uniform B depending upon the weather or the event.	NOTE:	Prior to any event where students will wear required uniform, the School will indicate whether students should wear Uniform A or Uniform B depending upon the weather or the event.

Second through Fifth Grade Dress Code

Standard Uniform		Standard Uniform	
Second through Fifth Grade Girls		Second through Fifth Grade Boys	
Skorts, Shorts, and Slacks:	Navy skort Elastic waist or fitted shorts in navy and khaki Episcopal Black Watch plaid pants	Shorts and Slacks:	Elastic waist or fitted shorts and slacks in navy and khaki
Shirts:	Embroidered School logo pique knit polo shirt, short- or long-sleeved, in hunter, navy and white	Shirt:	Embroidered School logo pique knit polo shirt, short- or long-sleeved, in hunter, navy and white
Socks:	White crew socks which cover ankle	Socks:	White crew socks which cover ankle
Belt	Brown belt – if wearing shorts, skorts, or slacks that are fitted with belt loops	Belt:	Brown belt – if wearing shorts or slacks that are fitted with belt loops
Shoes:	Navy and white Keds athletic saddle Oxford or primarily white, laced or Velcro, tennis shoe	Shoes:	Primarily white, laced or Velcro, tennis shoe
Optional Items:	(1) White or navy tights (2) Embroidered School logo crewneck sweatshirt available in Lower School bookstore (3) Fleece embroidered School logo full-zip jacket in hunter green (4) Hooded all weather jacket with embroidered School logo in green (5) Headbands, bows, and other hair accessories in plaid, navy or hunter green	Optional Items:	Episcopal Collegiate logo sweatshirt (Only fourth and fifth grade students may wear sweatshirts with hoods.)

Dress Uniform		Dress Uniform	
Second through Fifth Grade Girls		Second through Fifth Grade Boys	
Uniform A:	#90 Episcopal Black Watch plaid jumper with plaid tie, white middle blouse, white crew socks and navy Mary Janes by Jumping Jacks		Embroidered School logo hunter green vest, solid white, Oxford cloth long-sleeved button front shirt, navy pants, navy socks, brown belt, and dirty bucks <i>(Brown belt – if wearing pants that are fitted with belt loops)</i>
Uniform B:	#90 Episcopal Black Watch plain jumper with plaid tie, white middle blouse, white tights, navy Mary Janes by Jumping Jacks and embroidered School logo crewneck		

	button front cardigan in green		
Optional Items:	Headbands, bows, and other hair accessories in plaid, navy or hunter green		
NOTE:	Prior to any event where students will wear required uniform, the School will indicate whether students should wear Uniform A or Uniform B depending upon the weather or the event.		

All dress uniforms and daily wear clothing must be purchased through The Toggery.

General Guidelines for Student Appearance

Episcopal Collegiate School teaches its students the importance of maintaining an appropriate appearance and decorum for certain activities. **The administration and faculty reserve 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 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.

Jumpers/Skorts/Shorts

- Jumpers, skorts, and shorts must be no shorter than the fingertips when the arms are relaxed at the side.
- Girls must wear bike or gym shorts underneath the jumper. These shorts cannot hang below the skirt hem.

Outerwear

- No type of outerwear except that which is a part of the school uniform may be worn between 8:00am and 3:15pm. The only approved outerwear garments are the polar fleece with Episcopal logo, Episcopal sweatshirt, or cardigan with Episcopal logo.

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 are acceptable only on designated days.

Jewelry

- No visible body piercings will be allowed. Girls may wear a single pair of stud earrings.
- Students may wear jewelry in moderation. (For safety reasons, we ask that you limit the amount and type of jewelry worn to School.)

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.
- Only natural hair colors are acceptable. Students may not dye their hair unnatural colors, such as pink or blue.
- Make-up is not appropriate for Lower School students.

Headwear

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

Shoes

- Shoes must be worn at all times. Shoes with lights or rollers are not appropriate. High-top tennis shoes are not appropriate.

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.

Casual and Special Dress Days

Students will be notified of special occasions designated as “Casual 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.**

On these occasions students **may not** wear the following items:

- Open-toed shoes or sandals, boots, house slippers, Dockers, Crocs or Birkenstocks;
- Bike pants or spandex clothing items;
- 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;
- Ripped or torn clothing; or
- Clothing that has revealing necklines and sleeve openings (tank tops, spaghetti straps, etc.).

Dress Code and Uniform Violations

All students are expected to comply with the 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 appropriate dress uniform will not be allowed to go on a planned field trip or attend special events.

Electronic Devices

As a courtesy and consideration to others, students will not bring electronic personal entertainment devices to school. **Pagers, cell phones, cameras, iPods, laser pointers, and similar items cannot be used during the school day (8:00am – 3:15pm). If these items are brought to campus, they must be kept in the student’s backpack at all times. Please note that the School is not responsible for the loss or theft of any of the above-mentioned items.**

If students are found with electronic devices during the school day, disciplinary procedures in the Lower School are as follows:

- The first offense will result in the item being taken from the student and returned at the end of the school day.
- The second offense will result in the item being taken from the student and the parent notified to pick up the item at the end of the school day (Items will be released to parents or guardians only).
- The third offense will result in the item being taken from the student and kept by the Head of Lower School until the end of the school year.

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.

Library

All students, parents, and staff are welcome to use the Lower School Library. We request only that you follow check out and return procedures and policies set by our librarian.

Classes are scheduled to visit the library once a week; however, students can check out and/or return books at any time, with their teacher's permission. Parents are welcome to visit the library with their children before school, beginning at 7:30am, and after school until 3:45pm.

Students who fail to return library books at the end of the year will be charged for the cost of the book. In addition, report cards may be withheld until fines are paid.

Lockers

Each fourth and fifth grade student will be assigned a locker at school. This locker is intended as a place for keeping personal property and should be well maintained. Our lockers do not have locks on them so students should not keep valuables and/or money in their locker. Students should not enter other students' lockers for any reason. Should this occur, disciplinary action will be taken.

Please mark all personal items with your child's name. The possibility of recovering lost property is greater when everything is marked with the student's name.

Students are responsible for the care of their lockers. There are to be no markings or writing on lockers (inside or out) nor damage of any kind. If this occurs, the student will be charged for painting or repair work. Lockers are to be cleaned out by the last day of school.

Lost and Found

Lost articles should be reported to the Lower School office as soon as possible. All articles that have been found should be placed in the lost and found container in room 143 or given to the office. **Please mark all clothing and equipment with children's names.** This will eliminate the number of items lost at school. Any item found with a student's name will be returned to the owner. At the end of each quarter, any unclaimed items will be donated to charity.

Lunch and Snacks

All Lower School students are encouraged to bring a nutritious mid-morning snack. Sodas, candy, or items with high sugar content should not be sent to school. Gum is not allowed in the School at any time.

Lunch is available for purchase and served by a vendor at the cafeteria facilities located on the school campus. Parents may put money in their child's account at any time by visiting the Lower School Office. PowerSchool can be used to check the remaining balance in your child's lunch account. Students may not purchase food for other students nor ask other students to purchase food for them.

Students may also bring lunch from home. No glass containers, metal knives, or items requiring heating should be packed in student lunches. Students are not allowed to share food from their lunch with other students at any time; in this way students with allergies are not given foods that could be dangerous to their health.

Parents and guests may join their students for lunch in the cafeteria. Visitors must check in with the Lower School office and may charge lunch on their child's account. Visitors must notify the office no later than 9:30am if they wish to order a hot lunch.

Students are expected to use good table manners when eating in the Dining Hall. Food cannot be removed from the Dining Hall.

Money

Money and valuables are best left at home. On rare occasions, students may be asked to bring money to school for a designated purpose. It should be given to the teacher with the child's name on it. The School will not be responsible for money or personal items lost or stolen during the School day.

Parties at School

In the Lower School, special arrangements may be made with the classroom teacher to acknowledge a student's birthday. Teachers request that birthdays be celebrated simply. Parents should check with classroom teachers first to determine what treats are acceptable.

The School has a program whereby parents can donate a book to the library in honor of their child's birthday. **Parents are not to send birthday or party invitations, flowers, balloons or other gifts to be distributed at school.**

During the school year some holidays will be observed with special parties in which parents are requested to participate.

Physical Education

Episcopal Collegiate provides a sound program for instruction in Physical Education. It strives to meet the physical needs of each child and to create enjoyable and safe athletic experiences that will introduce a wide variety of sports and games.

All students will participate in Physical Education unless excused in writing by a parent or guardian. Notes should be signed and dated, and reasons for non-participation stated. To be excused for more than three consecutive days, a note is required from a physician.

Students in Pre-Kindergarten through grade five will wear school clothes for Physical Education, but should have tennis shoes with laces or Velcro closures. If your child has Physical Education on a day where students are required to wear dress uniform, please send athletic shoes to school in their backpack.

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.

Telephone Use

Parents who need to communicate with their child during the school day 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, homework, 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 Lower School 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 Lower 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.

Students whose friends wish to visit the School at lunch must have the visit approved 24-hours in advance by the Head of Lower School. The guard at the gate will then be notified to admit the visitor.

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

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 and Over-The-Counter 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.
10. Parents are encouraged to administer medications at home whenever possible.
11. 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. The parent must indicate the maximum dose that his or her child 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 with the immunization requirement. 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 be 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 through second grade and fourth, sixth, and eighth grades. Scoliosis screening is mandated by the state of Arkansas for sixth grade girls and sixth and eighth grade boys. 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, 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 Lower School office.

Suspected Child Abuse

According to Act 397 of the Arkansas Law, among persons required to report suspected child abuse are teachers, school officials, and day care center workers. The law specifies the reporting of suspected child abuse. Indicators need to be reported as soon as they are noticed. Waiting to obtain proof may involve grave risk to the child. Proof may be a long time coming. Witnesses to actual incidents of child abuse are rare; however, the symptoms may be readily observed. A report of suspected abuse is not accusatory toward the parents; it simply states the possible condition of a child. Proof is not required of the reporter. Proving the validity of the report is left in the hands of the trained staff at the Department of Human Services. 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, are subject to a fine of one hundred dollars and up to five days in jail.

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

Morning drop-off will begin at 7:30am. At that time, adults will assist children as they exit their cars and enter the building. All Pre-Kindergarten students should be dropped off at the north end of the building, near the office, where they will be escorted to their classrooms. At the first of the year, staff members will help students find their classrooms until they become familiar with the School and routine. (Please remain in the right lane until you reach the appropriate drop off spot, using the left lane as an exit lane only after dropping off your child.) All Pre-Kindergarten students must be signed in and out every day.

All Kindergarten through fifth grade students should be dropped off on the south end, where they will enter the Dining Hall until 7:45am at which time the adult supervising them will release them by grade level to go to their classrooms. After 7:45am students entering the building may go directly to their classrooms. Students arriving after 8:00am should enter through the main (North) entrance and stop at the Lower School office to receive a tardy slip before reporting to class.

If you need services prior to 7:30am, please contact the Head of Lower School.

The drive in front of the school building is designated for carpool loading and unloading only. No vehicle should be left unattended in these areas at any time. If you need to come in the building, please park in the parking lot.

Dismissal

No parent or driver should come inside the School building to pick up a child at the end of the day. The safety of our students is paramount and parking and coming in will require students to cross in front of the carpool line. Dismissal is at 3:15pm and the carpool will begin at that time.

(Our carpool line for Pre-K students will begin at noon and operate in the same manner as the afternoon carpool.)

Afternoon pickup will begin at 3:15 p.m. Kindergarten through fifth grade students will be taken to Erwin Hall Performance Center and Gymnasium to be called when their parents or drivers arrive. As Pre-Kindergarten students must be signed out, all Pre-Kindergarten students and their siblings will be taken to the foyer of the building for dismissal. We ask parents to park in the Lower School parking lot and come inside to sign out their Pre-Kindergarten children.

We ask that parents not disturb classrooms to pick up their children at the end of the day. It is important for the teacher to have time to review the day's lessons and homework assignments. If you have an appointment and must come in to pick up your child at the end of the day, please let us know and we will make arrangements for you to pick up your child in the Lower School office.

Every driver, **including sitters, parents, grandparents, neighbors, etc.**, must display a sign or large card (**BOLDLY PRINTED**) in the **front passenger side dash with the names of all carpool students EVERY DAY. When a staff member reads the sign, the appropriate children will be brought to the car. For efficiency, signs should continue to be displayed until a teacher loads all children into the car. As you leave campus, for security, please remove your carpool sign from view.** For the safety of all children, students will be placed in the back seat of all vehicles regardless of age or weight of the child. In addition, for safety's sake, cellular phone use during carpool is prohibited.

All Lower School students not picked up by their parents at the end of carpool or by 3:45pm will be sent to Wildcat Club, the Lower School After-Care Program. Parents will be charged for after-care if their child is not picked up by the end of carpool. (As long as there are cars for pickup in the line, carpool will continue and students will not be taken to Wildcat Club.)

Pre-Kindergarten for half-day students ends at 11:45am at which time students being dismissed will be brought to the foyer of the building. Caregivers should park and come into the building to sign out their Pre-Kindergarten children. Pre-Kindergarten students **not picked up 12:00pm will be sent to Wildcat Club. Parents will be charged for after-care if their child is not picked up by noon.**

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

For the sake of safety, **Lower School students will not be allowed to walk to or from the Middle or Upper School without supervision** nor are they allowed to leave the campus on foot or by bicycle. Parents are responsible for arranging transportation to and from the School.

These procedures are designed to effect an orderly dismissal and to ensure that students leave campus safely. It is imperative that parents follow these procedures for the welfare of the School community.

Drop-Off Time Begins	7:30am
K-5 Students Dismissed to Classrooms	7:45am
School Day Begins	8:00am

Carpool Arrangements

To assist in arranging carpools, the School will provide families, upon request, a list of students who

reside in their area. In order for a Lower School student to go home in a carpool or van, the parent or guardian must complete a Transportation Form available at the Lower School office.

All Lower School students will go home with their assigned carpools unless the homeroom teacher or Lower School Administrative Assistant receives a signed note from parents stating alternative arrangements on the morning of the proposed change. **If it is necessary to call with a change of plans, please try to phone the Lower School Office before 2:45pm to ensure that the message is received.** Please do not leave messages or emails with your child's teacher concerning late changes to carpool plans as they often do not have the opportunity to check voice mail or email prior to dismissal.

Automobiles

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

Usual traffic regulations are required of automobile drivers while on campus. **The speed limit on campus is 10 mph. Cell phone use while driving on campus is not permitted.**

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

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. While it is recommended that all students ride the bus when provided, parents may transport their child only to and from field trips. 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.

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.

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
- 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

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

In the case of abuse of the above policies, the following disciplinary actions have been put into place:

- First offense will result in removal of computer privileges for an amount of time to be determined by the classroom teacher.
- Second offense (even if it does not match the first offense) will result in loss of privileges and a conference with parents.
- Third offense will be referred to the appropriate Division Head.

EPISCOPAL COLLEGIATE SCHOOL
Acknowledgement of
2010-2011 Family Handbook: Lower School

This acknowledgment form should be signed and returned to the Lower School office by August 20, 2010. The Handbook will be available on the School's web site on August 3.

Student Name: _____

Family Acknowledgement

My signature acknowledges that a copy of Episcopal Collegiate School's 2010-2011 Family Handbook: Lower School 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 Head of Lower School 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: Lower School. 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)

