



# Community Handbook 2019 – 2020

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Dear Episcopal Collegiate Community,

Welcome to the 2018-19 school year—the 21<sup>st</sup> year of operation for the Episcopal Collegiate School. We enter this year with a renewed commitment to our founding principles and a focused attention on living our mission:

*Episcopal Collegiate School prepares students to live principled and fulfilling lives of leadership and service through the pursuit of academic and personal excellence in a challenging and supportive environment.*

What was true when our doors first opened is still true today: We are a community built around *Respect, Reverence, and Responsibility*. Traditional values that are often lost in our society today, but ones we remain steadfastly committed to living out. Along with our Mission and Guiding Principles, these values guide our interactions, our curriculum, and our programming. They are integrated into the fabric of our school from PK3 through 12<sup>th</sup> grade.

In this Community Handbook, our hope is that you find those core principles and values readily apparent as we outline policies and procedures for the smooth operation of the school. We have high standards for the conduct of our students, but we understand the power of grace and the importance of providing opportunities for growth. We understand the efficiency and simple fairness of consistency, but we also appreciate the complexity of the (often) unique needs of students and the ways that may shape our path forward. When dealing with students, no handbook can perfectly account for the unique nature of any given situation. Sometimes, common sense must prevail. Sometimes, some other course of action is required to maintain the safety of our students and our employees. Always, our goal is loftier than adherence to a strict set of rules—it is to provide our students with the tools to live principled lives of leadership and service to others and to help them become the best version of themselves.

Finally, please understand that throughout the year, we may have an occasion to make an adjustment to this Handbook and we reserve the right to do so. When that happens, the published Handbook on the web will be updated accordingly. At any time, if you have questions regarding the Handbook, School policies, or any other issue, please feel free to contact the appropriate member of the Senior Leadership Team.

I leave you with a quote that we found to be particularly relevant to us as we developed our Strategic Plan and reframed our Mission and Identity Statements:

*Pursuing excellence is a journey, not a destination.*

I look forward to working with you this year in your pursuit.

Sincerely,



David B. Perkinson  
Head of School

## BOARD OF TRUSTEES

Mrs. Joan Strauss, President  
 Mrs. Harriet C. Stephens, Vice-President  
 Mrs. Michelle Carney, Vice-President  
 Mrs. Jeanne Joyner, Secretary  
 Mr. Mark Lee, Treasurer  
 Mr. Larry Bowden  
 Mr. Chris Cooley  
 Mrs. Mary Lou Entzminger

Mrs. Stacy Fletcher  
 Mr. Jason LaFrance  
 Mrs. Cathy Mayton  
 Mrs. Ann Nichols  
 Ms. Anna Elizabeth Phillips  
 Mrs. Susan Reynolds  
 Mr. Miles Stephens  
 Dr. David B. Perkinson, Head of School, ex officio

## SCHOOL PRINCIPLES

### OUR MISSION

Episcopal Collegiate School prepares students to live principled and fulfilling lives of leadership and service through the pursuit of academic and personal excellence in a challenging and supportive environment.

### OUR MOTTO

*Respect, Reverence, Responsibility*

Rooted in the Episcopal tradition and affirming people of all faiths, Episcopal Collegiate strives to develop in its students a respect for all persons, a reverence of God, and a sense of moral responsibility.

### OUR GUIDING PRINCIPLES

Through a vibrant student body, rich in diversity, students learn to live and honor the School's core values of Respect, Reverence, and Responsibility and are inspired to carry those values beyond the School community into their futures.

Through the pursuit of excellence in academics, fine arts, and athletics, students develop the skills and understandings essential to leadership, service, and success:

- depth of knowledge in the arts, sciences, and humanities
- strong skills of analysis and expression
- critical, creative, and independent thinking
- intellectual curiosity and joy in learning
- cultural competencies and global understandings
- strength of body, mind, and character
- discipline, teamwork, and sportsmanship
- self-awareness and self-efficacy

### OUR EPISCOPAL IDENTITY

Episcopal schools have been established not solely as communities for Christians, like a parish church, but as ecumenical and diverse ministries of educational and human formation for people of all faiths and backgrounds. Episcopal schools are populated by a rich variety of human beings, from diverse religious, cultural, and economic backgrounds. In fact, the intentional pluralism of Episcopal Schools is a hallmark of the mission. It is also a distinguishing characteristic of this School to integrate religious and spiritual formation into the overall curriculum and life of our school community. Episcopal schools are clear, yet graceful, about how they articulate and express their basic identities, especially in their religious curricula and traditions. They invite all who attend and work in them—Episcopalians and non-Episcopalians, Christians and non-Christians, people of no faith tradition—both to seek clarity about their own beliefs and religions and to honor those traditions more fully and faithfully in their own lives. Above all, Episcopal schools exist not merely to educate, but to demonstrate and proclaim the unique worth and beauty of all human beings as creations of a loving, empowering God.\*

Our Episcopal Identity is, in practice, expressed through:

**School Worship** that is creative, inclusive, draws fully upon the liturgical resources of The Episcopal Church, and is a regular part of school life for all faculty and students.

**Community Life**, in which reflection, prayer, and matters of the spirit are honored and cultivated and the physical, mental, and emotional health of all are supported and nurtured.

**Religious Formation and Study** that is meaningful, academically substantive, and age-appropriate; and in teaching the Christian tradition, fosters dialogue with other faith traditions.

**Social Justice**, which is the integration of the ideals and concepts of equity, justice, and a just society throughout the life of the school; the embracing and honoring of diversity; and the inclusion of community service and service-learning as an integral part of the life of the school. \*

\*From National Association of Episcopal Schools

## **OUR PRAYER**

Almighty God, be with the Episcopal Collegiate community as we begin this new day of teaching and learning. Keep us ever mindful of the honor of our callings so that we act with integrity. Turn our eyes inward to focus on the spirit and outward to see our obligations in the world. And bring us to the end of this day with a sense of fulfillment in our tasks well done. Amen.

## **OUR PHILOSOPHY ON RELIGION**

In keeping with the long-standing Episcopal school tradition of pursuing academic excellence while embracing diversity, Episcopal Collegiate School serves a wide range of religious, cultural, and socioeconomic 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.

## **NON-DISCRIMINATION**

Episcopal Collegiate School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. We do not discriminate on the basis of race, color, national and ethnic origin in administration of our educational policies, admissions policies, financial aid programs, and athletic and other school administered programs.

## **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), and the Southern Association of Independent Schools, Episcopal Collegiate takes its place among the nation's leading college preparatory schools. The term "independent" refers to schools that are NAIS members: non-profit organizations, governed by self-perpetuating boards of trustees that represent no particular interest group, other than the school itself. Episcopal Collegiate School is independent of control by any government or church agency, and, therefore, is not a parochial school. Independent schools are free to choose excellence, to establish their own goals, and to select curricula, teachers, and students that align with their unique mission. NAIS membership is a privilege accorded only to schools meeting specific standards of governance, inclusion, accreditation, and operation. Members of NAIS pledge to follow detailed Principles of Good Practice (see NAIS.org), and are non-discriminatory 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 smaller 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 approved regional accrediting organizations. Episcopal Collegiate is accredited by the Southwest Association of Episcopal Schools (SAES), the Southern Association of Independent Schools (SAIS), and the Arkansas Non-public School Accrediting Association (ANSAA). Accreditation requires a school to undergo detailed and in-depth self-evaluations of curriculum, programs, employee procedures, facilities, and finances. Every ten years, SAES and SAIS schools are subject to evaluative scrutiny by peer educators to ensure they follow prescribed standards of good practice in administration and operation. Regular interim reports and updates are further required of each accrediting body to ensure ongoing dedication to the stated mission and compliance with the standards established by the School and accrediting bodies.

## **GOVERNANCE**

Episcopal Collegiate School is a 501(c)(3) not-for-profit organization as defined by the Internal Revenue Service. A voluntary, self-perpetuating Board of Trustees 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. According to the NAIS Principles of Good Practice, “The board is the guardian of the school’s mission. It is the board’s responsibility to ensure that the mission is relevant and vital to the community it serves and to monitor the success of the school in fulfilling its mission.”

The Board of Trustees is charged with the responsibility of the long-term health and stability of the school, including adopting a clear statement of the School’s mission, vision, strategic goals, and establishing policies and plans consistent with these statements. The board is responsible for hiring and supporting publicly the Head of School and reviewing his or her performance, overseeing effective organizational planning, ensuring adequate financial resources, and, enhancing the School’s public image through support of its people and programs. Much of the Board’s work is done at the committee level where issues and initiatives can be analyzed comprehensively. Because the Board’s work is focused on strategic issues and policies, it is *not* involved in daily operational matters regarding specific management, personnel, disciplinary, or curricular issues. Trustees separate the interests of the school from the specific needs of any particular child or constituency. The Board, however, is kept apprised of current operations and major issues by the Head of School. (Excerpts from the NAIS PGPs).

## FAMILIES AND THE SCHOOL

As members of the Episcopal Collegiate School community, families should know, understand, and support the school’s Mission, expectations, and policies as outlined in the Community Handbook. As a community, each family should engage other constituencies with the same decorum and respect they would expect to be accorded. Families should refrain from discussing other students or involving other families by any communication or conversation device when they have a concern particular to their own child/ren or their relationship with the School. As a close-knit, family-focused school, Episcopal Collegiate seeks to protect the family atmosphere that each employee and family has come to expect and enjoy, so families with any concerns, questions, or issues should speak directly with the appropriate teaching or administrative faculty member closest to the matter and as outlined below.

As a rule, Episcopal Collegiate School maintains an “open door” policy. Families may contact faculty and other members of the staff through telephone, email, or through personal meetings that are scheduled ahead of time. Families can expect a reply to email and phone calls within 24 hours of receipt. If an urgent matter arises, it is best to contact the appropriate Division Head to seek an immediate appointment. Please understand that school personnel, like families, have many responsibilities, and as a result, are usually unavailable for “walk-in” meetings. Arriving at school unannounced or without an appointment is often a disruption and fails to allow proper planning to address concerns or issues. When parents visit the School, however, they must check-in and out at the appropriate Division Office and wear a visitor’s badge during their stay on campus.

Scheduled parent-teacher conferences are held twice each year for Pre-Kindergarten through grade twelve. If parents would like to request a conference at any other time, they should contact the teacher directly. The teacher will then 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.

## LEADERSHIP TEAM

The **Head of School** is responsible to the Board of Trustees for good order and daily operation of the School. The Board of Trustees, acting solely as a unified whole, oversee the mission of the School and broad policy issues, but have no individual oversight nor any group oversight of the daily operation of the School, which is delegated to the Head of School and his representatives on the Senior Leadership Team, which is made up of members of the faculty whose duties transcend the traditional role of classroom faculty. The Senior Leadership Team for 2017-2018 includes:

The **Director of Finance and Operations** is responsible to the Head for administering the School’s accounts, maintaining the School’s physical plant, overseeing Institutional Technology, Dining Services, and for safety and security. He is assisted by the Controller, Assistant Controller, grounds, security, and housekeeping personnel.

The **Division Heads** (Head of Lower School, Head of Middle School, Head of Upper School) are responsible to the Head for the general behavior and morale of the student body and for the support and development of teaching faculty. In this role, they handle all academic matters and discipline in their respective division. Division Heads assume designated oversight of their respective areas of campus knowing they are a part of the singular whole of Episcopal Collegiate School.

Division Heads oversee the daily academic operation of the school and are responsible to the Head for the academic direction of the School. In this role, they work closely with Department Chairs, the MS/US Academic Dean, and the Head in appointment of new faculty, the supervision and evaluation of existing faculty, and direction of the School’s curriculum and course of study. Division Heads in collaboration with the MS/US Academic Dean oversee and direct the Department Chairs in the supervision of their respective departments, maintain good behavior in their respective buildings, and oversee the



academic honesty and integrity of the School in conjunction with the Head. They serve as the primary liaison in academic matters with students and parents in matters that transcend usual classroom issues.

The **Director of Institutional Advancement** is responsible to the Head of School for administering all aspects of admission, development (fundraising), alumni relations, special events, marketing, and communications.

The **Director of Athletics** is responsible to the Head of School for the direction of all athletics, health and wellness, and physical education programs of the School PK-12. He or she appoints all coaches, supervises their coaching, and schedules all practices and matches. He or she directs the students' athletic participation and is responsible for student behavior in the Athletic Center and on the field.

The **Director of Student Support Services** is responsible to the Head of School for the oversight of School Counselors, the Academic Achievement Center, internal and external tutors, and documented, Mission-appropriate accommodation and support coordinated with Division Heads and classroom teachers.

The **Director of Innovation and Technology** is responsible to the Head of School for the oversight of all instructional and institutional technology needs of the school, technology integration in the curriculum, the Middle School Maker Space program, and research, planning, and implementation of educational innovations that will enhance the school's academic rigor while preparing students for the expectation of college and life beyond.

The **MS/US Academic Dean** works to support the work of the Head of School and Division Heads to cultivate a robust academic environment in grades 6-12 and to maintain congruency between the mission of the school and the academic activities in those grades.

The **School Chaplain** is responsible to the Head of School for the spiritual life and well-being of the community, its faculty, staff, and students. The Chaplain oversees and protects all elements of the School's Episcopal Identity within the Mission and in concert with other members of the Chaplaincy and Religion Department.

## 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 he and his wife, Harriet Stephens, President of the Board of Trustees, 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. Additionally, Harriet and Warren Stephens made gifts in 2007 and 2013 during times of important growth for the School.

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 provides a cohesive Pre-Kindergarten through 12th grade program on one campus. Episcopal Collegiate School's Lower School Division opened in August 2009.

## FINANCIAL POLICIES

The financial policies of Episcopal Collegiate School are outlined below. Your cooperation in adhering to these policies is appreciated. Any questions concerning these policies should be directed to the School's Business Office.

### **Billing and Payments**

Episcopal Collegiate School uses FACTS Management Company for billing and payment processing services. Each family will have an account with FACTS that they can access online using the user name and password provided. New families will have a username and password provided via email. FACTS allows families the convenience of checking the status of their account and making payments online at any time. Families with multiple students will have a single FACTS account, but charges for each student will be identified and billed separately within the family's account.

Each family account will have separate sections:

Tuition and Fees: Tuition (net of the enrollment reservation deposit) and New Student Fees are set up in FACTS and each family is required to establish a payment plan for the year by selecting one of the following options.

- Single payment - The full balance is due by July 31, 2018.
- Semester Payment - Payable in two equal installments. The first installment is due July 31, 2018. The second installment is due December 31, 2018 \*
- Monthly Payment - Payable in 10 monthly installments from July 2018 through April 2019. Monthly payments are due by the end of the month and families can determine which day of the month the payment will be processed. \*
- Semester Payment and Monthly Payment options incorporate a small cost of funds fee in addition to the base tuition charge. These charges are reflected in amounts shown on the published tuition and fee schedule and will appear as a monthly pay option fee or a semester pay option fee when establishing your payment plan in FACTS.
- Payment can be made via automated bank draft or credit card. A small "convenience charge" is applied for credit card transactions. Also, please be aware that FACTS will apply a charge for non-sufficient fund (NSF) situations. The School does not receive either of these fees.

All Other Charges: Charges for any items other than the tuition and fees covered by the family's payment plan will be billed through FACTS monthly as they are incurred and will typically be due within 30 days. Email notification will be sent any time an invoice is charged to a student's account. Payment can be made via automated bank draft or credit card.

Families may choose an "auto pay" option, where these incidental charges are automatically paid on the due date. Families that do not take advantage of this option will need to login to the online account and authorize payment for each invoice received.

Examples of these other incidental charges include such items as:

- Non-Refundable Enrollment Deposits: Enrollment deposits are billed through FACTS and are due by April 30, or 10 days after being invoiced in the case of late-season enrollment. The Enrollment Agreement, which is executed through the online enrollment process, and this enrollment deposit secure that student's place at the School.
- Dining Hall Charges: Students that participate in the lunch program will have the monthly fee billed to their family's account through FACTS. Charges for any breakfast items purchased will also be charged to the account and billed on a monthly basis.
- After School Care: After school care charges are billed monthly.
- All Other Incidental Items: The School's administration attempts to centralize and automate all billing. As a result, charges for such incidental items as athletic wear, field trips, t-shirts for certain events, purchases from the Wildcat Warehouse (school store), etc. are billed on a monthly basis as incurred.

### **Past Due Accounts**

Accounts that are still outstanding past their due date are considered delinquent.

- A late fee of 1.5% of any past due balance will be applied monthly to any account that is considered delinquent as of the end of each month.
- The School will not release grades or transcripts for any student whose account is delinquent.
- Any student whose account is delinquent will not be allowed to re-enroll for the subsequent year until the account is brought to current status.
- Any student whose account is delinquent and is receiving financial aid is not eligible to receive financial aid for subsequent years. Further, they are at risk of having financial aid for the current year rescinded.

- The Arkansas Activities Association (AAA) bylaws state that any student whose account is more than 60 days past due is to be removed from eligibility. Therefore, any student whose account is greater than 60 days past due is not eligible to participate in any AAA-sanctioned interscholastic athletic competition.
- Families that may be having difficulty meeting their financial obligation are encouraged to contact the School's Business Office.

### **School Property**

Families will be held responsible for the financial cost of damaged or missing school property. This includes school facilities and equipment as well as library books, laptops, and laptop equipment.

### **Confidentiality**

All financial transactions with the School are considered confidential and will be discussed only with the person or persons identified as financially responsible on the student's Enrollment Agreement.

## **ACADEMIC STANDARDS**

Episcopal Collegiate offers its students the opportunity to become independent 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, to think critically, and to write analytically. They develop personal responsibility, values for engaged citizenship, a healthy regard for human worth and dignity, tolerance of ideas and experiences different from their own, empathy for those around them, and an appreciation for human diversity. The spiritual foundation of Episcopal Collegiate encourages students and faculty to value each other as children of God worthy of dignity and respect.

## **ACADEMIC POLICIES AND PROCEDURES**

### **Classroom and Course Placement**

As a rule, Episcopal Collegiate neither encourages nor accepts parental requests for or expectations of particular faculty or friend cohorts when scheduling students, assigning teachers, or creating class lists. Parents may express to their division heads key elements of their own child's learning styles, personalities, and any other personal concern for use by the School when making the final determination for all such assignments. This policy is recognized as a "best practice" in education, respects the professionalism of the faculty in making the best educational decision possible, and helps to ensure a positive and effective learning climate within each classroom.

Knowing the importance of diversity in the social development of children, the School endeavors to distribute pupils across respective grade-levels to create heterogeneous groups on the basis of gender, past academic performance, personality, social skills, and work habits. Consideration is given to the needs of students who will benefit from being together or from being separated.

The School maintains final authority in all decisions regarding teacher and classroom placements.

### **Wildcat Web (Veracross) and Haiku**

Veracross and Haiku are password protected, web-based student information systems that give parents and students access to real-time information including grades, attendance, detailed assignment descriptions, class bulletin boards, discussions, classroom resources, media, and more. Middle and Upper School Faculty will post newsletters and information about upcoming events, tests, and long-term assignments on a weekly basis in Haiku. Grades for students in grades 3 through 12 will be updated regularly in Veracross as assignments are completed and graded. By using a password, parents and students are able to log on to their individual account from any location where Internet access is available.

### **Academic and Graduation Requirements**

#### ***Middle School Course Requirements***

Grade 6	Grade 7	Grade 8
English	English	English
Mathematics or Advanced Math	Pre-Algebra or Advanced Pre-Algebra	Algebra I or Advanced Algebra I
Life Science	Earth Science	Physical Science
World History to 1400	World History 1400 to Present	U.S./Arkansas History
Writing Workshop	Writing Workshop*	Latin I
Religion **	Exploratory Design 7*	Exploratory Design 8*
Health **	Religion*	Physical Education **
Physical Education *	Physical Education*	Study Hall **
Spanish *		
Elective *	Elective	Elective

\* one semester only

\*\* one nine-week session only

Please refer to the School’s Curriculum Guide and Course of Study for specific requirements and course offerings.

**Upper School Graduation Requirements**

Regardless of the number of credits earned in Middle School, the following credits must be earned in the Upper School. Please refer to the School’s Curriculum Guide and Course of Study for specific requirements and course offerings.

English	4
Mathematics	4
Science	3
History	3
World Languages	3
Fine/Performing Arts	1
Religion	½
Communications	½
Health	½
Physical Education	½
Electives	4 - 6

Students in the Middle School may receive Upper School placement for Algebra I, Geometry, Spanish, French, and Latin. Note, however, that even with mathematics and language credit earned in the Middle School, the student still must take four years of mathematics and three years of the same world language in the Upper School. All students must complete the community service requirements for graduation, and each senior will present a chapel talk during his/her senior year. All graduation requirements must be satisfied to participate in Commencement Exercises and receive a diploma from Episcopal Collegiate School. In the event that a senior has unsatisfied graduation requirements that can be fulfilled during the summer, he or she may be allowed to participate in Commencement Exercises with special permission from the Head of Upper School, but in no case will a student receive a diploma until all graduation requirements have been met.

We believe that in addition to academic preparation, the social and emotional developments that take place during high school are important for a successful post-secondary career; therefore, once students enter grade 9, they must complete four years of high school education in order to earn a diploma, regardless of the number of credits earned or courses taken. Once enrolled at Episcopal Collegiate School, a student can advance no more than one grade level each academic year.

**Advanced Placement®**

Episcopal Collegiate School currently offers 18 Advanced Placement® (AP®) courses, the descriptions of which are included in the School’s Curriculum Guide and Course of Study, which is available on the School’s website.

Access to Advanced Placement® courses is based upon the following:

1. Student performance in prior courses (B+ or 87% or higher is recommended);
2. Departmental approval;
3. Head of Upper School approval

The School reserves the right to restrict access after a careful review of the overall course load of a student.

Unless there are exceptional circumstances determined by the Division Head, a student who takes an Advanced Placement® course is expected to take the corresponding AP® exam in May. Any student enrolled in an AP® course and who sits for the AP® exam is exempt from the final course exam. Fees associated with each AP® exam will be charged to the student's FACTS account. A list of the fees charged for AP® exams by the College Board is available on their website.

A student may drop an AP® or advanced-level course during the add/drop period or at the recommendation of the teacher.

**Class Rank**

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

**Grading**

Episcopal Collegiate uses a quarterly grading schedule. All grades are posted on the Wildcat Web (Veracross). Parent conferences will be held each spring and fall.

**Lower School**

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

**Pre-Kindergarten through Fifth grade:**

*Learning Expectations*

(3) Meeting or Exceeding Grade Level Expectations

(2) Progressing Toward Grade Level Expectations

(1) Not Meeting Expectations at this Time

/= Indicates an Area Not Assessed at this Time

**Grades four and five:**

*Grading Code*

A+/-	100-90	Superior Achievement
B+/-	89-80	High Achievement
C+/-	79-70	Satisfactory
D+/-	69-60	Unsatisfactory
F	Below 60	Failing

**Middle and Upper School**

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

A+/-	100-90	Superior Achievement
B+/-	89-80	High Achievement
C+/-	79-70	Satisfactory
D+/-	69-60	Unsatisfactory
F	Below 60	Failing

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

**Responsibility for obtaining missed work rests with the student.** The general guideline for completing work following an excused absence for illness is one day for every day absent. Students with Planned Absences will discuss makeup work with their teachers and confirm specific plans and due-dates for make-up work.

Incomplete grades must be rectified within one week of the end of a marking period (quarter, semester, year) with the knowledge that Seniors must have all courses complete and grades submitted to receive a diploma and participate in commencement exercises. Any exceptions must be approved by the appropriate Division Head.

**Semester Examinations**

***Middle School***

All core courses in the Middle School may have a written semester examination. Eighth grade exams shall count 16% of the semester average with each quarterly grade counting 42% of the semester average. Seventh grade exams shall count 14% of the semester average with each quarterly grade counting 43% of the semester average. Sixth grade exams shall count 12% of the semester average with each quarterly grade counting 44% of the semester average. Exams are administered at the end of each semester.

As a rule, the School will neither amend nor adjust the exam schedule for any reason. A conflict or make-up session is scheduled at the end of each exam week for those with conflicts or a legitimate excused absence from an exam earlier in the week. An excused absence, requires a statement from physician with a diagnosis before arrangements can be made to make-up the exam. All questions regarding exams should be made to the appropriate Division Head.

***Upper School***

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

As a rule, the School will neither amend nor adjust the exam schedule for any reason. A conflict or make-up session is scheduled at the end of each exam week for those with conflicts or a legitimate excused absence from an exam earlier in the week. An excused absence, requires a statement from physician with a diagnosis before arrangements can be made to make-up the exam. All questions regarding exams should be made to the appropriate Division Head.

**Senior Exam Exemption**

Any second semester senior who has no unexcused absences and no more than three tardies to school during the third or fourth quarter, has completed the community service requirements by the deadline, has earned a course grade of 90% or better, and has no Honor Code violations, suspensions, or Saturday Schools during the second semester may be exempted from the second semester course exam. The exemption will be granted per course on the last day of the second semester of classes. A qualified student may choose not to use the exam exemption. Any student enrolled in an AP course and who sits for the Advanced Placement® Examination is exempt from the final course exam.

**Grade Point Average**

Episcopal Collegiate, like many college preparatory schools, employs a GPA scale in the Upper School with enhanced grade-equivalent values to reflect the academically rigorous, college preparatory nature of our course offerings. This weighting benefits all students, not just those enrolled in Advanced Placement® Courses. The following scale will be used when reporting grade point averages. Only grades earned at Episcopal Collegiate School will be used in the GPA calculation. Grades earned on approved courses from other institutions, including summer courses, will be noted on Episcopal’s transcript but will not be used in calculating Episcopal’s GPA.

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

A+	100-98	4.30
A	97-94	4.15
A-	93-90	4.00
B+	89-87	3.75
B	86-84	3.50
B-	83-80	3.15
C+	79-77	2.75

C	76-74	2.50
C-	73-70	2.15
D+	69-67	1.75
D	66-64	1.50
D-	63-60	1.15
F	< 60	0.00

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

## Homework

Episcopal Collegiate School believes that homework is an essential component of a rigorous college preparatory education. The School encourages teachers to utilize homework to greatest effect in all classes, without requiring it on a daily basis. Research indicates that homework related directly to classroom lessons and curricular expectations, reviewed daily by teachers, and of reasonable length can have a positive impact on student results, but especially in mathematics and reading comprehension.

Episcopal defines homework as work that is assigned by the teacher to be completed outside of class time. Homework can include, but is not limited to, written assignments, preparation for tests and quizzes, intermediate work on long-term projects or assignments, research, reading, or preparation for classroom discussions. Homework should be essential to the course of study. Assignments are posted on a weekly basis, but may be adjusted as necessary.

As a rule, Episcopal Collegiate School adheres to the longstanding recommendation of the National Parent Teacher Association, girded by researcher Harris Cooper of 10 minutes per evening, per grade-level beginning in first grade. Some evenings there will be more work, and some evenings there will be less. Homework assignments are based on an average amount of time for completion, thus some students may find their assignments take more time and still others less time. There are many factors that may affect the time students spend on homework including the specific course, personal learning styles, varying levels of focus and distraction, effectiveness of time management, demands of the school calendar, and student productivity during the academic day. If a student is spending more time than this on a consistent basis, the students, parents, and faculty members should communicate and families should review good study practices with regard to the demands of the material, the forms of assessment, and other factors related to the specific course as well as the available space, distractions, and other factors to ensure the student has a conducive environment in which to study.

**Lower School** students should expect homework to be assigned three nights a week, excluding weekends. **Middle and Upper School** students should expect homework to be assigned Monday through Friday. No homework should be assigned over long weekends or holidays, except for long-term assignments, which may not be due within two days of return from any break.

It is important to note that for **Advanced or AP® classes**, the expectations will be higher including possible assignments over long weekends and holidays.

Teachers will review the work in a timely fashion and offer assessments when appropriate in the unit of study. Teachers will work to understand the demands placed upon students across all classes. If concerns arise regarding assignments or quantity of homework, students should seek advice from the classroom teacher first. If there are concerns across multiple classes, seek advice from the Director of Student Support Services or the Division Head.

## Academic Standing and Academic Probation

The School reviews a student's academic standing on an on-going basis to determine if his/her performance is meeting the academic standards of the School. Successful completion of all required courses is necessary to continue attending the School. Any student in danger of failing a course or not being promoted, may be placed on probation and will receive an academic plan from the Division Head in conjunction with the Director of Student Support Services. In some situations, it may not be in the student's best interest to be invited to return to the School. The Division Head will have the final decision on the placement and promotion of students.

The faculty will review all students and their academic progress at the end of each quarter, semester, and year. The faculty may recommend a change in status for students to their respective Division Head and the Senior Leadership Team. Any change in status, up to and including withdrawing contracts, will be communicated after a thoughtful, deliberate, and exhaustive analysis of all pertinent information by the Senior Leadership Team. Appeals of any change in status must be made to the Head of School.

## Online Courses

Episcopal Collegiate School recognizes that high-quality online programs offer its students unique learning opportunities which provide students with academic flexibility and supplement existing curricula.

All summer online or traditional coursework must be completed, and transcripts received by the school no later than August 1<sup>st</sup>; if a student does not believe that the course will be finished before the start of school, he/she must contact the appropriate Division Head.

Online course providers, participants, coursework, responsibilities, and credits must be assigned and approved by the Department Chair and the Division Head. The Division Head will make a determination of acceptance of credit on a situational basis. Online course grades from outside providers will not be included in the calculation of grade point averages. Additionally, students are fully responsible for any costs associated with online courses.

As a general policy, students may take only two online courses from outside providers for credit during their high school career for program acceleration, independent study, and study abroad. All online courses available to students at Episcopal Collegiate School are expected to meet specific expectations to ensure high-quality learning experiences. The School will consider only online courses that meet the National Standards for Online Course Quality set forth by the International Association for K-12 Online Learning (iNACOL). It is critical that the online course provider is regionally accredited, meets the iNACOL standards, and is approved by the School.

The School will allow students the option to enroll in online courses under the following four conditions:

### ***For Grade Remediation***

A student who receives a D or F grade may choose or be required to take an online course during the summer to demonstrate his/her development in that subject for purposes of advancement, high school graduation and college admission. The grade reported for the online course will be placed on the student's transcript along with the student's original course grade. Students on academic probation may use online courses to meet requirements necessary to remove the probationary status (see section on Probation). Students may not take online remediation for more than two semester courses in a given year.

### ***For Advanced Students***

#### **Program acceleration**

An advanced student who would like to accelerate an academic sequence may choose to take online courses during the summer. This opportunity would be available to especially able and ambitious students.

#### **Independent study**

An advanced student who wishes to take courses not offered at the School or who has exhausted the course offerings in his/her desired area(s) of study may work independently online. A faculty mentor will monitor the student's progress.

#### **Study abroad**

An advanced student who would like to both participate in an approved study abroad program for a semester or year and graduate with his/her current class may be approved to take online courses in order to fulfill the School's advancement requirements.

### **Study Abroad**

If a student plans to study abroad, he/she should begin the process and notify the school at least a semester, but preferably a year, in advance. The School needs adequate time to analyze and approve or amend the student's proposed curriculum and credit. The Division Head will oversee this process and determine if additional coursework is required in order for the student to graduate with his/her class. Study abroad grades will be attached to the Episcopal transcript, but not calculated in the student's GPA.

It is recommended that students consult with the Office of College Counseling at least a semester in advance.

Recognized programs of excellence include: School Year Abroad, English Speaking Union, the Congress-Bundestag Youth Exchange, Cloud Forest School, among others.

### **Community Service Expectations**

Respect, Reverence, and Responsibility are core values of Episcopal Collegiate School, and we strive to be exemplary neighbors to the broader Little Rock community. Service learning and social justice issues are incorporated into the curriculum. Middle and Upper School students are required to perform community service hours as responsible citizens in our school community and beyond.



While service hours are required, the School seeks active and engaged citizens who look beyond requirements and hours in their work supporting the School and Greater Little Rock. While some hours may be completed on campus, they can amount to no more than 25% of the required service hours. The minimum total required community service hours per grade level are:

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

\*Students who have completed 100 hours or more prior to senior year and who have met the minimum requirement for grades 9, 10, and 11 are exempt from the 25-hour minimum for grade 12.

In the Middle School, hours are to be documented and signed by the organization's volunteer supervisor or the sponsor of the activity/event. Completed forms should be returned to the Middle School office. In the Upper School, students should submit information about their activities through x2vol. The School provides information about opportunities for service throughout the year, but students may also submit activities in which they are interested or with which they are already involved. Any volunteer work, including but not limited to, work for political candidates or parties, singing in a church choir, ushering, acolyting and other liturgical activities, internships at Arkansas Children's Hospital or other non-profit organizations is generally acceptable. Internships with for profit corporations may be submitted for review but are viewed differently from true service to the community and hours may be restricted or rejected.

Appropriate adjustments may be made for students entering Episcopal Collegiate after the school year begins. Hours are to be performed between June 1 and May 1 for each year for grades 6 - 11. Students who fail to complete their required hours prior to the end of the academic year will have exams held and incompletes entered for the year. Once the student completes their required hours no later than August 1, grades will be posted and the student promoted to the next grade.

Seniors must complete their hours by the beginning of the fourth quarter of their senior year in order to be exempt from second semester exams. Because service hours are a graduation requirement, failure to complete them prior to the end of the academic year will result in failure to earn the diploma and/or to participate in Commencement.

## **Schedules**

Assignments to classes are based on re-enrollment date, available data, and the needs of each student. A student will receive his/her schedule ONLY after a tuition payment has been received. If errors or changes in student enrollment occur, the School will approve appropriate changes. Students may drop or add courses with proper approvals during the first full class cycle of each semester. Occasionally, extreme circumstances may warrant adjustments to student schedules after the drop/add period. These special situations will be considered on a case-by-case basis and are completed only with the approval of the appropriate Division Head.

## **Textbooks and Supplies**

### ***Lower School***

Tuition and fees cover all textbooks, workbooks, and most school supplies for Lower School students. Tuition and fees do not cover the cost of backpacks or lunchboxes.

### ***Middle and Upper School***

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

## **Standardized Testing and Assessments**

The School's principal testing program for grades three through seven is the Comprehensive Testing Program 4 (CTP4) designed by the Educational Records Bureau. The CTP4 aptitude and achievement testing is used by most of the nation's leading independent schools and by many public school systems. In grades eighth, ninth, and tenth, the school uses the ACT Series testing.

This type of testing serves two purposes: to understand the general abilities and needs of individual children and groups of children which are 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, 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 Division Head or the Director of Student Support Services. Sometimes parents may initiate professional testing. The School needs to be an informed participant with the parents and professional diagnosticians.

### **Tutoring / Help Sessions**

All faculty members will provide reasonable extra help 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. Students who have unexcused absences, or have been suspended should not expect teachers to re-teach or to provide extra help.

To avoid a conflict of interest, teachers may not accept any form of compensation for tutoring their own students during the academic year. Faculty may not tutor any students during the regular school day (7:30 a.m. to 4:00 p.m.) and outside those times must arrange tutoring through the Director of Student Support Services.

Students and their families may engage outside (non-employee) tutors for academic assistance, but these tutors must coordinate their efforts with the Director of Student Support Services and with individual teachers.

Outside tutors must 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:

- An Episcopal Academic Assistance Plan, prepared by the School, must be on file for tutoring to take place on campus. A family must provide a full educational assessment providing information regarding learning concerns in order to receive an Episcopal Assistance Plan.
- Each professional shall schedule any such on campus sessions(s) with the Director of the Learning Services. The Director will assign the professional a location in which to work with the student. Any changes to the tutoring schedule throughout the school year will go through the Director of Student Support Services.
- The professional must sign in at the School Office each time he/she is on campus and sign out when leaving.
- 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.
- Outside tutors will be expected to communicate at minimum on a monthly basis with the classroom teacher and/or the Director of Student Support Services to provide information about student progress.
- 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.

### **Academic Support**

The Academic Achievement Center staff provides support to students with learning differences and to all students who may need help in achieving academic success. The AAC is available to any Episcopal student experiencing academic difficulty and who has been recommended to the Center as a result of discussions among Center staff, teachers, parents, and/or the appropriate division head. In order to receive accommodations, parents must meet with the AAC staff and submit a current psycho-educational evaluation. To be current, an evaluation must have been completed within the last three years.

Services provided by the AAC include but may not be limited to the following:

- Assessment and interpretation of academic performance
- Assessment of standardized and diagnostic test results
- Academic monitoring
- Classroom observations
- Pre-screening for reading and language difficulties

- Consultation services for teachers and parents for the purpose of enhancing learning for those students who learn differently
- Assistance in the development and implementation of an AAP
- Coordination of on-campus tutors
- Regular communication with a student's support system (parents, faculty, tutors, administrators, diagnosticians, therapists and counselors)
- Sourcing of tutors, therapists and evaluators
- Sourcing of professional development resources for classroom teachers

## Student Conduct: Honor and Discipline at Episcopal Collegiate School

Episcopal Collegiate School believes that every student has a right to study, to learn, and to enjoy all that the School offers each day free from behavior that is detrimental to that experience. The School's policy on discipline is based upon the understanding that students will treat the School, its physical property, all employees, and all students with dignity and respect at all times.

Student behavior that is deemed in any way detrimental to the best interests of the Episcopal Collegiate School community will be subject to disciplinary action by the School. It is incumbent upon students to report any and all abuses of the student code of conduct, even if they are not directly involved in the matter. Failure to report incidents in a timely manner may prevent the School from taking complete action. If parents report an incident to the School, the School will investigate with the expectation that the student who witnessed or knows of the violation must come forward and discuss truthfully and completely the incident with the Office of Dean of Students, appropriate Division Head, or Head of School.

The student code of conduct is based on the school's motto of Respect, Reverence, and Responsibility as we seek to encourage self-discipline, self-respect, and constructive independence.

**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:** The School expects behavior consistent with the Episcopal traditions of hospitality and reverence for each person as individuals worthy of respect, regardless of their background: race, creed, and culture. This requires the exercise of acceptance and inclusion, the practices of forgiveness and redemption, and the rejection of all forms of prejudice and discrimination.

**RESPONSIBILITY:** Ultimately, the responsibility for respectful and reverential conduct lies with the individual; the highest form of self-discipline is that which is internalized and practiced gladly and freely of one's own volition.

In all cases, student conduct and the School's response will be interpreted and applied in an age-appropriate manner, will be made only after full consideration of a student's entire record as a member of the community, and with the understanding that the philosophy outlined above is the guiding force. The Head of Lower School, in partnership with the Head of School, is responsible for disciplinary matters in the Lower School. The Upper and Middle School Deans of Students are responsible for disciplinary matters in the Middle and Upper Schools, in partnership with the Division Heads and Head of School.

### The Honor Code

Trust forms the foundation of a community that lives out the Episcopal Collegiate Code and this trust is built on the expectation that each member of the community strives to live a life of honor. The Honor Code is simple:

*As members of the Episcopal Collegiate School community, we are dedicated to maintaining a bond of trust and committed to holding ourselves to the highest standards of personal honor and integrity.*

Upholding the code involves a daily, even moment by moment, choice to represent one's work, actions, and self with honesty; to be above reproach on matters of integrity; to avoid unauthorized and/or undocumented use of ideas, possessions, or property of others; to work towards strengthening our community of trust and honor by not accepting efforts of others that undermine this trust. Any violation of the Honor Code is a serious infraction of school rules. In all actions, the School urges students to use good, common sense before acting. If an action seems "wrong," chances are that it is "wrong."

Teaching and promoting academic honesty and personal integrity is a three-way partnership amongst and between the school, the family, and the student. Guided by the Honor Code Constitution\*, the Honor Council leads efforts of all students to uphold the Honor Code but plays a particularly prominent role in the **Upper School**. Families are expected to support our unalterable position on all matters of academic and personal honor. All families, by signing their contract with the school, acknowledge that they understand and support the Honor Code, which will apply in an age-appropriate way to all grade levels.

A statement of understanding and support of the Honor Code is read and signed by all **Middle and Upper School** students and faculty at the start of the academic year as a tangible sign of ongoing understanding of and support for the Honor Code.

\*see Appendix A for the complete Honor Code Constitution

### ***What is the Honor Code?***

The Honor Code represents the moral and ethical values of the school.

The Honor Code creates a community of trust, integrity, and respect. All students and staff of the school pledge to uphold the Honor Code.

The Honor Code demands that every member of the community acts and lives honorably.

### ***What is Honor?***

Honor is creating and upholding integrity in our community.

Honor is upholding the moral standards of our school, ourselves, and our classmates.

Honor is respecting the work, effort, and dignity of all individuals.

Honor includes forgiveness and reconciliation.

Honor is maintaining integrity even when tempted to compromise it.

Honor is doing what is right, even though no one else is watching.

Honor is trusting yourself and others.

### ***What are the Advantages of an Honor Code?***

The Honor Code fosters positive leadership within the student body.

The Honor Code creates an atmosphere of trust and mutual respect.

Students take greater responsibility for their educational experience.

Students and teachers trust each other.

Students can leave personal property in the open without it being stolen or pilfered.

The Honor Code fosters personal growth

The Honor Code is a covenant, or promise, that calls upon the good in everyone.

The Honor Code ties us to a centuries-old academic tradition.

### **Honor Pledge**

*I pledge that I will uphold the Honor Code with my mind, body, and spirit, produce my own work, always speak the truth, and respect the personal property of all people.*

The words “*I Pledge . . .*” must be signed by the student and affixed to all assignments (Grades 4-12) completed or submitted for teacher review, grading, and/or credit.

### **Infractions**

Infractions of the Honor Code include, but are not limited, to all forms of academic dishonesty (cheating, plagiarism, unauthorized aid on assessments, unauthorized aid on the completion of work, etc.), facilitating the academic dishonesty of another (providing information or aid before or during an assessment, allowing a student to copy one’s work, etc.), lying about school matters or to members of the faculty, stealing or vandalizing the property of another, using the property or possession of another without consent, falsifying records or forms, and infringing upon the dignity of others. Students in possession of electronic or paper “cheat sheets” or found to be accessing unauthorized aid during an assessment are also considered to be in violation of the Honor Code.

A more descriptive list of infractions can be found in the Honor Code Constitution found in Appendix A.

### **Lower School and Middle School Procedures for Handling Honor Code Violations**

The student who committed the violation, a student or family member who is aware of said violation, or the classroom teacher reports the alleged violation to the appropriate administrator (the Division Head in Lower School or the Dean of Students in Middle and Upper School), in person or in writing. This must be done with full disclosure of the incident, those involved, and with the name of the person who reported the incident – the incident may not be reported anonymously.

The Dean or Division Head will investigate the matter with the assistance of classroom teachers, advisors, other members of the Leadership Team as appropriate, students, and families. Once an investigation has been completed, the Dean or Division

Head will communicate any decision or action to the accused and his/her family.

### **Lower School and Middle School 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:

- School/Family/Student Conference
- Demerits
- Detentions
- Academic penalty
- Community service
- Exclusion from extracurricular activities
- Restitution as applicable
- In-school suspension
- Out-of-school suspension
- Required Withdrawal
- Dismissal/Expulsion

### **Upper School Process and Procedures**

The Honor Code Constitution details the procedures and requirements for reporting suspected Honor Code Infractions. An outline of those procedures is provided here.

Any student, faculty, or staff member having information concerning any infraction of the Honor Code shall report his or her findings in person or in writing to the Honor Council President, Head of School, or the Head of Upper School. The Honor Council President shall discuss a report of an Honor Code violation with the Head of Upper School to determine if there is sufficient evidence to warrant an investigation.

The Honor Council President and the Head of Upper School shall meet privately with the student and explain the charge and the options to the student for admission of guilt and further investigation. The Honor Council will convene to determine findings and recommend consequences to the Head of Upper School and/or Head of School. Written notification of the Council's findings, regardless of outcome, will be provided to the student and to the student's parents.

Honor Code infractions are expected to be kept confidential by every party involved and not discussed publicly. This includes, but is not limited to, the student who committed the infraction, all witnesses, the Honor Council, the Head of Upper School, the Head of School with the understanding that other school leaders may need to be informed of the proceedings. In these cases, every effort will be made to maintain the anonymity of the parties involved.

### **Upper School Consequences for Infractions of the Honor Code**

Based upon the findings of the Honor Council and the seriousness of the offense, the Council will recommend a suitable consequence to the Head of Upper School. Consequences may vary, depending on the seriousness of the offense and the behavioral record of the student and likely include detention(s) and/or suspension. A student found guilty of an Honor Code infraction is typically placed on Honor Probation for a period of time and may have his or her re-enrollment placed on hold. In any case where there is an infraction involving cheating or plagiarism, the Honor Council may recommend that the student receive a zero on the assignment in question, but the final decision about a grade may be made by the teacher of the class for which the student submitted the assignment in consultation with the Head of Upper School. While a single infraction may lead to separation from the school, multiple infractions most certainly place the student's standing at the school in jeopardy. All appeals are made in writing by the student to the Head of School.

The School reserves the right to depart from these general guidelines for consequences if the Head of Upper School or the Head of School believes the situation so warrants.

### **Discipline Code**

In accordance with Episcopal Collegiate School's philosophy and objectives, the school community has high expectations for student conduct. Students are expected to be honest, to be responsible for their behavior, to demonstrate self-discipline, and to respect all members of the School community and any guests of the School. Knowing that students make mistakes as well as poor decisions, and that this is an educational environment, division-appropriate, fair, and consistent responses will take place while also emphasizing the need to educate students for a productive and positive future.

Disciplinary matters related to lying, cheating, stealing, or plagiarism are handled under The Honor Code section of this Handbook. The Discipline Code will be interpreted and applied in an age-appropriate manner with oversight in **Lower School**

by the Division Head and in the **Middle and Upper Schools** by the Office of the Dean of Students in partnership with the Division Heads.

### **General Guidelines for Discipline**

Joining a community such as Episcopal Collegiate School is far more than attending school five days a week – it is membership in a community that holds its ideals and philosophy dear and applies such on any given day. The School, therefore, expects the highest moral, ethical, and legal behavior of students regardless of location, time, or day of the week. The School does not seek to control behavior, but to work with families to graduate productive and contributing citizens. Therefore, school rules apply to any and all activity directly or indirectly related to enrollment at the school, including but not limited to all daily school activities, school trips of any kind, off campus events and programs tied to the school, and summer travel. For life beyond the School, if the School determines that actions by students or families are detrimental to its good name, its reputation, the safety and security of other members of the community, or simply undesirable, the School may at its discretion, take disciplinary action.

Before school authorities administer disciplinary measures, a reasonable investigation is made to determine the facts of the infraction. 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 may be sufficient.

Under extraordinary circumstances, if the Head of School and Division Head believe the situation so warrants, the School reserves the right to depart from these written policies and guidelines.

All appeals must be brought to the Head of School in writing. In grades 6-12 the appeal must come from the student directly.

### **Student and Family Cooperation**

Following the School's Mission, Motto, and Philosophy, students and families are expected to cooperate fully and without omission of any kind in disciplinary investigations. Students are expected to be honest and forthright at all times, but honesty is not necessarily a mitigating factor and students' own statements may be used against them. Failure to cooperate with an investigation or any untruthful response, including by omission, may be cause for disciplinary action under the Honor Code or through traditional disciplinary measures. The School may meet with any student at any time regarding matters of conduct.

Students may be subject to interviews by licensing staff, child maltreatment investigators and/or law enforcement officials for the purpose of determining licensing compliance or for investigative purposes. Student interviews do not require parental notice or consent.

Classroom faculty have the primary role of monitoring student conduct and maintaining a positive learning environment in their classrooms and throughout the building, with the support of the Office of the Dean of Students, their Division Heads, and Head of School. All issues and concerns regarding matters specific to a particular classroom should first be directed to that teacher. Issues that move beyond the scope of a particular classroom or teacher should be brought to the attention of the Associate Head of Lower School (**Lower School**) or Office of the Dean of Students (**Middle and Upper School**) before contacting the Division Head or the Head of School. In all matters, cooperation, honesty, safety and security, and the unhindered education of all students shall govern conversations and decisions by the School regarding student conduct.

### **Search Policy**

The safety and security of every member of the community, including guests, is of the utmost importance to the School. To that end, the School works closely with Little Rock PD, has established a Security Team, has established an Office of the Dean of Students, and is constantly working to educate students regarding their health and the healthy use of social media. Upon entering the gates of the Jackson T. Stephens Campus, students agree that their physical and electronic belongings including, but not limited to, backpacks, vehicles, lockers, bags or satchels of any kind, outerwear, pockets, personal electronic devices (including phones, iPod, iPad, surfaces, etc), and computers can be searched at any time at the discretion of the School through the Office of the Dean of Students, Division Heads, or Head of School.

Any physical element of the School, including, but not limited to, lockers, closets, classrooms, etc., constitute property of the School and may be opened, viewed, searched or emptied at any time under the direction of the Office of the Dean of Students, Director of Finance and Operations, Division Heads, and Head of School. Students may also be requested to empty their pockets, to raise their pant leg, to remove his/her coat or jacket and to turn over his/her belt buckle to ensure their safety and the safety of others.

In all matters of discipline, searches, or other related cases, students and families are expected to cooperate immediately and failure to do so is considered a violation of school rules.

### **Personal Vehicles and Parking**

Students who drive to school are permitted to park on school property as a matter of privilege. Thus, it is understood that there is no expectation of privacy in vehicles in parking areas. As a matter of safety and security, the School, through the Office of the Dean of Students, Division Heads, and Head of School may conduct random and periodic general inspections of vehicles parked on school property without prior notice to or the consent of the student.

Use of vehicles is governed by School policy and students who fail to follow guidelines regarding acceptable parking locations, use of vehicles during the school day, or carpool guidelines may lose the privilege of driving to school.

### **Minor Infractions**

Basic rules of daily life are important for success in school. As previously stated, students should arrive on time, be prepared for class, treat people respectfully, and refrain from eating or drinking in buildings/spaces other than the Dining Hall or Commons and at times deemed appropriate by the School.

Minor issues of discipline are the responsibility of each classroom teacher or any employee that observes a student acting in a way contradictory to common courtesy and decency in our community. Repeated minor violations will be referred to the Division Head (**Lower School**) or Office of the Dean of Students (**Middle and Upper School**) for appropriate disciplinary measures that may include Detention, Saturday School, In- or Out-of-School Suspension, Probation, Mandatory Required Withdrawal, or Expulsion. Students will also meet with the Division Head (**Lower School**) or Dean of Students or Assistant Dean and/or advisor (**Middle and Upper School**) to review and assess their progress and to address any concerns.

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

- Tardiness to any **required appointments**, including, but not limited to, all classes, Morning Meeting, Advisory, Chapel, arranged extra help sessions, clubs, meetings, co- and extra-curricular programs, exams, etc.
- Failing to follow basic expectations of decorum and respect in and outside the classroom
- Refusing to participate in classroom activities
- Eating or drinking (other than water) in any undesignated area
- Chewing gum at any time for any reason
- Running, excessive noise, or other disruptions deemed inappropriate by any employee
- Violating the dress code

### **Disciplinary Options for Minor Infractions**

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

- Teacher/student or Dean/Division Head/student conference
- Parent conference or call
- In-class disciplinary action as approved by the Dean and/or Division Head
- Loss of student privileges
- Detention/s or a Saturday School assignment
- Demerits (**Middle School**)
- Written Warning (**Upper School**)
- Counselor/student conference
- Confiscation of contraband
- Supervised campus service assignment
- Verbal correction
- Cooling-off or time-out
- Behavioral contracts
- Sending the student to the office or other assigned area.

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

Serious Infractions of the Discipline Code involve behaviors that threaten the community and its commitment to the core values of Respect, Reverence, and Responsibility. The list is neither complete nor exhaustive, as no list can be. The list does, however, offer guidance for students, families, and the School when reviewing disciplinary cases. In all cases, the Head of School or his assignee makes the final determination.

**Any behavior that infringes upon the safety and well-being of any member of the school community:** Each person attending the School has a right to feel safe and valued. Harassment of any type violates personal rights and creates an atmosphere that is intimidating and demeaning to the parties involved. Verbal abuse, written abuse, physical abuse, hazing, fighting, threatening words or actions, vandalism, cyberbullying, taking and posting unauthorized images (photos, movies, etc.) and sexual harassment are unacceptable. Any instance of harassment must be reported immediately to the Office of the Dean of Students, Division Heads, or Head of School for appropriate investigation and action.

**Absences from academic commitments or other required school commitments or functions:** Students are expected to attend and be prompt for all scheduled classes, be prepared for class, and attend all required school functions and other School commitments, including Morning Meeting, Advisory, Chapel, practices and rehearsals, and scheduled appointments with teachers. All tardies and absences are recorded in Veracross as part of the student's permanent record. Any unexcused absence from class will result in that student receiving a "zero" in class for that day. Any unexcused absence from a required appointment or after-school program will result in consequences.

**Dishonesty:** Violations of the Honor Code as discussed and defined in the Honor Code section are considered serious infractions.

**Firearms, knives, and weapons:** Firearms, knives, and weapons of any kind as determined by the school are prohibited in any school setting. Possession of firearms, knives, and weapons on campus may be reported to the Little Rock Police Department in accordance with the law.

**Retaliation:** Retaliation is not tolerated at Episcopal Collegiate. Students are protected from any retaliation for making a good-faith complaint regarding disciplinary, honor, or student health concerns or for participating in an investigation.

**Tobacco/E-Cigarette (vapor):** Any use of tobacco products is harmful to one's health. The School is therefore a tobacco product-free campus for students, families, and guests, including in personal vehicles when traveling on campus. Smoking, chewing tobacco, e-cigarette, etc. are not permitted anywhere either on or off the campus or while students are attending any school function.

**Open Flame:** Any type of open flame such as a candle, incense, cigarette, lighter, or lighter fluids in any building are strictly prohibited.

**Alcohol and Drugs:** The use of illicit drugs and alcohol in the School community are threats to the safety and health of students, faculty, staff, and the community as a whole. Their use compromises the quality of educational programs and can cause physical and emotional harm. Episcopal Collegiate School strives to maintain a substance free environment to foster a healthy, safe, and drug-free academic community.

No student may possess, use, be under the influence of, or provide to any other student, by sale or any other means, any substance that is, or is represented to be, a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, inhalant, legend drug, synthetic drug, depressant, or intoxicate of any kind, or any kind that closely resembles, or is represented to be any of the foregoing items, or any item that could be considered drug use paraphernalia. Students are also prohibited from possessing, ingesting, transmitting, or selling caffeine-based pills or substances containing pseudoephedrine or other over the counter stimulants.

**Unauthorized access** to school areas including locked buildings, offices, fire exits, emergency stairwells, locker rooms and locations that are known or determined by the School to be off limits, is prohibited. Students are not to be behind locked or closed doors on campus without direct supervision or permission.

In addition, possession or use of an unauthorized key, password, computer database, network, or tampering with a school lock or security system is prohibited. Any tampering with fire extinguishers, sprinklers, heat sensors, smoke detectors or any fire preventative equipment is a serious infraction.

**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.**

**Discretion and Sensitivity:** Students are expected to behave in a manner that exhibits respect for themselves, others, and the School. The School does not accept the use of foul or offensive language. Students are expected to show restraint and good manners in their relationship with other students. Forms of sexual profanity, including sexually profane gestures, and explicit sexual language are always inappropriate. Verbally or physically forcing oneself onto another is simply intolerable. Inappropriate sexual or other physical behavior while under the jurisdiction of the school is considered a serious infraction.



## **Disciplinary Options for Serious Infractions**

Serious Infractions will result in significant consequences as determined by the Head of School or his assignee. Some violations may result in immediate separation from the school. Depending on the student's behavior record and the severity of the offense, any of the following consequences may be applied.

- Any discipline option, or combination thereof, outlined for minor infractions
- Exclusion from extracurricular activities
- Restoration or restitution as applicable
- Loss of student privileges
- Any combination of required counseling, random drug testing, and drug-free agreement as determined by the School
- Supervised campus service assignment
- Involvement of law enforcement personnel
- Confiscation of contraband
- In-school and/or out-of-school suspension
- Loss of current and/or future leadership position and/or membership in National Honor Society and/or Cum Laude Society
- Exclusion from (some/all) Commencement-related ceremonies
- Withdrawal
- Mandatory Required Withdrawal/Expulsion.

## ***Alcohol and Drugs***

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: hair follicle testing, blood testing, urinalysis, breath analysis, and biochemical testing for drugs and/or alcohol, 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.

## ***Voluntary Disclosure or "Safe Harbor"***

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 illicit substances, help is available for the student who struggles with addiction or substance abuse. Accordingly, students and/or families who approach school counselors, Leadership, 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. Students can also report concerns regarding friends directly to a School Counselor or to the School. Continued enrollment at the School for any student in such a situation may require an amended contract or "drug-free agreement" to support the student and ensure their good health.

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

### ***Demerits (Middle School)***

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

A student will be assigned a one-hour Detention Hall each time he or she accumulates 4 demerits. If and when a student accumulates 16 demerits in a semester, he or she will be assigned a four-hour Saturday School in lieu of a Detention Hall. This policy applies at 20 demerits, 24 demerits, etc.

### ***Written Warnings (Upper School)***

Typically, minor infractions are initially addressed with a verbal correction on the part of the faculty member. Students are expected to treat these redirections with the same level of respect given to other forms of behavioral consequences. However,

some infractions and repeated violations may warrant a more formal record of the infraction in the form of a written warning. After notifying the student, these warnings are sent to the Dean of Students who may impose additional consequences as he or she deems appropriate.

### ***Detentions***

Notice of a detention will be provided to the student at the time of the infraction. Students are required to sign the notice acknowledging that a detention has been assigned. Parents will be notified by Veracross. Middle and Upper School detentions will be usually held from 7:00 to 8:00 a.m. as needed. Detention assignments will preempt all extra-curricular, sports, and personal activities. No students will be admitted late. At the fourth detention, a Saturday detention will be assigned. Saturday Schools will be scheduled as needed. Students and parents will be notified by Veracross when a Saturday detention has been assigned.

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

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

An unexcused absence to detention/Saturday School follows the same policy set during the school day. In order for an absence for detention/Saturday School to be excused, the PARENT must contact the Dean of Students. Request for excused absences for Saturday School must be made **by 4:00 p.m. on Friday**. Until the parent contacts the Dean of Students, the absence to detention/Saturday School remains unexcused.

### ***Disciplinary Probation***

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

### ***Suspension: Pending Final Disposition***

In some instances, infractions may require immediate separation from the school allowing for an investigation into the details of the incident. A student may subsequently be allowed to return to school or if the incident warrants, be expelled.

### ***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.

Students are responsible for all academic work missed during a suspension. For a student serving an in-school suspension, all academic work due on the day of the suspension remains due on that day. For a student serving an out-of-school suspension, all academic work is due on the first day the student is scheduled to return to school. The responsibility for completing missed academic work rests with the student.

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 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 permanently, unless the School through the Office of the Dean of Students amends the policy. Those who return to campus in contravention of this ban are considered "trespassing" for the purpose of legal action.

Amendments to any of the above situations and cases may be made by the School through the Office of the Dean of Students in conjunction with the Division Heads and Head of School.

**Penalties for disciplinary infractions preempt all extracurricular or personal activities.**

### ***Expulsion***

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

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

#### ***A Note Regarding Suspensions and Expulsions and the College Counseling Process:***

Episcopal Collegiate School considers its Honor Code central to the mission of the school. As such, we are bound to operate in ways consistent with the ethics and professional standards as outlined by the National Association of College Admissions Counselors and the Principles of Good Practice of the National Association of Independent Schools.

If a college requests information regarding the student's suspension, probation, or dismissal during Upper School, the school believes it is each student's responsibility to disclose truthfully the appropriate information in keeping with the spirit of the Honor Code. This is also the case for students who have been arrested for alleged crimes that result in a police record. Students will work with their college counselor and the Head of the Upper School to address the issue in a straightforward manner and to reflect on what was learned.

In addition, the college counselor, when asked on the Secondary School Report Form, will answer truthfully whether a suspension, probation, or dismissal or arrest has occurred for the student. The college counselor will give a brief response allowing the student to further explain the situation to colleges.

If a suspension, probation, dismissal, withdrawal or crime occurs during the senior year, particularly after an application has been submitted, the student will be provided the opportunity to contact the colleges in writing to explain the incident. Again, the college counselor and Head of the Upper School can assist in this correspondence. After sufficient time (typically two weeks), the college counselor will contact the colleges on the student's list to verify receipt of this notification.

## **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 8:00 a.m. and conclude at 3:15 p.m. (Some Pre-K 3 students and some Pre-K 4 students are dismissed at 11:45 a.m.) When a child is absent from or tardy to school, a parent must contact the Lower School Office by 8:30 a.m. Lower School students who arrive later than 8:00 a.m. must be signed in at the Lower School Office by a parent/guardian.
- School for **Middle School** students begins at 8:00 a.m. and concludes at 3:35 p.m. Students must report to the Main Office if they arrive at any point after 8:00 to check-in prior to attending Morning Meeting, Advisory, class, or other required appointment. Arrival after 8:00 a.m. is a "tardy" for the day and for Morning Meeting and Advisory, unless the child's parent provides a reasonable excuse for lateness when signing their child in. Middle School students who arrive later than 8:00 a.m. must be signed in at the Middle School Office by a parent/guardian.
- School for **Upper School** students begins at 8:05 a.m. and concludes at 3:35 p.m. Students must report to the Main Office if they arrive at any point after 8:05 to check-in prior to attending Morning Meeting, Advisory, class, or other required appointment. Arrival after 8:05 a.m. is a "tardy" for the day and for Morning Meeting and Advisory. Failure to check-in is considered a violation of school policy and will result in appropriate consequences by the Dean of Students.

**Lower School Students** accumulating twenty or more absences per year may jeopardize promotion to the next grade level. **Middle and Upper School Students** accumulating twenty or more absences per year-long course (excused and/or unexcused) or ten per semester course may be asked to withdraw, receive no credit for the courses in which they are enrolled, requiring him/her to repeat the grade or to receive an incomplete grade in each course requiring summer school attendance. This excludes absences for School business or other activities as authorized by the appropriate Division Head. In the event that the School administration excuses an absence not related to illness, the student may be required to attend additional school sessions on Saturdays to make up missed time. An attendance record will be maintained in the appropriate Division Office detailing each absence.

**When a student has two (2) unexcused absences or five (5) total absences during a semester, the parents will be notified. At**

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

In all cases of absence (other than pre-approved planned absences), parents or legal guardians of students must **call the appropriate division office before 8:30 a.m. on the day of the absence.** If the School does not receive a call by 8:30 a.m., the School 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 appropriate Division Office and the classroom teacher (if the student is in the Lower School) 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 appropriate Division Office before leaving the campus and sign back in if returning for the day. **Lower and Middle School** students may not leave the building or return unless accompanied by a parent or guardian. **Upper School** students are required to sign out in the Upper School office and the office must have parental permission before the student may leave campus prior to the end of the school day.

If a student is absent for more than half of the school day, other than for academically excused purposes (arriving later than 11:35am), he/she may not participate in an after-school practice, competition, or other extracurricular activity that day. Students who check out early for health or medical reasons on school days on which they have an afternoon or evening athletic competition or other school performance may not participate in those activities.

## **Tardiness**

### ***Lower School***

Lower School students who arrive later than 8:00 a.m. must be signed in at the Lower School Office by a parent/guardian. The student will be issued a tardy slip upon arrival and a tardy or absence will be determined according to the attendance guidelines. The tardy slip must be presented to the teacher when the student enters the classroom.

### ***Middle and Upper School***

A student must attend a minimum of 45 minutes of each class to be counted as present. A student who arrives fewer than twenty minutes late to a class will be counted tardy.

A tardy will be recorded for each unexcused tardy. The original will be submitted to the appropriate Division Office to be recorded and a copy will be given to the student. Tardies are cumulative from all classes.

In **Middle School**, a student is assigned a demerit for each tardy to Morning Meeting, Advisory or class. When a student accumulates four or more demerits for any reason, he/she is assigned a detention.

When an **Upper School** student accumulates three (3) tardies to any class (including Morning Meeting and Advisory) within a semester, he/she will receive a Detention assignment. On the sixth (6) tardy, the student will receive a Detention assignment. On the ninth (9) tardy, the student will receive a Saturday School Detention.

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

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

### ***Lower School***

To avoid delays, please send a note with your child stating when and who will be checking your child out of school. Your child should take the note to the Office the morning of check-out between 8:30 am and 9:30 am. **When it is necessary for a student to arrive at school late or leave school early, the parent/guardian must come in to the Lower School Office to sign the student in/out noting the time and the reason for the check in/out.** If a student will be checking in after 8:30 am, 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 Transportation Form) to participate in the attendance procedures for the student.

If tardy, the student will be issued a tardy slip upon arrival and a tardy or absence will be determined according to the attendance

guidelines. The tardy slip must be presented to the teacher when the student enters the classroom.

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. Please note that Chapel will not be disrupted to check a student out of school. **All parents or guardians are required to park and come inside to sign their child out in the Lower School Office.**

### ***Middle and Upper School***

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

When the student and parent arrive at school, the parent should sign the student check-in book in the appropriate Division 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 student will not be admitted to class without an admit slip.** 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. The student must sign-out in the appropriate Division Office.

**Upper School** students are required to sign out in the Upper School office and the office must have parental permission before the student may leave campus prior to the end of the school day. Eighteen-year-old students cannot check themselves in or out without parent contact with the Upper School Office.

Students who check out early for health or medical reasons on school days during which they have an afternoon or evening athletic competition or other school performance may not participate in those activities.

## **Planned Absences**

### ***Notification and Approval***

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, and special family events such as weddings, graduations, etc.

Parents must submit a request, in writing, for a planned absence 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. Division Head(s) will complete a Planned Absence Form, if approved, and ask teachers to add assignments, where possible.

### ***Medical Appointments and Family Emergencies***

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

### ***College Visits***

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

picture of a student's overall college experience and therefore do not merit an excused absence from school.

The guidelines are as follows:

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

### **Unexcused Absences**

Unexcused absences include, but are not limited to:

- Skipping or cutting classes: classes missed without permission. The School does not sanction any sort of "skip day." There will be disciplinary consequences for skipping and/or cutting classes.
- Off campus without permission, even if missing a free period or lunch. There will be disciplinary consequences for being off campus without permission.
- Extending vacations: extending any school-wide vacation or holiday period
- Family Trips
- Failure to provide **at least one week's notice** to request an excused planned absence
- Missing scheduled Semester/Final Exams for any reason. The School will NOT reschedule exams. If a student is ill, with documentation, then their exam will be administered during the make-up exam time on the final day of Exam Week.

**Unexcused absences have academic ramifications and can result in lower grades due to missed work and missed contact time with teachers. The Division Head will determine accountability, in conjunction with teachers.** Students receiving an unexcused absence will be assigned grades no higher than 50% with the make-up work policy applied to the assignment if submitted after the due date.

### **Family Trips**

A variety of holidays are scheduled throughout the school year. Families should, therefore, plan vacations to match the School's scheduled holidays, as missing any amount of school is difficult for students and may jeopardize their academic performance. When families plan a family trip during the school year, it is important that the appropriate Division Head be notified in advance. Generally, teachers are not expected to prepare an individualized "vacation study" package of work.

### **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 appropriate Division 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.

**In the case of an excused absence due to illness, the responsibility for obtaining and planning the completion of missed work rests with the student.** Upon the student's return to school, the student will communicate with the teacher to establish the due dates for the work in question.

In the case of an excused planned absence, the Division Head will give the student a form to take to his/her teachers. At that time, the work missed and a schedule for making up the work will be agreed upon.

Incomplete grades must be removed and a grade recorded by the interim of the following quarter. Any exceptions must be approved by the Division Head (Refer to "Grading" section).

For an excused absence for illness during exam week, a statement from the physician with the diagnosis is required before arrangements can be made to make-up the exam.

## COMMUNICATION

Communication is vital to a successful partnership between school and home. The School will keep parents informed of student activities through Wildcat Weekly, parent/teacher conferences, newsletters, telephone messages, emails, the School website ([episcopalcollegiate.org](http://episcopalcollegiate.org)), Wildcat Web (Veracross), Haiku, 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 email. Faculty email addresses are included in the School directory. Emergencies should be directed to the appropriate Division Office.
- Parents are asked to contact teachers and staff at home only when necessary. It is important to be sensitive to the need for family time. If messages are left at school for the teacher, he/she will attempt to contact parents at a convenient time for both parties.
- The School encourages all constituents to use problem-solving strategies involving school or classroom concerns and to use the proper lines of communication. All issues and concerns regarding the classroom should first be directed to the teacher before contacting the Division Head or the Head of School. Many minor issues can be resolved by speaking directly to a faculty member. If a solution cannot be found or the problem persists, then the Division Head should be contacted.
- Episcopal Collegiate School prohibits the use of any school distribution lists (electronic or non-electronic) for any non-school or personal purposes.
- All members of the School community are expected to be courteous, polite and treat others with dignity and respect.
- Direct all matters regarding School policy to the appropriate Division Head or Head of School.

Because student use of personal phones is not allowed in the **Lower School or Middle School** between 8:00 a.m. and 3:35 p.m., parents should call the appropriate Division Office to speak with or to leave messages for their child. Faxed messages will not be delivered to students, however. If a student needs to call a parent during the school day, a phone is provided in the Division Office for student use.

In the **Upper School**, students are allowed to access their phones outside of class time. A parent may choose to communicate with his or her child via text during the school day, but students should not be expected to receive the message or reply during class times. Alternatively, parents can call the Upper School Office to speak with or leave messages for their child.

## 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 AAC is available to any Episcopal student experiencing academic difficulty and who has been recommended to the Center as a result of discussions among Center staff, teachers, parents, and/or the appropriate division head. In order to receive accommodations, parents must meet with the AAC staff and submit a current psycho-educational evaluation. To be current, an evaluation must be no older than three years.

Services provided by the AAC include but may not be limited to the following:

- Assessment and interpretation of academic performance
- Assessment of standardized and diagnostic test results
- Academic monitoring

- Classroom observations
- Pre-screening for reading and language difficulties
- Consultation services for teachers and parents for the purpose of enhancing learning for those students who learn differently
- Assistance in the development and implementation of an AAP
- Coordination of on-campus tutors
- Regular communication with a student's support system (parents, faculty, tutors, administrators, diagnosticians, therapists and counselors)
- Sourcing of tutors, therapists and evaluators
- Sourcing of professional development resources for classroom teachers

## Advisory Program

### *Middle School*

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

The Advisory groups meet daily at 8:00 and after lunch. These sessions focus on life skills, academics, community service, and grade-level activities. Ultimately, the Advisory Program provides students with an additional layer of learning and support as they become more deeply invested in the School community.

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

### *Upper School*

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

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

## After-School Program / Wildcat Club

Students may not be unsupervised at any time while on campus. The After-School program is provided until 6:00 p.m. and is billed to families based on the time the student spends in the program. Students are **REQUIRED** to be in the after-school program in the following circumstances:

- When **Lower School** students are not picked up by 3:45 p.m., students must be in the after-school room unless involved in a supervised activity. Unsupervised students failing to report to the after-school room may be subject to disciplinary action.
- When **Lower School** students participate in school activities that do not start by 3:45 p.m. they must be in the after-school program unless supervised by a coach or faculty member.
- When **Middle School** students are not picked up by 4:00 p. m., students must be in the after-school room unless involved in a supervised activity. Unsupervised students failing to report to the after-school room may be subject to disciplinary action.



- When **Middle School** students participate in school activities that do not start by 4:00 p.m. they must be in the after-school program unless supervised by a coach or faculty member.
- When **Upper School** students are not picked up by 4:30 p.m., students must be in the after-school room unless involved in a supervised activity. Unsupervised students failing to report to the after-school room may be subject to disciplinary action.

Students who are not picked up immediately after participating in school activities should remain with the supervising teacher or coach.

**There is a fee for the After-School care that is provided. Students must be picked up by a designated person by 6:00 p.m. (Please refer to the published fee schedule on the School website.)**

### **Athletic and Extra-Curricular Eligibility**

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

The Lower School offers students in grades 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 graders are also eligible to participate in football and cheerleading.

The Middle and Upper School Divisions will monitor, throughout the semester, student academic progress. If the cumulative semester GPA of a student participating in athletics or a school extracurricular activity falls under 2.0, the coach/advisor/athletic director will be notified and the student may receive modifications (e.g., zero hour study hall) as well as a two-week window in which to raise his/her grades above 2.0. If this improvement does not occur, the student will not be allowed to participate in the activity in question for at least a week (or until GPA moves above required level). If a student regains the right to participate, s/he will be eligible until the next bi-monthly grade check.

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

### **Dining Program**

The School has contracted with SAGE Dining Services to manage the School's dining program. SAGE Dining Services serves well over 200 independent schools, including some of the most respected independent schools in the country. The independent school market is the only business segment SAGE serves. The company is known for its reasonable costs, its high quality food that is cooked and prepared on-site, its use of fresh vegetables and fruits that are cut and prepared daily and its wide variety of daily food choices. Charges for the dining program will be billed to the family's FACTS account.

#### ***Breakfast***

Breakfast is available in both the Lower School Hussman Dining Hall and the Middle and Upper School Dining Hall from 7:00 a.m. and 7:45 a.m. Breakfast items are not included in the lunch program and may be purchased in an *a-la-carte* manner. Parents are welcome to eat breakfast with their student.

#### ***Lunch***

The lunch program is all-inclusive, offering a wide variety of nutritional options at a reasonable cost. Students may have all they care to eat and can go back for additional helpings if they desire to do so.

*Participation in the program is optional.* Students will be enrolled in the program by default and families must notify the School if they elect for a student not to participate. A form is included in the registration process that may be used to notify the School of intent not to participate. An option is provided that allows a student access to "drinks only" if he/she chooses to bring their lunch. Election to participate in the lunch program must be made no less frequently than by the semester. Day-to-day, week-to-week, or month-to-month decisions to be in or out of the lunch program cannot be accommodated.

Students not participating in the program should bring a lunch each day. Those meals are required to adhere to the following set of expectations:

- Parents are asked to provide well-balanced and nutritious lunches.
- Meals must be brought in a lunch box /sack lunch format.

- No glass containers or metal knives are allowed in lunch sacks or lunch boxes.
- No sodas should be included with lunch. Bottled water or juices are suggested.
- Meals should be brought by the student when they come to school in the morning. **Delivery of meals to students during the day is disruptive to the school learning environment and is not allowed.** If a meal is forgotten or otherwise not able to be brought with the student, the student is allowed to eat in the dining hall according to the guidelines below.
- Parents should provide meals only for the students in their family unless written authorization is provided by the parents of any other students for which a meal is being provided.

Students not enrolled in the lunch program are not allowed to eat food from the dining hall during lunch, as this is considered stealing and is an Honor Council offense. Additionally, students that participate in the all-inclusive lunch program may not provide food to those students that are not in the program.

Accommodations will be made in the event that a student not in the program forgets to bring a lunch and the family will be billed accordingly. Students that are not in the lunch program but forget lunch may visit the Division office to get a lunch pass for that day. The student’s account will be billed as follows:

- 1st request \$5.75
- 2nd and all subsequent requests \$10.00 each
- A maximum of 4 times per semester are allowed. Upon the 5th occurrence, the student will be enrolled in the lunch program and the family will be billed a prorated amount for the semester.

Middle and Upper School students that are not in the program and eat lunch in the dining hall without permission will receive the following consequence:

- 1st offense: Charged \$10.00 and 1 detention w/ parents notified
- 2nd offense: Charged \$20.00 and 1 detention w/ parents notified
- 3rd offense: Charged \$20.00 Honor Code Offense

***Parents and Guests***

Parents and guests are welcome and encouraged to join their students for lunch in the dining hall. Visitors are required to check in with the appropriate School Office. Visiting parents and guests may bring a meal with them for themselves and the student that they are visiting and should remain with their child for the duration of lunch. If they choose to eat the meal provided by SAGE Dining Services, a meal ticket will be issued and the \$5.75 cost per person will be charged on the family’s FACTS account. Guests may not arrive until the host’s lunch period and must depart promptly at the end of the lunch period.

All guests must check-in at the Division Office, receive a Visitor Pass, and await their host who will pick them up for lunch. At no time may guests arrive and enter the Dining Hall via the Athletics entrance to the School or bypass registration in the Division Office.

***Lower School Lunch Schedule***

Pre-Kindergarten	11:55 a.m. – 12:25 p.m.
Kindergarten	10:45 a.m. – 11:15 a.m.
First Grade	11:50 a.m. – 12:20 p.m.
Second Grade	12:30 p.m. – 1:00 p.m.
Third Grade	12:30 p.m. – 1:00 p.m.
Fourth Grade	11:20 a.m. – 11:50 a.m.
Fifth Grade	M, T, TH, F - 11:00 a.m. – 11:30 a.m.; W 11:20 a.m. 11:50 a.m.

**Daily Schedule**

***Lower School***

The school day for Lower School students begins at 8:00 a.m. and ends at 3:15 p.m.

***Middle and Upper Schools***

The school day for Middle School students begins at 8:00 a.m. (Upper School students at 8:05 a.m.) and ends at 3:35 p.m. Occasionally, special events will require changes in the daily schedule.

Students must report directly to the Dining Hall if they arrive before 7:30 a.m. each morning. Students will be dismissed at 7:30 a.m. from the Dining Hall. Middle School students may go to the Erwin Library, the Design Lab, or their designated locker bay. Upper School students may go to the Upper School Commons, the Simpson Library, or locker bays.

8:00 - 8:15	MS Morning Meeting or Advisory (Student attendance is required at both the Morning Meeting and Advisory)
8:05 - 8:15	US Morning Meeting or Advisory (Student attendance is required at both the Morning Meeting and Advisory)
8:15 - 9:20	Class
9:20 - 10:00	Chapel/Break
10:00 - 11:05	Class
11:05 - 12:10	Class
12:10 - 12:45	MS Lunch/US Club or Advisory
12:45 - 1:25	MS Club or Advisory/US Lunch
1:25 - 2:30	Class
2:30 - 3:35	Class
3:35	Dismissal

### Chapel and Religious Studies

At the center of our Episcopal Identity is our Chapel Program. In chapel we affirm that all students are beloved of God, and, as our School Prayer suggests, we challenge students to realize this more fully in themselves and to acknowledge it in others. Chapel is a time for the School community to come together to practice being the community God calls us to be. Our Chapel Program includes homilies from our Chaplains, Seniors, and faculty, celebrations of student accomplishments, student performances, and guest speakers. In the Middle School/Upper School, Chapel includes our Senior Chapel Talk Program. Parents are welcome and invited to attend Chapel at any time.

In the **Lower School**, all students attend Chapel once a week; all Chapel times are mid-morning. All students also have religion instruction once a week in their classrooms. In this class, students are introduced to the stories of the Bible through the *Godly Play* curriculum.

In the **Middle and Upper Schools**, all students attend daily chapel. We also engage in the study of religion in the classroom in both divisions. In grade 6, students spend a quarter studying the Hebrew Scriptures. In grade 7, students take a semester-long course in the New Testament. In grade 10, students take a semester-long course in World Religions.

Our chapel program includes periodic celebrations of Holy Eucharist (Communion) including our all-school Convocation each fall. We welcome everyone to participate as they are comfortable and their conscience allows. For Lower School students, parents should fill out a Eucharistic Preference Form to help us honor your family's religious tradition.

Any questions about Chapel or religious studies may be directed to the Chaplains.

### Dress Code

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 that 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.**

Students wear the "Dress Uniform" on all days 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.

**All dress uniforms and daily wear clothing can be purchased at the Toggery or the School's used uniform inventory. Approved outerwear can be purchased at the Wildcat Warehouse.**

### *Lower School Dress Code*

Required Items	Standard Uniform
Shirts	Embroidered School logo pique knit polo shirt, short- or long-sleeved, in hunter, navy and white. Girls cut polo is an option.
Bottoms	Elastic waist or fitted shorts or slacks in navy and khaki. <i>Style, color, and material must be consistent with those found at the Toggery.</i> Girls may also choose a navy skort or Episcopal Black Watch plaid pants.
Socks	White crew socks which cover ankle.
Belt	Brown belt OR Episcopal branded belt from the Wildcat Warehouse for shorts, skorts, or slacks with belt loops
<i>Updated 2019</i>	
Shoes—	<b>Primarily white</b> , laced or Velcro, athletic shoes with white shoe laces Girls may also choose a Navy and white Keds athletic saddle Oxford
<i>Updated 2019</i>	<i>NOTE: Small navy, hunter green, or black stripes or logos allowed with “primarily white” shoes</i>
Optional Items	
Outerwear	ONLY items marked “uniform approved” in the Wildcat Warehouse. Those items include: <ol style="list-style-type: none"> <li>1. Printed logo crewneck sweatshirt in gray or green. Gray sweatshirts have three lettering options (traditional, navy block, and athletic). Fourth and fifth graders may also choose the hooded version of these sweatshirts.</li> <li>2. Embroidered logo fleece in green or navy</li> <li>3. Embroidered logo hooded all-weather jacket in green or navy</li> <li>4. Embroidered logo quarter zip, athletic pullover in green or navy</li> <li>5. Embroidered logo puffer coat or vest in navy</li> </ol>
<i>Updated 2019</i>	
Other options	(1) White or navy tights (2) Headbands, bows, and other hair accessories in Black Watch plaid, solid navy, solid hunter green, or solid white.
	<i>NOTE: Decorated, patterned, or bedazzled bows may be worn only on Spirit Days.</i>

Pre-Kindergarten, Kindergarten, and First Grade Dress Uniform			
Option A or Option B will be designated for all field trips and special events.			
Pre-K, K and First Grade Girls		Pre-K, K and First Grade Boys	
<b>Option A:</b>	#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	<b>Option A:</b>	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>
<b>Option B:</b>	#50 Episcopal Black Watch plaid jumper, piped Peter Pan short-sleeved blouse, white tights and approved navy T-strap or Mary Janes, and embroidered School logo crewneck button front cardigan in green	<b>Option B:</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 fitted with belt loops)</i>
<b>Optional Items:</b>	Plain white-long sleeved blouse Headbands, bows, and other hair accessories in Black Watch plaid, navy, or hunter green		

**Second through Fifth Grade Dress Uniform**  
Option A or Option B will be designated for all field trips and special events.

Second through Fifth Grade Girls		Second through Fifth Grade Boys	
<b>Option A:</b>	#90 Episcopal Black Watch plaid jumper with plaid tie, white middle blouse, white crew socks and approved navy Mary Janes.	<b>Option A:</b>	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>
<b>Option B:</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	<b>Option B:</b>	
<b>Optional Items:</b>	Headbands, bows, and other hair accessories in Black Watch plaid, navy, or hunter green		

*Middle and Upper School Dress Code*

Required Items	Standard Uniform
Shirts	Embroidered School logo pique knit polo shirt, short- or long-sleeved, in hunter, navy and white (Girls cut polo is an option). OR White, buttoned-down collar, button front, long-sleeved shirt
Bottoms	Khaki slacks, with or without pleats <i>Style, color and material must be consistent with those found at the Toggery.</i> OR Episcopal Black Watch plaid skirt with four box pleats <i>Skirt length should be no more than 3 in. above the knee when kneeling.</i>
Socks	Visible solid navy, brown, black, khaki, or white with long pants White crew socks which cover ankle with skirts.
Belt	Solid brown, cordovan, or black leather belt for pants OR Episcopal branded belt from the Wildcat Warehouse
Shoes—  <i>Updated 2019</i>	<b>Primarily white</b> , laced or Velcro, athletic shoes with white shoe laces OR Solid dark brown leather Topsiders-style shoes  <i>NOTE: Small navy, hunter green, or black stripes or logos allowed with “primarily white” shoes</i>
<b>Optional Items</b>	
Outerwear  <i>Updated 2019</i>	ONLY items marked uniform approved in the Wildcat Warehouse. Those items include: <ol style="list-style-type: none"> <li>1. Printed logo crewneck or hooded sweatshirt in gray or green. Gray sweatshirts have three lettering options (traditional, navy block, and athletic)</li> <li>2. Embroidered logo fleece in green or navy</li> <li>3. Embroidered logo hooded all-weather jacket in green or navy</li> <li>4. Embroidered logo quarter zip, athletic pullover in green or navy</li> <li>5. Embroidered logo puffer coat or vest in navy</li> <li>6. Embroidered logo white fleece with green striping pullover</li> </ol>
Other items	Dark navy or black tights—no yoga pants.

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<b>Dress Uniform</b> <i>Middle and Upper School</i>	
<b>Shirts</b>	White, Oxford cloth, buttoned-down collar, button front, long-sleeved. Girls may also choose a pointed collar, V-necked, sleeved blouse.
<b>Bottoms</b>	Khaki slacks, with or without pleats <i>Style, color and material must be consistent with those found at the Toggery.</i> OR Episcopal Black Watch plaid skirt with four box pleats <i>Skirt length should be no more than 3 in. above the knee when kneeling.</i>
<b>Sweater</b> <i>Required with skirts</i>	US: Navy, crew neck, button front cardigan, with embroidered School logo MS: Navy sweater vest with School logo
<b>Tie</b> <i>Required with pants</i>	Navy and hunter green striped School tie
<b>Belt</b>	Solid brown, cordovan, or black leather belt with pants
<b>Socks</b>	Visible solid white socks with skirts are optional. Solid navy, brown, black, or khaki dress socks with pants required.
<b>Shoes</b>	Solid brown, navy or black leather dress shoes with flat or <u>low</u> heels (1½ in. or less) Solid brown leather loafer* OR black, dark brown, or cordovan leather tie dress shoes with pants No Topsiders or athletic shoes.
<b>Blazer</b>	SENIORS ONLY: Navy blazer with School crest

**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 child 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 (Lower School)

- 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.

Skirts (Middle and Upper School)

- Skirts must measure three inches or less from the floor when kneeling.
- Girls must wear shorts underneath the skirt, such as boxer shorts or gym shorts. These shorts cannot hang below the skirt hem.
- Skirts may not be rolled up at the waist or pinned up above the required length.
- The top of the waistband on skirts must be no lower than the top of the hipbone.

Shorts (Middle and Upper School)

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

Outerwear

- No other outerwear except that which is a part of the School uniform may be worn inside the building during the school day. The only approved outerwear garments are the polar fleece with Episcopal logo, windbreaker with Episcopal logo, Episcopal sweatshirt (sold in the Lower School Bookstore or Wildcat Warehouse) or cardigan with Episcopal logo. (In the Lower School, only 4<sup>th</sup> and 5<sup>th</sup> graders may wear the hoodie style sweatshirt.)

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, with the exception of Field Day where students will wear shirts of various colors provided by the School.

- 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, except for pierced ears for girls.
- Students may wear jewelry in moderation.
- Only girls may wear earrings to School or while representing the School at a School-sponsored event. Only one pair of moderate-length earrings may be worn in the ears.

#### Undergarments

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

#### Hair and Make-up

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

#### Headwear

- Students may not wear head coverings such as hats, caps, large hair bows, wide headbands, scarves, or bandanas. Appropriate hair bows or headbands are white, Black Watch plaid, navy, or hunter green.
- Head coverings worn for religious purposes must be approved by the Division Head.

#### Socks

- Socks (or hose or tights for girls) must be worn at all times. Girls may not wear leggings.

#### Shoes

- Shoes must be worn at all times. Shoes must be in good condition and without graffiti. Shoe style and color must follow uniform guidelines. Shoes with lights, rollers or neon colors (including shoelaces) 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 except on senior college t-shirt day.

## 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, Uggs, or Birkenstocks
- Bike pants, spandex clothing items
- Shorts
- T-shirts with offensive language, boxers, tank tops, or sleeveless shirts.
- Any backless dress, top, or cutoff shirts that expose any part of the midriff or back
- Mesh type or see-through shirts
- Clothing that has revealing necklines and sleeve openings (tank tops, spaghetti straps, etc.)
- Leggings
- Jeans or pants with holes, rips or fraying

## Dress Code for School Dance

All students must dress appropriately for the occasion. Students with inappropriate attire may be sent home. Students may **not** wear clothing that is backless, with cut-outs, with bare midriffs or plunging necklines. The School reserves the right to determine



any attire as disruptive or inappropriate.

### **Dress Code and Uniform Violations (Lower School)**

All parents and students are expected to support and comply with the Dress Code. Failure to adhere to the Dress Code will result in disciplinary action.

Families have one week after initial notification in which to purchase needed clothing items and/or comply with other Dress Code requirements such as hair length. Continued non-compliance with Dress Code will result in further disciplinary action including, but not limited to:

- Student may not be permitted to attend class (in-school or out-of-school suspension),
- Student may be placed on disciplinary probation
- Student's continued enrollment at the School may be placed in jeopardy

Please note that students who miss class for Dress Code violations will not be allowed to make up missed work.

Students who are not in compliance on required Dress Uniform days will be asked to call home so parents can bring appropriate clothing items to School as soon as possible.

### **Electronic Devices**

Use of electronic devices is expected to remain consistent with our Honor Code, the Technology Code of Conduct and the core values of Respect, Reverence, and Responsibility. While we view many forms of technology as potential tools for learning, they also hold the potential for distraction, social aggression, and isolation. In an academically focused school environment, it is incumbent on each student to hold himself or herself to the highest standards of behavior, to direct personal energy and electronic resources towards academic efforts, and to use technological tools to collaborate and bring us together rather than to divide and separate us. It is incumbent on the school to provide the developmentally appropriate balance between freedom and responsibility and to support and shape the decisions of students by providing the right forms of accountability. In that spirit, our approaches, guidelines, and definitions for responsible and acceptable use of cell phones and other personal electronic devices are designed to be developmentally appropriate, and are therefore, differentiated across the divisions.

#### ***Lower School***

As a courtesy and consideration to others, students will not bring electronic personal entertainment devices to school. Any technology, even that approved for academic purposes, including, but not limited to, pagers, cell phones, cameras, iPods, unapproved laptops or tablets, laser pointers, and similar items may not be used during the school day. If these items are brought to campus, they must remain off and stored out of public sight. Students using authorized technology may not use said technology for any purpose other than that for which it is intended at school. Please note that the School is not responsible for the loss or theft of any of the above-mentioned items.

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 Division Head until the end of the school year

#### ***Middle School***

Students are expected to leave all cell phones in their lockers during the school day.

**First Offense:** 2 demerits and phone taken away for the rest of the day.

**Second Offense:** Morning Detention and phone taken away for the rest of the day.

**Third Offense:** 2-Hour Saturday School and phone taken away for the rest of the day.

In each of the above cases, students will need to leave the phone in the Middle School office for the next five school days, dropping it off each morning prior to Advisory and picking it up after dismissal, or parents can opt to keep the phone at home.

#### ***Upper School***

A high degree of personal responsibility in the use of cell phones is expected from upper school students. Students may have cell phones either on their person or in their backpacks and are expected to limit and manage their use responsibly. The following guidelines are expected to be followed but the School reserves the right to determine what is acceptable and responsible use in any given instance and to remove the privilege of access at any time while students are on campus or participating in school activities.

**General Guidelines:**

- Phones must be in “silent mode.”
- Taking pictures or video of any person without their permission is not allowed.
- Students must refrain from messaging or using social media during the school day except for incidental usage (e.g., spending a moment or two checking a site when not in class, chapel, advisory, or another school-related activity).
- Use of a cell phone or computer for phone calls is allowed only outside of buildings and should be limited in frequency and duration.
- Headphones should not be used with cell phones (or any music players) except while a student is studying independently or as directed by a teacher. The use of headphones is never acceptable when students are walking.
- Any use of a cell phone or other electronic device that causes a distraction (e.g. texting, watching videos, gaming, taking pictures, shooting video, loud music, etc.) is unacceptable.
- While using approved technology during school hours, students must use the school network.
- The School is not responsible for the loss or theft of personal belongings, including cell phones.
- Watching videos, gaming, or other similar activities for non-academic purposes is not allowed.

**In-Class Guidelines:**

- Phones are to be stored in students’ backpacks or on their person unless otherwise directed by the teacher.
- During tests, quizzes, and other independent, graded work, cell phones should be placed in a designated area in the classroom. Any unauthorized use of a phone during a graded exercise could be construed as an Honor Code violation.
- Teachers, in consultation with the Head of Upper School, may develop other approaches and guidelines for cell phone use in their classrooms that support their work with students. However, all uses must conform to the Honor Code, the Technology Code of Conduct, and the core values of Respect, Reverence, and Responsibility.

**Defined Consequences:**

Any unacceptable use of electronic devices is subject to disciplinary consequences at the discretion of the Head of School, the Head of Upper School, or the Dean of Students depending on the nature of the infraction. However, the following consequences will typically be applied:

- First Offense: Written warning and phone taken away for the rest of the day.
- Second Offense: Morning Detention Hall and phone taken away for the rest of the day.
- Third Offense: 2-Hour Saturday School: phone taken away and returned to parents during a conference with school administration. Depending on the nature of the infraction, the school may assign other consequences, including prohibiting the student from carrying a cell phone during the school day.

**Food in Areas of the School Other Than the Dining Hall and Classrooms**

Food, candy, and chewing gum are problematic in educational settings as they can create disruptions to the good operation of the school, including attention issues, rodents and insects, offensive smells, and costly clean-up of school property. Therefore, the school sets clear standards regarding both food and gum.

Food should not be removed from the dining hall at lunch time (except to eat lunch in designated areas). Food is not to be eaten in any other area of the School except during break or unless given permission by the Division Head or Head of School. No chewing gum is allowed at Episcopal Collegiate.

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.

In the **Middle and Upper Schools**, during the designated daily post-Chapel snack time, food may be eaten in designated areas within the school buildings. Middle School students may eat their snacks in the areas designated by their advisors. In the Upper School, food may be eaten in the Commons only.

## 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 Director of Institutional Advancement or the Head of School.

## Library

All students, families, and staff are welcome to use the Lower School Braunfisch-Stella Boyle Smith, Middle School Erwin, and Upper School Simpson Libraries. We request only that you follow check out and return procedures and policies set by the Library Services staff. 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 7:30 a.m., and after school until 3:45 p.m.

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 and/or enrollment contracts may be withheld until fines are paid.

## Lockers

Each fourth through twelfth 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. Fourth and fifth grade lockers do not have locks on them so students should not keep valuables and/or money in their locker. Sixth through twelfth grade lockers do have locks and students should keep their lockers locked at all times. Students should not enter other students' lockers for any reason. Should this occur, disciplinary action may 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. Any items left in lockers after the last day of school will be discarded.

## Lost and Found

Episcopal Collegiate School does not have a Lost and Found. Found items that are clearly labeled with the children's names will be returned to the owner. Unmarked items will be added to the Used Uniform inventory. **Please mark all clothing, lunch bags, thermoses, and equipment with children's names.** This will eliminate the number of items lost at school.

## Parties at School (Lower 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 a date/time and what treats are acceptable. Birthday treats should be provided only for the child's homeroom class and should be shared inside the classroom, not at lunch or when other classes are present.

Please keep sweets minimal, with one small treat per child. Excessive sweets will not be passed out or shared with students. (This includes all treats sent to school that are not specifically for a birthday celebration.) Such snacks will either be sent back home or placed in the teacher workroom for teachers.

Where nutrition and diet is concerned, it is important that we keep the preferences of individual families in mind.

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 bring or 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. As we have many students with allergies, **please do not send treat bags with food for your child to pass out in class.** The Room Parents will be made aware of all allergies in the classroom and will plan and arrange for all food, drinks, and crafts for class parties. **Unapproved** food, treats, and favors will be returned home.

## Social Activities and Dances

From time to time, Episcopal Collegiate School will sponsor social activities that will be chaperoned by School personnel. These events may take place on or off the School campus. Parents will be notified of the proposed event, and it will be assumed, unless written communication to the contrary is received by the School, that the student's parents or guardians consent to the

student's participation in the event. For Upper School dances, law enforcement officers will be present and will administer random Breathalyzer tests.

The following rules for participation at dances will be followed:

All students who come to the dance will remain at the dance for its duration. If a student leaves, under no circumstances will that student be readmitted. If a student wishes to retrieve something from his or her car, a chaperone at the dance will escort that student to the car and back to the dance.

If any student appears to be under the influence of drugs or alcohol at a dance, the police officer will handle the situation and notify the parents. The student will be required to leave the dance immediately, accompanied by a police officer or a parent. Students and guests may be subject to searches and/or Breathalyzer tests. All school rules apply.

- Any student who wishes to bring a guest to the dance must sign the student up prior to the day or night of the dance when purchasing tickets. Only one guest is allowed for each Episcopal Collegiate School student. Guests must follow all school rules. No Middle School students may attend any Upper School dance. Guests should be currently enrolled in secondary school to attend Upper School dances.
- Any dance venue is considered School grounds.
- If the dance is held on a school day, students must be present at school on the day of the dance in order to attend.

## **Student Activities and Organizations**

All students are encouraged to become involved in extracurricular activities. No matter what their particular interest—music, theatre, clubs, publications, etc.—students will be happier at Episcopal Collegiate and will feel more a part of the life of the school if they are contributing members of our school community. The number and variety of extracurricular activities available at Episcopal Collegiate and the size of the student body create an opportunity for leadership positions for any student who is interested and willing to assume the responsibility.

Membership in most clubs and organizations is voluntary. Election to the honor societies and to the Honor Council is consistent with the by-laws of the organizations.

### **Lower School Clubs and Organizations (examples):**

Destination Imagination, Chess Club, LegoCats

### **Middle School Clubs and Organizations (examples):**

Art Club, Chess Club, First Lego League, Quiz Bowl, National Junior Honor Society\*, Student Council, Ancient Games

\*The Middle School requirements for induction into the National Junior Honor Society are as follows:

- 6th Grade: a 95% average (or above) in the four core classes (English, Math, History, and Science)
- 7th Grade: a 94% average (or above) in the four core classes (English, Math, History, and Science)
- 8th Grade: a 93% average (or above) in the five core classes (English, Math, History, Science, and Latin)

Selection is based on the final grades from the fall semester, and new inductees are typically contacted in early February. Students who have earned two or more detentions, or more significant behavioral consequences, are ineligible for the National Junior Honor Society.

The induction ceremony is held in April.

### **Upper School Clubs and Organizations (examples):**

Honor Council, Student Council, Interact, National Honor Society, Student Congress, Yearbook, Chess Club, Quiz Bowl, Mathletes, Ancient Games, World Language Clubs (Spanish, French, Junior Classical League), Art Club, Theatre Club, Freshman Focus/Senior Peer Leaders, Men's Glee Club, Women's Glee Club, and Diversity Council.

## **Student Elections**

Each spring, many Upper School clubs and organizations elect officers and other leaders for the coming year. In order to be eligible for election, students must be re-enrolled for the next school year and must meet any requirements established by the

specific club or organization. Additionally, for key leadership positions, students must be in good standing as determined by the School.

Middle School students who are eligible to be elected are those who are re-enrolled for the next school year. A Middle School student must have a B average for the current school year to run for an office on the Middle School Student Council.

Election procedures: All student names will appear on the ballot; students who do not meet eligibility requirements will be notified that, in the case that votes are cast for them, they will not be counted.

## Physical Education

Episcopal Collegiate School provides a comprehensive Physical Education program for students in pre-kindergarten through grade twelve. The program strives to meet the physical needs of each child and to create experiences that focus on health and wellness, while introducing a wide variety of athletic skills, competition, and life-long physical fitness.

All **Lower School** students who are enrolled in a Physical Education course will wear school uniforms during PE classes. Students should have tennis shoes with laces or Velcro closures.

All **Middle and Upper School** students will wear the proper PE uniform:

- a) White Episcopal T-shirt: EPISCOPAL across Front, no back print or White Episcopal T-shirt: School logo on left chest, Wildcat logo on back.\*
- b) Micro mesh shorts with Wildcat logo on left leg.\*
- c) Appropriate athletic shoes.

\* These items are sold in the Wildcat Warehouse. No other items will be considered appropriate for physical education wear. All athletic wear, cheerleading clothing, and non-Episcopal gear is prohibited.

If students have Physical Education on a day where they are required to wear dress uniforms, students must bring athletic shoes.

Students are expected to participate in all Physical Education activities, unless excused by a physician.

## School Telephone Use

Parents who need to communicate with their child during the school day should leave a message in the appropriate Division Office. The message will be delivered as soon as possible. Students may use the Office or classroom phones except in emergency situations. Forgotten items such as books, homework, lunches, etc., are not emergency situations. Cell phone use is not permitted during the school day. Students wishing to make phone calls for emergency situations may use Office phone with permission from school personnel.

## Visitors to Campus

All visitors to the campus, including parents, must report to the appropriate Division Office upon their arrival and must wear a visitor's 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 Division Head. 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.

## Lunch Visitors

A student wishing to host a guest to lunch must make a request in the Division Office at least 24 hours prior to the visit. The guest's name and time of arrival must be provided so that the security guard can be informed. Guests must be dressed within the spirit of the School Dress Code and behave in a manner consistent with Episcopal Collegiate School policies. Visitors who do not meet the spirit of the School Dress Code may be asked to depart. Guests may not arrive until the host's lunch period and must depart promptly at the end of the lunch period.

All guests must check-in at the Division Office, receive a Visitor Pass, and await their host who will pick them up for lunch. At no time may guests arrive and enter the Dining Hall via the Athletics entrance to the School or bypass registration in the Division Office.

Guests may bring outside lunches for themselves and their host only, but not for large groups. If a guest so chooses, a guest meal ticket can be purchased from the appropriate administrative office.

The Episcopal student host will be held responsible for following all rules and policies and for any problems resulting from the visit. If the guest fails to comply with these guidelines, he/she may be asked to leave the campus immediately and the host may be held accountable in accordance with Honor and Disciplinary Codes.

## 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 and return to a normal diet before returning to school. The benchmark for fever is >100 degrees Fahrenheit.

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.

In all cases of absence, parents or legal guardians of students must call the School at 372-1194 before 8:30 a.m. on the day of the absence. If the School does not receive a call by 8:30 a.m., the Attendance Officer will phone the parent/guardian to verify the reason for the absence.

### Injuries

When a student incurs an injury at School that needs further treatment, the parent will be notified immediately by the School Nurse who will also notify the student's Division Head. 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.

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.

Exemption: Inhalers, Epinephrine auto-injectors and insulin. If a student has an inhaler, Epi auto-injector or insulin either in the health room or carries it with them, they need an IHP\* (Individual Health Plan) and 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 auto-injector at School, the nurse and Division Head or Head of School must be notified immediately. Upon use of the Epi auto-injector, the student is required to seek medical attention as soon as possible.

### Prescription and Over-The-Counter Medication Administration

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

A Prescription Medication Administration Form must be completed on each medication brought to School. These forms may be time-limited to one school year.

All medications must be in their original vials and must specify special storage instructions if applicable. All medications will be given according to the label directions. 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.

All medications must be taken in the presence of the school nurse or staff member who has been designated to administer medications. 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**. Students are not allowed to give medication to other students. Parents are encouraged to administer medications at home whenever possible. It is the student's responsibility to come to the Health Room for his or her medication. **Exception:** Lower School students, when applicable, will be reminded by their teachers and/or the school nurse.

All medications brought to School must be picked up by noon on the last day of school, or the medication will be destroyed.

### **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.

**Note that this policy may be adjusted if circumstances of a particular field trip warrant, and parents will be notified in advance.**

### **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.

### **Immunizations**

Immunization requirements are published by the Arkansas Department of Health. A record of immunization is required for all students and must be presented to the School before the student begins classes. A list of required immunizations is available at [www.immunizear.org/vaccine-information](http://www.immunizear.org/vaccine-information).

Parents will provide the School with an updated copy of the immunization record after each new inoculation. If an appointment is pending for immunizations, parents should provide a letter from the physician's office stating the child's appointment date and time. Students may attend classes, pending a confirmed, scheduled appointment with a physician. To matriculate and attend Episcopal Collegiate School, Students must meet all Arkansas State Laws governing immunization.

### **Immunization Exemptions**

- Students that are seeking exemption for medical, philosophical, or religious reasons must receive approval from the Arkansas State Department of Health.
- An 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 provided prior to the child's admission.

- Students may attend school pending a decision by the Arkansas State Health Department regarding exemption.

### Health Screenings

Vision and hearing screenings are provided in grades Pre-K4 through Grade 2 and Grades 4, 6, 8. Scoliosis screening is mandated by the state of Arkansas for sixth and eighth grade girls and eighth grade boys. However, we test both sixth and eighth grade boys. Screening results will be reported to parents only if follow-up with a physician is needed.

### Athletic Participation

Students who participate in School-sponsored athletics are required to have an annual physical exam with a physician attesting that the student is physically fit and cleared to participate in athletics. In addition, each student's parent or guardian must sign a liability release form and attest that the student is covered by health insurance. Any injuries incurred while participating in athletics are not covered by the School's insurance and the family is responsible for any costs incurred in treatment of injuries.

### Emergency Drills

Fire, tornado, earthquake, and lockdown drills will be held on a regular basis. Drills will be scheduled at random times so students, faculty, and staff have an opportunity to practice evacuation or lockdown procedures from various locations within the building.

### Transportation Policies

In order to keep our campus safe and maintain accurate records of vehicles allowed on campus, parents and drivers must register their vehicles annually. For your protection and convenience, we recommend registering all vehicles that may come on campus.

Parents are responsible for arranging transportation to and from the School for their children and are responsible for their safety and well-being to and from school and while driving on campus. If students arrive by a means other than automobile, their family must provide notice and permission to the School. Examples include, but are not limited to, public transportation to the entrance and walking onto and off campus, bicycling to and from campus, etc.

With so many moving vehicles on campus, particularly during the morning and afternoon carpool times, we need your help keeping everyone safe. The procedures below are designed to effect an orderly arrival and dismissal and to ensure that students leave campus safely. It is imperative that parents follow the following procedures for the welfare of the School community. Failure to follow all safety policies will result in a written warning and possibly result in limiting campus access during regular carpool hours.

- Between the hours of 7:30-8:30 a.m. and 3:00-4:00 p.m., our campus is designated one-way only for vehicular traffic. You must turn to the right upon entering campus and go around the outer lanes on campus. Do not enter campus, drive around the cones, and turn left. You may not enter the parking lot between the fields or the parking lot directly in front of the Lower School from the front of the campus during these hours.
- Please do NOT enter the campus from the gates on North Street, either in your vehicle or on foot. The North Street gates are for exiting vehicular traffic only.
- **Cell phones should not be used while driving on campus.** When moving on campus, please watch carefully for pedestrians or other drivers.
- Please do not exceed 10 miles per hour while driving on campus.
- If you arrive for carpool early, **please do not leave your car parked in the carpool line and come into the building.** If you need to come into the building for any reason, you should park in the parking lot.
- **Under no circumstances should parents leave a running vehicle in the carpool line.** Please park in the parking lot.
- Under no circumstances should **lower or middle school** students be dropped off in the parking lot to cross the carpool line without an adult escort.
- Under no circumstances should students be in the building unsupervised.
- If you are transporting students from multiple divisions please drop off in this order: Upper School, then Middle School, then Lower School.
- If you are picking up students from multiple divisions please pick up Lower School students first, then Upper School, and finally Middle School.

Your cooperation and support are greatly appreciated and help ensure the safety of all members of our Community.



## Arrival

### *Lower School*

Morning drop-off will begin at 7:00 a.m. At 7:30 a.m., faculty members and Pride Patrol students will assist children as they exit their cars and enter the building. All Pre-Kindergarten students must be signed in by parents and can be dropped off at the north end of the building, near the Office, where they will be escorted to the classroom. (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 Kindergarten through fifth grade students should be dropped off on the south end of the building, where they will enter the Hussman Dining Hall until 7:45 a.m. at which time the faculty member supervising them will release them by grade level to go to their classrooms. After 7:45 a.m. students entering the building may go directly to their classrooms. Students arriving after 8:00 a.m. should enter through the main (North) entrance, accompanied by a parent or authorized person, and stop at the Lower School Office to sign-in and receive a tardy slip before reporting to class.

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

*The drive in front of each 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.*

### *Middle and Upper School*

Campus opens at 7:00 a.m. for the arrival of students (those who arrive earlier must be under the direct supervision of a coach or member of faculty for a specific required appointment, such as a practice, rehearsal, extra help, or other event). Any student without a specific appointment must report directly to the Dining Hall from 7:00 a.m. to 7:30 a.m. where they may study or socialize quietly. Breakfast is served from 7:00 a.m. to 7:45 a.m.

Middle School parents should NOT use the Upper School carpool line as a shortcut to the Middle School.

At 7:30 a.m. Middle and Upper School students may depart the Dining Hall for the Locker Bays, library, Commons, or classrooms where teachers are present and students welcome.

At 8:00 a.m. the academic day begins in the Middle School (8:05 in the Upper School) and all students must report to and be present for Morning Meeting and Advisory. Those students who arrive on campus after the 8:00 a.m. bell has rung (8:05 a.m. in the Upper School) must report to the appropriate School Office to check-in and where they will receive a tardy for the day.

## Dismissal

### *Lower School*

We ask that parents not disturb classrooms to pick up 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.

Pre-Kindergarten for half-day students ends at 11:45 a.m., at which time students being dismissed will be brought to the Simpson Commons near the Front Office. Caregivers can choose to go through the carpool line, and a staff member will bring the student outside, load the student (curbside only), and the parent will sign their child out on the clipboard upon loading. Caregivers can also choose to park and come into the building to sign out Pre-Kindergarten children. Pre-Kindergarten students not picked up by noon will be sent back to class, where after-school care charges will apply. Please note that half-day Pre-K students may stay the entire school day on occasion, providing that arrangements have been made with the homeroom teacher at least 24 hours in advance. These students will be charged according to after-school care charges.

Caregivers of full-day Pre-Kindergarten students should park in the Lower School parking lot and come inside the building (no earlier than 3:10 p.m.) where children will be signed out of their classrooms. After signing out Pre-K students, siblings (if applicable) should be picked up in the Simpson Commons where they will be dropped off as their class goes to carpool at 3:15 p.m. At 3:45 p. m., all remaining Pre-Kindergarten students and their siblings will be taken to Wildcat Club, where after-school care charges will apply.

Afternoon pickup for students in Kindergarten through fifth grade will begin at 3:15 p.m. Students will be taken to Erwin Hall Performance Center and Gymnasium to be called when their parents or drivers arrive.

Every driver, including sitters, parents, grandparents, neighbors, etc., authorized to pick up your child must display, **EVERY DAY**, a carpool sign *provided by the Lower School in the front passenger side dash with the names of all carpool students*. 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. If you do not have a carpool sign provided by the School, you will be asked to park and pick up your child in the Lower School Office where you will also receive another carpool sign.

**All Lower School students not picked up by their parents at the end of carpool or by 3:45 p.m. will attend the Wildcat Club after-school program** and parents will be charged for childcare. (As long as there are cars for pickup in the line, carpool will continue and students will not be taken to Wildcat Club.) If a child is in Wildcat Club and a parent comes through the carpool line, the driver must park and come inside to pick up their child as staffing is not available to leave the carpool to retrieve a child from Wildcat Club.

If members of your carpool are in Middle or Upper School, which dismisses at 3:35 p.m., please pick up Lower School students first, any Upper School students next, and Middle School students last. Lower School will supervise children until **3:45 p.m.**

For the sake of safety, Lower School students will not be allowed to walk to or from the Middle School without supervision. Parents are responsible for arranging transportation to and from 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.**

### ***Middle and Upper School***

Carpool will begin immediately upon the conclusion of school at 3:35 p.m. Please ask your carpool riders to be present in the pick-up area to be loaded into your vehicle promptly. **Any vehicle that is parked at the front of the carpool line for more than two minutes with no passengers loaded is asked to proceed around the campus and get back in the carpool line. This will allow the carpool line to move more efficiently for everyone.**

Students may NOT be picked up at the Championship Gym between 3:30 p.m. and 4:00 p.m. or in the Upper School student parking lot. Students exiting from those locations may be subject to disciplinary action.

Younger riders should remain in the vehicle while waiting for Middle or Upper school students. If you have students in Middle and Upper School divisions, please choose a single pick-up area. If you are picking up Middle and/or Lower School students, please pick up in this order: Lower School, then Upper School, then Middle School. If you carpool with other families, please post the last names of the students in your windshield. Under no circumstances should a car be left unattended in the carpool line. At no time are students allowed to cross into parking lots to be picked up in the midst of the moving traffic – they must be picked up along the curb of each building.

After 4:00 p.m., all remaining Middle School students will be directed to after-care in the Middle School building. Upper School students may remain in the commons, which will be open until 4:30 p.m. At that time, the campus is closed unless the student is under direct supervision. Upper School students on campus after 4:30 p.m. not under direct supervision will be required to go to after-care in the Upper School's Simpson Library.

### **Lower School Carpool Arrangements**

All Lower School students will go home with their assigned carpools unless the homeroom teacher or Lower School Office receives a signed note or call from parents stating alternative arrangements on the morning of the proposed change. **If it is necessary to call with a last minute change of plans, please try to phone the Lower School Office before 2:45 p.m. 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.

### **Permission Slips**

Parents or guardians must fill out a permission slip for each activity with all required information 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. Students are not allowed to drive to or from a field trip originating from the School campus.

## **Automobiles**

All automobiles transporting students must be registered and display a current Episcopal Collegiate automobile sticker. If a vehicle does not have a clearly posted sticker located on the driver's side windshield, the operator should expect to be stopped by security and held until determined to have an appointment and receive a visitor's pass or allowed to enter campus to drop off or collect students. Students who are late due to a security check are considered tardy in accordance with attendance policies. At all times, families and students must obey directives from Campus Security.

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, in accordance with Arkansas Law. Possession of firearms or firearms in any part of the vehicle is prohibited, in accordance with Arkansas Law.**

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

## **Weather Related Events**

### ***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.

The designated television stations that will be contacted are KARK Channel 4, KATV Channel 7, and KTHV Channel 11. 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. An email will be sent via School Reach to email addresses listed in Wildcat Web. Also, information will be posted on the School website. Please refrain from calling the School.

### ***Cyber Days***

Episcopal Collegiate has been approved by the Arkansas Nonpublic School Accrediting Association to use alternative methods of instruction on days when we have inclement weather or exceptional circumstances and must cancel school. The School will implement these "Cyber Days" when necessary, as determined by the School's administration. When regular school is canceled and it is considered to be a Cyber Day, students will be expected to follow the Cyber Days Plan by completing assignments for their class(es) that have been provided by their teachers. These assignments are to be completed at home and turned in within 3 days of returning to school. Students and parents will receive notification that it is a Cyber Day through School Messenger. It is our goal that Cyber Days enable us to continue learning despite the uncontrollable elements of the weather or any unforeseen event.

### ***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 appropriate Division Office.

As mentioned above in *Emergency Drills*, fire, tornado, earthquake, and lockdown drills will be held on a regular basis. Drills will be scheduled at random times so students, faculty, and staff have an opportunity to practice evacuation or lockdown procedures from various locations within the building.

## TECHNOLOGY CODE OF CONDUCT

All persons using computers, tablets, or other digital devices are expected to use the devices in accordance with the School Mission and Guiding Principles for the promotion of learning, creating, and connecting.

### G Suite for Education

Episcopal Collegiate School uses G Suite for Education for all core services including Gmail, Calendars, and Google Classroom. Additionally, Episcopal Collegiate students and faculty have access to the following Google services:

- Chrome Webstore
- Google Bookmarks
- Google Books
- Google Cloud Printing
- Google Earth
- Google Maps
- Google MyMaps
- Google Photo
- Google Public Data
- Tour Creator
- Material Gallery
- YouTube
- Google News
- Google Finance

### Internet Access

As Internet access is a part of everyday learning at Episcopal Collegiate School, all members of the School Community are expected to use it responsibly and within the framework of the class lesson or task. Students and faculty should use the Internet to expand their knowledge and to enrich and support the curriculum. While the School uses a firewall and content filter to restrict certain access, the tools are not 100% guaranteed. The curriculum and culture of Respect, Reverence, and Responsibility are used to determine what is and what is not acceptable.

### Internet Safety

Internet Safety and Digital Citizenship are part of technology learning and practice at Episcopal Collegiate School. Specific skills and content areas are introduced and reinforced at appropriate age and grade levels throughout the curriculum. Please note, however, safety is the responsibility of the student, and the School is not liable in any way for irresponsible acts on the part of the student.

### Unacceptable Use

Laptops, tablets, phones, etc. are intended to aid in learning and certain uses are considered unacceptable because they are unethical, security risks, obscene, inconsistent with our mission or other.

Examples of unacceptable uses of the School's network include, but are not limited to:

- Attempting to impair or bypass network policies and security
- Use of torrents or file sharing programs
- Using another person's account or password
- Posting private or personal information about another person
- Attempting to access system files, security files, or another person's files
- Accessing or transmitting obscene or pornographic material
- Posting chain letters or engaging in "spamming"
- Engaging in Cyber-Bullying
- Engaging in sexual harassment
- Participating in any communications that facilitate the illegal sale or use of drugs or alcohol; that facilitate criminal activity; that threaten, intimidate, or harass any other person; or that facilitate gambling
- Criminal acts
- Any other activity the School deems inappropriate

## Software, Media, and Fair Use

Commercial software and most major media is copyrighted, and all published licensing agreements for software and media must be followed. There is no justification for the use of illegally obtained software or media. Although *Fair use* permits limited use of copyrighted material without permission for the purpose of teaching and learning, the rules of fair use must be explicitly followed.

## Viruses and Malware

Every effort is made by the School to keep our systems free of viruses and malware. Even with the best techniques, however, viruses and malware can be transmitted to and from any computer. The School is not responsible for the transmission of any virus or malware or for damages suffered from them.

## Student Use of Technology in Middle and Upper Schools

Middle School students will be provided a Microsoft Surface loaded with all needed software and tools, stylus, a carrying case, and charger. They will be available for use in-class and at home. Students should bring the Surface to school fully charged every morning.

All Upper School student laptops must be loaded with Microsoft Office, an anti-virus program, Geometer's Sketchpad, and a photo/video editing program. Additional software may be required as part of class curriculum.

## Technology Support

Limited service and support is available to students through the Tech Center. The Tech Center, located on the second floor of the Upper School next to the elevator, is open from 7:45 a.m. to 8:05 a.m. every morning, during Advisory and club period from 12:10 p.m. to 12:40 p.m., and after school from 3:30 p.m. to 4:00 p.m. Support for the Middle School Chromebooks is available in the Middle School Library throughout the day.

Loaner laptops are available to students that have their tablet/laptop in for service. In Upper School, loaners can be used for up to two weeks without charge, but loaners being used during repairs lasting more than two weeks will be charged \$20 a day through the student's FACTS account starting on the 11<sup>th</sup> day. Additionally, families will be responsible for the replacement cost of the loaner if it is stolen, lost, or if the repair cost for damage exceeds the replacement cost of the device. The replacement cost for the future loaner Chromebooks will be \$250.00.

Although the HP Chromebooks used in Middle School remain the property of Episcopal Collegiate School, students are responsible for the care of this device. Any needed repair that is a result of an accident, like a broken screen or liquid spill, will be billed for the amount of the repair through FACTS. Additionally, families will be responsible for the replacement cost of the device if it is stolen, lost, or if the repair cost for damage exceeds the replacement cost of the device. The replacement cost for the current HP Chromebook is \$250.00.

## Monitoring of Network and Computer Transmissions

The School 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 email content and Internet usage, to ensure the efficient and effective operation of the network. Additionally, the School reserves the right to monitor computer use and to take appropriate action if needed.

## Social Media Policy

Students, faculty, and staff should exercise caution when engaging in any form of social media or electronic communication.

Students, faculty, and staff who participate in online interactions must remember that their posts reflect on the entire Episcopal community and, as such, are subject to the same behavioral standards set forth in the Community Handbook and Episcopal Collegiate School Honor Code.

A student's participation in any form of social media or electronic communication should always be governed by our core values of Respect, Reverence, and Responsibility. The school reserves the right to impose disciplinary consequences when that participation impacts the school and/or relationships within the school in negative ways regardless of whether the actual use occurred on or off campus.

Students are expected to abide by the following:

- To protect the privacy of Episcopal students and faculty, students may not, under any circumstance, take pictures or create digital video recordings for online publication or distribution of Episcopal faculty, staff or students either on campus or at off-campus events without the individuals express permission.
- Students may not use social media sites to publish disparaging or harassing remarks about Episcopal students, faculty, or staff, or athletic or academic contest rivals, etc.
- Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the school.

Failure to abide by this Policy, as with other policies at Episcopal Collegiate School, may result in disciplinary action.

## Appendix A

### The Honor Code Constitution

#### Article I. The Purpose of the Honor Council and Honor Code

Section 1. The purpose of the Episcopal Collegiate School Honor Code is to uphold ethical and moral standards in the community and to regard honor above all.

Section 2. The purpose of the Honor Council is to assist the community in implementing the Honor Code, primarily through education and disciplinary measures when necessary.

#### Article II. Creation and Termination of the Honor System and Council

Section 1. The Honor Code was created by a mutual desire of students, teachers, and administrators to formalize our School's commitment to high moral standards and a sense of community.

Section 2. The Honor Code may be terminated when two-thirds of the Upper School student body and faculty vote to do so.

#### Article III. Honor Council Officers, Their Election, and Their Duties

Section 1. The offices of the Honor Council shall be a President, a Vice President, and a Secretary.

Section 2. The Honor Council shall consist of four seniors, three juniors, two sophomores, and two freshmen.

Section 3. The President and Vice President should be senior members of the Council, while the secretary should be a junior member of the Council. The Council shall also consist of the Upper School Division Head, who acts as the sponsor. The administrator shall serve in an advisory role only and shall not have a vote in the Honor Council proceedings.

Section 4. The President of the Honor Council is charged with managing the Honor Council and seeing that its responsibilities are carried out. The President shall preside over Honor Council investigations and meetings. The President shall decide all questions of procedure and interpretation of this Constitution unless otherwise overruled by a two-thirds majority vote of Honor Council Representatives.

Section 5. The Vice President shall act as President if the President is not in attendance or is unable to fulfill his or her duties. The Vice President shall also assist the President in the responsibilities of the Honor Council whenever necessary.

Section 6. The Secretary shall keep records of all meetings and activities for the Honor Council notebook. The Honor Council notebook and the records within the notebook will be kept in the office of the Head of Upper School.

#### Article IV. Honor Council Representatives, Their Election, and Their Duties

Section 1. The representatives are elected by grades 9 through 11 in the spring. In the first month of the fall semester, freshmen class representatives are elected.

Section 2. The Council consists of four seniors, three juniors, two sophomores, and two freshmen. The members of the Honor Council will serve from the fall semester until the close of the academic year.

Section 3. It will be the duty and responsibility of each Honor Council member to report to the President anyone who is suspected of committing any infraction of the Honor Code.

Section 4. If a vacancy occurs on the Honor Council, a new representative is chosen immediately by the regular election process.

Section 5. If a member of the Honor Council is absent from more than three meetings, he or she will be removed from the privilege of office. Since Honor Council is the highest priority among student activities, it takes precedence over all other school business; however, every effort is made to schedule meetings around other conflicts. The President and the Head of the Upper School will discuss a serious and prolonged illness that causes a member to miss three or more meetings.

#### Article V. Meetings

Section 1. The Honor Council shall have at least two meetings each quarter, excluding those meetings called for investigative purposes. At least one representative from each grade must be present at each Honor Council meeting before the meeting can conduct its business. Between graduation and the beginning of the following school year, the Honor Council may conduct business without the presence of a graduated senior; the President-elect shall preside over the meetings in these cases.

Section 2. All representatives are required to be present unless otherwise notified or excused by the President.

Section 3. The Honor Council will make sure that each student brought before the Honor Council is dealt with fairly. The student in question will be presumed innocent unless proven guilty by a majority of the evidence. If no decision can be made, the student will be declared not guilty and the case will then be dismissed. Decisions are determined by consensus in which every member of the Honor Council agrees to support the verdict and the recommended penalty.

Section 4. No matter what decision is reached by the Honor Council, minutes of all investigative meetings shall be kept and recorded.

Section 5. Both the accused and any members of the Honor Council present at the meeting shall be bound to secrecy. All deliberations of the Honor Council shall be kept confidential. The President may, under special circumstances, discuss the case with a faculty member. The President may also discuss the case with the Head of School and/or Division Head.

#### **Article VI. Infractions of the Honor Code**

Section 1. Infractions of the Episcopal Collegiate School Honor Code shall include: stealing, lying, plagiarism, cheating (receiving unauthorized help on an assignment/test or divulging information concerning an assignment/test to those who have not taken the assignment/test); the use of Cliff Notes, Spark Notes or any other similar guides; viewing movies or videos as a substitute for or prior to a complete reading of a book; using unauthorized translators; and failing to report any infraction of the Honor Code.

Section 2. Using technology in an unauthorized manner is considered an Honor Code infraction. The unauthorized use of technology-including the use of a cellular phone, laptop, smartwatch, or any other device that is not explicitly allowed by the teacher-is considered an Honor Code infraction. Any amount of use of an unauthorized device may be construed as cheating and is subject to the jurisdiction of the Honor Council.

Section 3. 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.

Section 4. Any student who is accused of committing one of these infractions shall be required to account for his/her actions to the Honor Council.

#### **Article VII. Reporting Infractions of the Honor Code**

Section 1. The intention of the Honor Code is that the first responsibility of reporting a violation lies with the student who has committed the offense. A witness to an Honor Code offense is encouraged to confront the accused first and to give him/her a chance to turn him/herself into the Council. Otherwise, the responsibility lies with the witness.

Section 2. Any student, faculty, or staff member having information concerning any infraction of the Honor Code shall report his or her findings in writing to the President, Head of School, or the Upper School Division Head.

Section 3. Information concerning violations of the Honor Code shall be treated as confidential by all persons involved.

#### **Article VIII. Procedures for Handling Honor Code Violations**

Section 1. The Honor Council President shall discuss a report of an Honor Code violation with the Upper School Division Head to determine if there is sufficient evidence to warrant an investigation.

Section 2. The Honor Council President and the Division Head shall meet privately with the student and explain the written charge to him/her. The President shall explain the following options to the student:



- A. If the student pleads guilty to the charge, he/she shall sign the charge, acknowledging his/her agreement with it and his/her willingness to accept the consequences. If he/she chooses, the student may be present at the hearing with the Honor Council or the student may choose to remain anonymous to the Council by submitting a written statement. The Honor Council President shall report the findings of the Council to the student following approval of the Council's recommendation by the Administration. Written notification of the Council's findings will also be sent to the student's parents.
- B. If the student pleads not guilty to the charge, a hearing shall be scheduled with the Honor Council and the President will investigate the charge further. The student may choose to attend the hearing or may submit a written statement to the Council. The student is permitted to select any faculty or staff member to assist him/her at the hearing. The Honor Council President shall report the findings of the Council to the student following approval of the Council's recommendation by the Administration.

Section 3. An accused student is encouraged to discuss an infraction with his/her parents in a confidential manner; however, the Council reserves the right to notify the parent(s) at its discretion.

Section 4. Whether a student is found to be guilty or not guilty of the infraction, written notification of the Council's findings will be sent to the student's parents.

#### **Article IX. Consequences for Infractions of the Honor Code**

Section 1. Some cases brought to the Honor Council require education about the Honor Code but are not deemed offenses. They are called negligence. Negligence is defined as an observable action which arouses suspicion in the eyes of the Honor Council, but in which no intentional infraction appears to have occurred. These cases are not considered violations; therefore, there are no disciplinary consequences recommended in these cases, but the Honor Council may make recommendations intended to educate the student about the Honor Code.

Section 2. Based upon the seriousness of the offense, the Council will recommend a suitable consequence to the Head of Upper School. Consequences may vary, depending on the seriousness of the offense. Consequences for a second infraction are typically more severe than for a first infraction. Generally, with a third infraction in Upper School, a student is suspended and warned that any other violations of the Honor Code will result in expulsion from the School. Expulsion must be approved by the Head of School.

Section 3. The consequences for a first offense will result in a detention. A second offense will result in a Saturday School. With a third infraction, a student is suspended for a minimum of three days and warned that any other violations of the Honor Code will result in expulsion from the School. In any case where there is an infraction involving cheating or plagiarism, the guilty student will receive a zero on the assignment in addition to the aforementioned consequences. The above minimum consequences should be expected by any student who commits an infraction, but the Honor Council may also adjust the punishments in direct correlation with the severity of the infraction. If the circumstances warrant, the Honor Council can, with a unanimous decision, vote to alter or suspend the above consequences.

Section 4. The School reserves the right to depart from these general guidelines for consequences if the Division Head or the Head of School believes the situation so warrants.

#### **Article X. Appeal Process**

All appeals are made in writing to the Head of School.