



# **CALVARY**

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**EPISCOPAL PREPARATORY**

Called to a *Higher* Standard

***Student Parent Handbook***  
**2019-2020**

*Approved by the Board of Trustees August 27, 2019*



# CALVARY

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## EPISCOPAL PREPARATORY

2019-20 School Year

Dear Calvary Family,

The Faculty and Staff of Calvary Episcopal Preparatory bring you greetings! If you are new to our school, we especially welcome you and invite you to become an active member of our community. We welcome parents to our chapels, and to our many school events throughout the year. CEP enthusiastically welcomes volunteers at our school. Volunteerism is a great way to meet new friends and become familiar with our school's culture.

For those of you who are returning, we not only welcome you, but also thank you for the faith and trust you put in us. Additionally, we thank you for your loyalty and for your continued support.

Calvary highly values communication and feels that the key to a successful relationship requires open communication; two-way, direct and clear. The school will communicate via our: web site, Facebook page, our parent/student information system Parents Web (grades, attendance, etc.), the bi-weekly newsletter, *The Crusader View*, direct emails, phone messaging system, progress reports and phone and in-person conferences.

We encourage you to become a frequent visitor to our school website: [www.ces-richmond.org](http://www.ces-richmond.org) We strive to provide all relevant school information updated on our website for prospective students, as well as current parents and students. You will be able to find up-to-date calendars, archived newsletters, pictures, and day-to-day information that will keep you informed of Crusader activities and events. Our website is designed to be easy to use and provide the user with information that is helpful. If you have a suggestion on how we can improve the website, please do not hesitate to contact us.

This year's handbook has changes that affect you and your child and his/her school experience. We **strongly encourage** you to review this handbook with your child, as it should be a helpful reference that will answer many of your questions related to school policy and procedures, which were approved by our School Board of Trustees. Your signatures on the Handbook Acknowledgement Agreement form is required and indicates that you have read and agree to comply with these policies and procedures. **Please return this form (found at the back of this handbook) to the school office, as it is included in your child's file.**

Best wishes for a successful school year. Please let us know if there is anything that we can do to enhance your child's experience as a Calvary Crusader.

Sincerely,

Malcolm Smith, Jr.  
Headmaster

## **Table of Contents**

<i>MISSION STATEMENT AND GOALS</i> .....	5
<i>SCHOOL BOARD OF TRUSTEES</i> .....	6
<i>CALVARY PARENT TEACHER ORGANIZATION (CPTO) OFFICERS</i> .....	6
<i>CALVARY EPISCOPAL PREPARATORY AUTHORITY AND STRUCTURE</i> .....	7
<i>ADMISSION REQUIREMENTS</i> .....	7
<i>CONDITIONAL ADMISSIONS</i> .....	9
<i>ATHLETIC AND EXTRACURRICULAR PROGRAMS</i> .....	9
<i>ATTENDANCE REGULATIONS</i> .....	10
<i>BUSINESS OFFICE</i> .....	11
<i>CALENDAR OF EVENTS AND ACTIVITIES</i> .....	12
<i>CHANGE OF FAMILY INFORMATION</i> .....	12
<i>CHAPEL</i> .....	12
<i>CLINIC, IMMUNIZATIONS AND HEALTH SERVICES</i> .....	13
<i>DEVELOPMENT AND FUNDRAISING</i> .....	19
<i>DRESS CODE &amp; UNIFORM GUIDELINES</i> .....	19
<i>DISCIPLINE AND CODE OF CONDUCT</i> .....	22
<i>ELECTRONIC SMOKING DEVICES &amp; TOBACCO USE</i> .....	26
<i>EMERGENCY CLOSING OF SCHOOL</i> .....	27
<i>EXAM EXEMPTION POLICY</i> .....	27
<i>FIELD TRIPS &amp; OFF CAMPUS LEARNING</i> .....	28

<i>GRADING AND REPORTING TO PARENTS</i> .....	30
<i>GRIEVANCES</i> .....	33
<i>HOMEWORK AND TEST/EXAM SCHEDULE</i> .....	34
<i>LIBRARY</i> .....	35
<i>LUNCH AND SNACKS</i> .....	35
<i>MESSAGES TO STUDENTS/STUDENT USAGE OF SCHOOL TELEPHONES</i> .....	36
<i>PARTIES</i> .....	36
<i>RESPONSIBILITIES OF PARENTS</i> .....	37
<i>RESPONSIBLE USE PRACTICE (RUP) GUIDELINES FOR TECHNOLOGY</i> .....	37
<i>IPADS IN MIDDLE SCHOOL</i> .....	40
<i>SCHOOL ORGANIZATIONS, SPECIAL PROGRAMS AND ACTIVITIES</i> .....	41
<i>STUDENT/STUDENT, STUDENT/FACULTY RELATIONSHIPS AND SEXUAL HARASSMENT</i> .....	44
<i>TRANSPORTATION/DROP OFF-PICK-UP PROCEDURES</i> .....	47
<i>VISITORS</i> .....	49
<i>VOLUNTEER AND PARENT CODE OF ETHICS *</i> .....	52

## Calvary Episcopal Preparatory Mission Statement and Goals

### **Mission Statement:**

Calvary Episcopal Preparatory provides superior education while inspiring **Reverence** for God, **Respect** for others, and **Responsibility** for self.

### **Vision Statement:**

Calvary Episcopal Preparatory is the premier Pre-K through 12<sup>th</sup> grade Christian school providing academic excellence to empower students to succeed and enrich their local and global communities.

### **Goals to Achieve This Mission:**

- To provide a safe Christian environment that enables the students to excel in spirit, mind and body.
- To provide an academic curriculum that emphasizes literature, written and oral communications, mathematics, social studies, science and technology.
- To encourage high work standards that will enable each student to better prepare for the demands of high school and beyond.
- To develop within each student a feeling of self-worth and an understanding of the worth of all people as members of God's kingdom.
- To encourage the responsibility of self and others by demonstrating proper behavior and wise decision making.
- To foster awareness and concern for others by encouraging participation in campus and community projects and activities.
- To provide a wealth of well-qualified, certified and experienced teachers and specialists in all academic areas as well as in the arts, foreign language, physical education, religion and computer literacy.

*(Adopted 10/18/94-revised 04/14 Calvary Episcopal Preparatory Board of Trustees)*

**Calvary Episcopal Preparatory  
2019-2020  
School Board of Trustees**

**Officers**

Mr. Jeff McClellan, President  
Mr. Joe Robinson, Vice President  
Mr. Mark Fidler, Secretary  
Mr. Steven Cherry, Treasurer  
Rev. Lecia D. Brannon  
Amber Zentis

**Members**

Mr. John Anderson  
Mr. Bill Burelsmith, Jr.  
Mr. Steven Cherry  
Mr. Tommy Culver  
Ms. Machel Delange  
Mr. Greg Farris  
Mr. Mark Fidler  
Ms. Kathy Haley  
Mr. Frank Plut  
Ms. Tracey Schmid  
Mr. Malcolm Smith, Jr.

**Calvary Parent Teacher Organization (CPTO) Officers**

Ms. Tracey Schmid - President  
Mr. Strode Churchwell - Vice President  
Ms. Nikki Villarreal - Secretary  
Ms. Kirstie Mikles - Treasurer  
Ms. Mandy Lenderman - Chair, Hospitality  
Ms. Stephanie Kyles - Chair, Volunteers  
Ms. Melissa Vanderhei - Chair, Rewards Programs  
Ms. Vanessa Schlitzkus – Chair, Fundraising

### **Calvary Episcopal Preparatory Authority and Structure**

Calvary Episcopal Preparatory is an outreach of Calvary Episcopal Church. Calvary Episcopal Church and Calvary Episcopal Preparatory have a long history of involvement and the support of quality education offered in a Christian setting. The Vestry (governing body) of Calvary Church is thankful for the opportunity to serve the community and looks forward to the continued support of Calvary Episcopal Prep.

Calvary Episcopal Preparatory is a 501c-3 non-profit corporation. The Articles of Incorporation and Bylaws require that the rector or his/her appointee serve as Board Chair. The president of the parents' organization (CPTO) also has a permanent seat on the board. There are nine sponsor trustees of the board and four special trustees. The Headmaster reports to the Board of Trustees and is a non-voting advisory member. The school board nominates, and the vestry elects the members. The Bishop of the Diocese of Texas must approve any changes to the Articles of Incorporation and Bylaws. The Diocese of Texas holds all real property of the church and school in trust.

The purpose of Calvary Episcopal Preparatory is to provide a quality education to the children of this community by educating them in all subject areas necessary for building a solid academic foundation, as well as providing training and development of the whole child -- spiritual, mental and physical -- with major emphasis placed on the attainment of a Christian character.

**Calvary Episcopal School, Inc. does not discriminate on the basis of race or religion in administration of its educational policies, admissions and enrollment policies, scholarship and financial aid programs, and athletic and other school administered programs.**

### **Admission Requirements**

Christian education is an integral part of Calvary's overall educational program. The school strives to assist Calvary Episcopal Church in its outreach efforts to the community in providing Christian training. Calvary Episcopal School, Inc. does not discriminate on the basis of race or religion in the administration of its educational policies, admission policies, scholarship and loan programs, athletic or other school-administered programs. This school is authorized under federal law to enroll non-immigrant students.

A child's application will be considered for enrollment upon receipt of the required registration information and fees:

- Completed application form accompanied with registration fee
- Previous and current report cards (two years of report cards for applicants for grades 1-12 including the most recent)
- Admission testing (grades K through 12)
- Admission evaluation (Pre-Kindergarten, ages 3 & 4)
- Completed teacher and administrator recommendation forms (grades 1-12)

Test results, transcripts, letters of recommendation, and personal interviews with the parent/guardian conducted by the Headmaster or Dean of Students are evaluated by the admissions committee to determine whether the prospective student meets entrance requirements.

Admission requirements are necessary to support the student who is able to meet the academic requirements of an advanced and accelerated curriculum. Calvary does not have the necessary staff or facilities to appropriately meet the needs of children with clinically diagnosed learning disabilities or persistent behavior issues that may impede the student's ability to succeed in a rigorous and orderly academic program.

Upon completion of the application process, and evaluation of information received by the admissions committee, the parent/guardian will be notified by the Director of Admissions as to the prospective student's acceptance status. After the student has met eligibility requirements, the parents are expected to complete the enrollment process online via the parent portal, ParentsWeb.

Students currently enrolled at Calvary are evaluated throughout the school year concerning their academic progress and social/emotional behavior. The decision for re-admission for each new school year is based upon these evaluations made in cooperation with the Headmaster, the classroom teacher and/or teachers, and the parent/guardian. A new enrollment agreement and registration fee are required each year.

Families with two or more children attending Calvary are eligible for a 7% reduction of tuition for each subsequent child. This reduction applies to the lowest grade tuition if there is a difference.

### **Age Requirements**

Pre-Kindergarten (age 3) – child's third birthday must fall on or before September 1. Child must be toilet trained by the beginning of the school year.

Pre-Kindergarten (age 4) - child's fourth birthday must fall on or before September 1. Any child whose birthday falls later than September 1 may be accepted conditionally, depending on his/her ability to meet the work requirements.

Kindergarten - child's fifth birthday must fall on or before September 1. Any child whose birthday falls later than September 1 may be accepted conditionally, depending on his/her ability to meet the work requirements.

First grade - child's sixth birthday must fall on or before September 1. Any child whose birthday falls later than September 1 may be accepted conditionally, depending on his/her ability to meet the work requirements.

Students who are underage and accepted on a conditional basis are subject to transfer to another grade or dismissal during the first nine weeks based on the recommendation of the teacher and the headmaster and/or dean of students.

### **Toilet Training**

Students must be fully toilet trained. No diapers or disposable training pants (such as Pull-Ups) will be allowed in Pre-Kindergarten 3 or Pre-Kindergarten 4 classes. Toilet-trained students must complete their visits to the toilet independently, including wiping after a bowel movement. Staff members can provide only verbal assistance. Parents/guardians should dress children in clothes that are easy for



children to manage themselves when using the toilet. Belts, buttons, and zippers are difficult for many young children to use independently. CEP recommends choosing pants with elastic waists instead. Accidents are part of the toilet learning process for all young children. Please send spare clothing to school as soon as possible so that children can change after an accident.

### **Conditional Admissions**

The Admissions Committee may, at its discretion, admit students on a conditional basis. Students admitted conditionally may be subject to certain academic or behavioral requirements. These requirements and student progress are reviewed by the student's instructional team each quarter and the Admissions Committee annually. Upon successful completion of conditional requirements, student's conditional status will be removed.

## **Athletic and Extracurricular Programs (Lower, Middle and Upper School)**

### **Athletics**

*Please see the "[Athletics](#)" section posted on our website under "[Student Life](#)" for athletic information guidelines and clarification.*

The Calvary Episcopal Preparatory Athletic Program is an important aspect of the education of our students. Participating in school-sponsored athletic programs provides students with many unique experiences. In addition to learning skills, teamwork, cooperation, winning and losing in a sportsmanship fashion, each student has an opportunity to visit other schools, meet new friends, and to be a contributing member of a special group. Age groupings may change based on the sport and student interest to be determined by the Athletic Director and Headmaster.

A fee is assessed for participation in each athletic activity. CEP maintains a policy of "all play," meaning that all students have the opportunity to participate in their chosen sport(s). "All play" does not guarantee a team assignment or certain amount of playing time. This will be determined by the coaches. In selecting the teams for JV (Blue) or Varsity (Gold) the student is chosen on his/her ability, respect toward coach and other players, leadership ability and conduct.

Middle school students compete in the West Houston Christian Athletic Conference (WHCAC) which fields teams based on the criteria noted above, not grade level. High school students may participate in Texas Association of Parochial and Private Schools (TAPPS) athletics if they attend CEP and are on campus for at least 60% of their coursework.

Those participating in athletic activities must receive and agree to follow the guidelines as outlined in the Athletic Program Participation Guidelines, which can be found on the "Athletics" section of the school website, found under "Student Life."

### **Extracurricular Programs**

Extracurricular activities available to students include, but are not limited to:

- Choir competition
- Band competition
- Art competition
- PSIA competition
- TAPPS competition
- Athletics

- Drama Club
- StuCo meetings and events

The same eligibility requirements that apply to participation on sports teams apply to participation in all other extracurricular activities; for example, while a student may be enrolled in choir, band, or art, he or she may be ineligible to compete in contests or participate in performances/contests due to academic and/or attendance ineligibility. A grade of 75 or higher is required to remain eligible. Students who are absent for more than 9 days for any reason per semester will not be allowed to participate in any extracurricular programs/activities or practices for the remainder of that semester.

### **Attendance Regulations**

#### **Attendance**

Regular, punctual attendance at school is expected and required since it is essential to good school performance. Irregular attendance contributes to gaps in learning and is a major cause of failure in school. Our school calendar provides several long weekends and holidays. Students who miss school due to family vacations/holidays on days other than these dates will be at a significant academic disadvantage. If, however, a decision is made that affects student attendance, the following procedures will be followed in an effort to minimize the academic impact of missed instructional time:

- teachers will maintain a file of student work (handouts, project assignments, video links, etc.) that is covered in the student's absence.
- upon return to class, this file will be given to the student. The content of the file should be used by the student as a resource for independent study.
- the student will only be graded on missed major tests, and projects. Daily assignments missed will not be graded.
- As a general rule, one day is allowed for make-up work for each day of absence.

Parents are requested to contact the office as to the nature of the student's absence no later than 10 a.m. If a student is to miss a portion of the school day due to health-related appointments, parents are requested to notify the office by 8 a.m. to facilitate the completion of the student's work in a timely fashion. **Lower school students not in attendance by 11 a.m. will be counted ½ day absent for the morning and students not in attendance at 1:50 p.m. will be counted ½ day absent for the afternoon. Middle and high school student absence and tardiness are recorded by class period to coincide with the middle and upper school exemption policy.** Students who are absent for more than 9 days for any reason per semester will not be allowed to participate in any extracurricular programs/activities or practices for the remainder of that semester.

A student missing three consecutive days due to illness must present a doctor's note to the school nurse upon his/her return to school. Students with chronic illnesses may be excused from this requirement with a doctor's diagnosis and statement of potential impact on attendance. Parents will be contacted by the administration if his/her child has excessive absences.

Please see the semester exam exemption policy for clarification regarding attendance and exam exemptions.

## **Tardies**

The school building will remain locked until 7:15 a.m. each morning. Students arriving between 7:15 a.m. and 7:50 a.m. are to report directly to the parish hall where a staff member is on duty. Students arriving after 8:00 a.m. are tardy and must sign in at the school office. These students will be counted tardy and will report to class or chapel. **Tardies accumulate and become part of the absence policy: 5 tardies/early dismissals equal 1-day absence and becomes subject to the absence policy as stated above.**

## **School Hours**

- Pre-kindergarten (ages 3 & 4) Academic Day
  - Half Day Students: 8:00 a.m. to 12:45 p.m. M, T, Th, F
  - Wednesdays: 8:00 a.m. to 3:30 p.m. for all PK students

Extended Day for PK Session is 12:45-3:30. There is an additional extended day after school dismisses at 3:30pm until 6:00 p.m.

- Kindergarten through Grade 12 Academic Day:
  - 8:00 a.m. to 3:30 p.m.
  - Extended Day (PK-8<sup>th</sup>): 3:30 p.m. to 6:30 p.m.

Parents will be notified of any unforeseen changes in schedules.

## **Requests for Homework/Classwork**

Parents may request homework assignments for students who are absent from school for two days or more. These requests must be made by 10:00 a.m. to allow adequate time for assignment preparation by teachers. Students must make up all work missed. (See details under "Attendance.") Homework that is posted on Parents Web parent portal will not be rewritten on the homework request; modifications to homework or any information not on the parent portal will be supplied. As a general rule, one day is allowed for make-up work for each day of absence.

## **Business Office**

### **Tuition Payments**

Tuition is set by the Board of Trustees each year. There are three methods of tuition payment:

- 1) Annual: Tuition is paid in one annual payment due in July.
- 2) Semi-Annual: Tuition is paid in two payments due in July and November.
- 3) Monthly: Tuition is paid via a monthly payment plan administered by FACTS.

Tuition is a full year obligation. Except as expressly provided in the Enrollment Agreement, the obligation to pay the fees and tuition for the full academic year is unconditional and no portion of the fees and tuition paid or outstanding will be refunded or cancelled in the event of absence, withdrawal or dismissal from CEP.

CEP is a private educational institution that depends on primarily on the tuition paid on behalf of its students. Because the school depends so heavily upon these funds being paid, a Credit and Collection Policy adopted by the Board of Trustees will be enforced when necessary.

### **Late Payments & Returned Checks**

Any tuition payments received after the date due are subject to a \$45 late fee. Monthly statements are sent by email in the event your student has a balance due (examples are sports fees, extended care, etc.). Balances due are subject to a finance charge of 1.5% per month until the balance is paid in full.

In the event a check is returned; a \$30 Returned Check Fee will be assessed. Once a check is returned, checks will no longer be accepted for six months – only cash, cashier's check, or money order will be accepted.

CEP will not accept cash payments more than \$1,000.

### **Delinquent Accounts**

Students with an outstanding balance prior to the start of the semester will be charged a \$45 late fee on outstanding tuition. In the event tuition is unpaid for any two-month period, the student may, at the discretion of CEP, be:

- 1) suspended from school for all or a portion of the remaining academic year;
- 2) denied re-registration for the following academic year; or
- 3) denied receipt of transcripts and/or diplomas at the end of the year until the account is paid in full.

### **Financial Aid**

Applications for financial aid for the 2020-2021 academic year are due April 1, 2020. Please contact the Business Office with any questions regarding financial aid.

### **Calendar of Events and Activities**

The official school calendar is posted on the school website at [www.ces-richmond.org](http://www.ces-richmond.org). The school website is updated regularly to keep parents and students informed of issues of importance. Parents and students should refer to the school calendar for holidays, reporting periods, and other special events. A school newsletter is published and e-mailed every other week highlighting important school happenings and activities. Parents must provide the school with their email address so that they may receive e-mail notifications.

### **Change of Family Information**

Accurate student and family information is critical to student safety and effective school-home communication. Parents should notify the school office immediately if there is a change of address, telephone number, e-mail address, health status of the child, guardianship, place of employment, or any other demographic or emergency information. CEP does not sell or in any other way provide family information to any organization unless required by law.

### **Chapel**

Morning chapel, conducted by the clergy and/or school staff, is an integral part of the day at Calvary Episcopal Prep. Because Calvary is a Christian school, we strive to develop each student's understanding of his/her relationship with God and man as well as develop those attitudes and behavioral habits which will help him/her become a better Christian. No attempt is made to proselytize or in any way influence children to become an Episcopalian. Chapel (whether in the sanctuary or the gym) is a time and place of reverence. Attendees are expected to turn off phones, refrain from eating and drinking, and take advantage of being in the presence of God.

There will be several special chapels throughout the year, i.e. Matriculation Chapels, Veterans' Day Chapel, Grandparents/Special Friends Chapel and Eucharist Chapels. Although it will be mandatory to attend all chapels, families may determine if a child is to receive communion (bread and wine) or receive a blessing at the Eucharist Chapel.

Parents are always welcome to attend chapel. Parents should drop off their child(ren) in the parish hall, check in as a visitor in the front office and proceed to the chapel to wait for them. Parents should not wait in the classroom or hallway during chapel. If a student arrives while chapel is in session, he/she will be signed in as tardy and taken to the side chapel for the remainder of the service. Regular/Daily chapels begin each morning at 8:05 a.m.; starting times of special chapels will be posted on the school website.

- Monday All School Chapel in Sanctuary (Birthday Chapel)
- Tuesday PK4- Grade 2 in Sanctuary
- Wednesday Grades 3-5 in Sanctuary
- Thursday Grades 6-12 in Sanctuary
- Friday All School Share Chapel in Gym

On non-chapel days, students receive instruction on Christian Character Education core values. These core values will relate to the chapel scripture readings.

### **Clinic, Immunizations and Health Services**

#### **The Clinic**

The responsibilities of the School Nurse include:

- assessment of the nature and level of illness and/or injury to students
- provisions of appropriate health care to ill and/or injured students
- referral of students for appropriate medical, dental, or other health care as deemed necessary for the student's well-being
- prevention of the spread of communicable diseases by excluding students known to have or suspected to have communicable diseases and enforcing the immunization laws of the Texas Department of State Health Services
- administration of medication and/or special medical procedures needed by students during the school day
- maintenance of individual health records on all students including immunization records as mandated by state law and local board policy
- provision of hearing, vision, Acanthosis Nigricans and spinal screenings for all students as mandated by state law
- provision of health education and counseling as needed by students to promote healthy life-styles and choices
- serving as a liaison and health advocate to help enhance communication and understanding between students, parents, administrators, teachers, support staff, and the medical community

## Immunizations

All students must be fully immunized against all diseases mandated by, and in accordance with, the Texas Department of State Health Services (DSHS) and county health departments. In order to complete the enrollment process, students must have all required immunizations and proof must be presented in the form of personal immunization records from a licensed physician or public health clinic, with a signature or rubber stamp validation or health records transferred from another school. In addition, students must present valid proof of additional vaccines as they become due in order to be in compliance with Texas' state immunization laws. Failure to do so in a timely manner may result in the student's exclusion from school until proof of the immunization is presented.

Immunization records must be current as required by the state and submitted *before the first day of school attendance*. Minimum immunization requirements for Texas can be found on the Texas DSHS website at <https://www.dshs.state.tx.us/immunize> and go to School Requirements. See document titled **Texas Minimum State Vaccine Requirements for Students in Grades K-12** (or **Texas Minimum State Vaccine Requirements for Child-Care Facilities** for students in PK-3 or PK-4).

Students who have not completed the entire series of immunizations as required by law, may be permitted to enroll in school on a provisional basis only if: they present validated proof that at least one in each of the required series of vaccinations has been given, and with the understanding that the student must be given each subsequent dose in accordance with the schedule set by the Texas Department of State Health Services. Failure to do so may result in the student being excluded from school until the immunizations are updated.

All students enrolling from another country must present proof of a negative Tuberculin (TB) skin test (Mantoux). If the student's TB skin test is positive, they must present proof of a chest x-ray that is negative for Tuberculosis or proof that they are under treatment of a doctor by medication that will prevent them from developing an active case of Tuberculosis. If at any time during the course of treatment the student fails to comply with this medical regime, he/she may be excluded until he/she presents proof from the doctor that he/she either has resumed treatment or is not considered contagious for the spread of Tuberculosis.

## Exemptions from Immunizations

Texas Administrative Code (TAC) §97.62 describes the conditions under which individuals can seek exemptions from Texas immunization requirements. Exclusions from compliance are allowable on an individual basis for medical contraindications, active duty with the armed forces of the United States, and reasons of conscience, including a religious belief. More information can be found at <https://www.dshs.state.tx.us/immunize/school/exemptions.aspx>.

- **Medical Contraindications** - Students can be exempt from one or all vaccine requirements if a medical condition exists that would make it harmful for them to be vaccinated as required. To claim an exemption for medical reasons, the student must present an exemption statement to the school, dated and signed by a physician (M.D. or D.O.), properly licensed and in good standing in any state in the United States who has examined the child or student. The statement must state that, in the

physician's opinion, the vaccine required is medically contraindicated or poses a significant risk to the health and well-being of the child or student or any member of the student's household.

- Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.
- **Service in the Armed Forces** - Individuals who are on active duty with the U.S. armed forces are exempt from Texas vaccine requirements. This applies to military personnel only. Dependents of service members are NOT excluded from Texas vaccination requirements.
- **Conscientious Objection** - Exemptions from Texas' immunization requirements may be granted by school officials for reason of conscience, including religious conflicts. To claim this exemption, the student (if 18 years of age or older) or the student's parent or legal guardian must present to the school a completed, signed and notarized affidavit on a form provided by the Department of State Health Services stating that the child's parent or legal guardian or the student declines vaccinations for reasons of conscience, including because of the person's religious beliefs.

Only official forms developed and issued by the Texas Department of State Health Services, Immunization Division will be accepted. The affidavit can be requested online at <https://corequest.dshs.texas.gov/>. Once completed, the original form must be submitted to the school within 90 days from the date it is notarized. The affidavit will be valid for a two-year period from the date of notarization. A student who has not received the required immunizations for reasons of conscience, including religious beliefs, may be excluded from school in times of emergency or epidemic declared by the commissioner of the Texas DSHS.

### Vision, Hearing, Acanthosis Nigricans, and Scoliosis Screening

Chapter 36 of the Texas Health and Safety Code mandates school health screenings. To comply with this requirement, the School Nurse will perform vision, hearing, Acanthosis Nigricans, and spinal screenings. See the chart below for grade level or age requirements.

Type of Screening	Grade Level/Age
Vision	Pre-Kindergarten (age 4 only), Kindergarten, 1,3,5,7 First-time entrants to CEP
Hearing	Pre-Kindergarten (age 4 only), Kindergarten, 1,3,5,7 First-time entrants to CEP
Acanthosis Nigricans	1,3,5,7
Spinal	Girls – age 10 and again at age 12 Boys – age 13 or 14

### Communicable Diseases

Calvary Episcopal Preparatory follows all guidelines as established by Fort Bend County, the Texas DSHS, and Center for Disease Control. In order to control the spread of communicable diseases at our school, CEP requires that students with a communicable disease meet ALL of the following criteria before returning to school:

- Chicken Pox (Varicella) – lesions must be dry, lesions are not blister-like, 24 hours with no new lesion formation
- Fifth Disease (Human Parvovirus) – fever-free for 24 hours without the use of fever-reducing

medication

- Hand, Foot & Mouth Disease (Coxsackie Virus) – fever-free for 24 hours without the use of fever-reducing medication
- Impetigo – blisters must be covered completely at all times
- Measles (Rubeola) – rash must be resolved (at least four days after onset), fever-free for 24 hours without the use of fever-reducing medication
- Meningitis, bacterial – must have written permission from a healthcare provider
- Meningitis, viral – fever-free for 24 hours without the use of fever-reducing medication
- Mumps – swelling must be gone (at least five days from onset of swelling), fever-free for 24 hours without the use of fever-reducing medication
- Pink eye (Conjunctivitis) – symptom-free or have written permission from a healthcare provider
- Ringworm – area must be completely covered with a bandage or clothing at all times, treatment has begun
- Rubella (German Measles) – rash must be resolved (at least seven days after onset), fever-free for 24 hours without the use of fever-reducing medication
- Scabies – must have written permission from a healthcare provider, treatment has begun
- Shingles – lesions must be dry or completely covered at all times, fever-free for 24 hours without the use of fever-reducing medication
- Streptococcal Sore Throat (Strep Throat) and Scarlet Fever – complete antibiotic treatment for 24 hours, fever-free for 24 hours without the use of fever-reducing medication
- Tuberculosis – medication treatment has begun, written permission from a healthcare provider
- Whooping Cough (Pertussis) – complete five consecutive days of antibiotics, fever-free for 24 hours without the use of fever-reducing medication

### **Head Lice (Pediculosis)**

Head lice is not an illness or disease and does not cause infection. However, lice can easily spread from person to person through close contact. Students are not routinely screened for head lice, so parents should monitor their children for the presence of lice and report this condition to the School Nurse. If a student is found to have head lice while at school, the School Nurse will contact the parent/guardian to discuss next steps.

Students with head lice should be treated with an FDA-approved medicated lotion or shampoo or receive treatment at a lice removal facility as soon as possible. The child may return to school the day following treatment. Proof of treatment should be provided to the School Nurse AND the student must be checked and cleared before going to class. If nits are found but no live lice, the student will be evaluated one week after treatment and weekly until clear. If live lice are found upon return to school at any point after treatment, the student must return home.

### **Medications**

All medications should be given at home if at all possible. If your child has a health condition that requires medication to be given at school, the following guidelines will strictly be adhered to:

1. If a medication needs to be given during school, it must be administered by CEP personnel. Students may not carry any medicine on their person or in their purses or backpacks without written approval from a physician.
2. All medications must be furnished by the parent/guardian, given to the School Nurse immediately upon arrival at school, and kept in the clinic at all times. No medications will be supplied by the school.



3. All medication must be sent in the original container with all information on the medication's manufacturer's label. Prescription medication must be in the original container with the original pharmacy label intact.
4. A written request signed by the parent/guardian must accompany all medication. The consent should identify the student, medication name, dose, time(s) to be given, and the length of time the student will be taking the medication.
5. A written order signed by a physician specifying the student's name, medication name, dose, and time to be given, and duration of administration must accompany any medication that is:
  - to be kept or given at school for more than six weeks.
  - a controlled substance.
  - to be kept on the student's person (i.e. asthma inhaler, diabetic supplies, epinephrine auto-injector, etc.) during the school day. The doctor's order must specify that the student is to keep the medication with him/her while he/she is at school.
6. Doctor's orders and parent authorizations for routine medications must be updated at the beginning of each school year, even if the medication and dosage remain the same as the previous year. Forms are available on the school website.
7. Prescription medications must be prescribed by a medical practitioner with a current license to practice medicine, dentistry, or orthodontics in the United States.
8. For student safety, students who have prescriptions for certain medications, such as Epinephrine auto-injectors, will be photographed. This photograph will be used for identification purposes only.
9. Unused medication will not be sent home with students. A parent/guardian designee must retrieve the medication from school officials.
10. Contact the School Nurse regarding any questions or concerns pertaining to this policy.

### **Special Procedures and Medical Conditions**

When students have special procedures (i.e. nebulizer treatments, catheterizations, tube feedings, etc.) that must be done during the school day, a doctor's order and parent permit must be presented to the School Nurse before treatment can be started. Parents are responsible for providing all equipment and supplies for these procedures.

In addition, any student with a serious medical condition must submit an action plan for each condition each year. This includes:

- Life-threatening allergies
- Asthma
- Seizures
- Diabetes

Action plans are available on the school website.

### **Undesignated Epinephrine Auto-Injectors**

Calvary Episcopal Preparatory strives to provide assistance to individuals in need, particularly someone who may suffer from an unexpected severe allergic reaction. In accordance with Senate Bill 579 enacted in Texas, CEP has chosen to keep undesignated Epinephrine auto-injectors at our school. These auto-injectors are not prescribed for a specific person and are available for emergency use in a first-time anaphylactic reaction any child or adult has on our campus.

Note: These undesignated Epinephrine auto-injectors DO NOT replace the need for auto-injectors prescribed for a particular student. Those with known allergies must provide his or her own Epinephrine auto-injector to keep at school in case of severe allergic reaction.

### **Student Illnesses, Injuries, or Emergency Situations**

Students who become ill, injured, or have an emergency situation during the school day should alert their teacher and obtain a pass to see the School Nurse. The School Nurse will assess the student's level of illness or injury, administer the appropriate care and/or first aid, and determine if the student should remain in school for the remainder of the day. If the School Nurse determines that the student cannot finish the day because the illness or injury will impede the student's school performance, needs prompt medical attention, or is possibly a communicable disease, she will notify the parent/guardian of the student's condition and request that the student be picked up from school. A student should not call his or her parent directly, requesting to be picked up due to illness, without being evaluated by the nurse. No student may leave school until he/she has been released by the School Nurse or School Administrator. Failure to do this may result in the student being considered truant.

It is the responsibility of the parent/guardian to provide school personnel with current home, work, and emergency phone numbers so that they can be reached in the event that their student becomes ill or injured during the school day. This information is communicated and can be updated at any time through the school's student information system. In addition, it is the responsibility of the parent/guardian to provide transportation promptly for students who need to be picked up from school due to illness or injury and to seek medical care if the student's condition warrants.

In the event of a severe or life-threatening illness, injury, or emergency situation where the School Nurse determines that the student needs immediate medical attention, the nurse will administer the appropriate nursing care and/or first aid and will notify emergency personnel so that the student can be properly assessed, treated, and transported to the appropriate medical facility. In the event of such an emergency, the parent/guardian will be notified as soon as possible. If the student is transported to a hospital or emergency facility, school personnel will remain with the student until the parent/guardian arrives. The school is not responsible for any costs of medical care, emergency care, or transportation.

CEP encourages all students to attend school every day unless prevented by severe injury, illness, or hospitalization. For the protection and well-being of all students, parents are advised to keep students at home if they have had any of the following in the last 24 hours:

- fever of 100° F or greater (without the use of fever-reducing medication)
- vomiting (more than twice)
- diarrhea (without the use of diarrhea suppressing medication)
- red, draining eyes
- undiagnosed rash

Parents should notify the school if a student is going to be absent or if the child has a communicable condition (chicken pox, mumps, measles, flu, strep infection, lice, stomach bug, etc.). This will help the School Nurse to observe any trends of illnesses at CEP.

### **Health and Hygiene**

CEP recognizes the importance of good health, safety, and proper hygiene in the school setting.

Therefore, it is required that all students be completely toilet trained prior to their enrollment in school. If

there is a physical or medical problem temporarily impacting this situation, the parent should notify the School Nurse or School Administrators immediately. Parents are responsible for providing school staff with clothing changes and toileting supplies if such a problem exists.

In the event that a student soils his/her clothing during the school day to the extent that a change of uniform is needed, parents are strongly encouraged to provide a change of clothes for their child. The extra clothing should include an appropriate top, bottoms, underwear and socks that can be kept in the student's backpack, locker, or classroom. At times, the clinic may have suitable clothing to loan the student. However, the clinic is not responsible for providing clothing. If clothing is not available, parents may be contacted to bring clothes to school immediately. The purpose of this recommendation is to reduce the amount of missed instructional time when a student is out of the classroom waiting for a change of clothes.

### **Liability**

Calvary Episcopal Preparatory Board and its employees (Headmaster, classroom teachers, office staff, School Nurse, or any other classified person employed by Calvary Episcopal Preparatory) shall have immunity from civil liability for damages or injuries resulting from providing first aid or medical care or from administering of medications to a student if done with parental permission.

### **Development and Fundraising**

There will be no more than two school-wide major fund-raising events, in addition to the Annual Giving Campaign at Calvary each year, including CPTO events.

All events that involve the collection of money or the collection of items, whether for donation or for fundraising purposes, require the completion of an event proposal and approval by the Development Committee. This includes all events, even those held in previous years. Event proposals should be submitted to the Director of Advancement & Admissions by the end of May each school year. The Development Committee will review all proposals in June. If a project comes up later in the year, complete the Fundraising Proposal form and submit to the Development Office. All submissions are on a first come first serve basis, after the initial May submission.

Acknowledgements or receipts issued for gifts or donations must be approved by the headmaster.

Any use of the school logo must be approved by the headmaster.

All money collected for any purpose by teacher, staff or students must be submitted to and accounted for by the business office.

All families are encouraged to contribute to the Annual Giving Campaign.

### **Dress Code & Uniform Guidelines**

#### **Philosophy**

Appearance expresses attitude and personality, and it also influences behavior. CEP's uniforms and dress code express a readiness for learning, free of distractions. The way a student dresses affects the way the student behaves.

In order to maintain an atmosphere conducive to learning, CEP expects students to be neat in appearance at all times. Parents are responsible for seeing that students comply with the dress code of Calvary Episcopal Preparatory. Faculty members share responsibility for enforcement.

All uniform pieces must be purchased at Lands' End ([www.landsend.com](http://www.landsend.com)). Gently used uniform pieces are available at CEP's Used Uniform Sale each summer. Uniform items that are old and faded should be replaced by new ones. Only the current CEP logo is acceptable. Prior logos are not permitted.

*Uniform Purchasing Information*

Lands' End School Uniforms  
School Code: 900071903  
Phone: (800) 469-2222  
Online: [landsend.com/school](http://landsend.com/school)

**Dress Uniform(PK4 - Grade 12)**

The DRESS UNIFORM is REQUIRED. Appropriate any day, but required for Eucharist chapels, special chapels and events, yearbook photos and some field trips. Dress Uniform days are announced in advance and are listed on our calendar. Typically, one dress uniform is sufficient for the school year.

**Daily Uniform (PK3 - Grade 12)**

Daily uniforms are appropriate any day not designated as Dress Uniform, typically Monday through Thursday.

**P.E. Uniforms (optional)**

Students in grades 6-12 have the option of changing into a PE uniform for PE class. Students who elect not to wear the designated PE uniform may wear their daily uniform. PE uniforms are available through Lands' End.

**Free Dress Days**

Free Dress days are designated non-uniform days. However, students' dress will reflect an atmosphere consistent with the standards of CEP and must be neat, clean, and modest.

***General Guidelines***

- All uniform clothing must be purchased from Lands' End School Uniforms.
- Only jackets, sweatshirts and sweaters purchased from Lands' End or distributed by CEP may be worn in the building. Other jackets may be worn for outside play only.
- Required uniform shirts must be worn underneath permitted outerwear options.
- Brown leather belts must be worn with pants or shorts having belt loops. Belts are optional for students in PK and kindergarten. Belts are optional on spirit or free dress days.
- Shirts must be worn tucked in with the exception of spirit or free dress days.
- Jumpers, skirts, skorts, and shorts must be no shorter than two inches above the knee. This includes spirit and free dress days.
- Girls must wear solid navy modesty shorts under uniform jumpers and skirts, if not built-in.
- Girls may not wear leggings under their dress or daily uniforms.

### **Socks & Shoes**

- With daily uniforms, shoes are solid black and/or solid white athletic shoes with no colored logo. Logo can be black or white.
- Athletic shoes are required for PE.
- Shoes may not be high-top, mid-top, light up, make noise or have wheels.
- Dress shoes for female students are black flats, saddle oxfords, or plain tan (no sparkle or glitter) boat style (like Sperry) shoe. Girls in grades 6-12 may not wear shoes with heels higher than ½ inch.
- Dress shoes for male students are black dress shoes or plain tan boat style (like Sperry) shoes.
- For boys, socks are to be solid white or black (of any height) with no visible logo.
- For girls, socks are to be solid white (of any height) or solid black (no higher than the ankle). Socks with a white or Calvary plaid ruffle are permitted.
- Girls may wear white tights.

### **Grooming**

- All students should be well groomed.
- Extreme or distracting hairstyles or hair colors (determined by the school administration) are not permitted.
- Hairstyles for boys must be clean cut and above the ear. Hair must not touch the eyebrows, hair in back must not touch the collar of the shirt.
- Facial hair is not allowed - no beards, goatees, mustaches, or sideburns that extend below the ear lobe.
- Girls' hair accessories must be consistent with the uniform. For example, hair bands and bows should be red, white, navy blue or Calvary plaid. Animal ears, antlers, etc. are not appropriate for school.

### **Free Dress Guidance**

- *Free dress days are a privilege. Failure to follow guidelines and dress appropriately may result in the suspension or revocation of free dress privileges.*
- Immodest or tight clothing is not acceptable.
- Girls may wear leggings ONLY if worn with a top that covers her bottom.
- Thin-strapped sleeveless tops are not permitted. Sleeveless tops must have wide straps that completely cover any undergarments.
- Undergarments must not be visible under any shirt or top.
- Jeans must be clean and neat in appearance; not frayed, torn, ripped, sagging or "destroyed."
- Clothing must not include crude or obscene graphics or content, alcohol or tobacco advertisements.
- Jumpers, skirts, skorts, and shorts must be no shorter than two inches above the knee. This includes spirit and free dress days.

**Please label all items, especially outerwear, that come to school with your child's name.**

### **NOTE**

The Head of School is the final authority in matters concerning the appropriateness of a student's dress and any necessary corrective action. Student compliance with the spirit and purpose of the guidelines is important to the school. Failure to comply may affect student's conduct or behavior grades.

## **Discipline and Code of Conduct**

All faculty and staff members are responsible for the supervision of the students in the individual classrooms, chapel, on school grounds, and on class sponsored trips. If necessary, the headmaster or dean is consulted about problematic behavior.

Various types of discipline will be administered depending on the severity of misconduct or frequency of disruption to the learning environment. A record of all administrative consequences and actions shall be placed in the student's file on the same day the consequences are administered, and parents will be notified with a copy of the referral, a phone call or an e-mail.

Calvary Episcopal Preparatory reserves the right to suspend temporarily or expel permanently any student who does not maintain satisfactory academic progress or appropriate behavioral standards. All discipline will be administered in accordance with the guidelines stated.

Students, parents and school personnel are responsible for maintaining a school atmosphere that is conducive to learning and are expected to conduct themselves as required through standards of conduct and behavior and as articulated in the "Volunteer and Parent Code of Ethics."

### **General Conduct**

#### **Responsibilities of the Students:**

Students are responsible for following rules and regulations established by the school and the classroom teacher.

- At all times, students must conduct themselves in a manner that is in accordance with Christian values and teachings. Honesty is required at all times. Examples of dishonesty include cheating, plagiarism, intent to deny the truth, or lying to others and are addressed under "Honor Code Offenses."
- Students are responsible for conducting themselves in a manner that is neither disruptive nor disrespectful and which does not violate the rights of others.
- The student is responsible for behaving in a manner that permits uninterrupted learning to occur. Students are to attend all classes daily and on time. Additionally, students are to be prepared for each class with appropriate materials and assignments.
- Students are to adhere to dress, grooming and uniform requirements as defined in this handbook. (See Dress Code & Uniform Guidelines)
- Cubbies and lockers are assigned to individual students for personal use. Students must not share nor keep their belongings in another student's cubby or lockers. Students must not remove any items from another student's cubby/locker. School personnel may search student backpacks, purses and/or lockers/cubbies if there is reason to believe that the student(s) may possess something that is illegal or prohibited by the school.
- Books issued to students by the school are to be covered at all times.
- Lockers are to be locked at all times. If a locker is left unlocked, administration will zip tie it and a demerit will be issued. No adhesive products or accessories (sticker, wallpaper) may be used in lockers.
- Electronic devices may be brought to school and used for educational purposes. At any time, school personnel may check personal electronic devices to ensure appropriate use for educational purposes. It is against the Responsible Use Practices (RUP) policy for students to use cell phones or other electronic devices to send/receive texts/phone calls or use electronic devices for purposes not authorized by a school employee from 8 a.m. to 3:30 p.m. Unauthorized use of electronic

devices will result in the device being confiscated and stored in the school office. A retrieval fee of \$35 will be assessed. Blatant or repeated offenses may result in these privileges being revoked permanently.

- Chewing gum is not permitted on campus at any time unless prescribed by a physician or a physical/occupational therapist as part of a treatment beneficial to the student. Snacks may be permitted with teacher permission.
- No drinks other than bottled water are allowed in the classrooms except as specified for special events such as parties or with permission and supervision of the teacher.
- Students are expected to care for school and church property, show concern for the appearance of the school buildings and grounds, take care of school materials, and show regard for the personal possessions of others. Students damaging school or church, or personal property may be required to pay for the damaged items.

**Calvary Episcopal Preparatory maintains a “zero tolerance” policy related to the following prohibitions, and violation of this section of the policy will result in expulsion.**

Use, exhibition, or possession of the following, under the Texas Penal Code 46.01 are prohibited:

- A firearm.
- An illegal knife, such as a knife with a blade over 5½ inches or a knife of any kind; hand instrument, designed to cut or stab another by being thrown; dagger, including but not limited to a dirk, stiletto, and poniard; Bowie knife; sword; or spear.
- A club.
- A prohibited weapon, such as an explosive weapon; a machine gun; a short-barrel firearm; a firearm silencer; a switchblade knife; knuckles; armor-piercing ammunition; a chemical dispensing device; or a zip gun.
- Materials used in making an explosive device.
- Anything brought to school and used in a manner that does or potentially does harm another.

**Other offenses subject to suspension or expulsion:**

- Threats of bodily harm to any individual.
- Drugs, including alcoholic beverages and imitation drugs, are not permitted on campus. Students who possess, sell, or consume any drugs on campus or before attending a school event will be suspended or expelled.
- Tobacco is not to be carried onto the campus or to be used on or near the campus. Violation of this rule can lead to suspension or expulsion. (see Electronic Smoking Devices & Tobacco Use)
- Fighting will not be tolerated. Any student involved in fighting may be suspended or expelled.
- Theft, defined as the willful taking of any article which belongs to another person or to the school or church, will not be tolerated and may result in suspension or expulsion.
- Vandalism of school and/or church property.
- Bullying
- Sexual Harassment (see “Sexual Harassment Policy and Procedures”)

**Consequences**

Actions taken (by the teacher) with students who demonstrate irresponsible and/or inappropriate behavior in the classroom include:

- Discussion and problem-solving between the teacher and student

- Logical, natural consequences depending on the behavior

Within each grading period:

- First demerit results in an entry into the student’s discipline file and an email to parents;
- Second demerit results in an entry into the student’s discipline file, an email to parents and lunch detention;
- Third demerit results in an entry into the student’s discipline file, and a referral to the office for administrative intervention;
- Fourth demerit results in an entry into the student’s discipline file, an email to parents and an “N” in conduct.

If the behavior is severe or is not corrected after the initial teacher/student interaction, the student will be referred to an administrator.

### **Severity Clause**

#### **Suspension and/or Expulsion**

Suspension may be assigned for a period of up to five consecutive school days. The student is not permitted to be on-campus (or to participate in any school–related or extra-curricular activities) during that time. Re-admission to the school after suspension is dependent upon a parent/student conference with the headmaster. Expulsion is used when a student has committed a serious offense such as assaulting another individual; possession, use, and/or sale of drugs or alcohol; persistently exhibiting incorrigible conduct; continuing to disrupt the learning environment; misuse of social media or behaving in a consistently disrespectful manner toward other students, faculty or staff. Tuition and/or fees will not be refunded if a student is expelled.

Any student demonstrating intent to harm others, (including persistent bullying), school property or himself/herself may, at the sole discretion of the headmaster, may be expelled without regard to the progression of steps outlined in the previous paragraphs.

### **The Honor Code**

The Honor Code at Calvary Episcopal Preparatory is based on the Proverb “The wise inherit honor.” (Proverbs 3:25a, New International Version). It is our own approach to dealing with misconduct that is essentially moral in character. Cheating, stealing, plagiarism (passing off another's work, words, or ideas as one's own), and lying (including willful distortion or misrepresentation) are considered honor offenses.

**Student signatures on the “Handbook Acknowledgement and Agreement” page indicate agreement with the following pledge:**

*“I pledge my word of honor that I will neither give nor receive any help on any assignment that is to be completed independently.”*

The Honor Code is a means of ensuring the highest standard of personal integrity among Calvary students. Embracing the code continually enriches a campus culture of trust, freedom, security, and academic integrity.



## Honor Code Offenses

### **Stealing**

A student taking anything that does not belong to him/her in or outside the school or church community is strictly prohibited. Calvary students are expected to leave other's belongings alone. One should not "borrow" or "use" anything that belongs to another person without permission to do so.

### **Lying**

Calvary students are expected to be truthful and honest in their discussions and actions with others. In being truthful, students are expected to speak the whole truth to the faculty and administration. Answers to questions are expected to be entirely factual. There may be a time when being completely honest can result in one fully admitting a mistake or rule violation he or she has committed. Under the honor code, students must take full responsibility for their actions.

### **Cheating**

Calvary students are expected to neither give nor receive any unauthorized aid on any academic work. This statement covers many actions. One cannot: copy someone else's work for any academic assignment; bring or use a cheat sheet in a test or quiz; receive or give assistance on assignments or tests expected to be completed independently; download a paper from an Internet site and turn it in as one's own work; or give improper credit (citations) in a paper. The last two examples refer to a form of cheating known as plagiarism. In no way, should one pass off another's work, words, or ideas as one's own in any academic work.

### **Conspiracy**

There are two forms of conspiracy. First, students may get together as a group to create a false story to cover up actions that may prove incriminating. This is clearly the same as lying and is therefore an honor offense. A second form is a conspiracy of silence. As a community, we are responsible for not only ourselves, but for the safety and well-being of the community. If we know someone's actions are contrary to the honor system, or hurtful to anyone at CEP, it is our responsibility to address these issues with that person and if necessary, address them with an appropriate adult supervisor, as it would be dangerous to that individual and the community to allow that behavior to go unnoticed.

## Discipline Under the Honor Code

### **Cheating and Lying:**

1st Offense: In addition to consequences outlined in the grade level behavior plans and the "Discipline and Code of Conduct," students may receive a conduct grade of "U" for the quarter and if academic work is involved, a score of "0" (zero) on the assignment in question.

2nd Offense: Suspension or expulsion from Calvary Episcopal Prep.

### **Stealing:**

1st Offense: See "Discipline and Code of Conduct" previously stated, possibly including liability for temporary suspension and/or restitution of stolen property or its cash equivalent; students may receive a conduct grade of "U" for the quarter and if academic work is involved, a score of "0" (zero) on the assignment in question.

2nd Offense: Suspension or expulsion from Calvary Episcopal Prep.

### **Conspiracy:**

1st Offense: In addition to consequences outlined in the grade level behavior plans and the "Discipline and Code of Conduct," students may receive a conduct grade of "U" for the quarter and if academic work is involved, a score of "0" (zero) on the assignment in question.

2nd Offense: Suspension or expulsion from Calvary Episcopal Prep.

## Electronic Smoking Devices & Tobacco Use

CEP is an electronic smoking device and tobacco free campus. CEP recognizes that the use of tobacco products is a health, safety and environmental hazard for students, employees, visitors and facilities. The school believes that the use of tobacco products on school grounds, in school buildings and facilities, on school property or at school-related or school-sponsored events is detrimental to the health and safety of students, employees and visitors.

The school acknowledges that adult employees and visitors serve as role models for students. The school recognizes that it has an obligation to promote positive role models in school and to promote a healthy learning and working environment, free from unwanted smoke and tobacco use for the students, employees and visitors on the school campus.

### Definitions:

For the purpose of this policy, the following definitions have the following meanings:

- 1) "Electronic Smoking Device" means any electronic device, the use of which may resemble smoking, which can be used to deliver an inhaled dose of nicotine or other substances to the user. "Electronic Smoking Device" includes any such electronic smoking device, whether manufactured, distributed, marketed or sold as an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen or any other product name or descriptor.
- 2) "Smoke or Smoking" means inhaling, exhaling, burning or carrying any lighted or heated cigar, cigarette, or pipe or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana, whether natural or synthetic, in any manner or in any form. "Smoking" also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form.
- 3) "Tobacco Product" means:
  - Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including but not limited to cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff;
  - Any electronic smoking device that delivers nicotine or other substances to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, pipe or hookah;
  - "tobacco product" includes any component, part, or accessory of a tobacco product.
  - "tobacco use" means smoking, chewing, dipping, or any other use of tobacco products, including electronic smoking devices.

## **Tobacco Use Prohibited**

No student, staff member or school visitor is permitted to use any tobacco product any time, including non-school hours (24/7):

- In any building, facility, or vehicle owned, leased, rented, or chartered by CEP;
- On any school grounds and property – including athletic fields and parking lots – owned, leased, rented or chartered by CEP; or
- At any school-sponsored or school-related event on-campus or off-campus.

In addition, CEP employees, school volunteers, contractors or other persons performing services on behalf of CEP, also are prohibited from using tobacco products at any time while on duty and in the presence of students, either on or off school grounds.

Further, no student shall be permitted to possess a tobacco product while in any school building, while on school grounds or property, or at any school-sponsored or school-related event, or at any other time that students are under the authority of school personnel.

Consequences for students engaging in the prohibited behavior will be provided in accordance with the Student Code of Conduct.

Consequences for employees who violate the tobacco use policy will be in accordance with personnel policies and may include verbal warning, written reprimand, or termination. Visitors using tobacco products will be asked to refrain while on school property or leave the premises. Law enforcement officers may be contacted to escort the person off the premises or cite the person for trespassing if the person refuses to leave the school property.

## **Emergency Closing of School**

If it is necessary to close school due to inclement weather or other community emergencies, the policy of Calvary Episcopal Preparatory is to follow the decision of the Lamar Consolidated Independent School District. Parents should watch or listen to local news for information about school closings, check the school website, emails and phone messages.

## **Exam Exemption Policy**

Seventh through twelfth grade students with no more than two (2) absences in any given class, and no more than three (3) tardies in any given class are eligible to be exempt from semester exams in the respective courses. All absences where the student is not physically present in a class will count as an absence. Days missed because of approved school-related or school-sanctioned activities and pre-approved high school/college visits shall not count against a student. High school/college visits are limited to eighth graders and juniors and seniors who may take a total of two high school/college visits, provided they have prior permission from the headmaster and return with a document certifying that the absence was to visit an institution of higher learning. Students must have a least an "A" average in the class of exemption to be eligible. Students who have been suspended or received more than 5 total demerits within the semester are NOT eligible for **any** exam exemptions.

## **Semester & Final Exams**

Maximum exemptions allowed are as follows:

- Grade 7: One class per semester
- Grade 8: Two classes per semester

- Grade 9: Two classes per semester
- Grade 10: Three classes per semester
- Grade 11/12: Four classes per semester

Other requirements include:

- Students shall not be allowed to claim an exemption from dual credit course semester examinations.
- Students eligible for semester exemption(s) must declare the courses that will apply prior to testing.
- The declaration date shall be declared by the team leader and shall not be later than 3 days prior to the beginning of semester examinations.
- Any absence, discipline issue, or grade reduction below an “A” after the exemption declaration may cause the student to be ineligible for the exemption.

Subjects that receive special credit (i.e. Advanced Placement and high school credit in middle school) are eligible for exam exemption for the exam to be counted as a grade; however, students must take the appropriate end of course/AP exam to receive that special credit.

### **Field Trips & Off Campus Learning**

Field trips are planned by the teachers and the administration in order to suit the needs of the class and complement the curriculum. Field trip coordinators (parent volunteers) may assist teachers with the planning and coordinating of field trips; however, all decisions and responsibility remain with the teacher. For a student to participate, the student must meet eligibility as defined in the grade level behavior plan and the parent or guardian must sign a separate permission slip for each field trip. Please refer to the *Guidelines for Field Trips and Off Campus Learning* for additional information.

On occasion, parents may be asked to chaperone field trips or off campus learning activities. A chaperone is an adult volunteer (over age 18) who accompanies and looks after another person or group of people. Adults attending school activities are considered to be chaperones.

The following adult to student ratios must be observed to maintain adequate monitoring and supervision of students.

Pre-Kindergarten – Grade 8	One adult to eight students (1:8)
Grades 9-12	One adult to twelve students (1:12)

### **Guidelines for Field Trip Chaperones**

All volunteer field trip chaperones must have completed **Safeguarding God’s Children** training and agree to follow all of the guidelines in [The Episcopal Diocese of Texas Safeguarding Policies](#).

Prior to your trip, the supervising faculty member will provide you with information regarding the activities planned for the trip, expectations for supervising students, and emergency procedures. In addition, we have developed the following general guidelines to help you perform your duties as chaperone. If you have any questions regarding these guidelines, please contact the supervising faculty member, the dean of students, or head of school.

- All school rules apply on school-sponsored events. Chaperones are expected to comply with school policies, follow the directions given by the school’s supervising faculty member, work cooperatively with other staff and volunteers, and model appropriate behaviors for students.
- In order to comply with school policy, during school sponsored events, chaperones:
  - May not use, sell, provide, possess, or be under the influence of drugs or alcohol;
  - May not use tobacco or vapor devices in the presence of, or within sight of, students;
  - May not possess any weapon;
  - May not administer any medications, prescription or nonprescription to students.
- Students must be supervised at all times while at school sponsored events. As a chaperone, you will supervise a small group of students, helping them learn and making sure they behave appropriately. Students must stay with you, their chaperone, at all times. Go over the use of the buddy system with students under your care. Account for all participants regularly and before changing activities. Be sure you know when and where to meet the rest of your group at the end of the visit. Chaperones must be readily available, be mindful of safety concerns, and respond to students’ needs.
- Student behavior is your responsibility. School rules related to student behavior apply. Go over rules and standards of behavior, safety rules, any site-specific rules with students. Ensure that students do not get involved in extra activities not pre-approved by administrators and parents.
- For the protections of both the student and the chaperone, chaperones should not place themselves in situations in which they are alone with a student.
- Family members or friends of the chaperone may not participate in a school-sponsored field trip or event unless prior approval has been obtained from the head of school. Additional small children can distract you from your duties as a chaperone.
- Chaperones who transport students in their personal vehicle must complete the (Private Transportation for School Activities) form. You are expected to comply with all school and state student transportation rules and regulations. Be aware that your personal vehicle insurance provides primary coverage in the event of an accident or injury.
- Be sure to know what to do in an emergency (medical emergency, natural emergency, lost child, serious breach of rule, etc.). Know who is first aid trained, where the first aid kit is, where the cell phone is kept, and who has copies of parental permissions slips with emergency phone numbers and medical information.
- Chaperones are encouraged to bring any concerns, particularly those relating to student safety, to the attention of the head of school.

### **Guidelines for Chaperones of Overnight Trips**

Chaperones of overnight trips must consistently follow the CEP guidelines set forth below:

- School personnel are the adult(s) in charge. As such, all decisions related to student assignments, treatment for injuries, health, discipline, etc. must be referred to the adult in charge.
- All school rules apply on school-sponsored events. Chaperones are expected to comply with school policies, follow the directions given by the school’s adult in charge, work cooperatively with other staff and volunteers, and model appropriate behaviors for students.
- In order to comply with school policy, during school sponsored events, chaperones:

- May not use, sell, provide, possess, or be under the influence of drugs or alcohol;
- May not use tobacco or vapor devices in the presence of, or within sight of, students;
- May not possess any weapon;
- May not administer any medications, prescription or nonprescription to students.
- Be sure the adult in charge has briefed you on details of the trip and updates you when appropriate.
- Chaperones of overnight trips must have completed the Safeguarding God’s Children training and follow all of the guidelines in **The Episcopal Diocese of Texas Safeguarding Policies**.
- Adult Chaperones are expected to be in professional and appropriate dress. The chaperone is acting in the role of an additional adult leader and should be dressed accordingly. (Appropriate is determined by the type of trip, sites to be visited, activities to be supervised, etc.)
- Chaperones will arrive promptly to the area designated for departure at the designated time so that the teacher(s) can give you your assigned “group” and can provide you information about the particulars of your responsibilities on the trip.
- Once at the destination, help students participate in the trip program by making sure they are on task, listening attentively, following directions, and completing the activities assigned.
- Chaperones are responsible for the safety and behavior of the students in their group. This means that the students are a polite audience, respect property, clean up after themselves, and follow the “rules” of the place they are visiting.
- Ensure that students are supervised at all times. If it is a trip where students need to walk from place to place, please ensure that you stay with your group – do not allow students to go from one place to another unsupervised.
- If a student needs to use a restroom, please send the student with a buddy (unless a group is in the facility at the same time).
- It is important to have a cell phone on you at all times in the event of an emergency, but please do not use it to engage in business or personal matters while supervising children.
- Meet promptly at the area designated by the adult in charge when meeting times and places have been established for lunches/dinners/departures, etc.

### **Grading and Reporting to Parents**

Calvary Episcopal Preparatory has a nine-week grading system that equally divides the school year into two semesters with two grading periods during each semester. Students in grades 1-5 have a weekly folder that is sent home containing graded class work from the previous week, teacher comments, school announcements, and other communication. Parents will be notified of student progress in the following ways:

#### **Report Cards and Progress Reports (Grades 1-12)**

Report cards, progress reports and grade updates may be viewed via the *ParentsWeb* portal. Progress reports are ongoing, as parents can view grade status at any point in the quarter or semester. Eligibility period dates will be posted to determine eligibility status for athletic and extra-curricular activities. Parents are issued a login specific to their child/children.

#### **Report Cards and Progress Reports (Grades PK and Kindergarten)**

Kindergarten students will receive report cards in their folders at the end of each quarter. Prekindergarten (age 4) students will begin receiving report cards at the end of the second quarter. Prekindergarten (age 3) students will receive regular updates from the teacher regarding social skills

development and progress.

### **Conference Options**

Parent conferences can be scheduled by emailing the teacher or calling 281-342-3161 to request a conference time with a teacher.

Teachers often use telephone conferences when a need for personal contact is felt or when there is a problem that is best handled quickly.

We encourage parents to make an appointment for a conference with the appropriate teacher whenever there is a question regarding his/her child's work.

Parents are always welcome in the classroom as well as in the daily chapel service. However, classroom visit while class is in session is not the appropriate time for a parent conference. As a courtesy, visitors are asked to notify the teacher in advance of the visit.

### **Conference Schedule**

- Sept.-May: Conferences are held as needed throughout the school year.
- January: Mid-year conferences are scheduled with parents concerning their child's progress.
- May: End-of-year conferences are scheduled as needed with parent to discuss achievement test scores and the future placement of the child.

### **Grading Scale**

The grade ranges for grades 1-12 are as follows:

100-90	A
89-80	B
79-75	C
74-70	D
69 & Below	F
Incomplete	I

"I" or "Incomplete" is used when a student has been present for 15 or more days but did not complete the required work. Students have two weeks to make up incomplete work. If an incomplete is posted on a report card, the student will not be recognized at Honor Roll Chapel.

### **Honor Roll Guidelines**

Grades 2-12

1. All A Honor Roll
  - a. Lower School (Grades 2-5) All A's in all subjects (except for handwriting). No conduct grade below S.
  - b. Middle/Upper School (Grades 6-12) All A's in all subjects. No conduct grades below S.
2. Honor Roll

- a. Lower School (Grades 2-3) Any combination of A's and B's in all subjects. No grades below B, except for handwriting. No conduct grade below S. At least one A must be in an academic subject (ELA, Math, Science, Social Studies).
- b. Lower School (Grades 4-5) No grades below B and no conduct grade or enrichment class grade below S except for handwriting. Students must have a minimum of 2 A's in an academic subject (ELA, Math, Science, Social Studies, and Spanish) and no grade below B.
- c. Middle/Upper School (Grades 6-12) Students must have a minimum of 4 A's and no grade below B. No conduct grade below S At least two A's must be in academic subjects (ELA, Math, Science, Social Studies, and Spanish).

A special "Honor Roll" chapel will be held at the end of each quarter to recognize student progress and other achievements of Calvary students for that grading period.

### **Retention Procedures**

If retention appears to be a possibility, by the end of January, the teacher, headmaster, dean of instruction, parents, (and student if applicable) review the student's work performance to date and discuss the possibilities of his/her academic success for the remainder of the year. This meeting is followed by a written communication to the parents reviewing the content of the meeting.

No later than March 15 of the same school year, the school informs the parent in writing of the possibility of the student being retained in the same grade during the next academic year.

By the end of the third week of the last nine-week quarter, the school informs the parent in writing of the student's academic status. All written communications regarding retention are maintained in the student's confidential file. If a student fails one core subject for the year, that student will not be promoted to the next grade level, unless the child successfully completes a summer course of study as prescribed by the school.

### **Graduation from Middle School**

To graduate from Calvary Episcopal Preparatory, an Eighth-Grade Student must present: a passing final grade average in all academic courses. A graduating eighth grader must be in attendance at Calvary a minimum of 4 consecutive semesters to be eligible for graduation academic honors (High Point Scholar).

Students who do not complete their studies on campus will not be awarded a Calvary graduation certificate, will not participate in graduation or any other privileges of membership in the graduating class, and will not appear among the graduates in the yearbook.

### **Incomplete Grades**

A grade of "Incomplete" (I) is given to students who, for reasons of illness or other permitted circumstances, have not had a reasonable opportunity to finish the work for a grading period. Incompletes must be made up within two weeks of the ending date of that quarter. Incompletes for a semester must be made up within two weeks of the final exam in that subject. If deadlines are not met by the student, the grade will revert to a zero. An incomplete grade will cause a student to be ineligible in athletics and extra-curricular activities until the work is completed and a satisfactory grade average has been achieved.



## **Academic Probation**

Students with two or more D's or one F in any course using letter grades, or their numerical equivalents, will be placed on Academic Probation at the end of the quarter or the semester. Students who are on Academic Probation for three quarters within the same school year may not be issued a re-enrollment agreement and may be required to do summer work. Students who are placed on Academic Probation for two or more quarters during a school year are no longer eligible for financial assistance or scholarships.

## **Summer School Policy**

Calvary Episcopal Preparatory does not have a regular academic summer school program. If a student should marginally fail a course, (65-69) the student's teacher may recommend a special course extension to complete the work of the course. In any other case, the student will be required either to be tutored or to take an approved summer course and then pass the Calvary departmental exam to validate the earning of course credit. The school headmaster must approve plans in advance. Fees for the approved summer course of study will be set by the school headmaster. No Calvary credit is awarded for any other additional courses taken outside Calvary Episcopal Prep. The courses will be noted on the Academic Transcript with the grade if the official summer school report card is turned in to the Calvary School Headmaster's office.

## **Grievances**

During the course of the year there may be times when parent questions, concern or disagreements arise over a situation, action or decision from the school or school personnel. Individuals involved in the complaint or concern usually want the opportunity to resolve these issues first. Therefore, it is important for resolutions to be addressed at the lowest level possible.

Calvary Episcopal Preparatory uses the following procedures in dealing with adversarial situations involving students, faculty, staff and the headmaster.

Students and parents are encouraged to first deal directly with the teacher or staff member when problems arise. If this proves unsatisfactory, the student and/or the teacher involved should schedule a conference with the supervising administrator/headmaster. If the difficulty persists, parents may be asked to confer with the headmaster or dean of students and the teacher. Depending upon the situation, the student may or may not be present for this conference.

1. Conference with the teacher or staff member with whom the concern arises. If an acceptable resolution is not reached, proceed to step 2.
2. Conference with the supervising administrator/team leader. If an acceptable resolution is not reached, proceed to step 3.
  - If Lower School PK3- Grade 2, conference with Team Leader, Ms. Mary Lou Baughman
  - If Lower School Grades 3-5, conference with Team Leader, Ms. Julianna White
  - If Middle School, conference with Team Leader, Ms. Lisa Mann
  - If High School, conference with Dean of Students, Troy Menn
  - If Administrative Staff, conference with Headmaster, Mr. Malcolm Smith
3. If the supervising administrator is not the headmaster, then conference with the headmaster.

### **High School & College Visits**

High school/college visits are limited to eighth graders and juniors and seniors who may take a total of two high school/college visits per year, provided they have prior permission from the headmaster and return with a document certifying that the absence was to visit an institution of higher learning. Days missed because of pre-approved high school/college visits shall not count against a student in determining exam exemption or attendance. Students are responsible for all assignments during the absence.

### **Homework and Test/Exam Schedule**

Homework serves an important purpose in your child's school life. It is a means of reviewing and reinforcing the lessons taught in school. Homework is also a way to help your child to develop work habits that will assist him or her throughout their lifetime.

Grades PK-2

Homework is addressed in the classroom teachers' grade level student management plan.

Grades 3 Up

Homework is expected to be completed and returned on the date assigned by the teacher. Any work not returned to the teacher on the date and class assigned will be considered late.

- 1 days late, maximum points possible - 75, parents will receive an email
- 2 days late, maximum points possible - 50, parents will receive an email
- 3 days late, maximum points possible, 0, parents will receive an email and referral to an administrator
- Not turning an assignment in on time does not abrogate the necessity to complete and return the assignment

For middle and high school, when test/exams are given, teachers will observe the following schedule:

- Monday - Enrichment Classes\*
  - Tuesday - Enrichment/Spanish
  - Wednesday - WWW (Word within the Word) /Math
  - Thursday - Literature/Science
  - Friday - Social Studies/English\*
- \*Monday and Friday test days may be adjusted for holidays

This schedule does not include projects, quizzes and homework assignments. Teachers have the flexibility to exchange test days with other teachers to ensure the maximum number of tests on any one day is not exceeded. This information should be given to students and parents in advance.

Lower School Testing Guidelines (Grades 2-5)

- No more than three major assessments on any one day. This does not include pop quizzes.
- No tests on the returning day after a holiday.
- Teachers will coordinate with Spanish teacher to eliminate conflicts with the guidelines.

In grades 3 and above, teachers post classroom information, including homework, on Parents Web. However, because teachers sometimes need to adapt and adjust homework assignments based upon progress during daily instruction or changes in the schedule, it will be the student's responsibility to

record the changes in his or her planner. The planner should be the primary resource for all homework assignments. As always, the teachers are the first contact for addressing any homework issues or concerns. The dean of students and the headmaster are available to discuss with parents any homework issues or concerns that are not resolved.

### **Library**

The school library is available for research as well as pleasure reading. Students may check out books as follows:

- Pre-K4 through Grade 1 - one book at a time
- Grades 2-4 - two books at a time
- Grades 5-12 - three books at a time

Calvary strongly encourages parents to be the final censor of what their child reads. Please take a few moments to scan your child's selected literature. The library does have several titles which require a parental signature prior to check out since they contain graphic language and/or adult themes. These books are listed on the Accelerated Reader Program and may not be appropriate for all age levels. Maturity, reading level, and a parent's own personal beliefs should play an active role in parental censorship of student literature.

Students must return library books before others can be checked out. Books are due back one week from the date checked out. Books can be turned in early or rechecked out for another week.

A five-cent per day fine will be assessed after a two-week grace period. Library books not returned before these holidays will be assessed a five-cent per day fine. Students will be required to pay the replacement cost of any book that is damaged or lost. If a lost book has been paid for and is subsequently found, a reimbursement will be made upon return of the book.

Many of the library books are given in memory of or in honor of loved ones. A note of acknowledgment is sent to the donor. The honored person's name and the date of the gift appear inside the cover of the book.

The Calvary Birthday Club is an opportunity to remember a child's special day. Parents or friends may choose to purchase a book or books from a selected list posted in the school library. When a book is purchased in honor of your child, the book is placed in the library with his/her name, birthday, date of gift and name of the donor recorded inside the book's cover.

### **Lunch and Snacks**

Students are allowed thirty minutes for lunch. Students are responsible for bringing their own utensils if they bring their own lunch. Parents should not send glass containers in the lunch box and be sure to label the lunch kit or sack with student's name.

An independent caterer offers a hot lunch program to Calvary students. Menu selections and meal ordering are available online through ParentsWeb. Students must sign up for the hot lunch program and pre-pay on a monthly basis. The daily charge for lunch is \$5.00 Student organizations will sell pizza, etc. each Wednesday as a fundraiser, which will also be included on the menu.

Lunch reminders:

- Good nutrition is important to good health. Please do not send candy.
- Staff members are on duty during the lunch hour to supervise the children.
- Students are expected to clean the area in which they eat and to use proper manners.
- Only adults may use the microwave oven during school hours.
- Only adults or students with teacher permission may use the vending machines during school hours. The vending machine may not be used by students before school or at the end of the day, 3:20 – 3:45 p.m.
- Lunches brought after the start of the school day **MUST** be delivered prior to the student's assigned lunch time. Classes will not be interrupted to deliver lunches.
- All food and drink should be consumed in the lunchroom prior to returning to class.

Food sent to school for snacks should be **healthy** (fruit, raisins, veggies, etc.) and should not include sodas and candy. **Parents are asked to be aware that a number of students in our school are severely allergic to peanuts and other forms of nuts. Not only must the students avoid ingesting nuts or foods containing nuts or nut oils, they must also avoid physical contact with the nuts or the nut residue that can be left on tables or hands. If exposed, a student could suffer anaphylaxis, a life-threatening reaction that can constrict the airways and block breathing. In an effort to protect these students, foods brought to school for lunch, snacks, parties, etc. should not contain peanuts, other nuts or nut products.**

Lunch behavior expectations:

- Students may not "cut" in line or save a space for friends.
- Trash from tables and floor must be picked up and deposited in the waste cans.
- No food, trash or other objects are to be thrown.
- Visiting from table to table and wandering is not permitted.
- Students are to use inside voices in conversations with their friends.
- "Restaurant-type manners" should be maintained.
- Students who violate lunchroom rules may be assigned to clean-up duty as well as other disciplinary measures.

### **Messages to Students/Student Usage of School Telephones**

To support Calvary Episcopal Prep's mission of providing a quality academic environment, **please do not call the school to give your child a message unless it is extremely important.** If you do need to call, someone will take the message to your child rather than having your child come to the phone during class time. Students are discouraged from using the office phone unless it is an emergency. Additionally, it is against the Responsible Use Practices (see details in this handbooks) for students to send or receive texts/phone calls on their cell phones, including parents and/or family members.

### **Parties**

Classroom parties will be coordinated with faculty, respecting academic time. Parties will be planned with a focus on simplicity and frugality. Elaborate parties are not necessary or desired.

#### **On Campus Parties**

Grade-level holiday parties are held on campus. The parties need to be kept as simple as possible.

#### **Off Campus Parties**

Arrangements for school-sponsored off-campus parties must be approved by the headmaster well in advance of the event (two weeks, minimum). Swim parties or skate parties will not be approved.

## **Birthday Parties**

Birthday parties are a special time for sharing a very important part of a child's life. During each Monday chapel service, birthdays for the current week are acknowledged. Special prayers are also offered for the child. Children also enjoy sharing birthdays with classmates. Parents may bring light refreshments such as cupcakes or cookies (**may not contain nuts or nut products**); no favors or gifts please. Party invitations may only be given out at school if every child in the class is to receive an invitation. Please coordinate the refreshments and schedule with the teacher to insure all allergy issues are addressed and learning times are protected.

## **Responsibilities of Parents**

In every partnership, such as that between home and school, both parties have certain responsibilities if the partnership is to be successful. The school appreciates the parent who becomes responsible for the following:

1. Make every effort to provide for the physical, social and emotional needs of your child.
2. Teach your child to be aware of and obey the rules.
3. Ensure your child attends school daily and on time. Promptly report and explain absences and tardiness to the school.
4. Encourage and lead your child to develop proper study habits at home.
5. Participate in meaningful parent/teacher conference in order to discuss your child's welfare and progress in school.
6. Attend training workshops for home reinforcement of study skills and specific curriculum objectives.
7. Stay informed of school policies and academic requirements of school programs. (Examples: visiting school/teacher web sites; reading the bi-weekly newsletter, *The Cru-View*; reading teacher/school emails, etc.)
8. Participate in school-related organizations.
9. Ensure your child is appropriately dressed at school and at school-related activities.
10. Review and discuss grades and school assignments with your child.
11. Bring any special problems or conditions that may relate to or interfere with your child's educational progress to the attention of appropriate school personnel. (Divorce, separation, death, illness, etc.)
12. Maintain up-to-date communication contacts: home phone, work phone, cell phone, pagers, emergency numbers and email addresses.
13. Cooperate with school administrators and teachers.
14. Any questions or concerns related to classroom activities or instances should be referred directly to the teacher.
15. Take opportunities to lead by example and teach your children the precepts of the Honor Code.
16. Comply with the "Volunteer and Parent Code of Ethics" found in this handbook.

## **Responsible Use Practice (RUP) Guidelines for Technology**

To gain access to the Internet/Intranet, all students must obtain parental permission. The signature(s) at the end of this handbook is (are) legally binding and indicates the party (parties) who signed has/have read the terms and conditions carefully and understand(s) their significance. All policies and guidelines apply whether the student is working from a school computer or on his/her own.

## **Intranet/Internet Terms and Conditions**

Students are responsible for good behavior on the school computer networks, (when using personally or

school owned devices) just as they are in a classroom or a school hallway. General school rules for behavior and communications apply.

The network is provided for students in order that they may conduct research and communicate with others under the supervision of school faculty. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege – not a right. This access entails responsibility. Inappropriate use will result in suspension or termination of Internet/technology access and/or privileges. The system administrators and headmaster will deem what is inappropriate use and their decision is final. The administration, faculty, and staff may request that the system administrator deny, revoke, or suspend specific user accounts for good cause.

- Users are expected to abide by the generally accepted rules of network etiquette and conduct themselves in a responsible, ethical, and polite manner while online.
- Users are not permitted to use the computing access for commercial purposes, product advertising, political lobbying, or political campaigning.
- Users are not permitted to transmit, receive, submit, or publish any verbally defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal materials.
- Users are not permitted to use proxy websites to circumvent blocked websites deemed inappropriate on the firewall.
- Physical or electronic tampering with computer resources is not permitted. Damaging computers, computer systems, or computer networks, whether intentional or because of a failure to follow guidelines, may result in suspension or termination of privileges. Students and parents will be responsible for repairs to the system or hardware.
- Users must respect all copyright laws protecting software owners, artists and writers. Plagiarism in any form will not be tolerated. Violation of copyright laws or students found guilty of plagiarism will be disciplined as outlined in our Code of Conduct, which may include suspension or expulsion.
- Security on any computer system is a high priority, especially when the system involves many users. If a user feels he/she can identify a security problem in the school's computers, network or Internet connection, he/she must notify a system administrator. Students must not demonstrate the problem to others.
- Using someone else's password, sharing passwords, or trespassing in another's folders, work, or files without written permission is absolutely prohibited. Attempts to log-on to the system as anyone else may result in suspension or termination of user privileges.
- Students who bring their own computers/tablets to school may have monitoring software installed on their equipment and are required to keep their computer/tablet in working order. Coursework is expected to be completed on time, regardless of the status of one's computer. Calvary Episcopal Preparatory makes no warranties of any kind, whether expressed or implied, for the service it is providing.
- Students may not take images, video or audio recording of students, teachers or employees (for any purpose) without their expressed permission.
- The school assumes no responsibility or liability for any personal electronics brought to school. This includes, loss, damage, phone charges, line costs or usage fees, or for any damages a user may suffer. This includes loss of data resulting from delays, delivery issues or service interruptions caused by user negligence, errors or omissions. Use of any information obtained via the Internet is at users' risk. CEP specifically denies any responsibility for the accuracy or

quality of information obtained through Internet services on personal electronics. Sharing personal electronic devices with other students is not allowed.

- All communications and information accessible via the computer resources shall be regarded as school property. Administrators who operate and maintain the system may review files and messages to maintain system integrity and ensure that users are using the system responsibly. Messages relating to, or in support of, illegal activities will be reported to the authorities.
- Email addresses that are issued to students are intended for school use only. Students may not use the school-issued email for any purpose other than school-related activities.
- It is against the Responsible Use Practices policy for students to use cell phones or other electronic devices to send/receive texts/phone calls or use electronic devices for purposes not authorized by a school employee from 8 a.m. to 3:30 p.m. Unauthorized use of electronic devices will result in the device being confiscated and stored in the school office. A retrieval fee of \$35 will be assessed. Blatant or repeated offenses may result in these privileges being revoked permanently.

If a user violates any of these provisions, his or her account will be suspended or terminated depending on the severity of the demerit as determined by the school. Furthermore, users are considered subject to all applicable local, state, federal laws and school disciplinary consequences as defined in this handbook or by statute.

### **Social Networking Sites and Blogs**

CEP encourages all students to use the Internet for its educational and social potential, but to be very careful of its many traps and opportunities for unhealthy and dangerous activity. We are concerned about the safety and reputation of all of our students.

Social Media encompasses a wide range of personal and professional communications channels that enable people (educators, parents, students) to easily communicate, network, collaborate and share information. Examples of Social Media include, but not limited to Facebook, YouTube, Flickr, Instagram, Snapchat, Twitter, LinkedIn, Instant Messaging, and texting. The school requires that students follow guidelines regarding the use of Social Media sites and electronic devices:

- Electronic bullying in any form that impacts the school's learning environment will result in disciplinary action. (This includes electronic bullying that may take place outside of school if it ultimately impacts the school's learning environment.)
- Students may not take images, video or audio recordings of students, employees and/or classrooms and post these images on any social networking sites without the express written permission of the students, employees and/or school.
- When inappropriate websites and/or blogs created and maintained by CEP students mention the school's name and/or use a school logo, the school can and will hold the student responsible for its content. The school may take the following actions:
  - Call the student in for a conference to request that he/she modify his/her webpage/blog and/or take the school's name and/or logo off of the website;
  - Communicate with a student's parents/guardians about any inappropriate material on a student's webpage/blog;
  - If the student will not cooperate with the school administration as to making his/her webpage/blog free of anything that would cause harm to him/her and his/her reputation and/or the reputation of the school, disciplinary action will be taken including the possibility of suspension and/or expulsion.

## **iPads in Middle School**

The use of technology has become an integral part of the curriculum and the instructional requirements at Calvary Episcopal Preparatory (CEP). To accommodate our students in a standardized way, students enrolled in grades 6-8 at CEP will be issued an Apple iPad for the purposes of facilitating education. Each student will be issued an iPad, protective cover with integrated keyboard, charging brick and cable.

CEP retains all ownership rights of the iPad; CEP may inspect the iPad and all stored information at any time with or without notice, and the student does not have an expectation of privacy as to anything stored on, sent by, or received through it.

iPads will be issued to students in the same manner as textbooks. At the end of the school year, students will return the iPad and provided accessories to the school, and all personal data will be deleted. The iPad and accessories must be returned upon a student withdrawing or graduating from the school. iPads and/or accessories not returned will be billed to the student at full replacement cost.

### **Customization**

Certain preference settings, such as screen brightness, wallpaper, and notifications, may be changed by a student. Hacking or jailbreaking an iPad is not allowed; if a student's iPad is found to be hacked/jailbroken or if it is deemed that the iPad is being used inappropriately, in any manner, the student will be subject to disciplinary action and/or possible financial penalties associated with harming the device. All apps or data stored on the iPad must be consistent with school policy and the mission and spirit of the school.

### **Damaged or Destroyed**

Students must report a damaged or destroyed iPad within 24 hours to the Technology Department, which will determine necessary action. The student will be billed \$99 for the first repair. For subsequent repairs, made during his/her time at CEP, the student will be billed for the cost of the repairs, ranging from \$160 to \$299. Damaged accessories will be billed to students at full replacement cost.

### **Lost iPads**

Students must report a lost iPad within 24 hours to the Technology Department. The first case of an iPad's loss will result in the student being billed \$200, which is half the price of the iPad. In the case of the loss of a second iPad or more, anytime during his/her years at CEP, the student will be billed \$400, the full price of the iPad. Lost accessories will be billed to the student at full replacement cost.

### **Standards for iPad Care and Use**

- Keep the iPad secure in the provided protective cover to ensure screen protections and that the corners are covered properly.
- Bring a fully-charged iPad to school every day.
- Keep the iPad with you or in a secure location at all times.
- Maintain a lock screen graphic with your name displayed on the graphic.
- Setup and maintain your CEP email account on your iPad. It is the expectation that students check their CEP email daily. Additional emails can be added.



- Do not remove any pre-loaded Apps.
- Update apps and the operating system regularly.
- Do not lock, deface, or tamper with an iPad belonging to another student.
- Students must take personal responsibility for the care of their iPad and take all reasonable precautions to protect it from damage or loss.
- Students may not personalize devices or covers in any manner – do not place stickers or write on the device or cover. iPads and accessories should be returned in the same condition they are issued less normal wear and tear.
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screen only. Do not use paper towels, which may scratch the screen.

### **School Organizations, Special Programs and Activities**

#### **Dual Credit**

High School students may register for Dual Credit courses through the University of St. Thomas, Houston Baptist University or Wharton County Junior College. Parents and students must fulfill enrollment and tuition requirements directly with the college.

#### **Fine Arts**

Students may participate in a number of fine arts opportunities, i.e., art shows, band concerts, choir concerts, one-act plays, musical theatre productions, etc. The director of each of these events will provide parents with grade requirements, parent meetings, fees (if any), and other participation requirements.

#### **Student Council**

The Student Council is an organization that links students, faculty, and community. Student Council tasks include coordinating community and service projects, sponsoring school dances, and providing support services to the school as needed. There are two (2) distinct Student Council groups: (1) Student Council that represents grades PK-8 with officers being elected from middle school grades, and (2) Student Council that represents grades 9-12.

Representatives in grades 3 through 12 may serve on the Student Council. Officers are elected at the beginning of each school year to serve for the entire year. Each homeroom elects one boy and one girl in these grades to the student council.

The following demerits will result in automatic dismissal from the Student Council:

- Failure to correct a probation problem.
- Receiving an unsatisfactory conduct mark at the end of a nine-week grading period.
- Any instance of in-school suspension, after school detention, or suspension.
- Missing two (2) Student Council meetings.
- Any violation of the Student Honor Code.

If a student is removed from Student Council or leaves Calvary Episcopal Prep, a new representative member will be elected from the former member's homeroom class.

### **National Junior Honor Society/National Honor Society**

The National Junior Honor Society and National Honor Society Chapter at Calvary was established to recognize the attributes of scholarship, citizenship, service, leadership, and character exhibited by our students.

Eligibility for National Junior Honor Society- In order to be eligible for membership, students must have attended Calvary for the equivalent of one semester, be in the seventh or eighth grade, be enrolled in at least five (5) non-elective courses each semester and maintain an 85-grade point average from the previous semester with no semester C's. The Faculty Council may review academic performance on an individual basis. Students must have conduct grades of E or S and cannot have been suspended for any reason during the entire school year. Complete guidelines can be found on the National Junior Honor Society webpage.

Eligibility for National Honor Society-The NHS is open to any junior, or senior at CEP who has a GPA of 3.5 and has been a student at CEP for at least two semesters. Nomination to NHS will be based on character, leadership, service, and academic achievement. The Faculty Council may review academic performance on an individual basis. Students must have conduct grades of E or S and cannot have been suspended for any reason during the entire school year. Complete guidelines can be found on the National Honor Society webpage.

A five-member faculty council appointed by the headmaster reviews all candidates' applications for scholarship, character, leadership and service. There is a formal induction ceremony for all new members after the end of the third grading period each year.

If a student's scholastic or conduct grades fall below the eligibility requirements (79 or below), he/she and parents will be promptly notified in writing and placed on probation. A semester C average will result in automatic dismissal. During any grading period, the following demerits will result in automatic dismissal from the organization:

- Failure to correct a problem which resulted in probation.
- A grade below 75 in an academic subject.
- One N or U in conduct at the end of a quarter grading period.
- In-school suspension.
- Out of school suspension.
- Any violation of the Student Honor Code.
- 5 or more demerits in any given quarter or a total of 10 demerits for the entire school year.

Once a member is dismissed, he/she is never again eligible for membership in this chapter of the National Junior Honor Society or National Honor Society.

### **The President's Academic Excellence Awards Program**

The President's Academic Excellence Awards Program was established to encourage students to achieve high academic standards by recognizing and rewarding them for educational excellence. Awards are given to students who are graduating from lower school (fifth grade), middle school (eighth grade) and high school (twelfth grade).

Criteria:

- Students must earn a grade point average of 90 on a 100-point scale. For fifth grade students, the fourth-grade year and the first semester of the fifth-grade year are used for computing the grade point average; for eighth grade students, the seventh-grade year and the first semester of the eighth-grade year are used for computing the grade point average.
- The student must score at the 90th percentile or higher in math or reading and 90% on at least one other standardized achievement tests in one of the core academic areas.
- The primary indicators of excellence must be based on academic achievement. School personnel may also consider, as part of the criteria, activities in which a student demonstrates high motivation, initiative, integrity, intellectual depth, leadership qualities, and/or exceptional judgment.

### **The Duke University Talent Identification Program**

The Duke University Talent Identification Program (TIP) is a non-profit educational organization founded on the premise that the future of this nation depends upon the fullest development of our best intellectual resources. The objectives of the program are to identify the very bright at an early age to facilitate the education of these students; to follow and nurture their talent through the critical middle and high school years, and to develop an effective research effort in order to help understand the nature of academically talented adolescents.

The College Board's SAT I: Reasoning Test, and the American College Testing Program's ACT assessment (ACT), originally designed for college-bound high school students, are used by the TIP Talent Search to measure the verbal, mathematical, and general reasoning ability of highly-able seventh graders. While far too difficult for the average seventh grader, these tests have shown to be helpful in discriminating the abilities of very bright seventh graders scoring at or above the 97th percentile on other age/grade appropriate achievement or aptitude tests.

#### **Eligibility:**

- Students must attend a private or public school and be enrolled in the fifth or seventh grade.
- Eligible students must score within the upper 3 percent of national age-grade norms on an acceptable math, verbal, or total composite section of an in-school achievement, aptitude, or mental ability test battery.

Information concerning the TIP Talent Search is distributed to eligible students during the first semester of each school year.

### **Private School Interscholastic Association (PSIA)**

PSIA is an organization that promotes student involvement and competition in a number of academic areas. Students who are selected to compete will be required to attend a district competition and if qualified, a state competition. The school, through a PSIA coordinator, will provide information to students which include competition guidelines and examples of contest curriculum.

### **Service-Learning**

Students will have several opportunities throughout the year to provide service to the school and community. Each grade level will organize age-appropriate service-learning opportunities with the goal of teaching students the importance of serving the needs of others. Details of service projects will be sent home.

## **Student/Student, Student/Faculty Relationships and Sexual Harassment**

Diocesan guidelines and policies shall be followed as published in the *“Safeguarding God’s People in the Workplace,” “The Episcopal Diocese of Texas Policies Prohibiting Sexual Harassment,” “The Episcopal Diocese of Texas Handbook for Those Who Work with Children or Youth 2016,”* and *“The Episcopal Diocese of Texas Diocesan Policies for the Protection of Children and Youth from Abuse Safe Church Ministry 2016”* as well as the following policies and guidelines. A copy can be found in the office of the headmaster, office of the dean of students, in the library or online: [www.epicenter.org](http://www.epicenter.org)

### **Public Display of Affection**

While healthy social interaction is encouraged, any inappropriate and/or excessive physical or verbal display of affection between any individuals regardless of gender that is observed on campus or at a school-sponsored event on or off campus is not in keeping with our goals for the development and value of our students and is considered inappropriate behavior. Any observed inappropriate display of affection will have disciplinary consequences. The consequences include, but are not limited to, verbal reproach, parent notification, lunch or after school detention, and/or in-school suspension.

### **Other Public Behavior**

The Calvary faculty and staff make every effort to guide our students in making good choices in everything they say and do. When students are observed making inappropriate statements or using unbecoming language and/or gestures or wearing and/or displaying symbols not in keeping with Christian morals, consequences may include but are not limited to: verbal reproach, parent notification, lunch or after school detention, and/or in-school suspension.

### **Parent Notification**

As professional educators, the Calvary faculty is committed to open communication with parents to facilitate the well-being of our students. When issues arise in students’ lives that warrant parental intervention, it is our obligation and practice to inform parents of our concerns.

### **Sexual Harassment Policy and Procedures**

#### *A. Policy Statement*

It is the policy of Calvary Episcopal Preparatory to provide an environment that is free from sexual harassment. Such conduct seriously undermines the atmosphere of trust and respect that is essential to a healthy work and academic environment.

This policy applies to all members of the school community, including employees and students, who are encouraged to promptly report complaints about sexual harassment. Persons found to be in violation of this sexual harassment policy shall be subject to disciplinary action, which may include, but is not limited to, verbal reproach, written warning, suspension, expulsion, or dismissal from employment.

#### *B. Legal Authority*

Sexual harassment is a form of sex discrimination, which is prohibited by Title VII of the Civil Rights Act of 1964, by Title IX of the Education Amendments of 1972, and by the Texas Commission of Human Rights Act.

Calvary Episcopal Preparatory will also follow *“The Episcopal Diocese of Texas Policy Prohibiting Sexual Misconduct.”*

### *C. Definition*

Sexual harassment involves the behavior of a person of either sex against a person of the opposite or same sex and occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical behavior of a sexual nature where:

1. Submission to such conduct is made either explicitly or inexplicably a term or condition of an individual's education or employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual's welfare; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's welfare, academic or work performance, or is demeaning to the education or work environment. A third party may also file a complaint under this policy if the sexual conduct or harassment of others in the education or work environment has the purpose or effect of substantially interfering with the third party's welfare, academic, or work performance.

### *D. Examples of Prohibited Behavior*

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

1. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
2. Threats or insinuation that a person's employment, wages, academic grade, promotional opportunities, classroom or work assignments, or other conditions of employment or academic life, may be adversely affected by not submitting to sexual advances.
3. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or presumed sexual activities, or sexual orientation; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene phone calls.
4. Sexually suggestive objects, pictures, symbols, videotapes, audio recordings, emails or literature placed in the work or study area that may embarrass or offend individuals. Such material, if used in an educational setting, should be related to educational purposes.
5. Unwelcome and inappropriate touching, patting, pinching, or obscene gestures.
6. Anything that would be considered unprofessional relationships between a faculty member and a student.

### *E. Responsibility*

Individuals, who are aware of or who have experienced an incident of sexual harassment, should promptly report the matter to the school headmaster or president of the school board, who are the designated officials to receive informal or formal complaints.

### *F. Non-Reprisal*

No faculty, administrator, staff, applicant for employment, student or member of the community may be subject to restraint, interference, coercion or reprisal for action taken in good faith to report, or seek advice concerning a sexual harassment matter, for filing a sexual harassment complaint, or for serving as a witness in the investigation of a sexual harassment complaint.

### *G. Malicious, False Accusations*

A complainant whose allegations are found to be both false and brought with malicious intent will be subject to disciplinary action which may include, but is not limited to, verbal reproach, written warning,

suspension, or dismissal.

#### *H. Procedures*

An initial course of action for any member of the faculty, staff, or student body who feels that he or she is being sexually harassed is for that person to tell or otherwise inform the harasser that the conduct is unwelcome and must stop. However, in some circumstances this course of action may not be feasible, may be unsuccessful, or the individual may be uncomfortable dealing with the matter in this manner. If that is the case, the complainant should refer to step E as outlined in the policy.

#### *I. Information, Counseling, and Informal Resolution*

Anyone may seek advice, information or counseling on matters related to sexual harassment without having to lodge a formal complaint. Persons who feel they are being harassed, or are uncertain whether they are experiencing sexual harassment, are encouraged to talk with whomever they feel comfortable. A teacher, the Headmaster, or the president of the board can handle such informal discussions.

At this stage of the informal resolution process, the person seeking information and advice will be counseled as to the options for action available under this policy. To the extent possible, information disclosed through this advising process will be held in confidence; unless and until the initiating individual agrees that additional people must be informed in order to facilitate a solution. The aim of informal complaint resolution is not to determine whether there was intent to harass, but to ensure that the alleged offending behavior ceases and that the matter is resolved promptly at the lowest possible level. No disciplinary action is taken in resolving informal complaints. Use of the informal resolution process is not required as a prerequisite to filing a formal complaint but should be encouraged to the extent possible.

#### *J. Formal Complaint Resolution*

The filing of a written complaint is required for the matter to be formally investigated and a determination made as to whether a violation of the school policy prohibiting sexual harassment occurred. Any employee or student who believes that he or she has been the subject of sexual harassment may report the alleged harassment in writing immediately to the school headmaster or the president of the school board with or without resort to the informal resolution process. Any employee accused of sexual harassment may be suspended with pay pending the completion of the complaint resolution process.

The procedure for resolving formal complaints of sexual harassment involves an investigation by the school headmaster. The headmaster will take whatever actions he/she deems necessary to investigate the complaint, including but not limited to interviewing the accused person, the accusing person, and any witnesses.

To the extent permissible under the law, all reports of sexual harassment will be kept confidential. Calvary Episcopal Preparatory follows the policies and guidelines as outlined in the "Safe Schools Ministry Policies" manual developed by the Episcopal Diocese of Texas.

## Transportation/Drop Off-Pick-up Procedures

### School Day Expectations

The school day is 8:00 a.m. to 3:30 p.m. Students are expected to remain at school for the entire school day. Arriving after 8:00 a.m. or leaving before the end of the school day should be rare and only for health-related appointments or extreme family emergencies. Arriving late or leaving early for any other reason will count as an absence. *See Late Arrivals & Early Pickup below for guidance.*

### Morning Arrival Process

- Students should arrive at school in time for them to be in the classroom at 8:00 a.m. All students arriving before 7:50 a.m. must enter through the parish hall entrance on Austin Street.
- For the safety of our students, DO NOT make a u-turn on Austin Street to drop off your child. Please use 12th Street or Travis Street to approach the parish hall entrance from the correct direction.
- Supervision for students begins at 7:15 a.m. in the parish hall. After 7:30 a.m., a faculty member will be available to assist students with exiting the car and entering the building. Please do not exit the car to assist your student. If it is necessary that you assist your child, please park and walk them to the parish hall.
- Students involved in pre-arranged morning tutorials, homework assistance, or activities will enter through the parish hall and sign out with the morning monitor before going to the designated activity. All students are released to their classrooms at 7:50 a.m.
- Students must finish any food or drink before heading to the classroom each morning. Students are not allowed to take food or drink (other than water) to the classroom.
- All students arriving after 8:00 a.m. must enter through the front office and are considered tardy. They must check-in through the front office before proceeding to chapel or their classroom.
- One of our goals at Calvary is to encourage responsibility and independence at all grade levels. To facilitate this goal during arrival time:
  - Parents may walk **Pre-K3** students directly to their classroom after 7:30 a.m.
  - Parents may walk **Pre-K4** students to their classroom after 7:45 a.m.
  - During the *first week of school only*, parents may walk **Kindergarten** students to their classroom.
  - Parents may not walk students in **grades 1-12** to class. Please say your good-byes in the car or parish hall and allow students to go to the classroom with their classmates or by themselves. This allows teachers to focus on students as they enter the room each day and encourages student independence, responsibility and a good start to their day.
- Unless you have a pre-arranged morning conference, we ask that parents refrain from entering the academic areas. This allows teachers to focus on the students and maintain morning routines and schedules. If you have concerns or need to speak with a teacher, please email, call, or arrange a scheduled conference time. Morning arrival, class time, and afternoon dismissal are not appropriate times to approach teachers.

### Afternoon Dismissal Process

Students are dismissed by teachers to assigned areas – carpool areas, walk up in the gym, or the extended day program. Parents should designate the method by which their student will be picked up and those allowed to pick them up in the ParentsWeb parent portal. All students must be picked up at their assigned area. These procedures allow CEP to provide for the safe and efficient pick up of your children. Parents are expected to follow the established procedures for pick up to help us maintain a safe environment for all students.

- Carpool Guidelines – Each family is assigned a carpool number and hang tag at the beginning of the school year. This number will belong to the family as long as they have students attending Calvary. This number is to hang on the rearview mirror. Each student should know their number as this helps staff load children more quickly and keep the line moving.
  - Students using carpool pick up must be able to fasten their own safety restraints once in the car. If your student cannot do this, please use walk up dismissal.
  - Please do not exit your car during carpool dismissal as this interrupts the flow of traffic for everyone behind you. Staff members are there to assist your child into the vehicle.
  - Please do not park and approach the carpool area to get their children. We ask your cooperation for safety reasons. With the number of children being loaded in vehicles, it is impossible for staff to be aware of who walks up and takes a specific student from the carpool line.
  - When approaching the loading area, drivers are asked to turn off cell phone and have the car ready to receive passengers (seating areas cleared, dogs leashed, doors unlocked, etc.) Please do not wave children to approach the car. Teachers will direct students at the time they are to load the vehicle.
  - There are two carpool areas.
    - Families whose oldest child is in 6th-12th grades, along with their younger siblings will be picked up outside the parish hall on Austin Street. The line forms on 12th Street and turns left onto Austin Street as carpool begins. Please do not block Austin Street by stopping in the middle of the street.
    - Families whose oldest child is in Pre-K through 5th grades, along with their younger siblings will be picked up in the circle drive on Travis Street. The line forms on Winston Street. (Please respect our neighbors and do not block driveways on Winston Street as you wait.) As carpool begins, you will proceed across Travis Street into the circle drive. When exiting, left hand turns are not allowed.
- Walk up – Students are picked up at the Austin Street gym doors (next to the red playground). Parents park and “walk up” to the doors to get their children from staff members.
  - Parents are not to pick up children in the corridors as this creates congestion and supervision problems for staff.
- Extended Day Program – Students who attend Calvary’s Extended Day Program will go directly to the multi-purpose room after dismissal. Extended Day staff will be there to meet them upon their arrival. Visit the Parents page of our website for more information on the Extended Day program.

**Additional Afternoon Information to Note**

- Parents and students should maintain a regular dismissal method. If possible, any changes should be communicated to the student before school. Changes during the day should be limited to unforeseen circumstances and not be a regular occurrence.
- If you need to notify your student(s) about a change of dismissal plans, contact the front office by 3:00 p.m. The office is very busy near the end of the day. Early notification allows us to deliver messages before dismissal.
- Students are to be picked up by 3:45 p.m. Students not picked up by the completion of carpool and walkup are escorted to the front office to wait for their driver.



- If a student has not been picked up by 3:50 p.m., he or she will be escorted to the Extended Day Program in the multi-purpose room and parents will be billed the daily drop-in rate.
- After 4:00 p.m., there is no guarantee staff is available to supervise students. Any students not participating in a supervised afterschool activity will be escorted to the Extended Day Program. Siblings of students participating in afterschool activities should be picked up at dismissal or attend the Extended Day Program.
- **Cell Phones & School Zones:** Effective September 1, 2009, the use of a wireless device within a reduced-speed school zone is prohibited. Cellular phones may be used when the vehicle is stopped in a school zone or with a hands-free device. Violators are subject to a fine of up to \$200.
- **Seat Belts:** Effective September 1, 2009, all occupants of a vehicle, no matter their age, front and back seat, must wear seatbelts, and all children under 8 years of age, unless the child is at least 4 feet 9 inches, must be restrained in an approved child passenger safety seat.
- **Texting:** Effective September 1, 2017, it is illegal for drivers to read, write, or send an electronic message while operating a motor vehicle unless the vehicle is stopped.

### **Late Arrivals & Early Pick-Up**

If a student must arrive late or be picked up early, parents must park and enter the office to sign students in or out. If leaving early, the front office will locate the student and have them meet the parent in the office. Students who know they are leaving early should notify their teacher to minimize disruption to the classroom.

Students arriving late or leaving early for healthcare related appointments must bring a note from the provider's office for the tardy/absence to document the reason for absence.

### **Visitors**

For the safety and security of students and faculty, all outside doors are locked after chapel begins. All visitors to the campus must enter through the school office to check-in and must present an identification card (driver license, state-issued identification card, foreign identification card or passport). This includes parents, volunteers, relatives, friends, or anyone who is not an employee of Calvary Episcopal Church and School. CEP uses the Raptor Visitor Management System to screen campus visitors.

### **Withdrawal from School**

When a student transfers from Calvary during the school year, parents should give as much notice as possible so the records may be forwarded to the new school. Considerable time is needed to clear school records. Contact the front office to complete a Student Withdrawal Form.

All outstanding fees including book fines must be paid, and all books must be turned in before the student's records will be released.

Withdrawal or expulsion from CEP does not void financial obligations as outlined in the enrollment agreement.

## Calvary Episcopal Preparatory High School Addendum

The following information is specific to CEP high school students and is in addition to the expectations, rules and guidelines outlined in the Calvary Student Parent Handbook.

### Upper School Grade Classifications

In order to be classified as a sophomore, junior, or senior, a student must have earned the minimum number of credits listed below:

Freshman	0-5 credits
Sophomore	6-11 credits
Junior	12-18 credits
Senior	19-26+ credits

***To receive a high school diploma, a student must meet the requirements of the Distinguished Scholar Diploma which includes Advanced Academic Measures. CEP allows an opportunity for accelerated graduation up to a year early.***

### Driving and Parking

Students must have a valid Texas Driver's License and evidence of current auto liability insurance to drive on campus or obtain a parking permit. Students must drive safely, obey all posted regulations and must park in designated lots. The speed limit on the CEP campus is 5 mph. Pedestrians and maintenance vehicles have the right of way on campus at all times. Driving in excess of the speed limit constitutes unsafe driving and will be a discipline offense that will be referred to the headmaster. Students may not move their cars at any time during the day, particularly before extracurricular activities. Students are not to be in cars or in the parking lot during the school day without permission from the Dean of Students. Violators will be issued a letter to be placed in the student's file.

CEP is not responsible for damage to vehicles or for the contents of the vehicles parked on campus.

### Violations of Safe Driving or Parking Policies

- A student who violates the safe driving policy will be required to appear before the headmaster.
- If a student parks in a fire zone, restricted area, or in another person's reserved space, the consequences will be
  1. First Offense: Loss of parking privileges for a week
  2. Second Offense: Headmaster, Dean of Students and Student Conference
  3. Third Offense: In-school suspension
  4. Beyond: Possible dismissal

### Department of Public Safety Verification of Enrollment (VOE) Forms

CEP provides this service for our students who are about to get their licenses. Under the law, VOE forms must be signed and dated by the student at the time the form is picked up. Forms are available from the Headmaster or Dean of Students.

### Drop/Adding a Course

Changes to a student's schedule must be done with a DROP/ADD form and done within the first two weeks of the semester. If a student is dropping an AP course they must drop no later than two weeks into

the 2<sup>nd</sup> quarter in first semester and the same for second semester if applicable.

### **Advanced Placement Program**

The Advanced Placement (AP) program is a cooperative program between high schools, colleges and universities that allow students to pursue college-level studies while still in high school. It is sponsored by the College Entrance Examination Board (which also administers the SAT college entrance exam). College Board offers standardized courses to high school students that are generally recognized to be equivalent to undergraduate courses in college. AP Courses are college level courses that require (or optional depending on the course) a college level textbook, labs, and other materials. Therefore, the work is also college level i.e., papers, projects, labs, etc.

Each AP course concludes with a college-level exam designed to demonstrate mastery of the course. Each student is required to take the AP exam or the final for the course for practice with the assumption the student will take the final AP exam as outlined by the College Board. AP exams are scored on a 1-5 scale. Most colleges and universities will accept scores of 3, 4, or 5, and allow students to receive college credit, grade points, and/ or advanced placement in college courses. This is at the discretion of the university, and it is not guaranteed that all AP scores will be accepted and allow students to place out of course work. Students should check with specific universities of interest to ascertain advanced placement policies.

CEP students are encouraged to enroll in AP courses if they meet eligibility requirements (as outlined in upper school course descriptions). High academic standards are required to enter and maintain enrollment in AP courses. Students will be billed the cost of Advanced Placement testing in the spring semester.

### **Dual Credit Program**

CEP juniors and/or seniors may meet eligibility requirements for dual credit through a partnership with Houston Baptist University (HBU), the University of St. Thomas (UST) or Wharton County Junior College (WCJC). Eligible students may enroll in these classes to obtain dual credit toward both his/her high school and undergraduate diplomas. To be eligible to participate in a dual credit class, a student must be classified as a CEP junior or a senior with a minimum GPA of 3.5 or higher with a good behavior record, and with the approval of the dean of students.

### **Academic Performance Standards**

If a student is in danger of failing a course for three consecutive weeks (please see grading scale) he or she may not be allowed to continue the AP/Honors course and may be dropped down to the Academic course work option. This will be determined on a case-by-case basis and at the discretion of administration and teacher of record.

## **Calvary Episcopal Preparatory Volunteer and Parent Code of Ethics \***

Volunteers/Parents at Calvary are a valuable resource who enrich and enhance the quality of education through service to students, teachers and administration. The Calvary volunteer/parent, after qualifying in a manner established by the Administration, School Board of Trustees and the Episcopal Diocese of Texas, shall assume responsibilities that serve the best interest of Calvary students. For the purposes of this handbook, "parent" shall include legal guardians and host parents.

Volunteers/Parents are welcome in the school and function in many ways as quasi-staff. As such, volunteers/parents will find themselves privy to visual and verbal information that is considered to be confidential. As employees are required to adhere to a Code of Ethics, the following details ethical and statutory expectations for volunteers/parents who serve our students.

1. The volunteer/parent shall not intentionally misrepresent official policies of the school and shall clearly distinguish those views from personal attitudes and opinions.
2. The volunteer/parent shall honestly account for all funds committed to his or her charge and shall conduct his or her financial business with integrity.
3. The volunteer/parent shall not use institutional privileges extended to volunteers for personal or partisan advantage.
4. The volunteer/parent shall accept no gratuities, gifts, or favors that may impair judgment.
5. The volunteer/parent shall not offer any favor, service, or thing of value to obtain special advantage.
6. The volunteer/parent shall not deliberately or recklessly impair his or her physical or mental health, or ignore social prudence, thereby affecting his or her ability necessary to perform the duties of his or her assignment.
7. The volunteer/parent shall comply with written School Board and Diocesan policies, regulations, and applicable state and federal laws.
8. The volunteer/parent shall not reveal confidential information concerning school employees or students unless disclosure is required by law.
9. The volunteer/parent shall not willfully make false statements about any member of the school.
10. The volunteer/parent shall not discriminate against, coerce, or harass any Calvary employee or student on the basis of race, color, religion, national origin, age, sex, disability, or family status.
11. The volunteer/parent shall not intentionally expose the student to disparagement.
12. The volunteer/parent shall make reasonable effort to protect the student from conditions detrimental to learning, physical health, mental health, or safety.
13. The volunteer/parent shall not deliberately distort facts.

Parents who negatively impact the learning environment because of violations of this code may be asked to withdraw from the school.

### **Statement on Sexual Harassment**

The Diocese of Texas requires that employees and volunteers read and understand the Sexual Harassment Policy and Procedures. This policy can be found in the Student and Parent Handbook, which is available in the office or on the CEP website: [www.ces-richmond.org](http://www.ces-richmond.org).

### **Background Inquiry Requirements**

The volunteer/parent understands that the Diocese of Texas requires that a Background Inquiry be run on employees and volunteers. Background Inquiries are confidential and accessible only to the administration.

### **Safeguarding God's Children**

The Diocese of Texas requires that employees and volunteers be trained in a program focused on preventing abuse of children. Training programs are offered at the school and throughout the Diocese. Registration information is available at [www.epicenter.org](http://www.epicenter.org) or by calling the school office.

\*The Code of Ethics for Volunteers/Parents is adapted from the CEP Code of Professional Conduct found in the Employee Handbook.

## Handbook Acknowledgment and Agreement 2019-2020

Please sign this acknowledgement and return it to the school office, which indicates that you and your child(ren) have read the Student - Parent Handbook. Every student in a family, pre-kindergarten through 12th grade must sign this form, which will be placed in his/her files in the school office.

We, the students and parents of Calvary Episcopal Preparatory whose signatures appear below, state that we have read the Calvary Episcopal Preparatory Student Parent Handbook, and that we understand and agree to abide by the rules, policies, procedures and regulations as published. This includes, but is not limited to discipline, Honor Code, Volunteer Code of Ethics, Grading, and Responsible Use Practices (RUP). Student signatures indicate compliance with the Honor Code Pledge: ***“I pledge my word of honor that I will neither give nor receive any help on any assignment that is to be completed independently.”***

\_\_\_\_\_  
Printed Name of Parent or Legal Guardian

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Parent or Legal Guardian

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Student

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Student

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Student

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Signature

\_\_\_\_\_  
Date

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Printed Name of Student

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date