



CALVARY

EPISCOPAL PREPARATORY

Called to a *Higher* Standard

*Student-Parent
Handbook 2022-2023*



CALVARY

EPISCOPAL PREPARATORY

Greetings Calvary Family,

On behalf of the Faculty and Staff we want to welcome you to Calvary Episcopal Preparatory. We are so blessed and thankful for all the wonderful opportunities that your students will participate in during the 2022-2023 school year.

If you are new to Calvary, we are delighted that you have entrusted us with your child's education. We extend an open invitation for you to attend weekly Chapel, special Chapels honoring Grandparents, Veteran's and Honor Roll, fine art performances, athletic events, parent informational meetings, curriculum activities and numerous other opportunities to become familiar with all that Calvary has to offer your student. We encourage you to become involved in as many of these events where you will meet new friends and learn about the "Calvary Way." Come and learn about the rich traditions that make our school a special place that provides a superior education in a Christian environment.

If you are a returning family, we thank you for your support and faith in us. We understand that there are many choices in our community, so we thank you for your loyalty to Calvary. We also encourage you to assist us in welcoming our new families as they become a part of our Calvary Family.

Calvary parents are encouraged to become involved in their child's education and school activities at every grade level; therefore, you will have multiple opportunities to volunteer throughout the year. We eagerly welcome you to our school and appreciate you sharing your time and talents with us.

At Calvary it is our strong belief that communication is vital to the success of every student and builds trust between faculty/staff and parents. This partnership between the school and parents is achieved through open communication; two-way, direct and clear. Our ParentSquare communication platform is a communication tool that combines multiple communication streams into one interface for families and staff.

Parents are required to download the ParentSquare app and log in to receive regular updates from the school and teachers. Here you will be able to find calendars, pictures, and daily information that will keep you informed of all Crusader activities and events. ParentSquare is designed to be easy to use and provides the user with relevant information that is helpful. If you need assistance or have questions regarding the use of ParentSquare, we encourage you to contact us.

In addition to ParentSquare, please visit our school website: www.ces-richmond.org. Under "Student Life" you will find a link to our Family Portal. This is where grades and attendance can be viewed. We also invite you to will follow Calvary Episcopal Preparatory on Facebook, Instagram, and subscribe to our YouTube channel as we frequently use these social media platforms to celebrate our student achievements and to showcase school activities and events.

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 digital signature on the Handbook Acknowledgment Agreement Google form is required and indicates that you have read and agree to comply with these policies and procedures.

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,
Maria A. Fondon, Ed.D.

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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 a premier Pre-K through 12th 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
2022-2023**

School Board Members

The Rev. Ralph Morgan, Chairman
Chris Bradley, President
Steven Cherry, Treasurer
Amber Zentis, Secretary
John Anderson
Tommy Culver
Allison Facker
Machel Delange
Rhonda Fanning
James Milford
Teri Mason
Zee Turnbull
Lauren Byars
Donna Anderson
Marian Briscoe
Dr. Maria Fondon, Head of School
Joe Robinson– Adviser
Jeff McClellan– Adviser

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

Officers

2022-2023

President - Allison Facker
Vice President - Sara Jackson
Treasurer - Andrea Allred
Secretary - Whitney Laffere
Hospitality - Vanessa Schlitzkus
Volunteers – Mireille Perry
Rewards – Brooke Iversen & Meagan Milford

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 its support of Calvary Episcopal Preparatory.

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 Head of School reports to the Board of Trustees and is a non-voting advisory member. The School Board is elected in accordance with the school board bylaws. 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.

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 based on 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 - 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 Head of School or Assistant Head of School 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 a rigorous curriculum. Special accommodation may not be provided for students with specific learning challenges.

Upon completion of the application process and evaluation of information received by the admissions committee, the Director of Admissions will notify the parent/guardian as to the prospective student's acceptance status. After the student has met eligibility requirements, the family will need to complete the enrollment process in Calvary's **Family Portal**.

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 Head of School, Assistant Head of School, 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 5% reduction of tuition for each subsequent child as approved by the finance committee. 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. The child must be fully 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 Head of School and/or Assistant Head of School.

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 at the beginning of the school year 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. The student's instructional team reviews these requirements and student progress each quarter and the Admissions Committee reviews them annually. Upon successful completion of conditional requirements, student's conditional status will be removed.

Athletics and Extra-Curricular

Athletics

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 sportsman 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 on student interest to be determined by the Athletic Director and Head of School.

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. The coaches will determine this. In selecting the teams for JV (Blue) or Varsity (Gold) the student is chosen on his/her ability, respect toward the 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 Activities

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

- Band competition
- Art competition
- PSIA competition
- TAPPS competition
- Athletics
- Academic competitions
- Drama Club
- Choral Programs

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.** Behavior may also affect eligibility. Calvary eligibility rules override PSIA, TAAPS or other league or organization rules. Calvary students who are absent for more than nine 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. Students who miss school, when school is in session, due to family vacations 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 be graded on missed assignments.

- In general, 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 8:00 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 (PK3 – 5th grade) not in attendance by 11:30 a.m. will be counted ½ day absent for the morning, and students not in attendance after lunch 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.

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 their child has excessive absences.

Tardies

Student drop-off begins at 7:30 AM each morning. 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 pick-ups equal 1-day absence for ALL Classes and become subject to the absence policy as stated above. Tardies will start over each quarter.**

School Hours

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

Parents will be notified of any unforeseen changes in schedules.

Requests for Homework/Classwork

Parents may request homework assignments for students after they are absent for 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.") Assignments for grades 3-12 can also be found on Google Classroom.

Business Office

Tuition Payments

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

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

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 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 due date 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 of 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:

- suspended from school for all or a portion of the remaining academic year
- denied re-registration for the following academic year; or
- 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 2023-2024 academic year are due April 1, 2023. Please contact the Business Office with any questions regarding financial aid.

Calendar of Events and Activities

The official academic school calendar is posted on the school website at www.ces-richmond.org. Parents and students should refer to the school calendar for holidays and reporting periods - important dates and events will be listed on the Parent Square calendar. Parents are encouraged to download the ParentSquare app for up-to-date information.

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 Preparatory. 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 (Matriculation Chapel, 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 (Some of these may be suspended due to COVID.)

When we are not under COVID restrictions, parents are always welcome to attend chapel. Parents should drop off their child(ren) at assigned areas, 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 chapel to sit with his/her class. Regular/Daily chapels begin each morning at 8:05 a.m.; starting times of special chapels will be posted on ParentSquare.

Monday	PreK 3 – 2 nd Grade in Sanctuary
Tuesday	3 rd – 5 th Grade in Sanctuary
Wednesday	All School Chapel in Sanctuary
Thursday	6 th – 12 th Grade 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.

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Prek-2 nd Grade	Chapel	CCE	Chapel	CCE	Chapel
Grade 3-5	CCE	Chapel	Chapel	CCE	Chapel
Grades 6-12	CCE	CCE	Chapel	Chapel	Chapel

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
- provision 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 a healthy lifestyle 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 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 K-12 then k-12 Requirements (or Child care Requirements for students in Pk3 and Prek4)

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 dose in each of the required series of vaccinations has been given, and with the understanding that the students 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, he/she must present proof of a chest x-ray that is negative for Tuberculosis or proof that he/she is under treatment of a doctor by medication that will prevent him/her 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 from school attendance 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, 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 may 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.

- **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://co-request.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.

- 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.

Vision, Hearing, Acanthosis Nigricans, and Spinal 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
Hearing	First-time entrants to CEP Pre-Kindergarten (age 4 only), Kindergarten, 1,3,5,7
Acanthosis Nigricans	First-time entrants to CEP 1,3,5,7
Spinal	Girls – Grade 5 (age 10) and again in Grade 7 (age 12) Boys – Grade 8 (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. To control the spread of communicable

diseases at our school, CEP requires that students with a communicable disease meet ALL 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
- COVID-19 – fever-free for 24 hours without the use of fever-reducing medication, symptoms resolved, and required quarantine period has been fulfilled.
- 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 always 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 and 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 and always covered, 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.

Bacterial Meningitis

State law specifically requires the district to provide information about bacterial meningitis:

- What is Meningitis? Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is the most common and the least serious. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life support management.
- What are the symptoms? Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms. Children (over one year old) and adults with meningitis commonly have a severe headache, high fever, and neck stiffness. Other symptoms might include nausea, vomiting, sensitivity to bright lights, confusion, and sleepiness. In both children and adults, there may be a rash of tiny, red-purple spots that can occur anywhere on the body. Diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.
- How serious is bacterial meningitis? If it is diagnosed early and treated promptly, most people make a complete recovery. In some cases, it can be fatal, or a person may be left with a permanent disability.
 - How is bacterial meningitis spread? Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. They are spread when people exchange saliva (such as by kissing or sharing drinking containers, utensils, or cigarettes).
 - The bacteria do not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.
 - How can bacterial meningitis be prevented? Maintaining healthy habits, like getting plenty of rest, can help prevent infection. Using good health practices such as covering your mouth and nose when coughing and sneezing and washing your hands frequently with soap and water can also help stop the spread of the bacteria. Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of people you kiss and avoid close contact with those who are sick.

Bacterial meningitis is caused by *Streptococcus pneumoniae* and *Neisseria meningitidis*, both of

which may be prevented through vaccinations and are required for school attendance in the state of Texas. The vaccine that protects against *Streptococcus pneumoniae* is usually given to children in the first year of life. The vaccine for *Neisseria meningitidis* is given around age 11 and a recommended booster at 16-18 years (which may be required for enrolling in some colleges).

- Note: Children ages 11-15 years have the second highest rate of death from bacterial meningitis caused by *Neisseria meningitidis*, and those ages 16-23 years have the second highest rate of the disease.
- For more information, call your doctor or local health department. You can also refer to the websites for Centers for Disease Control and Prevention (CDC): <https://www.cdc.gov/meningitis/index.html> and the Department of State Health Services (DSHS): <https://dshs.texas.gov/IDCU/disease/meningitis/Meningitis.aspx>.

Medications

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

- 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.
- 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.
- 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.
- 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.
- 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.
- 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. Consent forms are available on the school website.
- Prescription medications must be prescribed by a medical practitioner with a current license to practice medicine, dentistry, or orthodontics in the United

States.

- 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.
- For safety reasons, unused medication will not be sent home with students. A parent/guardian designee must retrieve the medication from the clinic.
- 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 and are renewed each year.

Undesignated Epinephrine Auto-Injectors

Calvary Episcopal Preparatory strives to help 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 parents 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 if 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 (COVID, 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.

If 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, classroom, or locker. (This is an expectation for

students in PK3 and PK4 and highly recommended for female students who have started or may start their menstrual cycle.)

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 will 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 shall have immunity from civil liability for damages or injuries resulting from providing first aid or medical care or from administering medications to a student if done with parental permission.

College Visits

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

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 it to the Development Office. All submissions are on a first come first serve basis, after the initial May submission deadline.

- Acknowledgements or receipts issued for gifts or donations must be approved by the Head of School.
- Any use of the school logo must be approved by the Head of School.
- All money collected for any purpose by teachers, 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 and 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.

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). 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

Dress Uniform (PK4 - Grade 12)

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 Friday.

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 and Spirit Days

Students who meet the re-enrollment requirements will be allowed free dress on Fridays. Other students may wear a Calvary Spirit Shirt and uniform bottoms. 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. Hoods cannot be worn over the head while in the building.
- Uniform shirts must be worn underneath permitted outerwear options.
- Brown or black 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 or black modesty shorts under uniform jumpers and skirts, if not built in. Girls may not wear leggings under their dress or daily uniforms.
- Dress and grooming guidelines are applicable during school attendance and while representing Calvary.
- Visible tattoos and piercings must be covered while in attendance and representing the school.

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 mainly solid white or black (of any height). Small logos are permitted
- For girls, socks are to be mainly solid white (of any height) or solid black (no higher than the ankle). Small logos are permitted. Socks with a white or Calvary plaid ruffle are permitted.
- Girls may wear white tights.

Grooming

- All students should be well groomed. Hair should be clean, neat, and brushed or combed. Uniforms should be clean and well pressed. Shoes should be clean. Uniforms should fit properly and be without holes.
- Extreme or distracting hairstyles or hair colors (determined by the school administration) are not permitted.
- Boys' hair should be pulled back away from the eyes and face and may not touch the

collar.

- Facial hair is not allowed - no beards, goatees, mustaches, or sideburns that extend below the ear lobe.
- Girls' hair should be out of the eyes and away from the face.
- Girls' hair accessories must be consistent with the uniform. For example, head 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.
- No crop tops. Shirts must be mid-thigh and long enough so that the student's mid-section remains covered when her arms are raised.
- Boys are not allowed to wear muscle shirts.
- Girls may wear leggings ONLY if worn with a top that covers her-bottom. Tops should be mid-thigh in length and cover her bottom when her arms are fully extended above her head.
- 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. Girls must wear modesty shorts under jumpers, dresses or skirts on free-dress days.

Please label all items, especially outerwear, 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 will result in disciplinary actions as outlined.

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 Head of School or Assistant Head of School 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, teachings, and those actions under the Honor Code of Offenses. Honesty is always required.
- Examples of dishonesty include cheating, plagiarism, intent to deny the truth, or lying to others.
- 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. Lockers are to remain locked at all times.
- Electronic devices may be brought to school and be used for educational purposes only. At any time, school personnel may check personal electronic devices to ensure appropriate use. 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 7:50 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 the teacher's 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, 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. Bullying is defined as the outgoing and deliberate misuse of power in a relationship through repeated verbal, physical, or social behavior that intends to cause physical, social, or psychological harm.
- Sexual Harassment (See “Sexual Harassment Policy and Procedures”).

Consequences of offenses

1 st Offense	Verbal warning, recorded in FACTS, email sent home
2 nd Offense	Grades 6-12- Lunch Detention, recorded in FACTS and email sent home Grades 3-5 - Missed Recess; recorded in FACTS and email sent home PreK4-2 nd Grade - Missed Recess; recorded in FACTS and email sent home
3 rd Offense	Grades 3-12- Lunch detention and cafeteria clean up, recorded in FACTS, and email sent home PreK-2 nd Grade - Conference with administration and recorded in FACTS and email sent home
4 th Offense	Physical activity like picking up mulch the last 15 minutes of lunch Recorded in FACTS and email sent to parents
5 th Offense	Grades 3-12- In School Suspension Recorded in FACTS and parent conference when student returns

If the behavior is severe, 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 Head of School. 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 Head of School, 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” Google form 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 on 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.

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 Preparatory

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. A copy of these documents should be turned in to the Assistant Head of School. 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 always have the right of way on campus. Driving in excess of the speed limit constitutes unsafe driving and will be a disciplinary offense that will be referred to the Head of School. 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 Head of School. 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 Head of School.
- If a student parks in a fire zone, restricted area, or in another person's reserved space, the consequences will be
 - First Offense: Loss of parking privileges for a week
 - Second Offense: Head of Schools and Upper School and Student Conference
 - Third Offense: In-school suspension
 - 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 Head of School.

- **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, who are seated in the 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:** It is illegal for drivers to read, write, or send an electronic message while operating a motor vehicle unless the vehicle is stopped.

Electronic Smoking Devices and 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:

- “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.
- “Smoke or Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, 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.
- “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, or 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 will be notified via ParentSquare, through the alert system, should there be a school closing.

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. Five tardies to school will equal 1 absence for all classes. Days missed because of approved school-related or school-sanctioned activities and pre-approved college visits shall not count against a student. College visits are limited to juniors and seniors who may take a total of two college visits, provided they have prior permission from the Head of School and return with a document certifying that the absence was to visit an institution of higher learning. Students must have at least an "A" average in the class of exemption to be eligible. Students who have been suspended, on campus or off campus, during 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: One class 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 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.

Field Trips and Off Campus Learning

Field trips are planned by the teachers and the administration 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 permission slip for each field trip.

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 chaperones.

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

Pre-Kindergarten – Grade 8
Grades 9-12

One adult to eight students (1:8)
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 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 Assistant Head of School or Head of School.

- All school rules apply to 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 protection 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 permission 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 Calvary 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 to 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 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.

Grade and Course Progression

Advanced Placement Program

The Advanced Placement (AP) program is a cooperative program between high schools, colleges, and universities that allows 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 at the collegiate 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.

Calvary 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 who are enrolled in an AP course and take the AP test will receive an AP course designation and weighting on their transcript, no matter the test outcome. The AP test may substitute for the course's final exam. ***Students who are enrolled in an AP course but do not take the AP test, will receive an Honor's course designation and weighting on their transcript.***

Dual Credit Program

Calvary 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), Wharton County Junior College (WCJC) or a participating college or university. 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, maintain a good behavior record, and have the approval of the Assistant Head-of School.

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.

Drop/Adding a Course

Student requested changes to a student's schedule must be made within the first ten days of a student's attendance in the course. If a student is dropping an AP course, he/she must drop no later than ten days into the second quarter of the first semester.

Grading and Reporting to Parents

Calvary Episcopal Preparatory has a nine-week grading system that divides the school year into two semesters with two grading periods during each semester. Students in grades 1-5 may 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 ***Family Portal (RenWeb)***. Parents can view grade status at any point in the quarter or semester.

Report Cards and Progress Reports (Grades PK and Kindergarten)

Kindergarten students will receive report cards at the end of each quarter. Prekindergarten (age 3 &4) students will begin receiving report cards at the end of the second quarter.

Conference Options

Parent conferences can be scheduled by communicating with the teacher via ***ParentSquare*** 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. (When not under COVID restrictions) Parents are welcome in the classroom as well as in the daily chapel service. Parents and visitors must make arrangements in advance with the teacher for an appropriate time to visit. Classroom visits 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	Conferences are held as needed throughout the school year
May	End-of-year conferences are scheduled as needed with parents to discuss achievement test scores and future placement

Grading and Assessment Guidelines

The Grading Scale for grades 1-12 is as follows:

100-90	A
89-80	B
79-75	C
74-70	D
69 and below	F
Incomplete	I
Missing	M
Exempt	X

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

Other markings which may appear:

- “I” or “Incomplete” is used when a student has been present for 15 or more days but did not complete the required work by the end of the grading period. Students have two weeks to make up incomplete work. If a student receives an incomplete at the end of a quarter, the student is not eligible for Honor Roll that quarter.
- “M” or “Missing” is used in a grade column as a place holder for students who are absent when an assignment is due. The “M” factors as a 0 until a grade is entered.
- “X” or “Exempt” is used when a teacher designates that a student is not required to have a grade for a specific assignment. The “X” does not factor into the final grade average.

Conduct grades and PK3 – Kindergarten subjects are marked as follows:

E	Excellent
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

In grades 1- 12, core academic teachers are required to provide a minimum of 3 major grades (60%) and 9 minor grades (40%) per quarter. Major grades include tests, long-term projects, and other assessments/activities that cover a unit or multiple learning objectives. Minor grades may include quizzes, warm-ups, reviews, and short-term projects. **A variety of assessments will be used.**

In grades Kindergarten-12, enrichment and elective teachers are required to have a minimum of 6 major grades (100%) per quarter.

Final Exam for middle and high school

Students who are enrolled in core courses in grades 6-12 will take a semester exam at the end of the fall and spring semesters. In 6th grade the grade earned on the exam will count as a single major grade. In grades 7-12 the final exam will count 14% with each quarter counting 43%. Students may earn an exemption from the final exam. See the final exemption policy.

Classification

A high school student is classified according to the number of high school credits successfully completed. Student’s classification is determined by the number of credits on file on the first day of of each school year. Refer to the following chart to determine classification:

Freshman: 0-5.0 credits
 Sophomore: 5.5-11.5 credits
 Junior: 12.0-18.5 credits
 Senior: 19 credits and above

Grade Point Average and Numerical Grade Weighting

Calvary Episcopal Preparatory uses a 5.0 GPA scale which recognizes the course difficulty and a student’s efforts with it. GPA is used for in-school purposes as well as college admissions and scholarship purposes.

Grade	Grade Point – AP or Dual Credit	Grade Point – Honors or Pre -AP	Grade Point – Academic or Regular
90-100	5	4.5	4
80-89	4	3.5	3
75-79	3	2.5	2
70-74	2	1.5	1
Below 70	0	0	0

For the purposes of determining class rank, a multiplier will be applied to the course grade which is commensurate with level of instructional difficulty.

AP/Dual Credit	1.3
Honors/Pre-AP	1.2
Academic/Regular	1.1

Example:

AP Biology $88 \times 1.3 = 114.4$
 Algebra II Honors $88 \times 1.2 = 105.6$
 English I $88 \times 1.1 = 96.8$
 Total Point earned divided by 3 classes = Numerical Grade Weighting
 316.80 divided by 3 = 105.6

Grading Outcomes

Honor Roll Guidelines Grades 2-12

All A Honor Roll

- Lower School (Grades 2-5) All A's in all subjects (except for handwriting). No conduct grade below S.
- Middle/Upper School (Grades 6-12) All A's in all subjects. No conduct grades below S. Honor Roll
- 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).
- 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 a core academic subject (ELA, Math, Science, Social Studies, and Spanish) and no grade below B.
- 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

Lower School

If retention appears to be a possibility, by the end of 3rd quarter, the teacher, Head of School, 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.

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 academic 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. If a child does not take a summer course of study as prescribed or is unsuccessful, then he/she is at risk of grade failure or dismissal from CEP. If a student fails two or more academic core subjects, the student will repeat the grade.

Middle School

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 academic 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. If a child does not take a summer course of study as prescribed or is unsuccessful, then he/she is at risk of grade failure or dismissal from CEP. If a student fails two or more academic core subjects, the student will repeat the grade. This does not apply to high school credit courses.

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, extra-curricular activities, and Honor Roll until the work is completed and a satisfactory grade average has been achieved.

Academic Review

The Academic Review Committee, consisting of teachers, counselor, and administrators will review student grades quarterly

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, at the parents' expense, and then pass the Calvary departmental exam to validate the earning of course credit. The Head of School must approve plans in advance. No Calvary credit is awarded for any other additional courses taken outside Calvary Episcopal Preparatory. The courses will be noted on the Academic Transcript with the grade the official summer school report card is turned into the Calvary Head of School's office.

Grievances

During the course of the year, there may be times when parent questions, concerns, 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 Head of School.

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. If the difficulty persists, parents may be asked to confer with the Head of School or High School 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 Assistant Head of School, Paula Montieth, or Head of School, Dr. Maria Fondon.

Homework and Assignments

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 his/her lifetime.

Grades PK-2: Assignments and homework are addressed by the classroom teacher.

Grades 3 – 12 Assignments and homework are 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 day late – minus 15 points off the earned grade, entered into FACTS and email sent
- 2 days late – minus 25 points off the earned grade, entered into FACTS and email sent
- 3 days late – minus 35 points off the earned grade, entered into FACTS and email sent
- Assignments turned in four or more days late will receive an automatic zero. This will be entered into FACTS and email sent to parents.

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 may 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 must label the lunch kit or sack with student's name.

An independent caterer, Road Runner Food, offers a hot lunch program to Calvary students. Menu selections and meal ordering are available online through www.Lunchdirect.com. Information about ordering will be found on Parent Square.

Student organizations will sell pizza each Wednesday as a fundraiser.

Lunch Reminders (When there are no COVID restrictions)

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 and High School students may use the microwave oven during school hours.
- 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 several 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, but 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. 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.

Message to Students/Student Usage of School Telephones

To support Calvary’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 are to be kept simple. There are two types of parties: school-initiated parties that celebrate end of year activities and/or projects, and parent-initiated birthday celebrations.

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 events must be approved by the Head of School well in advance of the event (two weeks minimum).

Birthday Parties

Birthday parties are a special time for sharing a very important part of a child's life. During each Wednesday 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 ensure all allergy issues are addressed and learning times are protected.

Responsibilities of Parents

The school appreciates the parent who takes responsibility for the following goals:

- Makes every effort to provide for the physical, social, and emotional needs of your child.
- Teaches your child to be aware of and obey the rules.
- Ensures your child attends school daily and on time. Promptly report and explain absences and tardiness to the school.
- Encourage and lead your child to develop proper study habits at home.
- Participates in meaningful parent/teacher conference to discuss your child's welfare and progress in school.
- Attends training workshops for home reinforcement of study skills and specific curriculum objectives.
- Stays informed of school policies and academic requirements of school programs via ParentSquare and Calvary's website
- Participates in school-related organizations.
- Ensures your child is appropriately dressed at school and at school-related activities.
- Reviews and discuss grades and school assignments with your child.
- Brings 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.)
- Maintains up-to-date communication contacts: home phone, work phone, cell phone, pagers, emergency numbers, and email addresses.
- Cooperates with school administrators and teachers.
- Asks any questions or concerns related to classroom activities or instances should be referred directly to the teacher.
- Takes opportunities to lead by example and teach your children the precepts of the Honor Code.
- Complies 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 signatures submitted on the google form are legally binding and indicate 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 head of school 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 7:55 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 all our students' safety and reputation.

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 are 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 the website.
 - Communicate with a student's parents/guardians about any inappropriate material on a student's webpage/blog.
 - If any student does not cooperate with the school administration when making his/her webpage/blog free of any harmful content as defined by the school administration, disciplinary action will be taken including possible suspension and/or expulsion.

School Organizations, Special Programs and Activities

The following organization opportunities have been present during previous years. They may or may not be currently available.

Fine Arts

Students may participate in a number of fine arts opportunities, i.e., art shows, band concerts, choir concerts, one-act plays, and 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.

The National Junior Honor Society (NJHS) is the nation's premier organization established to recognize outstanding middle level students who demonstrate excellence in the areas of scholarship, leadership, service, citizenship, and character. These attributes have been associated with membership in the organization since its inception in 1929. NJHS membership not only recognizes students for their academic accomplishments, but also challenges them to develop further through active involvement in school activities and community service.

The Calvary Episcopal Preparatory's NJHS membership identification process is held during the spring semester of the academic year for 7th or 8th students.

Eligibility for National Junior Honor Society- 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. Each chapter is required to publish its qualifications for membership, which is based on the five pillars of NJHS:

The Five Pillars

Scholarship: This quality is defined as someone who is conscientious about his/her schoolwork and rises to meet academic challenges, always giving his/her best. Because this is a national organization, there is a minimum threshold for scholarship although local chapters may raise the threshold. A student must meet the scholarship threshold to receive an invitation to apply for NJHS membership. At Calvary Episcopal that threshold is a grade point of 3.5.

Service: This quality is defined as the voluntary contributions made by a student to the school or community, without direct financial or material compensation to the individual performing the service.

Leadership: Student leaders are often viewed as those who are resourceful, good problem-solvers, involved in and promoters of school activities, idea contributors, dependable and persons who are both organized and good organizers. Experiences to be considered under the Leadership criterion may include activities that originate in the school or community or both. Please make note that Leadership does not require a title (e.g., President, representative, etc.).

Citizenship: The student who demonstrates citizenship understands the importance of school and civic involvement; has high regard for freedom, justice and democracy; and demonstrates mature participation and responsibility through involvement in activities such as scouting, community organizations or school clubs/organizations.

Character: The student of good character is said to be one who upholds principles of morality and ethics; is cooperative and responsible; demonstrates high standards of honesty and reliability; shows courtesy, concern and respect for others; and generally, maintains a positive outlook on life. The CEP NJHS chapter considers how the candidate upholds the values and traditions of our school when evaluating the quality of character.

The National Honor Society (NHS), established in 1921, is an organization that recognizes student achievement and community engagement. As a high school chapter, the goal of Calvary Episcopal Preparatory's NHS is to instill a deep understanding of the four pillars of the National Honor Society: scholarship, service, leadership, and character. Each chapter is required to publish its qualifications for membership, which are based on the four pillars of NHS:

Scholarship

Per national guidelines, at a minimum, students must have a cumulative GPA of 85, B, 3.0 on a 4.0 scale, or equivalent standard of excellence. Each school chapter is allowed to require a higher cumulative GPA. Calvary Episcopal Preparatory has a 4.0 minimum GPA on a 5.0 scale.

Service

This involves voluntary contributions made by a student to the school or community, done without compensation. Students at Calvary Episcopal Preparatory are required to have at least 50 hours of community service as recorded in FACTS.

Leadership

Student leaders are those who are resourceful, good problem solvers, and idea contributors. Leadership experiences can be drawn from school or community activities while working with or for others.

Character

The student of good character is cooperative; demonstrates high standards of honesty and reliability; shows courtesy, concern, and respect for others; and has no significant disciplinary infractions.

Members of CEP's National Honor Society chapter will be selected based on guidelines set forth in the National Honor Society Constitution. Tenth and eleventh grade students will be selected for membership during the spring semester of a given school year.

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.

Selection of Members

A five-member faculty council appointed by the Head of School reviews all NJHS and NHS 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.

Membership

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.

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 Intermediate 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 grades earned in PreK 4 through the first semester of the fifth-grade year are used for computing the grade point average; for eighth grade students, the grades earned in 6th through the end of the first semester of the eighth-grade year are used for computing the grade point average. For 12th graders, grades earned in grades 9 through the end of the fall semester are used
- The student must score at the 90th percentile or higher in math or reading and 90% on at least one other standardized achievement test 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.

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.

Texas Association of Private and Parochial Schools (TAPPS)

TAPPS was chartered in 1978. The **Texas Association of Private and Parochial Schools (TAPPS)** serves to organize, stimulate, encourage and promote academic, athletic, and fine arts programs in an effort to foster a spirit of fair play, good fellowship, true sportsmanship and wholesome competition for boys and girls.

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.

Class of	2022-2023 Grade	S*	H**
2023	12 th	110	130
2024	11 th	115	145
2025	10 th	120	160
2026	9 th	120	160

*Minimum hours to meet standard level.

**Minimum hours to meet honor level.

Student/Student, Student/Faculty Relationship 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 Head of School’s office, in the office of Assistant Head of School, in the library, or online: 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

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.

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."

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:

- Submission to such conduct is made either explicitly or inexplicably a term or condition of an individual's education or employment
- 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
- 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.

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:

- Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- 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.
- 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.
- 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.
- Unwelcome and inappropriate touching, patting, pinching, or obscene gestures.
- Anything that would be considered unprofessional relationships between a faculty member and a student.

Responsibility

Individuals, who are aware of or who have experienced an incident of sexual harassment, should promptly report the matter to the Head of School or President of the School Board, who are the designated officials to receive informal or formal complaints.

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.

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.

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.

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 Head of School, 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.

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 Head of School 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 Head of School. The Head of School 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.

Technology Devices or School Issued Devices

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

Calvary retains all ownership rights of the iPad/Macbook Air; Calvary may inspect the device 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.

Devices will be issued to students in the same manner as textbooks. At the end of the school year, students will return the device and accessories provided to the school, and all personal data will be deleted. The device and accessories must be returned upon a student withdrawing or graduating from the school. Devices 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 a school device is not allowed; if a student's device is found to be hacked/jailbroken or if it is deemed that the device 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 school issued device must be consistent with school policy and the mission and spirit of the school.

Damaged or Destroyed

Students must report a damaged or destroyed device within 24 hours to the Technology Department, which will determine necessary action. The student will be billed at least \$50 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. Damaged accessories will be billed to students at full replacement cost.

Lost Devices

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

accessories will be billed to the student at full replacement cost. The first case of a MacBook Air's loss will result in the student being billed \$600 which is half the price of the MacBook Air. In the case of the loss of a second or additional MacBook Air, anytime during his/her years at CEP, the student will be billed \$1200, the full price of the MacBook Air. Lost accessories will be billed to the student at full replacement cost.

Standards for School Device Care and Use

- Keep the device secure in the provided protective cover to ensure screen protection and that the corners are covered properly.
- Bring a fully charged device to school every day.
- Keep the device 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 device. 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 a device belonging to another student.
- Students must take personal responsibility for the care of their device 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. School issued devices 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.

Test Guide and Schedule

Lower School (Grades 1-5)

- No more than three assessments on any one day. This does not include pop quizzes or routine weekly tests (spelling, etc.).
- 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, online. As always, the teachers are the first contact for addressing any homework issues or concerns. The Head of School and the Assistant Head of School are available to discuss with parents any homework issues or concerns that are not resolved.

National Testing

- CTP, Comprehensive Testing Program, is a nationally normed test given to Calvary students in grades 1-10. Reports are sent home and a copy is placed in the student's permanent folder at the end of the year. The data is used to drive instruction.

- College Board Testing
- *PSAT is given to students in grades 8-11 at the October administration which coincides with the National Merit Qualification date. It is administered during the school day. The date is set by the College Board.
- *SAT is given in September to students in grades 11th and 12th during the school day.
- *AP Testing is traditionally given during the 2nd and 3rd week of May to those students who are enrolled in AP courses. Students will only receive the AP weighting if the AP exam is taken.

Transportation/Drop Off-Pick-up Procedures

School Day Expectations

The school day is 8:00a.m. to 3:30 p.m. Students are expected to remain at school for the entire school day. 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 by 8:00 a.m. Doors will open at 7:30 a.m.
- All students arriving after 7:50 a.m. must enter through the front office and are considered tardy at 8:00. 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 of PreK 4 students may walk their student to the gym. Parents choosing to walk their child up to the gym, must park in the parking lot and then walk their child to the gym. As the school year progresses, it is suggested that the students walk themselves from the drop off location to the gym to gain a sense of independence.
 - Parents of Kindergarten students may walk their children up to the gym the first week of school only but must also park in the Austin Street parking lot.
- 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 message via ParentSquare, call, or arrange a scheduled conference time. Morning arrival, class time, and afternoon dismissal are not appropriate times to approach teachers.

Arrival Procedures (7:30 – 7:50)

- PK3

Students enter the school property through the covered Parish Hall entrance on Austin Street. They go immediately to their classroom.

- PK4 – 12th
 - Students enter the school property through the fence opening/gate closest to the gym building on Austin Street. Students proceed directly to the gym unless they have permission to be somewhere else in the building (i.e., tutorials, practice, conferences, etc.). They are seated by grade level rows.
 - The first morning bell rings at 7:50. PK4 – 2nd grade students are escorted from the gym by their homeroom teachers. Duty personnel dismiss 3rd through 12th grade students by grade levels to their homerooms. Students who are not in their homeroom class at 8:00 will be counted tardy.
 - Students who arrive on campus after 7:50 will enter the school through the main office and sign in before making their way to their homeroom. They are counted tardy if they arrive after 8:00.

Afternoon Dismissal Process

- Each family is assigned a hang tag at the beginning of the school year.
- PK3 students will be dismissed from the Circle Drive beginning at 3:15.
- PK4 – 2nd grade pickup students will be dismissed from their classrooms at the 3:30 bell.
 - Students in this group **with** brothers or sisters in grades 6th – 12th will make their way to the Parish Hall and sit with their siblings while waiting for dismissal. Duty personnel will direct them outside when their ride (parents/Uber) is in position for pickup.

OR

Students in this group **without** older siblings will be seated in the lower school hallway as directed by their homeroom teachers. Duty staff will announce the names of students whose vehicles are in position for pick up in the circle drive on Travis St. Students will make their way to the appropriate spot on the circle drive for pickup as directed by duty staff.

- Parents who have purchased a Fast Pass may enter the circle drive prior to the dismissal bell but should be mindful that PK3 parents may still be in the process of picking up their children.
- All other vehicles should line up on Winston Street and will enter the circle drive as duty personnel indicates space is available. **All vehicles exiting the circle drive must turn right and continue down Travis St.; no left turns or U-turns are allowed.**
- 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 pull up past the dismissal area and buckle your child in.
- **Please do not exit your car during dismissal as this interrupts the flow of traffic for everyone behind you. Staff members are there to assist your child into the vehicle**

- If a parent wishes to walk up to pick up their child, they must park in the parking lot across from the school on Austin Street and walk over to get their child. **No child will be allowed to cross the street without an adult.**
- **Permission to pick up another child other than your own, must be given to the school before dismissal. The child's parent may call the school before 2:30 pm and give permission over the phone or send a note with the child.**
- When approaching the dismissal 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.
- 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
- Students who drive to school or use "Uber" will leave through the front office where they will sign out.

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 2:30 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 dismissal 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.

Late Arrivals and 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. Calvary uses the Raptor Visitor Management System to screen campus visitors.

Withdrawal or Expulsion from Calvary

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.

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 confidential. As employees are required to adhere to a Code of Ethics, the following detail ethical and statutory expectations for volunteers/parents who serve our students.

- The volunteer/parent shall not intentionally misrepresent official policies of the school and shall clearly distinguish those views from personal attitudes and opinions.
- 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.
- The volunteer/parent shall not use institutional privileges extended to volunteers for personal or partisan advantage.

- The volunteer/parent shall accept no gratuities, gifts, or favors that may impair judgment.
- The volunteer/parent shall not offer any favor, service, or thing of value to obtain special advantage.
- 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.
- The volunteer/parent shall comply with written School Board and Diocesan policies, regulations, and applicable state and federal laws.
- The volunteer/parent shall not reveal confidential information concerning school employees or students unless disclosure is required by law.
- The volunteer/parent shall not willfully make false statements about any member of the school.
- 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.
- The volunteer/parent shall not intentionally expose the student to disparagement.
- The volunteer/parent shall make reasonable effort to protect the student from conditions detrimental to learning, physical health, mental health, or safety.
- 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.

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 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.