



Calvary Episcopal School and College Preparatory

Student and Parent Handbook

2009-2010

**CALVARY
EPISCOPAL
SCHOOL**



1956



2009-2010 School Year

Dear Calvary Parent:

Welcome to a new school year. If you are a returning member of our school, we look forward to our continued relationship as an experienced Crusader family. We want to also welcome fifty-four new Crusaders. The faculty, staff and school board hope that your contacts and experiences with the school have been positive.

As the cover of our handbook indicates, this year's theme is, "One Mission, One Vision, One Heart." As our school has evolved from a pre-school (1956) to one for elementary-aged students (1960's-1970's) to an environment including middle school students (late 1980's and early 1990's) to one that includes a college prep program (2006), we have found it necessary to continue to remember we are **one school** with a common **mission** and **vision**. Certainly, as educators, our most critical concern is the child's well being. This is how we will strive to open our **heart** to the varied needs of our students; emotionally, spiritually and physically.

Our theme this year will be a reminder that we are all a part of the Calvary family. There are many opportunities to participate in this "family." As educators we play a vital role in this process, but the role of the parent is critical. We hope you will become active in your child's experiences by attending chapels, parent-teacher conferences, athletic competitions, grade level activities and other school activities. We also hope that you will consider volunteering. There will be many opportunities to become involved in something at school that interests you.

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

Best wishes for a successful school year as we strive to fulfill our **vision** and **mission** with the **ONE** most important person in your life...your child.

For all God's Children,



Malcolm Smith, Jr.
Headmaster

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Calvary Episcopal School Mission Statement and Goals

Mission Statement:

Calvary Episcopal School is dedicated to developing the whole child by building a foundation for excellence within a Christian environment.

Vision Statement:

Calvary Episcopal School is the 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-Calvary Episcopal School Board of Trustees)

**Calvary Episcopal School
2009-2010
School Board of Trustees Members
Calvary Parent Teacher Organization (CPTO) Members**

School Board

Officers

Ms. Debi Heck , President

Fr. Frankie Rodriguez, Chairperson

Ms. Jennifer Craft, Vice President

Mr. Tim Hillis , Secretary

Mr. Jeff McClellan, Treasurer

Members

Ms. Claire Clark, CPTO President

Mr. Jalon Debbs

Ms. Dianne Duncan

Mr. Jaime Garcia

Mr. Christopher Gaas

Mr. Jason Kniss

Ms. Mary Servantes

Calvary Parent-Teacher Organization (CPTO)

Ms. Claire Clark, President

Ms. Patty Diemert, Vice President

Norma Petrosewicz, Secretary

Mr. William Standifird, Treasurer

Vice President Fundraising, Catherine Engelbrecht

Vice President Volunteers, Nina Jarrett

Vice President Activities, Liz Mizerik

Calvary Episcopal School Authority and Structure

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

Calvary Episcopal School is a 501c-3 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 also has a permanent seat on the board. There are nine sponsor trustees of the board and four special trustees. The Headmaster reports to the Board of Trustees and is a non-voting advisory member. The board nominates and the vestry elects the members. The Bishop of the Diocese of Texas must approve any changes to the Articles of Incorporation and Bylaws. The Diocese of Texas holds all real property of the church and school in trust.

The purpose of Calvary Episcopal School 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.

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

Accelerated Reader (AR) Program

The Accelerated Reader (AR) Program is a computerized reading incentive program with the sole purpose of encouraging independent reading for students in grades K through 8. Its benefits are far reaching. Participation encourages good reading habits, vocabulary building, improved comprehension skills, and a love for various literary genres and writing styles.

AR Curriculum Procedures and Requirements

At the beginning of each school year, parents and students will receive a letter explaining the AR program. A list of the AR book selections is maintained on the school website.

Book selections may come from the student's home library or may be checked out from the school or county library. Students' reading teachers will determine what is expected of the students. Each student will receive a detailed description of the AR requirements for his/her grade level.

Acceptable Use of Internet and Intranet Policy

Internet and Intranet access is available to students and teachers at Calvary Episcopal School, which we believe offers valuable, diverse, and unique resource to both students and teachers. Our goal in providing this service is to promote educational excellence at Calvary by facilitating resource sharing, innovation, and communication. Calvary embraces the use of computers and technology as a valuable tool for providing learning experiences.

Access to the Internet will enable students to explore thousands of libraries, databases, and websites throughout the globe that will provide the student with an expanded accessibility to educational offerings. The system will also assist us in sharing information with parents, the local community, businesses, and governmental agencies. Intranet refers to the internal network of Calvary software and hardware that facilitates student and teacher productivity.

Internet access allows the availability of material that may not be considered of educational value in the context of the school setting. Families should be warned that some material obtained via the Internet may contain items that are illegal, defamatory, inaccurate, inappropriate or potentially offensive. School personnel have taken precautions to restrict accessibility to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial or prohibited information, either by accident or deliberately. We firmly believe, however, that an important part of technology instruction is the appropriate use of the Internet and that the benefit to students from on-line access far outweighs the possibility that users may procure material that is not consistent with our educational goals.

The purpose of this agreement is to ensure that use of Internet access, (which includes school-licensed software, hardware, and peripherals), is consistent with our stated mission, goals, and objectives. The smooth operation of the network relies upon the proper conduct of the students and faculty who must adhere to strict guidelines. These guidelines are provided here so that parents and students are aware of the responsibilities that correspond with the privilege of computer usage. If a user violates any of these provisions, his or her account will be suspended or terminated depending on the severity of the infraction as determined by the school.

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

Intranet/Internet Terms and Conditions

Students are responsible for good behavior on the school computer networks, just as they are in a classroom or a school hallway. General school rules for behavior and communications apply.

The network is provided for students in order that they may conduct research and communicate with others under the supervision of school faculty. Access to network services is given to students who agree

to act in a considerate and responsible manner. Access is a privilege – not a right. This access entails responsibility. Inappropriate use will result in suspension or termination of Internet/technology access and/or privileges. The system administrators and headmaster will deem what is inappropriate use and their decision is final. Also, the administrators may close an account at any time as required. 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 on-line.

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.

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. (Refer to turnitin.com)

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 ~~will~~ result in suspension or termination of user privileges.

Students who bring their own computers to school are required to keep their computer in working order. Coursework is expected to be completed on time, regardless of the status of one's computer. Calvary Episcopal School makes no warranties of any kind, whether expressed or implied, for the service it is providing. We assume no responsibility or liability for any 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. CES/CECP specifically denies any responsibility for the accuracy or quality of information obtained through Internet services.

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.

Any violations will result in suspension or termination of computer access, as well as other applicable disciplinary or legal action. Furthermore, users are considered subject to all applicable local, state, and federal laws.

Social Networking Sites and Blogs

Students who develop and maintain social networking sites and/or blogs, including but not limited to such freely accessible sites as myspace.com, Facebook and Twitter, etc., and who identify themselves in any

way as students at CES/CECP must keep in mind they are representing the school in a public forum. Any personal site which contains the name and/or identity of the school must not contain personal information about the student, inappropriate images or vulgar language which would contradict the values of the school as stated in the school's mission statement.

The following recommendations are made to students with personal webpages, social networking sites, and/or blogs:

- Since websites/blogs are available to anyone at anytime, a student should not post personal information and/or photos that he/she does not want everyone to see and be aware of, including parents, college recruiters, and strangers.
- Any electronic communication by a student or parent should be considered permanent and can be retrieved.
- Although not a guarantee of safety, students are encouraged to use a privacy feature that ensures that only those people whom the student approves may have access to the website.
- Students are advised to be very careful about taking surveys which ask them to reveal personal details that should not be available to the entire public at large.

The school requires that students follow guidelines regarding the use of social networking sites and electronic devices:

- Electronic bullying in any form will result in disciplinary action.
- Students may not access personal emails, sites and/or blogs.
- Students may not take images of students, employee and/or classrooms and post these images on any social networking sites without the express written permission of the teacher and/or school.

CES/CECP encourages all students to use the Internet for its educational potential, but to be very careful of its many traps and opportunities for unhealthy and dangerous activity. We are concerned about the safety and reputation of all of our students. When inappropriate websites and/or blogs created and maintained by CES/CECP 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 she modify her webpage/blog and/or take the school's name and/or logo off of the website;
- Communicate with a student's parents/guardians about any inappropriate material on a student's webpage/blog;
- If the student will not cooperate with the school administration as to making his/her webpage/blog free of anything that would cause harm to him/her and his/her reputation and/or the reputation of the school, disciplinary action will be taken including the possibility of expulsion.

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, Incorporated does not discriminate on the basis of race or religion in the administration of its educational policies, admission policies, scholarship and loan programs, athletic or other school-administrated programs.

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 2-12 including the most recent)
- Standardized test scores
- Admission testing (kindergarten through twelfth grade).
- Completed teacher and administrator recommendation forms

PRE-K

- Small group/play setting observation and interview
- Parent check list of grade level expectations for entrance into Pre-K

KINDERGARTEN

- Parent check list of grade level expectations for entrance into K
- Small group setting observation and interview
- Metropolitan Readiness Entrance Exam
- Minimum Stanine requirement: 5

1ST GRADE

- Stanford administered: Spring of Kinder year
- Timed math facts assessment
- Writing sample
- Teacher and administrator recommendation
- Grades and past records
- Teacher interview
- Minimum Stanine requirement: 5

2ND GRADE

- Stanford administered: Spring of 1ST grade
- Timed math facts assessment
- Writing sample
- Teacher and administrator recommendation
- Grades and past records
- Teacher interview
- Minimum Stanine requirement: 5

3rd GRADE

- Stanford administered: Spring of 2nd grade
- Timed math facts assessment
- Writing sample
- Teacher and administrator recommendation
- Grades and past records
- Teacher interview
- Minimum Stanine requirement: 6

4TH GRADE

- Stanford administered: Spring of 3rd grade
- Timed math facts assessment
- Writing sample
- Teacher and administrator recommendation
- Grades and past records
- Teacher interview
- Minimum Stanine requirement: 6

5TH GRADE

- Stanford administered: Spring of 4th grade
- Timed math facts assessment
- Writing sample
- Teacher and administrator recommendation
- Grades and past records
- Teacher interview
- Minimum Stanine requirement: 6

6TH GRADE

- Stanford administered: Spring of 5th grade
- Teacher recommendations from Math & English
- Administrator recommendation
- Grades and past records
- Teacher interview
- Minimum Stanine requirement: 7
- Admissions Essay

7TH GRADE

- Stanford administered: Spring of 6th grade
- Teacher recommendations from Math & English
- Administrator recommendation
- Grades and past records
- Teacher interview
- Minimum Stanine requirement: 7
- Admissions Essay

8TH GRADE

- Stanford administered: Spring of 7th grade
- Teacher recommendations from Math & English
- Administrator recommendation
- Grades and past records
- Teacher interview
- Minimum Stanine requirement: 7
- Admissions Essay

CECP

- Stanford administered
- SAT scores
- Teacher recommendations from Math & English
- Administrator recommendation
- Interview
- Grades and past records/transcript
- Admissions Essay
- Shadow with current student
- Minimum Stanine requirement: 7

Test results, transcripts, letters of recommendation, and personal interviews with the parent/guardian conducted by the headmaster or dean of instruction are evaluated by the admissions committee in order to determine whether the prospective student meets entrance requirements.

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

Upon completion of the application process, and evaluation of information received by the admissions committee, the parent/guardian will be notified by the headmaster or dean of instruction as to the prospective student's acceptance status. After the student has met eligibility requirements, a meeting should be set with the director of business and finance to complete the enrollment process.

Students currently enrolled at Calvary are evaluated throughout the school year concerning their academic progress and social/emotional behavior. The decision for re-admission for each new school year is based upon these evaluations made in cooperation with the headmaster, the classroom teacher and/or teachers, and the parent/guardian. The application form and fee must be resubmitted each year.

Families with two or more children attending Calvary are eligible for a 5% reduction of tuition for each subsequent child. This reduction applies to the lowest grade tuition if there is a difference.

Age Requirements

Pre-kindergarten - 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 accepted on a conditional basis are subject to transfer to another grade or dismissal during the first nine weeks based on the recommendation of the teacher and the headmaster and/or dean of instruction.

Waiting List

Should all the positions in a grade be filled, the School will begin a waiting list. When several candidates are applying for the same vacancy, the Admissions Committee will consider the following criteria in determining admission:

- relatively higher academic aptitude and achievement rating
- siblings currently enrolled
- family of the clergy, staff or congregation of Calvary Episcopal Church or an area Episcopal Church
- student on waiting list from preceding year
- student previously enrolled at Calvary
- sibling, child or grandchild of alumnus/a
- earliest dated complete Admissions File

Athletic Program

The Calvary Episcopal School Athletic Program is an important aspect of the education of our secondary students. Participating in athletic programs sponsored by the school provides each student with many unique experiences. In addition to learning skills, teamwork, cooperation, winning and losing in a sportsmanship fashion, each boy and girl has an opportunity to visit other schools, meet new friends, and to be a contributing member of a special group.

CES students may participate in the following athletic activities:

- | | |
|---|---|
| Girls' Volleyball (6th-8th) (Team Sport) | Boys'/Girls' Basketball (6th-12th) (Team Sport) |
| Tennis (Coed)* (6th-8th) (Individual Sport) | Golf (Coed)* (6th-8th) (Individual Sport) |
| Boys' Flag Football (6th-8th) (Team Sport) | Track & Field (Coed) (6th-8th) (Team Sport) |
| Cheerleading (Coed) (7th-12th) (Team Sport) | |

*Limited space available, upper classmen have priority

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

Middle school students compete in the West Houston Christian Athletic Conference (WHCAC) which field 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 CECP 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.

Attendance Regulations

Attendance

Regular, punctual attendance at school is expected and required since it is essential to good school performance. Irregular attendance is a major cause of failure in school. Our school calendar provides several long weekends, and holidays. Students who miss school due to family vacations/holidays on days other than these dates will be at a significant academic disadvantage. Although all assignments missed under these circumstances will be due upon the student's return to school, the school will not be responsible for overseeing assignments or re-teaching concepts/lessons that are missed in their absence.

Parents are requested to contact the office as to the nature of the student's absence no later than 10am. If a student is to miss a portion of the school day due to dental/other appointments, parents are requested to notify the office in writing by 8am in order to facilitate the completion of the student's work in a timely fashion.

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

Tardies

The school building will remain locked until 7:15 a.m. each morning. Students arriving between 7:15 a.m. and 7:50 a.m. are to report directly to the parish hall where a staff member is on duty. Students arriving after 8:00 a.m. are tardy and must sign in at the school office. These students will be counted tardy, and will be escorted to the side chapel. If a student arrives after 10:00 a.m. or leaves before 2:00 p.m., it will also constitute one-half day's absence. Three tardies to school are allowed per semester. Any tardies in excess of this number, regardless of the reason, will be reported and result in administrative action according to the discipline plan of that grade level.

Request for Homework

Parents may request homework assignments for students who are absent from school for two days or more. These requests must be made by 10:00 a.m. to allow adequate time for assignment preparation by teachers. Students must make up all work missed within a reasonable length of time as determined by the child's teacher. As a general rule, one day is allowed for make up work for each day of absence. (Example: A child who is absent from school three days would have an additional three days, excluding weekends, to complete and submit the work. This example is not applicable to long term assignments, which in general should be turned in the day the student returns from his/her illness.) A student missing three consecutive days must present a doctor's note upon 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.

School Hours

Pre-kindergarten academic day:

Morning session	8:00 a.m. to 12:00 p.m. M, T, Th, F
Afternoon session	12:00 noon to 3:30 p.m. M, T, Th, F
Wednesday	8:00 a.m. to 3:30 p.m. for all PK students

Extended Day for Morning PK Session is 12:00-3:30; for Afternoon PK Session is 8:30-12:00 p.m.
There is an additional extended day after school dismisses at 3:30pm until 6:00 p.m.

Kindergarten through 12th academic day:

K – 12	8:00 a.m. to 3:30 p.m.
Extended Day (K-12 th)	3:30 p.m. to 6:00 p.m.

Parents will be notified of any unforeseen changes in schedules.

Business Office-Tuition and Collection Policy

1. Tuition will be paid in one of several options available for parents. They are as follows:
 - a. Annually - paid in full (A 5% discount is offered when paid in full by the deadline date as established by the business office. Families with two or more children attending Calvary are eligible for a 5% reduction of tuition for each subsequent child. This reduction applies to the lowest grade tuition if there is a difference.)
 - b. Semi-Annually - initial payment made in July with second payment due in December.
 - c. 10 Monthly Payments – by automatic bank debit with choice of one of two dates with the first payment in the month of July and the last payment in April.
 - d. 12 Monthly Payments – by automatic bank debit with choice of one of two dates with the first payment in July through June.
 - e. Monthly payments are collected and managed by FACTS, a professional tuition management company. There is a nominal fee charged by FACTS for registering, and a monthly fee is charged for those who are on any payment plans.
2. Registration fees and other fees will be due and payable on the dates noted on the forms and at the time of registration of the activities.
3. Tuition fees are an obligation for one full academic school year as outlined in the enrollment agreement. A Tuition Refund Plan is available for parents for a small additional fee that will relieve portions of the agreement obligation for the number of days unattended. The plan does have restrictions and provisions which are available for review. As approved by the Board of Trustees, it is mandatory that students enrolling purchase the Tuition Refund Plan, unless paying tuition in full.
4. A service charge of \$30 (payable in cash) will be assessed for all returned checks and/or denied payment through automatic debit. This charge is in addition to any charges incurred from bank penalties.
5. Any subsequent tuition or other fees not paid within two months after notification of a delinquency will place the student in jeopardy of suspension from school or denial of registration.
6. If deemed necessary, the Board of Trustees may, at any time during the school year, require tuition payments to be made in cash, cashier's check, or money order.
7. At the end of any grading period, any student account (to include food fees, athletic fees, library fines, etc.) that is in delinquent status will not receive report cards, transcripts of records and/or diplomas until that account is paid in full to the business office.

Calvary Episcopal School 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 School Board will be enforced when necessary.

A limited number of financial aid scholarships are available to students on a prearranged basis prior to the commencement of the school year. Parents requesting assistance with tuition must submit financial aid scholarship applications to the headmaster by the last Monday in April for the approaching school year. The Financial Aid Committee reviews financial aid applications. All information supplied to the committee, as well as its discussions and deliberations are confidential. The financial total for aid is submitted to the

School Board of Trustees for final approval.

Calendar of Events and Activities

The official school calendar is posted on the school website at www.ces-richmond.org. The school website will also be updated regularly to keep parents and students informed of issues of importance. Parents and students should refer to the school calendar for holidays, reporting periods, and other special events. A school newsletter is published and e-mailed each month highlighting important school happenings and activities. Parents must provide the school with their email address so that they may receive e-mail notices of events/information from the school office.

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, place of employment, or any other demographic or emergency information. CES 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 School. 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. Parents are always welcome to attend chapel. Parents should drop off their child(ren) in the parish hall, and proceed to the chapel to wait for them. Parents should not wait in the classroom or hallway during chapel. If a student arrives while chapel is in session, he/she will be signed in as tardy and taken to the side chapel for the remainder of the service.

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

Clinic, Immunizations and Health Services

Immunizations

All medical information forms are due during the month of August or as stipulated by the school nurse or Headmaster. Immunization records must be current as required by the state. Texas law requires the following immunizations:

Age/Immunization Requirements

MINIMUM IMMUNIZATION REQUIREMENTS SCHOOL YEAR 2009-2010

VACCINE	PRE-K REQUIREMENT	KINDERGARTEN – 12 TH REQUIREMENT
DTP/DTAP/DT/DT/Td/Tdap Diphtheria Tetanus Pertussis	4 doses	5 doses (The 5 th dose is <i>not</i> required if the 4 th dose was received on or after the 4 th birthday) **Students 7 years or older, only 3 doses required with 1 dose after the 4 th birthday. *Pertussis is not required after age 7. One booster dose of Td/Tdap required ten years after last dose of DPT/DTaP/DT/Td/Tdap. For students entering

		7 th grade, one booster dose of Tdap if at least 45 years have passed since the last dose of a tetnus containing vaccine.
IPV/OPV Polio	3 doses	4 doses (The 4 th dose is <i>not</i> required if the 3 rd dose was received on or after the 4 th birthday)
<u>M</u> easles	1 dose on or after 1 st birthday	2 doses on or after 1 birthday
<u>M</u> umps	1 dose on or after 1 st birthday	1 dose on or after 1 st birthday 2 doses required for students entering kinder
<u>R</u> ubella	1 dose on or after 1 st birthday	1 dose on or after 1 st birthday 2 doses required for students entering kinder
Hepatitis B	3 doses	3 doses
Varicella	1 dose after 1 st birthday	2 doses on or after 1 st birthday (separated by a month) or provide a statement that your child has had the chickenpox disease
HIB	1 dose after 15 months, unless a primary series and booster (at 12 months) was completed prior to 15 months	
Pneumococcal (PCV 7)	1 dose after 24 months (UNLESS, a primary series has been completed with a booster dose after 12 months of age)	
Hepatitis A	2 doses (separated by 6-18 months)	2 doses required for students entering kinder
Meningococcal		1 dose required for students entering 7 th grade

A parent or physician validated history of varicella illness or serologic confirmation of varicella immunity is acceptable in lieu of vaccine. All histories of varicella illness must be supported by a written statement from a physician or the child's parent/guardian containing wording such as: *"This is to verify that ____ (child) had varicella disease (chickenpox) on or about __ (date) and does not need varicella vaccine."* School nurses may also write this statement to document cases of chickenpox that they observe.

Proof of Immunizations: Students entering school for the first time must provide proof of immunization that is validated by a physician or health clinic. Health records transferred from another public school are valid proof of immunization.

A photocopy of the certified copy of the birth certificate is required for all pre-kindergarten, kindergarten, and first grade students who are newly enrolled at Calvary Episcopal School.

Vision, Hearing, Acanthosis Nigricans, and Scoliosis Screening

All students in pre-kindergarten, kindergarten, first grade, third grade, fifth grade, seventh grade, and first-time entrants to the school will receive vision and hearing screening within 120 days of enrollment or before the end of the first semester, whichever is longest, in compliance with state law. The school nurse will perform this screening at the school. Third and fifth grade students are screened for vision and Acanthosis Nigricans, or ANTES. All sixth grade students will be screened for scoliosis during the school year in order to comply with state law.

Communicable Diseases

Calvary Episcopal School follows all guidelines as established by Fort Bend County, the State of Texas Health Department and Center for Disease Control.

The school policy regarding communicable diseases and school attendance is as follows:

Chicken Pox - May not return to school until the crust is clear or a physician states the child is no longer contagious, and no longer has a temperature.

Impetigo - May not return to school until healed, or no longer contagious, as evidenced by a written statement from a physician.

Measles - May not return to school until rash has disappeared, is fever free and person is no longer contagious.

German Measles - May not return to school until symptoms of fever, sore throat, and rash are gone.

Mumps - May not return to school until all swelling is gone, and no longer has a temperature.

Pink Eye - May not return to school until recovered or a physician states the child is not contagious.

Ringworm of the skin - May attend school provided the child is being treated by a physician and all infected areas are covered.

Scabies - Your child has a doctor's written permission to re-enter school, and treatment has begun.

Hepatitis - Your child has a doctor's written permission to re-enter school.

Pediculosis (Head Lice) - Your child has been treated with medicated shampoo or lotion specially formulated for head lice.

Streptococcal Infections (Strep Throat & Scarlet Fever) - Twenty-four (24) hours have elapsed since an antibiotic treatment was started, and the fever has passed. (Children with scarlet fever must have a doctor's written permission to re-enter school.)

Tuberculosis - Your child has a doctor's written permission to re-enter school.

Fifth's Disease - The fever has subsided and your child has a doctor's written permission to re-enter school. (Children should be seen by a doctor to rule out a diagnosis of measles.)

Diphtheria – May return to school only after negative culture, and a written release from a health officer.

Administering of Medication

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

- All medications must be furnished by the parent/guardian and given to the School Nurse immediately upon arrival at school, and kept in the clinic at all times.
- All medication must be sent in the original container, and must be properly labeled with the student's name in addition to all information on the medication's manufacturer's label. Prescription medication must be in the original container with the original pharmacy label in tact.
- All medication must be accompanied by a written request signed by the parent/guardian identifying the student, the medicine, the amount, and time your child will be taking the medication.
- A written order signed by a doctor specifying the student's name, the name of the medication, the dosage, and the time it is to be given must accompany any medication that:
 1. is to be kept or given at school for more than six weeks.
 2. is a controlled substance.
 3. is to be kept on the student's person (i.e. asthma inhalers, Epipens, 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 remains the same as the previous year. Forms are available in the nurse's office or from the front office.
- 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 a controlled substance will be photographed. This photograph will be used only for identification in the clinic.
- Please call the school nurse regarding any questions or concerns pertaining to this policy.

Parents should notify the school if the child is ill, especially if the child has a communicable condition (chicken pox, mumps, measles, hepatitis, lice, etc.). Parents should keep the child at home if he has a fever, diarrhea, red, draining eyes, or an undiagnosed rash. Parents should keep a child home until free of fever for 24 hours.

If an illness or accident occurs to the student during school hours, the student will be sent to the school nurse, and the parents are notified. The parent will make arrangements for the student to be taken home or to a physician. Parents should keep the school notified of changes in home, work, or cell/pager telephone numbers and persons to contact in case the parent cannot be reached. This is important for the protection of your child in the event of an emergency. If parents leave town, designation and authorization of another adult to act in their behalf should be made in writing and brought to the school office.

Liability

Calvary Episcopal School Board and its employees (headmaster, classroom teachers, office staff, school nurse or any other classified person employed by Calvary Episcopal School) shall have immunity from civil liability for damages or injuries resulting from the administering of medications to a student if done with parental permission.

Development and Fund Raising

There will be no more than two school-wide major tax-free 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 director and Development Committee. This includes all events, even those held in previous years. Event proposals should be submitted by the end of August for each school year.

In addition all receipts generated from gifts or donations and any use of the school logo for any purpose must be approved by the Development Director.

All money collected for any purpose by teacher, staff, 8th grade fundraising, athletic concessions, choir, etc. will be accounted for by the business office.

Discipline and Code of Conduct

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

Various types of discipline will be administered depending on the severity of misconduct or frequency of disruption to the learning environment. A written 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 School and College Prep reserve 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 rules 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.

General Conduct

Responsibilities of the Students:

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

- At all times, students must conduct themselves in a manner that is in accordance with Christian values and teachings. Honesty is required at all times. Examples of dishonesty include cheating, plagiarism, intent to deny the truth, or lying to others.
- 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.
- Hall passes issued by teachers must be carried by students when the students are in the halls before school, during class periods, or during lunch periods.
- 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.
- Books issued to students by the school are to be covered at all times.
- Lower school and middle school students are not to bring toys, balls, or electronic games of any kind (handheld, iPods, games on PDAs, MP3 Players, CD players, etc.) from home. PDAs may be brought to school by middle school or CECP students for the purpose of recording homework assignments, but will not be used for playing games. Students using PDAs will be expected to have current homework listed in the PDA if a teacher asks to see the PDA and review the assignments.
- 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. Candy may be permitted for special occasions with teacher permission.
- No drinks other than bottled water are allowed in the classrooms except as specified for special events such as parties or with permission and supervision of the teacher.
- Tardies to class are disruptive to teachers and students. Three tardies to school are allowed per semester. Any tardies in excess of this number, regardless of the reason, will be reported and result in administrative action.
- Students are expected to care for school and church property, show concern for the appearance of the school buildings and grounds, take care of school materials, and show regard for the personal possessions of others. Students damaging school or church or personal property may be required to pay for the damaged items.

Calvary Episcopal School maintains a “zero tolerance” policy related to the following prohibitions, and violation of this section of the policy will result in suspension or 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 machinegun; 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:

- 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.
- 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.

Audio Devices/Misuse of Technology Policy

The following are not allowed:

- Students are not allowed to carry pagers on campus.
- Cell phones may be brought by students on campus but must remain turned off and in students' backpacks or lockers during all school hours. They may not be used from 8:00 a.m. – 3:30 p.m. or during tutorial sessions unless given permission by authorized school personnel.

Any student who violates the above rules will have their phone or pager confiscated and will receive a disciplinary action. Parents must pick up the phone or pager in the front office. Repeated offenses may result in phone privileges being revoked permanently.

As outlined in the section on "Acceptable Use of Internet and Intranet Policy," CES/CECP encourages all students to use the Internet for its educational potential, but to be very careful of its many traps and opportunities for unhealthy and dangerous activity. We are concerned about the safety and reputation of all of our students. When inappropriate websites and/or blogs created and maintained by CES/CECP 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 she modify her webpage/blog and/or take the school's name and/or logo off of the website;
- Communicate with a student's parents/guardians about any inappropriate material on a student's webpage/blog;
- If the student will not cooperate with the school administration as to making his/her webpage/blog free of anything that would cause harm to him/her and his/her reputation and/or the reputation of the school, disciplinary action will be taken until compliance is heeded. The school prefers to avoid such a situation, however, through Internet education and dialogue with students and parents about the dangers of the Internet.

Disciplinary Alternatives

Disciplinary alternatives for students who act irresponsibly include:

- Counseling by a teacher or administrator may be attempted in order to aid the student in gaining insight into the reasons for his or her behavior and into ways to prevent further occurrences.
- Detention hall, assigned either before-school, at the lunch hour, during the school day, after school or on Saturday, gives the student a time-out period in which to reflect on the consequences of breaking rules. Parents will be notified of any type of detention.
- Parent conferences are often requested when other disciplinary efforts have failed. These conferences are for the purpose of establishing a link between home and school.
- Suspension is an option when all other measures have failed in the discipline of a student, or when the student has violated one of the more serious school rules such as bearing weapons, being involved with tobacco or drugs, fighting, or stealing.
- 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 activities) during that time. School work and missed instruction cannot be made up and will result in the grade of zeroes. Re-admission to the school after suspension is dependent upon a parent/student conference with the headmaster.
- Expulsion is used when a student has committed a serious offense such as assaulting another individual; possession, use, and/or sale of drugs or alcohol; persistently exhibiting incorrigible conduct; continuing to disrupt the learning environment; 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.
- Each grade level will have a specific behavior plan that will be given to parents. The plan will detail rewards for appropriate behavior and consequences for inappropriate behavior.
- After a student has visited the office for a behavioral issue, parents will be notified with a copy of the referral, a phone call or an e-mail. Consequences for students sent to the office include the following: verbal correction/formal warning; headmaster or dean/student conference; before school

detention assignment; lunch detention assignment; after school detention assignment, Saturday detention assignment; in-school suspension assignment (1-5 days); out of school suspension (up to 5 days); expulsion from school. Additionally, privileges may be suspended, such as, participation in field trips, dances, extra/co-curricular activities (athletics, NJHS, Student Council, etc.), and grade level trips such as over night/multi-day retreats. Parents are notified at each level of infraction and assignment of consequence.

Severity Clause

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

Dress Code

All Calvary students are required to follow uniform regulations. Students are required to purchase two types of uniforms: Daily Uniforms and Dress Uniforms. Dress Uniforms are worn on special occasions and some field trips.

Pullover sweaters, sweatshirts, jackets, coats, etc. that are not part of the specified uniform are a violation of the dress code. Parents should regularly check the monthly calendar for days when the dress uniform must be worn, as well as days when "free dress" or street clothes are acceptable. **All removable clothing must be clearly marked with the child's name.** Athletic shoes must be worn for PE. Full dress uniform requires dress shoes (no athletic shoes).

Uniform requirements can be found on the Calvary website: www.ces-richmond.org

Dress and Daily Uniforms are purchased at:

Parker School Uniforms, 4630 Hwy. 6 South, Sugar Land, 77478, (281)-494-6789

Portions of Daily Uniforms (slacks, shorts, socks) may also be purchased at Addy's Spinkerdoodles, local retail outlets and Lands' End (School Number 9000-7190-3) as long as they meet the standards (color, material composition, and style) of Parker Uniforms. Additional information may be found on the school website.

"Trinkets" and jewelry viewed as inappropriate are distracting to the educational environment. Extensive make-up (eye shadow, lip gloss, etc.) should not be worn to school. Hats, hood on the hoodies or caps may not be worn indoors but may be worn outdoors for the purpose of sun shading. All shirts must be tucked in so that the student's waistband is clearly visible. All students will be expected to present a well-groomed appearance at all times.

Low necklines and exposed back, shoulders, and midriffs are prohibited. T-shirts and sweatshirts worn as outerwear are prohibited except for those with CES/CECP monograms. Undershirts must be white and short sleeve. Boys are not allowed to wear earrings at school or to any school function. Girls' skirts must be not more than 2 inches above the knee, front and back, when standing. All students' shorts and or skorts/culottes must be at least fingertip length and should present a modest appearance. Girls must wear modesty shorts.

Shoes must be worn at all times, clean, and tied. Students must wear solid white socks (khaki socks may be worn with dress uniforms) with no logos. Socks must be clearly visible above the ankle, for students in PK-5. Socks are optional for middle and high school students, except on Dress Uniform Days, when boys are required to wear socks with their dress uniforms. Sandals, open toed or open heeled shoes or boots are not to be worn.

Boys are to wear brown braided belts with their shorts and pants. (The only exception is with the youth sizes that have elastic-band pants with no belt loops.) Girls need belts, brown braided or Calvary plaid, only with pants or shorts that have belt loops.

All students are to wear their hair in a well-groomed style. Extreme or distracting hairstyles or unnatural

(green, purple, blue, etc.) hair colors are prohibited. The minimum acceptable standard for boys' haircuts is as follows: hair off the collar in the back and off the eyebrows in the front. The bottom of the ear must be plainly showing, and the sideburns must not extend below the bottom of the ear. Facial hair, shaved portions of the scalp or extreme haircuts are not allowed.

Free Dress Guidelines

On days designated as "Free Dress," students should select clothing appropriate to both an academic and a Christian atmosphere. It is necessary that the students' dress reflects an atmosphere consistent with the standards of the school and that it be conservative, neat, clean and modest. All other dress code requirements apply on "Free Dress" days, field trips, middle school dances, and student trips and retreats. Free Dress Days will occur only on the last Friday of the month unless approved by the headmaster or dean. Distribution of free dress passes must be authorized by the headmaster or dean.

The headmaster will be the final authority in matters concerning the appropriateness of a student's dress and any necessary corrective action. Students' compliance with the spirit and purpose of the dress code is both desired by and important to the school. The intent is for the student to be neat and present an appropriate appearance for the school as well as avoid an undue emphasis on outward appearance. Violation of the dress code may result in suspension until corrected.

The Honor Code

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

Student signatures on the "Handbook Acknowledgement and Agreement" page indicate agreement with the following pledge:

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

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

Honor Code Offenses

Stealing

Taking anything from another person in or outside the school or church community is strictly prohibited. Calvary students are expected to leave their schoolmates' belongings alone. One should not borrow or use anything that belongs to another person without permission to do so.

Lying

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

Cheating

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

Conspiracy

There are two forms of conspiracy. First, students may get together as a group to create a false story to cover up actions that may prove incriminating. This is clearly the same as lying and is therefore an honor offense. A second form is a conspiracy of silence. As a community, we are responsible for not only

ourselves, but for the safety and well-being of the community. If we know someone's actions are contrary to the honor system, or hurtful to anyone at CES, it is our responsibility to address these issues with that person and if necessary, address them with an appropriate adult supervisor. It would be dangerous to that individual and the community to allow that behavior to go unnoticed.

Discipline Under the Honor Code

Cheating and Lying:

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

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

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.

2nd Offense: Expulsion

Conspiracy:

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

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

Emergency Closing of School

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

Field Trips

Field trips are planned by the teachers and the administration in order to suit the needs of the class and complement the curriculum. In order for a student to participate, the student must meet eligibility as defined in the grade level behavior plan and the parent or guardian must sign a separate permission slip for each field trip. Field trip permission forms must be approved and initialed by the headmaster prior to being sent home for parent signature.

Field trip coordinators must inform the headmaster, food service, and all out-class teachers of field trip plans, i.e., times of departure and return. Coordinators should confirm arrangements for the trip the day before leaving. Teachers must confirm that each student has the required signed permission slip before leaving the school grounds.

Field trip transportation will be provided by a contract bus service selected by the school. If parent transportation is approved by the headmaster, however, the following guidelines must be followed. These rules protect our students from harm and help protect drivers from legal liability. All drivers must uniformly enforce these guidelines. Drivers who do not follow these guidelines will not be allowed to drive on any future field trips.

- The teacher(s) will have in his/her possession a copy of the field trip/emergency care permission form for each student. Each driver is responsible for the supervision of the students in his/her transport for the duration of the field trip.
- No unauthorized or unscheduled stops for gas, treats, etc., are allowed during any field trip.
- Students who do not wear the uniform specified on the field trip permission form for all off-campus excursions (i.e., spirit shirt, dress uniform, etc.) will not be allowed to attend the field trip.
- Any vehicle carrying students must be in good, safe condition and operational with current registration and inspection.

- Drivers must provide evidence of a valid driver's license and evidence of adequate liability insurance coverage.
- Drivers must have a current acceptable driver's record on file from the Texas Department of Public Safety.
- Children under the age of 13 may not ride in the front seat of vehicles with passenger-side airbags.
- A first aid kit must be carried in a minimum of one car on each field trip. These can be checked out from the school nurse.
- Fire extinguishers must be in all vehicles. These can be checked out from the school office.
- Drivers are not to start their vehicle until all seat belts are fastened, all children are sitting as far back in the seats as possible, and all doors are closed. Each child must wear his/her own individual seatbelt at all times. According to Texas law, children must be in an approved child seat, ages 4-7, unless he/she is at least 4'9" tall. Children 12 and under are safest when properly restrained in the rear seat.
- Drivers must drive defensively and carefully, staying within the legal speed limits at all times.
- Chaperones or other adults may not smoke when transporting or escorting students during school-related functions.
- Field trip drivers must not take medications that might impair driving ability, such as pain medication, muscle relaxants, or other controlled substances.
- Chaperones are prohibited from consuming alcohol at anytime during a field trip.
- Drivers and chaperones cannot bring guests, including siblings, on a field trip, unless the headmaster grants prior permission.
- At the conclusion of the trip, chaperones must fill out a "Field Trip Evaluation/Incident Report" and return it to the trip coordinator.
- Drivers and chaperones must have completed "Safeguarding God's Children" training and submit to a Background Check.
- When transporting children in vehicles, two unrelated adults must be in each vehicle unless the group is organized into a caravan, during which all vehicles are in sight of another vehicle in the caravan. It is suggested that cell phones be available in each car and a list of names and contact numbers be provided to each driver.

The following adult/student ratio will be maintained at all times:

- One adult to five students for four-year olds.
- One adult to six students for five-year olds and older
- Two adults per vehicle that is carrying more than five children.

Grading and Reporting to Parents

Calvary Episcopal School has a nine-week grading system that equally divides the school year into two semesters with two grading periods during each semester. Students in grades 1-5 have a weekly folder that is sent home each Tuesday containing graded class work from the previous week, teacher comments, school announcements, and other communication. The "Tuesday Folders" must be initialed by the parent or guardian and returned the following school day.

Students in grades 6-8 are required to maintain a binder that contains a section for each academic subject. Assignments, nine-week syllabi, and special event notices are also kept in the binder. In some classes, students receive a daily grade that is based on the organization and neatness of the binder. Parent signatures may be periodically required.

Parents will be notified of student progress in the following ways:

Report Cards and Progress Reports

Report cards, progress reports and weekly updates are posted on the Edline website. Parents are issued a login specific to their child/children.

Conference Options

PARENT CONFERENCES can be scheduled by calling 281-342-3161 to request a conference time with a teacher.

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

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

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

Conference Schedule

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

Grading Scale

The grade ranges are as follows:

Grades 1 - 8:	
100 - 90	A
89 - 80	B
79 - 75	C
74 - 70	D
69 - Below	F
Incomplete	I
No Grade	NG

"N/G" or "No Grade" is used when a student has been absent or not in full attendance for 15 or more days during a grading period and/or insufficient work is done to receive a grade.

"I" or "Incomplete" is used when a student has been present for 15 or more days, but did not complete the required work. Students have two weeks to make up incomplete work.

Grades are not given the first grading period in grade 1. Student progress will be discussed during a scheduled conference.

Conduct and outclasses will be marked as follows:

- E Excellent
- S Satisfactory
- N Needs improvement
- U Unsatisfactory

Honor Roll Guidelines

Grade 1 (Beginning 3rd Quarter) – Grade 8

1. All A-All A's in academic subjects

2. A/B-Any combination of A's and B's in academic subjects (Spanish is considered an academic subject. For students in grades 6-8, an A or B will be required and for lower school, students will need to earn an E or S.)
3. No unsatisfactory marks in conduct or out classes

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

Retention Procedures

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

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

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

Graduation from Middle School

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

Accelerated Departure

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

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.

Academic Probation-Lower and Middle School

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. Those failing to improve upon deficient performance in a course or courses may not be offered a contract for the next school year or may be required to do summer academic work. Students placed on Academic Probation will not be issued a re-enrollment contract unless the end-of-year review of grades indicates appropriate improvement. Students who are on Academic Probation for all three consecutive quarters within the same school year or both semesters of a school year will NOT be issued a re-enrollment contract. Those students who are placed on Academic Probation are no longer eligible for financial assistance or scholarships.

Summer School Policy

Calvary Episcopal School 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 would be required either to have tutoring or to take an approved summer course and then pass the Calvary departmental exam to validate the earning of course credit. The school headmaster must approve plans in advance. Fees for the approved

summer course of study will be set by the school headmaster. No Calvary credit is awarded for any other additional courses taken outside Calvary Episcopal School. The courses will be noted on the Academic Transcript with the grade if the official summer school report card is turned in to the Calvary School Headmaster's office.

Grievances

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

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

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

1. Conference with the teacher or staff member with whom the concern arises
2. Conference with the supervising administrator
 - Lower School Dean of Instruction
 - Middle School Headmaster
 - CECP Dean of Instruction
 - Business Office Director of Business and Finance
 - Administrative Staff Headmaster
3. If the supervising administrator is not the headmaster, then conference with the headmaster.

Responsibility for final resolution rests with the headmaster.

Homework Guidelines/Suggestions

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

Homework assignments for lower school children should not take more than approximately 30 minutes to an hour. If it appears on a regular basis that a child has several hours of homework, a conference with the teacher should be scheduled. Students in grades 2-5 are required to read 30 minutes per night in addition to their regular homework assignments.

Middle school homework should take about one hour in sixth grade, 1 to 2 hours in seventh and eighth grades. These estimates are based on students using class time well, and having a distraction-free, supervised area to complete homework. It should be noted that students who delay school projects or multi-day assignments may wind up with too much homework if they wait until the last minute, so this is highly discouraged.

Teachers give the students a monthly or weekly calendar that details class assignments and post homework assignments on their Edline web site.

As always, the teachers and the headmaster are available to discuss these guidelines with parents. Parents can help their child develop some routines that will be of assistance in successfully completing homework assignments. The following suggestions are offered for this purpose.

- Homework will be checked and corrected by the teacher or the student with the teacher's

assistance.

- Provide a quiet place and a regularly scheduled time for homework so that each child can develop desirable independent study habits.
- Just before the child's study time, ask the child: ..."What do you have to do?"....."What things (tools) do you need to complete the assignment(s)?"....."Do you have them?"
- Become interested in your child's homework. Ask him or her to show the homework to you and to explain what the work completed was about. Sharing your child's work with him or her reinforces the importance of homework and helps the child to understand that you are interested in his or her progress. Looking at your child's homework also keeps you informed about the progress of the child and the ease with which your child is able to complete the work assigned.
- Remember homework is your child's work--not the parent's. You should not do the work for the child; rather, you should be concerned with whether or not your child did the work. If your child has trouble with a homework assignment and cannot complete it, write a note to the teacher about the problem. It is the teacher's responsibility to make the homework assignment clearly understood by each student.
- Please let the teacher know if your child continually says, "I have no homework." The teacher will ask your child to keep a homework assignment notebook. Ask to see it.

Library

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

- Pre-k through first grades - one book at a time
- Second through fourth grades - two books at a time
- Fifth through twelfth grades - 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.

No student may check out more than one Accelerated Reader book at a time without special permission from his/her teacher.

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

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

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

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

Lunch and Snacks

Students are allowed thirty minutes for lunch. Students are responsible for bringing their own utensils if

they bring their own lunch. Parents should not send glass containers in the lunch box and be sure to label the lunch kit or sack with student's name.

An independent caterer offers a hot lunch program to Calvary students. Menus are sent home electronically each month. Students must sign up for the hot lunch program and pre-pay on a monthly basis. The daily charge for lunch is \$3.25. Pre-K students who are in the extended day program may purchase the hot lunch program by the month on the days he/she attends extended day. Middle school students also may pre-order hot lunches or a-la-carte items daily. Student organizations will sell pizza, etc. each Wednesday as a fund-raiser, which will also be included on the menu. Lunch reminders:

- Good nutrition is important to good health. Please do not send candy.
- Staff members are on duty during the lunch hour to supervise the children.
- Students are expected to clean the area in which they eat and to use proper manners.
- Only adults may use the microwave oven during school hours.
- Only adults or students with teacher permission may use the vending machines during school hours. The vending machine may not be used by students before school or at the end of the day, 3:20 – 3:45 p.m.

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

Lunch behavior expectations:

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

Messages to Students/Student Usage of School Telephones

To support Calvary Episcopal School'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. Cell phones may be brought to school by students to communicate with parents after school hours.

Parties

On Campus Parties

Grade-level holiday parties are held on campus. The parties need to be kept as simple as possible. On-campus parties generally take place during the last forty-five minutes of the school day.

Off Campus Parties

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

Birthday Parties

Birthday parties are a special time for sharing a very important part of a child's life. During each Monday chapel service, birthdays for the current week are acknowledged. Special prayers are also offered for the child. Children also enjoy sharing birthdays with classmates. Parents may bring light refreshments such as cupcakes or cookies (**may not contain nuts or nut products**); no favors or gifts please. Party

invitations may only be given out at school if every child in the class is to receive an invitation. Please coordinate the refreshments and schedule with the teacher to insure all allergy issues and learning times are protected.

Responsibilities of Parents

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

1. Make every effort to provide for the physical, social and emotional needs of your child.
2. Teach your child to be aware of and obey the rules.
3. Ensure your child attends school daily and on time. Promptly report and explain absences and tardies to the school.
4. Encourage and lead your child to develop proper study habits at home.
5. Participate in meaningful parent-teacher conference in order to discuss your child's welfare and progress in school.
6. Attend training workshops for home reinforcement of study skills and specific curriculum objectives.
7. Stay informed of school policies and academic requirements of school programs.
8. Participate in school-related organizations.
9. Ensure your child is appropriately dressed at school and at school-related activities.
10. Discuss grades and school assignments with your child.
11. Bring any special problems or conditions that may relate to or interfere with your child's educational progress to the attention of appropriate school personnel. (Divorce, separation, death, illness, etc.)
12. Maintain up-to-date communication contacts: home phone, work phone, cell phone, pagers, emergency numbers and email addresses.
13. Cooperate with school administrators and teachers.
14. Take opportunities to lead by example and teach your children the precepts of the Honor Code.

School Organizations and Activities

Student Council

The Student Council is an organization that links students, faculty, and community. Student Council tasks include coordinating community and service projects, sponsoring school dances, and providing support services to the school as needed.

Representatives in grades 3 through 8 may serve on the Student Council. Officers are elected at the beginning of each school year to serve for the entire year. Each homeroom elects one boy and one girl to the student council.

Certain standards must be maintained to participate in a leadership role in the Student Council. The following requirements must be met each nine weeks by a Student Council member:

- No grades lower than 70.
- Conduct grades of E or S. Two or more N's per nine-week grading period will result in probation. If the problem is not corrected by the next grading period, the student will be removed from the Student Council.

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

- Failure to correct a probation problem.
- Receiving an unsatisfactory conduct mark at the end of a nine-week grading period.
- Any instance of in-school suspension, after school detention, or suspension.
- Missing five (5) Student Council meetings.
- Any violation of the Student Honor Code.

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

National Junior Honor Society

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

Eligibility- In order to be eligible for membership, students must have attended Calvary for the equivalent of one semester, be in the seventh or eighth grade, be enrolled in at least five (5) non-elective courses each semester, and maintain an 85 grade point average from the previous semester with no semester C's unless in an advanced course. 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.

A five-member faculty council appointed by the headmaster reviews all candidates. There is a formal induction ceremony for all new members after the end of the third grading period each year. Officers for this chapter will be elected in April and installed in May of their seventh grade year. They are elected to serve during their eighth grade year.

If a student's scholastic or conduct grades fall below the eligibility requirements (79 or below), he/she will be promptly warned and placed on probation. During any grading period, the following infractions 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.
- Two N's in conduct at the end of a nine-week grading period.
- One U in conduct at the end of a nine-week 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.

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 at two levels to students who are graduating from lower school (fifth grade) and middle school (eighth grade).

Criteria:

- Students must earn a grade point average of 90 on a 100 point scale. For fifth grade students, the fourth grade year and the first semester of the fifth grade year are used for computing the grade point average; for eighth grade students, the seventh grade year and the first semester of the eighth grade year are used for computing the grade point average.
- The student must score at the 85th percentile or higher in math or reading on standardized achievement tests.
- The primary indicators of excellence must be based on academic achievement. School personnel may also consider, as part of the criteria, activities in which a student demonstrates high motivation, initiative, integrity, intellectual depth, leadership qualities, and/or exceptional judgment.

The Duke University Talent Identification Program

The Duke University Talent Identification Program (TIP) is a non-profit educational organization founded on the premise that the future of this nation depends upon the fullest development of our best intellectual resources. The objectives of the program are to identify the very bright at an early age to facilitate the

education of these students; to follow and nurture their talent through the critical middle and high school years, and to develop an effective research effort in order to help understand the nature of academically talented adolescents.

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

Eligibility:

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

Information concerning the TIP Talent Search is distributed to eligible students during the first nine-week grading period of each school year.

Private School Interscholastic Association (PSIA)

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

Service Projects

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

Student/Student, Student/Faculty Relationships and Sexual Harassment

Diocesan guidelines and policies shall be followed as published in the "The Episcopal Diocese of Texas Handbook for Those Who Work with Children or Youth 2007" and "The Episcopal Diocese of Texas Diocesan Policies for the Protection of Children and Youth from Abuse Safe Church Ministry 2007" as well as the following policies and guidelines. A copy can be found in the office of the headmaster, office of the dean of instruction and in the library.

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 in order to facilitate the well being of our students. When issues arise in students' lives that warrant parental intervention, it is our obligation and practice to inform parents of our concerns.

Sexual Harassment Policy and Procedures

A. Policy Statement

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

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

B. Legal Authority

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

Calvary Episcopal School will also follow "The Episcopal Diocese of Texas Policy Prohibiting Sexual Misconduct."

C. Definition

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

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

D. Examples of Prohibited Behavior

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

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

E. Responsibility

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

F. Non-Reprisal

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

G. Malicious, False Accusations

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

H. Procedures

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

I. Information, Counseling, and Informal Resolution

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

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

J. Formal Complaint Resolution

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

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

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

Transportation/Drop Off-Pick Up Procedures

Transportation to and from the school is the responsibility of the individual parent or guardian. Students should be dropped off in time to be in homeroom by 8:00 am and picked up promptly at the dismissal hour. Unless the homeroom teacher or school office is specifically notified, students will not be allowed to leave school with anyone other than the regular carpool or a family member. When there is a change in the routine, the driver of the carpool should also be notified. Students wishing to visit one another after school must have a note signed by the parent specifying plans. Such arrangements must be made ahead of time and not during the school day.

If a student has not been picked up by 4:00 p.m., he/she will be taken to the extended day program. There is a late fee of \$1 per minute that the child stays past 4:00 p.m. The same late fee will apply to extended day students not picked up in the evening by 6:00 p.m.

School Day Expectations

- Students are expected to remain at school for the entire school day, from 8:00 a.m. – 3:30 p.m. Arriving after 8:00 a.m. or leaving before the end of the school day should be rare and only for doctors' appointments or extreme family emergencies. Arriving late or leaving early for any other reason will be considered unexcused. Please plan family trips, lessons or other activities after the end of the regular school day.
- Unless participating in Extended Day or an official after school activity occurring immediately after school hours, students must leave the premises at dismissal time. Students may not remain on campus without approved supervision to attend activities scheduled for later in the evening (e.g. – Athletic events, after school classes starting after 3:45, Scouts, performances, etc). Plans for Extended Day will need to be made when these circumstances arise.

Before School Drop-Off and After School Pick-up

It is the intention and desire of the Calvary faculty and staff to provide for the safe and efficient delivery and pick-up of your children. Parents are expected to follow the established drop-off/pick-up procedure to help accomplish this goal. All children must be dropped-off/picked up at their assigned areas.

Early Morning Arrival

- Supervision for students begins at 7:15 a.m. in the Parrish Hall. Students need to enter through the Parrish Hall entrance on the Austin Street side or through the entrance to the school on the Travis Street side. All students need to go directly to the Parrish Hall.
- Making U-turns into our drop off zone on Austin Street are not permitted.
- Students involved in pre-arranged early morning tutorials or homework assistance must present their pass to the morning monitor and will be permitted to go to their areas for the extra support. Students will need to remain in the tutorial area until 7:50 a.m.
- Students arriving after 8:00 a.m. are considered tardy and need to check in through the front office to receive a tardy pass before proceeding to chapel or to their classroom.

One of our goals at Calvary is to encourage responsibility and independence at all grade levels. To facilitate this goal during early arrival:

- Parents may walk PreK students to their Classroom.
- During the first week of school ONLY, parents may walk his/her Kindergarten child to the room each day.
- Grades 1—CECP: Say your good-byes in the car and allow all students to go to the classrooms by themselves. This enables teachers to focus on the students as they enter the room each day, and encourages student independence, responsibility, and a good start to their day. Parents may not walk students to class.

End of the Day-Dismissal

It is the intention and desire of the Calvary faculty and staff to provide for the safe and efficient delivery and pick-up of your children. Parents are expected to follow the established drop-off/pick-up procedure to help accomplish this goal. All children must be dropped-off/picked up at their assigned areas.

Each family is assigned a carpool “number” at the beginning of the school year. This will be the family carpool number for as long as the family has students attending Calvary. The carpool tag is used from year to year so it is important to save the tag and keep it in a safe place during the summer months. This carpool number is to hang on the rear view mirror. Each child must know his/her carpool “number” to facilitate a more rapidly moving carpool line or “walk-up” dismissal.

Families whose oldest child is in the sixth through eighth grades, along with their younger siblings and carpool riders, will be picked up on the north side of the school (Austin Street). Please form a line down South Twelfth Street. As carpool begins, proceed across Austin Street to the carpool line. Please do not stop in the middle of Austin Street and block it.

Families, whose oldest child is in extended day and/or kindergarten through fifth grades, along with his/her younger siblings, will be picked up in the circle driveway on the south side of the school (Travis Street) side. Parents on the south side will form a line down Winston Street. As carpool begins, you will proceed across Travis Street into the circle driveway. When exiting the circle drive, left-hand turns are not allowed. Please respect our neighbors who live around Calvary and do not block their driveways.

Please help us to keep our environment safe and secure by remembering the following:

- Students may be picked up from one of the carpool lines or from walk up, which is located at the Austin Street Gym doors. Students should not be picked up early. Parents are not to pick up students in the corridors as this creates a congestion and supervision problem for teachers.
- Parents are asked not to park their vehicles and walk up to get their children from the carpool area. We ask for your cooperation for safety reasons. With the number of students being loaded in vehicles, it is impossible for the teacher to be aware of who walks up and takes a specific student from the carpool line. We also ask that you remain in your vehicle until carpool begins
- When approaching the carpool student pick up area, parents are asked to turn off cell phones and have the car ready to receive passengers (seating areas cleared, dogs leashed, doors unlocked, etc.). Please do not wave for children to approach the car. Teachers will direct students at the time they are to load the vehicle. Safe pick up should take just a few seconds so that others will not be waiting in line.
- Please have carpool numbers attached to the mirror clearly showing, and review your number with your child so that he/she can load when his/her number is called.
- If your child is not responding to the call to be picked up, parents may be asked to circle back so that others may approach. The adherence to these procedures will help us to keep our children safe, and make the pick up procedures more pleasant for everyone.
- **Cell Phones While Driving in a School Zone:** Effective September 1, 2009, the use of a wireless device within a reduced-speed school zone is prohibited. Cellular phones may be used while the vehicle is stopped in a school zone or with a hands-free device. The law also applies to bus drivers. **Violators are subject to a fine of up to \$200.**
- **Seat Belts:** Effective September 1, 2009, **all** occupants of a vehicle, no matter their age, front and back seat, must wear seatbelts, and all children under 8 years of age unless the child is at least 4 feet 9 inches must be restrained in an approved child passenger safety seat.

If an emergency occurs and you must pick up your child earlier than 3:30 p.m., please park on the north side of the building (Austin Street) and come into the school office to sign your child out. The office will then call the teacher and ask that the student meet the parent in the office. If a student has not been picked up by 4:00 p.m., he/she will be taken to the extended day program. There is a late fee of \$1 per minute that the child stays past 4:00 p.m. The same late fee will apply to extended day students not picked up in the evening by 6:00 p.m.

Visitors

All visitors to the campus must enter through the school office and sign in and receive a "Visitors Badge." This includes parents, volunteers, relatives, friends, or anyone who is not an employee of Calvary Episcopal Church and School. For the safety and security of students and faculty, all outside doors except to the school office will be locked after chapel begins.

Withdrawal from School

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

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

Withdrawal from CES/CECP does not void financial obligations as outlined in the enrollment agreement.

Calvary Episcopal College Prep Addendum

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

High School Grade Classifications

Students must earn a grade of 80 or above to pass a course. In order to be classified as a sophomore, junior, or senior, a student must have earned the minimum number of credits listed below:

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

A student earns one-half credit per semester course successfully completed. ***To receive a high school diploma, a student must meet the requirements of the Distinguished Scholar Diploma which includes Advanced Academic Measures. CECP allows an opportunity for accelerated graduation up to a year early.***

Academic Recognition

CECP awards students with academic letter jackets after successful completion of their freshmen year. After successful completion of their sophomore year, CECP students are eligible to purchase class rings.

CECP Attendance and Credit:

Parents are responsible for seeing that their student attends classes regularly. Parents will be contacted about repeated or extended absences. **If a student is absent more than 3 consecutive days, a written doctor's excuse is required.** Parents of students with chronic and/or recurring medical problems that do not require medical attention each time should inform the school at the beginning of the school year regarding the medical problem. There are extenuating circumstances or opportunities that will be handled on an individual basis. High School students may participate in Texas Association of Parochial and Private Schools (TAPPS) athletics and academics if they attend CECP and are on campus for at least 60% of their coursework.

Academic Expectations

In the event a student is struggling with academic expectations, there is a series of benchmarks to determine whether or not the student will continue successfully in CECP.

First week of not meeting minimum* requirements in a class:

- The student will e-mail their parents explaining what specific requirements they did not meet for turn-in while copying the teacher.
- The student will also signify the steps to remedy the situation.
- The next week, not only will the previous requirements need to be completed, but the student must maintain current requirements in order to be relieved from probation.

Second consecutive week of not meeting minimum* requirements in a class:

- The student will e-mail their parents explaining what specific requirements they did not meet for turn-in while copying the teacher and Head of Upper School.
- The student will also signify the steps to remedy the situation including mandatory homework and attendance at subject-specific weekly after school tutoring.
- The next week, not only will the previous requirements need to be completed, but the student must maintain current requirements in order to be relieved from probation.

Third consecutive week of not meeting minimum* requirements in a class:

- Parent conference will be held within the week with results of a planned course of action.
- Daily progress reports will be emailed to parents.

- Student is placed on Academic Probation status.
- The student will be removed from extra-curricular until further notice.

Fourth consecutive week of not meeting minimum* requirements in a class:

- Parent conference will take place and discuss plans to alter the behavior of not meeting minimum requirements.

Fifth consecutive week of not meeting minimum* requirements in a class:

- Student will be dismissed from the College Prep program upon exit interview with parents.

Audio Devices Policy

The following are not allowed:

- Pagers on campus
- Cellular telephone use 8:00 a.m. – 3:15 p.m. Cell phones are **never allowed** in any classroom, including tutorial time.

MP3 Players or any other music device is allowed if the student is in good academic standing (not on probation of any kind) and at the discretion of the teacher. All music must be played at reasonable volume levels with lyrics considered appropriate for the school setting as determined by CES-CECP staff. The school retains the right to look at a student's MP3 Player, cellular phone or other audio device any time it appears that the device is not being used within the guidelines allowed. Further violations will result in an appearance before the Headmaster.

Laptop Computer Security

The laptops are the personal property of the CECP students. However, all information will be accessible to the support staff/faculty when given over for repair. Additionally, the school retains the right to look at a student's hard drive if there is a reasonable suspicion that the computer is being used inappropriately or dishonorably.

CECP has a strong Acceptable Use Policy for computer work done while a student is at school or participating in a school function, a policy which monitors all computer use from the school campus or communications related to school classes or activities done from any school computer.

CECP sometimes does become involved in student Internet use issues that have happened using computers off the school campus and outside of school time in the following situations:

- The school becomes aware of slanderous, hurtful, harassing comments in student communication about another individual, especially one in the CECP community. Fundamentally, such conduct is unlawful and unethical.
- The school becomes aware of improper communication between personnel and students or parents. Interactions between personnel and students or parents must all happen within the jurisdiction of monitored and supervised resources, such as e-mail.
- The school becomes aware of unethical or illegal activity in which a student might have been involved through an electronic source. In such cases, usually the school administrators meet with the student's parents, provided the claim appears viable.

College Visits and On-campus College Presentations

- Parental permission is required two days prior to visiting a college.
- Student will obtain permission from Dean of Instruction and Head of Upper School in order to attend.
- If the student is on Academic Probation, they will NOT be able to attend until they are in good academic standing.

Student Arrival and Departure

- Arrival on the Travis side parking lot and report to Parish Hall.
- Dismissal to the classroom is at 7:50am.
- Tardy is at 8:00am.

- Departure is through the gate by the gym to the Travis side (if driving) unless picked up by carpool and then the student must go to the Parish Hall.
- Students will not be permitted to leave campus unless they receive a pass from the front office. Passes are issued ONLY by the front office personnel, the Dean of Instruction, the Head of Upper School, the Headmaster, or the school nurse. Students who attempt to leave campus without permission and without a pass will appear before the headmaster.

Driving and Parking

Students must have a valid Texas Drivers License and evidence of current auto liability insurance to drive on campus or obtain a parking permit. Students must drive safely, obeying all posted regulations and must park in designated student lots. The speed limit on the CES-CECP campus is 5 mph. Pedestrians and maintenance vehicles have the right of way on campus at all times. Driving in excess of the speed limit constitutes unsafe driving and will be a discipline offense that will be referred to the headmaster. Students may not drive between lots or move their cars at any time during the day, particularly before extra-curricular. Students are not to be in cars or in the parking lot during the school day without permission from the Head of Upper School. Violators will be issued a letter to be placed in the student's file. CECP is not responsible for damage to vehicles or for the contents of the vehicles parked on campus. CECP has rules outlined for the driver in our Driving Contract which is to be completed upon driving and parking on the premises.

Violations of Safe Driving or Parking Policies

- A student who violates the safe driving policy will be required to appear before the headmaster.
- A student may not give other students permission to park in his/her assigned space at any time.
- In the event that a student parks in a fire zone, restricted area (including the Faculty Lot), or in another students assigned space, the consequences will be
 1. First Offense: Loss of parking privileges for a week
 2. Second Offense: Headmaster, Head of Upper School and Student Conference
 3. Third Offense: In-house suspension
 4. Beyond: Possible dismissal

Department of Public Safety Verification of Enrollment Forms

CECP 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 at the Front Office.

Dual Credit

All dual credit courses and schedules must be approved and signed off by the Head of Upper School and the University of choice. There is a maximum of 6 college hours allowed per semester for dual credit and courses can only be taken junior and senior year of high school. The SAT must be taken prior to admissions into the program and admission standards by the University must be met for dual credit consideration. School specific academic advanced measures must be completed in concurrence with the dual credit course work (ie mission trip, research projects, Bible, etc.) For participation in TAPPS related events, every student must be on campus 60% of the time with 4 courses taken at Calvary Episcopal College Prep.

Student Council

Purpose of the organization:

1. to promote student leadership and participation in school affairs
2. to promote school spirit and a sense of unity among the student body
3. to organize and lead school-sponsored events
4. to provide a voice for the high school student body to the school administration

Applications are available to ensure the time and financial commitment to this organization, but will not keep the student from being granted membership. Membership shall be by an election of officers and class representatives to be held by the high school student body in the spring of each year for officers and in late August for homeroom representatives.

National Honor Society

The NHS is open to any sophomore, junior, or senior at CECP who has a GPA of 3.5 and has been a student at CECP for at least two semesters. Nomination to NHS will be based on character, leadership, service, and academic achievement. Absences from meetings are not acceptable, except in the case of an excused school absence. All NHS members must complete the required number of service hours each semester.

PAL®s

The PAL® Peer Assistance and Leadership philosophy is to recognize the potential of youth as a resource and catalyst for change in other troubled youth. They provide a critical first line of defense in building resiliency among peers. The PAL® peer helping program philosophy identifies an innate capacity for social understanding, personal well-being and community participation within every person. When participating in positive, productive pursuits with peers, youth can more easily resist negative influences, such as illegal use of addictive substances, excessive school absences and unlawful activities.

PAL®s is open to any sophomore, junior, or senior at CECP who has leadership qualities and has been a student at CECP for at least two semesters. Nomination to PAL®s will be based on teacher recommendations, student recommendations, and interviews with the faculty council.

Calvary Episcopal School 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.

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

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

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

Statement on Sexual Harassment

The Diocese of Texas requires that employees and volunteers read and understand the Sexual Harassment Policy and Procedures. This policy can be found in the Student and Parent Handbook, which is available in the office or on the CES/CECP 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 CES/CECP Code of Professional Conduct found in the Employee Handbook.

