



**CALVARY**

**EPISCOPAL PREPARATORY**

Called to a *Higher* Standard

*Student-Parent  
Handbook 2023-2024*



# CALVARY

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## EPISCOPAL PREPARATORY

Greetings Calvary Family,

On behalf of the Faculty and Staff we welcome you to Calvary Episcopal Preparatory. We are so blessed and thankful for all the wonderful opportunities that your students will participate in during the 2023-2024 school year.

If you are new to Calvary, we are delighted that you have entrusted us with your child's education. We extend you an open invitation to attend weekly chapels, special chapels honoring Grandparents, Veterans, and Honor Roll recipients, fine arts performances, athletic events, parent informational meetings, curriculum activities and numerous other opportunities to become familiar with all that Calvary has to offer your student. It is at these events where you will meet other members of the community, participate in our rich traditions, and learn about "The Calvary Way". You will find that our school is a truly special place for your child to receive an exemplary education in a Christian environment.

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

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

At Calvary, it is our strong belief that communication is vital to the success of every student and builds trust between faculty/staff and parents. This partnership between the school and parents is achieved through open communication—two-way, direct and clear. Our ParentSquare platform is a tool that combines multiple communication streams into one interface for families and staff. It is designed to be easy to use and to provide the user with helpful, relevant information.

We encourage you to download the ParentSquare app and log in to receive regular updates from the school and teachers. Here, you will be able to find calendars, pictures, and daily information that will keep you informed of all Crusader activities and events. If you need assistance or have questions regarding the use of ParentSquare, please contact us.

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

This year's handbook has changes that affect you and your child and his/her school experience. We strongly encourage you to review this handbook with your child, as it is a helpful reference that will answer many of your questions related to school policy and procedures. Your digital signature on the Handbook Acknowledgement Agreement Google form is required and indicates that you have read and agree to comply with these policies and procedures.

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

Sincerely,  
Maria A. Fondon, Ed.D.

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## Calvary Episcopal Preparatory Mission Statement and Goals

### **Mission Statement:**

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

### **Vision Statement:**

Calvary Episcopal Preparatory is a premier Pre-Kindergarten through 12<sup>th</sup> grade Christian school providing a superior education 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, technology, and the arts.
- To encourage high work standards that will enable each student to better prepare for the demands of college 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, experienced teachers and specialists in all academic areas as well as in the arts, foreign language, physical education, religion, and computer literacy.

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

**Calvary Episcopal Preparatory**

**2023-2024**

**School Board Members**

The Rev. Ralph Morgan, Chairman

Chris Bradley, President

Marian Briscoe, Treasurer

Amber Zentis, Secretary

Donna Anderson

Lauren Byars

Allison Facker

Rhonda Fanning

Teri Mason

James Milford

Zee Turnbull

Dr. Maria Fondon, Head of School

Joe Robinson, Adviser

Jeff McClellan, Adviser

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

**2023-2024**

President - Allison Facker

Vice President - Melissa Vanderhei

Treasurer - Andrea Wieghat

Secretary - Christina O'Neill

Hospitality (Events) - Eileen Ballejo

Hospitality (Luncheon) - Nikki Villarreal

Volunteers - Mireille Perry

Rewards - Jackie Mwandia

## Calvary Episcopal Preparatory Authority and Structure

Calvary Episcopal Preparatory is an outreach of Calvary Episcopal Church. Calvary Episcopal Church and Calvary Episcopal Preparatory have a long history of working together to foster an exemplary educational experience in a Christian environment. The Vestry (governing body) of Calvary Church is thankful for the opportunity to serve the community and looks forward to supporting Calvary Episcopal Preparatory.

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

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

### Admission Requirements

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

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

- Completed application form accompanied with registration fee
- Previous and current report cards (two years of report cards for applicants for grades 1-12 including the most recent)
- Admission testing (grades 2-12)
- Admission evaluation (PK3-grade 1)
- Completed teacher and administrator recommendation forms (grades 1-12)

Test results, transcripts, letters of recommendation, and interviews with the parent/guardian conducted by the Head of School or Director of Admissions are evaluated by the Admissions Committee to determine whether the prospective student meets entrance requirements.

Admission requirements are necessary to support the student who is able to meet the academic requirements of a rigorous curriculum. **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 Director of Admissions will notify the parent/guardian as to the prospective student's acceptance status. After the student has met eligibility requirements, the family will need to complete the enrollment process in Calvary's **Family Portal**.

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

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

### **Age Requirements**

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

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

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

### **Toilet Training**

Students must be fully toilet trained. No diapers or disposable training pants (such as Pull-Ups) will be allowed in Pre-Kindergarten 3 or Pre-Kindergarten 4 classes. Toilet-trained students must complete their visits to the toilet independently, including wiping after a bowel movement. Staff members can provide only verbal assistance. Parents/guardians should dress children in clothes that are easy for children to manage themselves when using the toilet. Belts, buttons, and zippers are difficult for many young children to use independently. CEP recommends choosing pants with elastic waists instead.

Accidents are part of the toilet learning process for all young children. Please send spare clothing (shirt, shorts/pants, underwear, and socks) to school at the beginning of the school year so that children can change after an accident.



## Conditional Admissions

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

## Athletics and Extracurricular Activities

### Athletics

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

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

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

### Extracurricular Activities

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

- Band competition
- Art competition
- Choir competition
- PSIA competition
- TAPPS competition
- Athletics
- Academic competitions
- Drama Club
- Stuco meetings and events

The same eligibility requirements that apply to participation on sports teams apply to participation in all other extracurricular activities; for example, while a student may be enrolled in choir, band, or art, he or she may be ineligible to compete in contests or participate in performances/contests due to academic and/or attendance ineligibility. **A grade of 75 or higher is required in all classes to remain eligible.** Students with a grade below a 75 on a progress report or a report card will lose eligibility until the next report card or progress report. Students may regain eligibility if all grades are above a 75 on the next progress report or report card. Behavior may also affect eligibility. Calvary eligibility rules supersedes PSIA ,TAPPS or other league or organization rules. Calvary students who are absent for more than nine days for any reason per semester will

not be allowed to participate in any extracurricular programs/activities or practices for the remainder of that semester.

## Attendance Regulations

### Attendance

Regular, punctual attendance at school is expected and required since it is essential to good school performance. Irregular attendance contributes to gaps in learning and is a major cause of failure in school. Students who miss school due to family vacations will be at a significant academic disadvantage.

When students are absent, the following procedures will be followed:

- Teachers will maintain a file of student work (handouts, project assignments, video links, etc.) that is covered in the student's absence. Alternatively, teachers may post assignments and study material on Google Classroom.
- It is the student's responsibility to get missing work from teachers and/or Google Classroom in all of their classes.
- Parents may request homework assignments for students after they are absent from school for two days or more. These requests must be made by 10:00 AM to allow adequate time for assignment preparation by teachers.
- Upon return to class, this file (if work is not posted on Google Classroom) will be given to the student. The content of the file should be used by the student as a resource for independent study.
- Students will be expected to complete all missing assignments. Major tests and projects will be graded. Minor assignments will be graded at the discretion of the teacher(s).
- In general, one day is allowed for make-up work for each day of absence.

Parents are requested to contact the office as to the nature of the student's absence no later than 10:00 AM. The School Nurse should also be notified if the absence is due to illness. If a student is to miss a portion of the school day due to health-related appointments, parents are requested to notify the front office and the student's homeroom teacher by 8:00 AM to facilitate the completion of the student's work in a timely fashion.

- **Lower school students (PK3 – 5<sup>th</sup> grade) not in attendance by 11:00 AM will be counted ½ day absent for the morning, and students not in attendance after lunch will be counted ½ day absent for the afternoon.**
- **Middle and high school student absences and tardies are recorded by class period to coincide with the middle and upper school exemption policy.**

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

### Tardies

Student drop off begins at 7:30 AM each morning. Students arriving after 8:00 AM are tardy and must sign in at the school office. These students will be counted tardy and will report to class or chapel. **Tardies accumulate and become part of the absence policy: 5 tardies/early pick-ups equal 1-day absence for ALL classes and become subject to the absence policy as stated above.**

## **School Hours**

- Pre-Kindergarten (ages 3 & 4) Academic Day
  - Half Day Students: 8:00 AM to 12:15pm (pk3 only)
  - Full Day Students: 8:00 AM to 3:30 PM
- Kindergarten through Grade 12 Academic Day: 8:00 AM to 3:30 PM

Parents will be notified via text message from ParentSquare of any unforeseen changes in schedules.

## **Business Office**

### **Tuition Payments**

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

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

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

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

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

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

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

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

### **Delinquent Accounts**

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

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

### **Financial Aid**

Applications for financial aid for the 2023-2024 academic year are due April 1, 2023. Please contact the Business Office with any questions regarding financial aid.

## Calendar of Events and Activities

The official academic school calendar is posted on the school website at [www.ces-richmond.org](http://www.ces-richmond.org). Parents and students should refer to the school calendar on ParentSquare for holidays, reporting periods, important dates and special events. Parents are encouraged to download the Parent Square app for up-to-date information.

## Change of Family Information

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

## Chapel

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

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

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

Chapel schedule is as follows:

- Monday            PreK-2nd grades in the Sanctuary
- Tuesday           Grades 3-5 in the Sanctuary
- Wednesday       All School Chapel in the Sanctuary
- Thursday          Grades 6-12 in the Sanctuary
- Friday              All School Share Praise and Worship Service in the Gym

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

## Clinic, Immunizations, and Health Services

### The Clinic

The responsibilities of the School Nurse include:

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

### Immunizations

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

Immunization records must be current as required by the state and submitted *before the first day of school attendance*. Minimum immunization requirements for Texas can be found on the Texas DSHS website at <https://www.dshs.texas.gov/immunization-unit>. Go to Texas School & Child-Care Facility Immunization from the menu list, then select K-12 Requirements (or Childcare Requirements for students in PK3 and PK4).

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

All students enrolling from another country must present proof of a negative Tuberculin (TB) skin test (Mantoux). If the student's TB skin test is positive, he/she must present proof of a chest x-ray that is negative for Tuberculosis or proof that he/she is under treatment of a doctor by medication that will prevent him/her from developing an active case of Tuberculosis. If, at any time during the course of treatment the student fails

to comply with this medical regime, he/she may be excluded from school attendance until he/she presents proof from the doctor that he/she either has resumed treatment or is not considered contagious for the spread of Tuberculosis.

### **Exemptions from Immunizations**

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

- **Medical Contraindications** - Students may be exempt from one or all vaccine requirements if a medical condition exists that would make it harmful for them to be vaccinated as required. To claim an exemption for medical reasons, the student must present an exemption statement to the school, dated and signed by a physician (M.D. or D.O.), properly licensed and in good standing in any state in the United States who has examined the student. The statement must state that, in the physician's opinion, the vaccine required is medically contraindicated or poses a significant risk to the health and well-being of the child or any member of the student's household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is *valid for only one year from the date signed by the physician*.
- **Conscientious Objection** - Exemptions from Texas' immunization requirements may be granted by school officials for reasons of conscience, including religious conflicts. To claim this exemption, the student (if 18 years of age or older) or the student's parent or legal guardian must present to the school a completed, signed, and notarized affidavit on a form provided by the Department of State Health Services stating that the child's parent or legal guardian or the student declines vaccinations for reasons of conscience, including because of the person's religious beliefs.

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

- Service in the Armed Forces-Individuals who are on active duty with the U.S. armed forces are exempt from Texas Vaccine requirements. This applies to military personnel only. Dependents of service members are **NOT** excluded from Texas vaccination requirements.

### **Vision, Hearing, Acanthosis Nigricans, and Spinal Screening**

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

Type of Screening	Grade Level/Age
Vision	Pre-Kindergarten (age 4 only), Kindergarten, 1,3,5,7 First-time entrants to CEP
Hearing	Pre-Kindergarten (age 4 only), Kindergarten, 1,3,5,7 First-time entrants to CEP
Acanthosis Nigricans	1,3,5,7
Spinal	Girls – Grade 5 (~age 10) and again in Grade 7 (~age 12) Boys – Grade 8 (~age 13 or 14)

### Communicable Diseases

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

- Chicken Pox (Varicella) – lesions must be dry, lesions are not blister-like, 24 hours with no new lesion formation
- COVID-19 – fever-free for 24 hours without the use of fever-reducing medication, symptoms improved
- Fifth Disease (Human Parvovirus) – fever-free for 24 hours without the use of fever-reducing medication
- Hand, Foot & Mouth Disease (Coxsackie Virus) – fever-free for 24 hours without the use of fever-reducing medication
- Impetigo – blisters must always be covered completely at all times
- Influenza – fever-free for 24 hours without the use of fever-reducing medication, symptoms improved
- Measles (Rubeola) – rash must be resolved (at least four days after onset), fever-free for 24 hours without the use of fever-reducing medication
- Meningitis, bacterial – must have written permission from a healthcare provider
- Meningitis, viral – fever-free for 24 hours without the use of fever-reducing medication
- Mumps – swelling must be gone (at least five days from onset of swelling), fever-free for 24 hours without the use of fever-reducing medication
- Pink eye (Conjunctivitis) – symptom-free or have written permission from a healthcare provider
- Ringworm – area must be completely covered with a bandage or clothing at all times and treatment has begun
- Rubella (German Measles) – rash must be resolved (at least seven days after onset), fever-free for 24 hours without the use of fever-reducing medication
- Scabies – must have written permission from a healthcare provider, treatment has begun
- Shingles – lesions must be dry and always covered, fever-free for 24 hours without the use of fever-reducing medication
- Streptococcal Sore Throat (Strep Throat) and Scarlet Fever – complete antibiotic treatment for 24 hours, fever-free for 24 hours without the use of fever-reducing medication
- Tuberculosis – medication treatment has begun, written permission from a healthcare provider
- Whooping Cough (Pertussis) – complete five consecutive days of antibiotics, fever-free for 24 hours without the use of fever-reducing medication

## Head Lice (Pediculosis)

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

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

## Bacterial Meningitis

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

- What is Meningitis? Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is the most common and the least serious. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life support management.
- What are the symptoms? Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms. Children (over one year old) and adults with meningitis commonly have a severe headache, high fever, and neck stiffness. Other symptoms might include nausea, vomiting, sensitivity to bright lights, confusion, and sleepiness. In both children and adults, there may be a rash of tiny, red-purple spots that can occur anywhere on the body. Diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.
- How serious is bacterial meningitis? If it is diagnosed early and treated promptly, most people make a complete recovery. In some cases, it can be fatal, or a person may be left with a permanent disability.
- How is bacterial meningitis spread? Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. They are spread when people exchange saliva (such as by kissing or sharing drinking containers, utensils, or cigarettes).

The bacteria do not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

- How can bacterial meningitis be prevented? Maintaining healthy habits, like getting plenty of rest, can help prevent infection. Using good health practices such as covering your mouth and nose when coughing and sneezing and washing your hands frequently with soap and water can also help stop the spread of the bacteria. Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of people you kiss and avoid close contact with those who are sick.

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



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

## Medications

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

- If a medication needs to be given during school, it must be administered by CEP personnel. Students may not carry any medicine on their person or in their purses or backpacks without written approval from a physician.
- All medications must be furnished by the parent/guardian, given to the School Nurse immediately upon arrival at school, and kept in the clinic at all times. No medications (including cough drops) will be supplied by the school.
- All medication must be sent in the original container with all information on the medication's manufacturer's label. Prescription medication must be in the original container with the original pharmacy label intact.
- A written request signed by the parent/guardian must accompany all medication. The consent should identify the student, medication name, dose, time(s) to be given, and the length of time the student will be taking the medication.
- A written order signed by a physician specifying the student's name, medication name, dose, and time to be given, and duration of administration must accompany any medication that is:
  - to be kept or given at school for more than six weeks
  - a controlled substance
  - to be kept on the student's person (i.e., asthma inhaler, diabetic supplies, epinephrine auto-injector, etc.) during the school day. The doctor's order must specify that the student is to keep the medication with him/her while he/she is at school.
- Doctor's orders and parent authorizations for routine medications must be updated at the beginning of each school year, even if the medication and dosage remain the same as the previous year. Consent forms are available on the school website.
- Prescription medications must be prescribed by a medical practitioner with a current license to practice medicine, dentistry, or orthodontics in the United States.
- For student safety, students who have prescriptions for certain medications, such as Epinephrine auto-injectors, will be photographed. This photograph will be used for identification purposes only.
- For safety reasons, unused medication will not be sent home with students. A parent/guardian or adult designee must retrieve the medication from the clinic.
- Contact the School Nurse regarding any questions or concerns pertaining to this policy.

## Special Procedures and Medical Conditions

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

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

- Life-threatening allergies
- Asthma
- Seizures
- Diabetes

Action plans are available on the school website and must be renewed each year, even if there have been no changes.

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

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

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

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

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

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

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

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

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

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

### **Health and Hygiene**

CEP recognizes the importance of good health, safety, and proper hygiene in the school setting. Therefore, it is required that all students be completely toilet trained prior to their enrollment in school. If there is a physical or medical problem temporarily impacting this situation, the parent should notify the School Nurse or School Administrators immediately. Parents are responsible for providing school staff with clothing changes and toileting supplies if such a problem exists.

Parents are strongly encouraged to provide a change of clothes for their child. The extra clothing should include an appropriate top, bottoms, underwear, and socks that can be kept in the student's backpack, classroom, or locker. (This is an expectation for students in PK3 and PK4 and highly recommended for Kindergarten students or female students who have started or may start their menstrual cycle.)

At times, the clinic may have suitable clothing to loan the student. However, the clinic is not responsible for providing it. If clothing is not available, parents will be contacted to bring clothes to school immediately. The purpose of this recommendation is to reduce the amount of missed instructional time when a student is out of the classroom waiting for a change of clothes.

### **Liability**

Calvary Episcopal Preparatory's Board and Calvary's employees shall have immunity from civil liability for damages or injuries resulting from providing first aid or medical care or from administering medications to a student if done with parental permission.

## **College Visits**

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

## **Development and Fundraising**

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

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

- Acknowledgements or receipts issued for gifts or donations must be approved by the Head of School.
- Any use of the school logo must be approved by the Head of School.
- All money collected for any purpose by teachers, staff, or students must be submitted to and accounted for by the Business Office.
- All families are encouraged to contribute to the Annual Giving Campaign.

### **Dress Code and Uniform Guidelines**

#### **Philosophy**

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

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

All uniform pieces must be purchased from Dennis Uniform. Gently used uniforms are available at CEP's Used Uniform Sale each summer. Uniform items that are old and faded should be replaced by new ones. Only the current CEP logo is acceptable. Prior logos are not permitted.

#### *Uniform Purchasing Information*

Dennis Uniforms

School Code: VCALEP

Phone: (800) 854-6951

Online: [www.dennisuniform.com](http://www.dennisuniform.com)

Address: 7613 Katy Tollway Suite G Houston, TX 77024

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

The DRESS UNIFORM is REQUIRED. Appropriate any day, but required for Eucharist chapels, special chapels and events, yearbook photos, and some field trips. Dress Uniform days are announced in advance and are listed on our calendar. Typically, one dress uniform is sufficient for the school year. Dress Uniform is not required for PK3.

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

Daily uniforms are appropriate any day not designated as Dress Uniform.

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

Students in grades 6-12 have the option of changing into a P.E. uniform for P.E. class. Students who elect not to wear the designated P.E. uniform may wear their daily uniform. P.E. uniforms are available through Dennis Uniform.

### **Free Dress Days**

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

### **Spirit Dress**

Spirit Dress days are the first Friday of every month. Students wear their favorite CEP apparel with jeans, spirit bottoms, or daily uniform bottoms.

### **General Guidelines**

- All Dress and Daily Uniform clothing must be purchased from Dennis Uniforms.
- Spirit Dress can be purchased through Calvary's Spirit Store or earned through Calvary events (drama club, library, athletics, etc.).
- Only jackets, sweatshirts, and sweaters purchased from Dennis Uniform or Calvary's Spirit Store may be worn inside the building. Other jackets may be worn for outside play only.
- Required uniform shirts must be worn underneath all permitted outerwear options.
- Black or brown leather belts must be worn with pants or shorts having belt loops. Belts are optional for students in PK and Kindergarten. Belts are optional on spirit or free dress days.
- Shirts must be worn tucked in with the exception of spirit or free dress days.
- Jumpers, skirts, skorts, and shorts must be no shorter than two inches above the knee. This includes spirit and free dress days.
- Girls must wear solid navy modesty shorts under uniform jumpers and skirts if not built-in.
- Girls may not wear leggings under their dress or daily uniforms.
- Students are expected to follow uniform guidelines at all Calvary sponsored events.

### **Socks & Shoes**

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

### **Grooming**

- All students should be well groomed.
- Extreme or distracting hairstyles or hair colors as determined by the School Administration are not permitted.
- Hairstyles for boys must be clean-cut and above the ear. Hair must not touch the eyebrows, and hair in the back must not touch the shoulders.

- Facial hair is not allowed - no beards, goatees, or mustaches.
- Students' hair should be out of the eyes and away from the face.
- Girls' hair accessories must be consistent with the uniform. For example, hair bands and bows should be red, white, navy blue, or Calvary plaid. Animal ears, antlers, etc. are not appropriate for school, including on free dress days.

### **Spirit Dress Guidance**

- Any approved Calvary shirt
  - Purchased from the Spirit Store
  - Calvary shirts from the library, drama club, athletics, or other approved school organization
- Jeans, spirit bottoms, or daily uniform bottoms

### **Free Dress Guidance**

- *Free dress days are a privilege. Failure to follow guidelines and dress appropriately may result in the suspension or revocation of free dress privileges.*
- Immodest or tight clothing is not acceptable.
- Excessively oversized clothes are not acceptable.
- Girls may wear leggings ONLY if worn with a top that covers their bottom.
- Thin-strapped sleeveless tops are not permitted. Sleeveless tops must have wide straps that completely cover any undergarments.
- Undergarments must not be visible under any shirt or top.
- Jeans must be clean and neat in appearance; not torn, ripped, sagging, or "destroyed."
- Clothing must not include crude or obscene graphics or content or alcohol or tobacco advertisements.

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

### **NOTE:**

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

### **Discipline and Code of Conduct**

All faculty and staff members are responsible for the supervision of the students in the individual classrooms, chapel, on school grounds, and on class sponsored trips. If necessary, School Administration should be consulted about problematic behavior.

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

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

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

## **General Conduct**

### Responsibilities of the Student

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 as reflected in the Honor Code. Honesty is expected 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. (See Dress Code & Uniform Guidelines.)
- Cubbies and lockers are assigned to individual students for personal use. Students must not share nor keep their belongings in another student's cubby or locker. Students must not remove any items from another student's cubby or locker. School personnel may search student backpacks, purses and/or lockers/cubbies if there is reason to believe that a student may possess something that is illegal or prohibited by the school. Lockers are to remain locked at all times when not being accessed for belongings.
- Electronic devices may be brought to school and used for educational purposes only. At any time, school personnel may check personal electronic devices to ensure appropriate usage. It is against the Responsible Use Practices (RUP) policy for students to use cell phones or other electronic devices to send/receive texts or phone calls or use electronic devices for purposes not authorized by a school employee from 7:50 AM to 3:30 PM. Unauthorized use of electronic devices will result in the device being confiscated and stored in the school office. A retrieval fee of \$35 will be assessed. Blatant or repeated offenses may result in these privileges being revoked permanently.
- Chewing gum is not permitted on campus at any time unless prescribed by a physician or a physical/occupational therapist as part of a treatment beneficial to the student. Snacks may be permitted with a teacher's permission.
- No drinks other than bottled water are allowed in the classrooms except as specified for special events, such as parties, or with the permission and supervision of the teacher
- Students are expected to care for school and church property, show concern for the appearance of the school buildings and grounds, take care of school materials, and show regard for the personal possessions of others. Students damaging school, church, or personal property may be required to pay for the damaged items.

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

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

- A firearm

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

**Other offenses subject to suspension or expulsion**

- Threats of bodily harm to any individual
- Possessing, selling, or consuming any drugs, including alcoholic beverages and imitation drugs
- Carrying or using tobacco on or near campus (See Electronic Smoking Devices & Tobacco Use)
- Fighting
- Theft, defined as the willful taking of any article which belongs to another person or to the school or church
- Vandalism of school and/or church property
- Bullying, defined as the outgoing and deliberate misuse of power in a relationship through repeated verbal, physical, or social behavior that intends to cause physical, social, or psychological harm
- Sexual Harassment (See Sexual Harassment Policy and Procedures)

**Consequences (Within Each Grading Period)**

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

- Discussion and problem-solving between the teacher and student
- Logical, natural consequences depending on the behavior

For grades PK 3 - 2, teachers will communicate with families about behavior and consequences in their daily folders.

For grades 3-12:

**1<sup>st</sup> Documented Offense**

- Grades 3-12: Recorded in FACTS, lunch detention, parents contacted

**2<sup>nd</sup> Documented Offense**

- Grades 6-12: Recorded in FACTS, after school detention, parents contacted
- Grades 3-5: Morning detention, recorded in FACTS, parents contacted

**3<sup>rd</sup> Documented Offense**

- Grades 3-12: Lunch detention, after-school detention, recorded in FACTS, parents contacted

**4<sup>th</sup> Documented Offense**

- In-school suspension, recorded in FACTS, parent conference scheduled with teacher and Administration
- The student will receive an “N” in conduct



## 5<sup>th</sup> Documented Offense

- Suspension, recorded in FACTS, parent conference when student returns

If the behavior is severe, the student will automatically be referred to an Administrator.

## **Severity Clause**

### Suspension and/or Expulsion

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

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

## **The Honor Code**

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

**Student signatures on the Handbook Acknowledgement Google form indicate agreement with the following pledge:**

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

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

## **Honor Code Offenses**

### Stealing

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

### Lying

Calvary students are expected to be truthful and honest in their discussions and actions with others. In being truthful, students are expected to speak the whole truth to the Faculty and Administration. Answers to questions are expected to be entirely factual. There may be a time when being completely honest can result

in one fully admitting a mistake or rule violation he or she has committed. Under the Honor Code, students must take full responsibility for their actions.

### Cheating

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

### Conspiracy

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

## **Discipline Under the Honor Code**

### Cheating and Lying

- 1st Offense: In addition to consequences outlined in the grade level behavior plans and the Discipline and Code of Conduct, students may receive a conduct grade of "U" for the quarter and if academic work is involved, a score of "0" (zero) on the assignment in question.
- 2nd Offense: Suspension or expulsion from Calvary Episcopal Preparatory

### Stealing

- 1st Offense: See Discipline and Code of Conduct previously stated, possibly including liability for temporary suspension and/or restitution of stolen property or its cash equivalent. Students may receive a conduct grade of "U" for the quarter and if academic work is involved, a score of "0" (zero) on the assignment in question.
- 2nd Offense: Suspension or expulsion from Calvary Episcopal Preparatory

### Conspiracy

- 1st Offense: In addition to consequences outlined in the grade level behavior plans and the "Discipline and Code of Conduct," students may receive a conduct grade of "U" for the quarter and if academic work is involved, a score of "0" (zero) on the assignment in question.
- 2nd Offense: Suspension or expulsion from Calvary Episcopal Preparatory

## **Driving and Parking**

Students must have a valid Texas Driver's License and evidence of current auto liability insurance to drive on campus. A copy of these documents must be turned in to the front office. Students must drive safely and obey all posted regulations. Students are not to be in cars or in the parking lot during the school day without permission from Administration.

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

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

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

- **Cell Phones & School Zones:** Effective September 1, 2009, the use of a wireless device within a reduced-speed school zone is prohibited. Cellular phones may be used when the vehicle is stopped in a school zone or with a hands-free device. Violators are subject to a fine of up to \$200.
- **Seat Belts:** Effective September 1, 2009, all occupants of a vehicle, no matter their age, must wear seatbelts, and all children under 8 years of age, unless the child is at least 4 feet 9 inches, must be restrained in an approved child passenger safety seat.
- **Texting:** It is illegal for drivers to read, write, or send an electronic message while operating a motor vehicle unless the vehicle is stopped.

### **Electronic Smoking Devices and Tobacco Use**

CEP is an electronic smoking device and tobacco-free campus. CEP recognizes that the use of tobacco products is a health, safety and environmental hazard for students, employees, visitors, and facilities. Calvary Episcopal Preparatory does not allow the use of tobacco products on school grounds, in school buildings, or at school-related events.

#### **Definitions:**

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

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

## **Tobacco Use Is Prohibited**

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

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

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

Further, no student shall be permitted to possess a tobacco product while in any school building, while on school grounds or property, at any school-sponsored or school-related event, or at any other time that students are under the authority of school personnel. Consequences for students engaging in the prohibited behavior will be provided in accordance with the Student Code of Conduct.

Visitors using tobacco products will be asked to refrain while on school property or leave the premises. Law enforcement officers may be contacted to escort the person off the premises or cite the person for trespassing if the person refuses to leave the school property.

## **Emergency Closing of School**

If it is necessary to close school due to inclement weather or other community emergencies, the policy of Calvary Episcopal Preparatory is to follow the decision of the Lamar Consolidated Independent School District. For non-emergency closures, the Head of School will make a decision that is in the best interest of the Calvary community. Should there be a school closing, parents will be notified via ParentSquare through the alert system.

## **Exam Exemption Policy**

Seventh through twelfth grade students with no more than three absences in any given class and no more than three (3) tardies in any given class are eligible to be exempt from semester exams. Five tardies to school will equal 1 absence for all classes. Days missed because of approved school-related or school-sanctioned activities, documented contagious illness, documented medical visits, and pre-approved college visits shall not count against a student. College visits are limited to juniors and seniors who may take a total of two college visits per year. Students must have prior permission from the Head of School and return with a document certifying that the absence was to visit an institution of higher learning. Students must have at least an “A” average in the class to be eligible to exempt the exam for that class. **Students who have been suspended—on campus or off campus—during the semester are NOT eligible for any exam exemptions.**

## Midterm and Final Exams

Maximum exemptions allowed are as follows:

- Grade 7: One class per semester
- Grade 8: Two class per semester
- Grade 9: Two classes per semester
- Grade 10: Three classes per semester
- Grades 11: Four classes per semester
- Grade 12: All classes

Other requirements include:

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

## Field Trips and Off Campus Learning

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

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

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

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

## Guidelines for Field Trip Chaperones

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

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

- All school rules apply to school-sponsored events. Chaperones are expected to comply with school policies, follow the directions given by the school's supervising faculty member, work cooperatively with other staff and volunteers, and model appropriate behaviors for students.

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

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

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

- School personnel are the adult(s) in charge. As such, all decisions related to student assignments, treatment for injuries, health, discipline, etc. must be referred to the adult in charge.
- All school rules apply to school-sponsored events. Chaperones are expected to comply with school policies, follow the directions given by the school's adult in charge, work cooperatively with other staff and volunteers, and model appropriate behaviors for students.
- In order to comply with school policy, during school sponsored events, chaperones:
  - May not use, sell, provide, possess, or be under the influence of drugs or alcohol
  - May not use tobacco or vapor devices in the presence of, or within sight of, students
  - May not possess any weapon
  - May not administer any medications, prescription or nonprescription to students.
- Be sure the adult in charge has briefed you on details of the trip and updates you when appropriate.
- Chaperones of overnight trips must have completed the Safeguarding God's Children training and follow all the guidelines in **The Episcopal Diocese of Texas Safeguarding Policies**.

- Adult chaperones are expected to be in professional and appropriate dress. The chaperone is acting in the role of an additional adult leader and should be dressed accordingly. (Appropriate is determined by the type of trip, sites to be visited, activities to be supervised, etc.)
- Chaperones will arrive promptly to the area designated for departure at the designated time so that the faculty member(s) can give you your assigned “group” and can provide you information about the particulars of your responsibilities on the trip.
- Once at the destination, help students participate in the trip program by making sure they are on task, listening attentively, following directions, and completing the activities assigned.
- Chaperones are responsible for the safety and behavior of the students in their group. This means that the students are a polite audience, respect property, clean up after themselves, and follow the rules of the place they are visiting.
- Ensure that students are supervised at all times. If it is a trip where students need to walk from place to place, please ensure that you stay with your group – do not allow students to go from one place to another unsupervised.
- If a student needs to use a restroom, please send the student with a buddy, unless a group is in the facility at the same time.
- It is important to have a cell phone on you at all times in the event of an emergency, but it should not be used to engage in business or personal matters while supervising children.
- Meet promptly at the area designated by the adult in charge when meeting times and places have been established for lunches/dinners/departures, etc.

## **Advanced Placement and Dual Credit**

### **Advanced Placement Program**

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

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

Calvary students are encouraged to enroll in AP courses if they meet eligibility requirements, as outlined in upper school course descriptions. High academic standards are required to enter and maintain enrollment in AP courses.

Students who are enrolled in an AP course and take the AP test will receive an AP course designation and weighting on their transcript, no matter the test outcome. The AP test may substitute for the course’s final

exam. ***Students who are enrolled in an AP course but do not take the AP test will receive an Honors course designation and weighting on their transcript.***

### **Dual Credit Program**

Calvary juniors and/or seniors may meet eligibility requirements for dual credit through a partnership with a participating college or university. Eligible students may enroll in these classes to obtain dual credit toward both his/her high school and undergraduate diplomas. To be eligible to participate in a dual credit class, a student must be classified as a CEP sophomore, junior or senior with a minimum GPA of 3.5 or higher, maintain a good behavior record, and have the approval of the Head of School.

### **Academic Performance Standards**

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

### **Drop/Adding a Course**

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

## **Grading and Reporting to Parents**

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

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

Report cards, progress reports, and grade updates may be viewed via the ***Family Portal***. Parents can view grade status at any point in the quarter or semester.

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

Kindergarten students will receive report cards at the end of each quarter. PK3 and PK4 students will begin receiving report cards at the end of the second quarter.

### **Conference Options**

We encourage parents to make an appointment for a conference with the appropriate teacher whenever there is a question regarding their child's work. Parent conferences can be scheduled by communicating with the teacher via ParentSquare to request a conference time.



## Grading and Assessment Guidelines

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

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

Report cards, progress reports, and grade updates may be viewed via Family Portal. Progress reports are ongoing as parents can view grade status at any point in the quarter or semester. Parents are issued a login to their specific child/ren.

Other markings which may appear:

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

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

E	Excellent
S	Satisfactory
N	Needs improvement
U	Unsatisfactory

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

In grades Kindergarten through 8, enrichment and elective classes that meet once a week are required to have a minimum of 6 major grades (100%) per quarter.

### Midterm and Final Exam for Middle and High School

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

## Classification

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

Freshman:	0-5 credits
Sophomore:	5.5-11.5 credits
Junior:	12.0-18.5 credits
Senior:	19 credits and above

## Courses Taken in Middle School for High School Credit

Middle school students will receive high school credit toward high school level courses successfully completed in grades 7 and 8. High school courses taken in middle school will be included in the calculation of high school GPA.

## Grade Point Average and Numerical Grade Weighting

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

Grade	Grade Point – AP	Grade Point – Dual Credit	Grade Point – Honors or Pre-AP	Grade Point – Academic or Regular
90-100	5	4.75	4.5	4
80-89	4	3.75	3.5	3
75-79	3	2.75	2.5	2
70-74	2	1.75	1.5	1
Below 70	0	0	0	0

## Grading Outcomes

### Honor Roll Guidelines Grades 2-12

#### All A Honor Roll

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

#### Honor Roll

- Lower School (Grades 2-3): Any combination of A's and B's in all subjects. No grades below B, except for handwriting. No conduct grade below S. At least one A must be in a core academic subject (ELA, Math, Science, Social Studies).
- Lower School (Grades 4-5): No grades below B, except for handwriting, and no conduct grade below S. Students must have a minimum of 2 A's in a core academic subject (ELA, Math, Science, Social Studies).

- Middle/Upper School (Grades 6-12): Students must have a minimum of 4 A's and no grade below B. No conduct grade below S. At least two A's must be in academic subjects (ELA, Math, Science, Social Studies, Spanish, ASL).

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

### **Grade Level Retention Procedures**

#### Lower School:

If retention appears to be a possibility, by the end of 3<sup>rd</sup> quarter, the teacher, Head of School, parents, (and student if applicable) will 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 will be followed by a written communication to the parents reviewing the content of the meeting.

By the end of the third week of the last nine-week quarter, the school will inform the parent in writing of the student's academic status. All written communications regarding retention will be maintained in the student's confidential file. If a student fails one core academic subject for the year, that student will not be promoted to the next grade level, unless the child successfully completes a summer course of study as prescribed by the school. If a child does not take a summer course of study as prescribed or is unsuccessful, then he/she is at risk of grade failure or dismissal from CEP. If a student fails two or more academic core subjects, the student will repeat the grade.

#### Middle School:

By the end of the third week of the last nine-week quarter, the school will inform the parent in writing of the student's academic status. All written communications regarding retention will be maintained in the student's confidential file. If a student fails one core academic subject for the year, that student will not be promoted to the next grade level, unless the child successfully completes a summer course of study as prescribed by the school. If a child does not take a summer course of study as prescribed or is unsuccessful, then he/she is at risk of grade failure or dismissal from CEP. If a student fails two or more academic core subjects, the student will repeat the grade. This does not apply to high school credit courses.

### **Incomplete Grades**

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

### **Academic Review**

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

## **Summer School Policy**

Calvary Episcopal Preparatory does not have a regular academic summer school program. If a student should marginally fail a course, (65-69) the student's teacher may recommend a special course extension to complete the work of the course. In any other case, the student will be required either to be tutored or to take an approved summer course and then pass the Calvary departmental exam to validate the earning of course credit. The Head of School must approve plans in advance. Fees for the approved summer course of study will be set by the Head of School. Courses taken outside of Calvary Episcopal Preparatory will only be awarded Calvary credit with the prior approval of the Head of School and will be reflected on the academic transcript.

## **Grievances**

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

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

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

### *In summary:*

1. Conference with the teacher or staff member with whom the concern arises. If an acceptable resolution is not reached, proceed to step 2.
2. Conference with supervising administrator.
3. Conference with administrator and teacher.

## **Homework and Assignments**

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

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

Grades 3-12: Assignments and homework are expected to be completed and returned on the date assigned by the teacher. Any work not returned to the teacher on the date and class assigned will be considered late.

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

## Library

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

- PK3-Grade 1: one book at a time
- Grades 2-4: two books at a time
- Grades 5-12: three books at a time

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

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

A five-cent per day fine may be assessed after a two-week grace period. 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 Book Club is an opportunity to remember a child's special day. Parents or friends may choose to purchase a book or books from a selected list posted in the school library. When a book is purchased in honor of your child, the book is placed in the library with his/her name, birthday, date of gift, and name of the donor recorded inside the book's cover.

## Lunch and Snacks

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

Calvary offers a hot lunch program for students. Information about ordering will be found on ParentSquare and orders can be submitted on Family Portal.

Student organizations will sell pizza for lunch each Wednesday and pancakes each Thursday as fundraisers.

### Lunch Reminders:

- Good nutrition is important for good health. Please refrain from sending candy or sodas.
- Staff members are on duty during the lunch hour to supervise the children.
- Students are expected to clean the area in which they eat and to use proper manners.
- Only adults and High School students may use the microwave oven during school hours.
- All food and drink should be consumed in the lunchroom prior to returning to class.

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

### **Lunch Behavior Expectations**

- Students may not cut in line or save a space for friends.
- Trash from tables and floor must be picked up and deposited in the waste cans.
- No food, trash, or other objects are to be thrown.
- Visiting from table to table and wandering is not permitted.
- Students are to use inside voices in conversations with their friends.
- “Restaurant-type manners” should be maintained.
- Students who violate lunchroom rules may be assigned to clean-up duty, as well as other disciplinary measures.
- Parents/visitors are welcome to eat lunch with their student. If they choose to sit at the guest table, they may only invite their student.

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

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

### **Parties**

Classroom parties will be coordinated with faculty, respecting academic time. Parties are to be kept simple.

#### **On Campus Parties**

Grade-level holiday parties are held on campus. The parties need to be kept as simple as possible and coordinated with the homeroom teacher.

#### **End-of-Year Celebrations**

PK3-5th grades celebrate the end of year with an on-campus Splash Day. This is coordinated by faculty and parent volunteers. This is the only approved end-of-year party.

#### **Birthday Parties**

Birthday parties are a special time for sharing a very important part of a child’s life. During each Wednesday

chapel service, birthdays for the current week are acknowledged. Special prayers are also offered for the child. Children 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. Please coordinate the refreshments and schedule with the teacher to ensure all allergy issues are addressed and learning times are protected. **Party invitations may only be given out at school if every child in the class receives an invitation.**

### **Responsibilities of Parents**

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

- Making every effort to provide for the physical, social, and emotional needs of your child
- Teaching your child to be aware of and obey the rules
- Ensuring your child attends school daily and on time. Promptly report and explain absences and tardiness to the school.
- Encouraging and leading your child to develop proper study habits at home
- Participating in meaningful parent/teacher conference to discuss your child's welfare and progress in school
- Staying informed of school policies and academic requirements of school programs via ParentSquare and Calvary's website
- Participates in school-related organizations
- Ensuring your child is appropriately dressed at school and at school-related activities
- Reviewing and discussing grades and school assignments with your child
- Bringing any special problems or conditions that may relate to or interfere with your child's educational progress to the attention of appropriate school personnel (Ex: divorce, separation, death, illness, etc.)
- Maintaining up-to-date communication contacts: home phone, work phone, cell phone, emergency numbers, and email addresses
- Cooperating with school administrators and teachers
- Asking the teacher any questions or expressing concerns related to the classroom
- Taking opportunities to lead by example and teach your children the precepts of the Honor Code
- Complying with the "Volunteer and Parent Code of Ethics" found in this handbook

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

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

#### **Fine Arts**

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

**The National Junior Honor Society (NJHS)** is the nation's premier organization established to recognize outstanding middle level students who demonstrate excellence in the areas of scholarship, leadership, service, citizenship, and character. These attributes have been associated with membership in the

organization since its inception in 1929. NJHS membership not only recognizes students for their academic accomplishments but also challenges them to develop further through active involvement in school activities and community service.

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

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

Each chapter is required to publish its qualifications for membership, which is based on the five pillars of NJHS:

- Everyday Scholarship
- Everyday Service
- Everyday Leadership
- Everyday Citizenship
- Everyday Character

**The National Honor Society (NHS)**, established in 1921, is an organization that recognizes student achievement and community engagement. As a high school chapter, the goal of Calvary Episcopal Preparatory's NHS is to instill a deep understanding of the four pillars of the National Honor Society:

- Everyday Scholarship
- Everyday Service
- Everyday Leadership
- Everyday Character

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

Eligibility for National Honor Society - The NHS is open to any sophomore, junior, or senior at CEP who has a minimum cumulative GPA of 85 and has been a student at CEP for at least two semesters.

Nomination to NHS will be based on character, leadership, service, and academic achievement. The Faculty Council may review academic performance on an individual basis. Students must have conduct grades of E or S and cannot have been suspended for any reason during the entire school year. Complete guidelines can be found on the National Honor Society webpage.

### **Selection of NJHS/NHS Members**

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

### **Maintaining NJHS/NHS Membership**

If a student's scholastic or conduct grades fall below the eligibility requirements (79 or below), he/she and



parents will be promptly notified in writing and placed on probation. During any grading period, the following issues will result in automatic dismissal from the organization:

- Failure to correct a problem which resulted in probation
- A grade below 75 in an academic subject
- One N or U in conduct at the end of a quarter grading period
- In-school suspension
- Out of school suspension
- Any violation of the Student Honor Code

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

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

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

Criteria:

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

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

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

### **Texas Association of Private and Parochial Schools (TAPPS)**

TAPPS was chartered in 1978 and serves to organize, stimulate, encourage, and promote the academic, athletic and fine arts programs in an effort to foster a spirit of fair play, good fellowship, true sportsmanship and wholesome competition for ninth-twelfth grade boys and girls.

### **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. Calvary's Student Council is a part of the Texas Association of Student Council, District 13A.

High School Officers are elected at the beginning of each school year to serve for the entire year. One boy and one girl in grades 3-8 are elected to represent their grade level on the Student Council.

The following issues 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 out of school suspension
- Missing two (2) Student Council meetings

Any violation of the Student Honor Code may result in removal from their Student Council position. If a student is removed from Student Council or leaves Calvary Episcopal Preparatory, a new representative will be elected from the former member's grade level.

### Service-Learning

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

High School students are required to earn a minimum of 120 hours of community service in their four years, with an average of 30 hours per year to graduate. Students will earn a Service Cord at graduation if they accumulate 160 hours of service hours during their four years of high school. If students enroll after Freshman year, their service requirement will be 30 hours per year for graduation, and 40 hours per year for a Service Cord. See chart below for grade level specific requirements.

Class of	2023-2024 Grade Level	Required Service Hours for Graduation	Required Service Hours to Earn Service Cord
2024	12 <sup>th</sup>	115	145
2025	11 <sup>th</sup>	120	160
2026	10 <sup>th</sup>	120	160
2027	9 <sup>th</sup>	120	160

### Student/Student, Student/Faculty Relationship and Sexual Harassment

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

#### Public Display of Affection

While healthy social interaction is encouraged, any inappropriate and/or excessive physical or verbal display of affection between any individuals regardless of gender that is observed on campus or at a school sponsored event on or off campus is not in keeping with our goals for the development and value of our

students and is considered inappropriate behavior. Any observed inappropriate display of affection will have disciplinary consequences. The consequences include, but are not limited to, student conference, 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: student conference, parent notification, lunch or after school detention, and/or in-school suspension.

### **Parent Notification**

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

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

#### Policy Statement

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

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

#### Legal Authority

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

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

#### Definition

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

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

### Examples of Prohibited Behavior

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

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

### Responsibility

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

### Non-Reprisal

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

### Malicious, False Accusations

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

### Procedures

An initial course of action for any member of the faculty, staff, or student body who feels that he or she is being sexually harassed is for that person to tell or otherwise inform the harasser that the conduct is unwelcome and must stop. However, in some circumstances this course of action may not be feasible, may be unsuccessful, or the individual may be uncomfortable dealing with the matter in this manner. If that is the case, the complainant should report the matter to the Head of School or President of the School Board, who are the designated officials to receive informal or formal complaints.

### Information, Counseling, and Informal Resolution

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

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

### Formal Complaint Resolution

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

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

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

## **Technology Devices or School-Issued Devices**

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

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

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

### **Customization**

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

or data stored on the school-issued device must be consistent with school policy and the mission and spirit of the school.

### **Damaged or Destroyed Devices**

Students must report a damaged or destroyed device within 24 hours to the Technology Department, which will determine necessary action. The student will be billed a minimum of \$50 for the first repair. For subsequent repairs made during his/her time at CEP, the student will be billed for the cost of the repairs. Damaged accessories will be billed to students at full replacement cost.

### **Lost Devices**

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

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

### **Standards for School Device Care and Use**

- Keep the device secure in the provided protective cover to ensure screen protection and that the corners are covered properly.
- Bring a fully charged device to school every day.
- Keep the device with you or in a secure location at all times.
- Maintain a lock screen graphic with your name displayed on the graphic.
- Maintain your CEP email account on your device. It is the expectation that students check their CEP email daily. Additional emails can be added.
- It is the expectation that students in grades 6-12 check their StudentSquare regularly.
- Do not remove any pre-loaded apps.
- Update apps and the operating system regularly.
- Do not lock, deface, or tamper with a device belonging to another student.
- Students must take personal responsibility for the care of their devices and take all reasonable precautions to protect them from damage or loss.
- Students may not personalize the outside of devices or covers in any manner – do not place stickers or write on the device or cover. School-issued devices and accessories should be returned in the same condition they are issued, less normal wear and tear.
- Clean the screen with a soft, dry, anti-static cloth or with a screen cleaner designed specifically for LCD-type screens only. Do not use paper towels, which may scratch the screen.

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

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

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

Students are responsible for good behavior on the school computer networks (when using personal or school-owned devices), just as they are in a classroom or a school hallway. General school rules for behavior and communications apply.

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

- Users are expected to abide by the generally accepted rules of network etiquette and conduct themselves in a responsible, ethical, and polite manner while online.
- Users are not permitted to use the computing access for commercial purposes, product advertising, political lobbying, or political campaigning.
- Users are not permitted to transmit, receive, submit, or publish any verbally defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal materials.
- Users are not permitted to use proxy websites to circumvent blocked websites deemed inappropriate on the firewall.
- Physical or electronic tampering with computer resources is not permitted. Damaging computers, computer systems, or computer networks, whether intentional or because of a failure to follow guidelines, may result in suspension or termination of privileges. Students and parents will be responsible for repairs to the system or hardware.
- Users must respect all copyright laws protecting software owners, artists, and writers. Plagiarism in any form will not be tolerated. Violation of copyright laws or students found guilty of plagiarism will be disciplined as outlined in our Code of Conduct, which may include suspension or expulsion.
- Security on any computer system is a high priority, especially when the system involves many users. If a user feels he/she can identify a security problem in the school's computers, network, or Internet connection, he/she must notify a system administrator. Students must not demonstrate the problem to others.
- Using someone else's password, sharing passwords, or trespassing in another's folders, work, or files without written permission is absolutely prohibited. Attempts to log-on to the system as anyone else may result in suspension or termination of user privileges.
- Students may not take images or make video or audio recordings of students, teachers, or employees (for any purpose) without expressed permission.
- The school assumes no responsibility or liability for any personal electronics brought to school. This includes loss, damage, phone charges, line costs or usage fees, or for any damages a user may suffer. This also 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 user's risk. CEP specifically denies any responsibility for the accuracy or quality of information obtained through Internet services on personal electronics. Sharing personal electronic devices with other students is not allowed.
- All communications and information accessible via the computer resources shall be regarded as school property. Administrators who operate and maintain the system may review files and messages to maintain system integrity and ensure that users are using the system responsibly. Messages relating to, or in support of, illegal activities will be reported to the authorities.

- Email addresses that are issued to students are intended for school use only. Students may not use the school-issued email for any purpose other than school-related activities.
- **It is against the Responsible Use Practices policy for students to use cell phones or other electronic devices to send/receive texts/phone calls or use electronic devices for purposes not authorized by a school employee from 7:55 a.m. to 3:30 p.m.** Unauthorized use of electronic devices will result in the device being confiscated and stored in the school office. A retrieval fee of \$35 will be assessed for each occurrence. Blatant or repeated offenses may result in these privileges being revoked permanently.

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

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

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

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

- Electronic bullying in any form that impacts the school's learning environment will result in disciplinary action. (This includes electronic bullying that may take place outside of school if it ultimately impacts the school's learning environment.)
- Students may not take images, or make video or audio recordings of students, employees and/or classrooms without the express written permission of the students, employees and school.
- When inappropriate websites and social media sites that are created and maintained by CEP students mention the school's name and/or use a school logo, the school can and will hold the student responsible for its content. The school may take the following actions:
  - Call the student in for a conference to require the student to remove Calvary's information
  - Communicate with a student's parent/guardian regarding the situation
  - If any student does not cooperate with the school administration, disciplinary action will be taken, including possible suspension and/or expulsion.

## **Test Guide and Schedule**

### **Lower School (Grades 1-5)**

- No more than three assessments on any one day. This does not include pop quizzes or routine weekly tests, such as Spelling.
- No tests on the returning day after a holiday.
- In grades 3 and above, teachers post classroom information, including homework, online.

Teachers are the first contact for addressing any homework issues or concerns. The school administration is available to discuss with parents any homework issues or concerns that are not resolved.



## **Middle and Upper School (Grades 6-12)**

- No tests on the returning day after a holiday.
- No major projects due on the returning day after a holiday.

## **National Testing**

- Comprehensive Testing Program (CTP) is a nationally normed test given to Calvary students in grades 1-10. Reports are sent home, and a copy is placed in the student's permanent folder at the end of the year. The data is used to drive instruction.
- College Board Testing
  - PSAT is given to students in grades 8-11. The test is administered during the school day, and the date is set by the College Board.
  - SAT is given in the Fall to students in 12<sup>th</sup> grade during the school day.
  - AP Testing is traditionally given during the second and third weeks of May to those students who are enrolled in AP courses. Students will only receive the AP weighting if the AP exam is taken.

## **Transportation/Drop Off and Pick-up Procedures**

### **School Day Expectations**

The school day is 8:00 a.m. to 3:30 p.m. Students are expected to remain at school for the entire school day. Arriving late or leaving early for any reason will count as an absence. *See Late Arrivals & Early Pickup below for guidance.*

### **Morning Arrival Process**

- One of our goals at Calvary is to encourage responsibility and independence at all grade levels. To facilitate this goal during arrival time:
  - PK3 parents may walk students directly to their classroom after 7:30 a.m. Enter through the Parish Hall entrance, which is the door under the awning to the left of the front office off of Austin Street.
  - PK4–12th grade students will be dropped off at the gym upon arrival to school. Enter through the gate between the red playground and the gym off Austin Street, located between the Family Life Center (gym) and the main building.
  - Parents of PK4 students may walk their student to the gym. As the school year progresses, it is suggested that the students walk themselves to the gym to gain a sense of independence. (Parents may walk students to class only the first week of school.)
  - Parents of Kindergarten students may walk their children up to the gym (or class) the first week of school only.
- Unless you have a pre-arranged morning conference, we ask that parents refrain from entering the academic areas before school. This allows teachers to focus on the students and maintain morning routines and schedules. If you have concerns or need to speak with a teacher, please message via ParentSquare or arrange a conference. Morning arrival, class time, and afternoon dismissal are not appropriate times to approach teachers.
- All students arriving after 8:00 a.m. must enter through the front office and are considered tardy. They must be signed in before proceeding to chapel or their classroom.

## Afternoon Dismissal Process

- All Fast Pass students will be dismissed at the circle drive off of Travis Street.
- Students in PK3-5th grade with no middle school or high school sibling will be dismissed at the circle drive off Travis Street.
- All middle and high school students and their younger siblings (PK3-5th grade) will be dismissed to the Parish Hall and will be picked up under the awning on Austin Street.
- Students being picked up via Walk-Up will be picked up from the gym.
- Each family is assigned a tag at the beginning of the school year to place in their car window.
- Students using Carpool Pick-Up must be able to fasten their own safety restraints once in the car. If your student cannot do this, please pull up past the dismissal area, park, and buckle your child in.
- **Please do not exit your car during dismissal as this interrupts the flow of traffic for everyone behind you. Staff members are there to assist your child into the vehicle.**
- If a parent wishes to walk up to pick up their child, they must park in the parking lot across from the school on Austin Street and walk over to get their child from Walk-Up in the gym. **No child will be allowed to cross the street without an adult.**
- **Permission to pick up another child other than your own, must be given to the school before dismissal. The child's parent may call the school before 2:30 pm and give permission over the phone or send a note with the child.**
- When approaching the dismissal area, drivers are asked to turn off cell phones and have the car ready to receive passengers (seating areas cleared, dogs leashed, doors unlocked, etc.). Please do not wave at children to approach the car. Teachers will direct students at the time they are to load the vehicle.
- Extended Day Program – Students who attend Calvary's Extended Day Program will go directly to the Multi-Purpose Room after dismissal. Extended Day staff will be there to meet them upon their arrival. Visit the Parents page of our website for more information on the Extended Day program.

## Additional Afternoon Information to Note

- Parents and students should maintain a regular dismissal method. If possible, any changes should be communicated to the student before school. Changes during the day should be limited to unforeseen circumstances and not be a regular occurrence.
- If you need to notify your student(s) about a change of dismissal plans, contact the front office by 2:30 p.m. The office is very busy near the end of the day. Early notification allows us to deliver messages before dismissal.
- Students are to be picked up by 3:45 p.m. Students not picked up by the completion of Carpool and Walk-Up are escorted to Extended Day in the Multi-Purpose Room to wait for their ride.
- If a student has not been picked up by 4:00 p.m., parents will be billed for Extended Day services.

## Late Arrivals and Early Pick-Up

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

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

## **Visitors**

For the safety and security of students and faculty, all outside doors are locked at 8:00 AM. All visitors to the campus must enter through the front office to check in and must present an identification card (driver license, state-issued identification card, foreign identification card, or passport). This includes parents, volunteers, relatives, friends, or anyone who is not an employee of the church or school. Calvary uses the Raptor Visitor Management System to screen campus visitors and create visitor badges, which must be worn while on the premises.

## **Withdrawal or Expulsion from Calvary**

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

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

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

## **Volunteer and Parent Code of Ethics \***

Volunteers at Calvary are valuable resources that enrich and enhance the quality of education through service to students, faculty, staff, and administration. The Calvary volunteers, 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 are welcome in the school and function in many ways as quasi-staff. As such, volunteers will find themselves privy to visual and verbal information that is considered confidential. As employees are required to adhere to a Code of Ethics, the following detail ethical and statutory expectations for volunteers and parents who serve our students. The volunteer/parent:

- shall not intentionally misrepresent official policies of the school and shall clearly distinguish those views from personal attitudes and opinions.
- shall honestly account for all funds committed to his or her charge and shall conduct his or her financial business with integrity.
- shall not use institutional privileges extended to volunteers for personal or partisan advantage.
- shall accept no gratuities, gifts, or favors that may impair judgment.
- shall not offer any favor, service, or thing of value to obtain special advantage.
- 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.
- shall comply with written School Board and Diocesan policies, regulations, and applicable state and federal laws.
- shall not reveal confidential information concerning school employees or students unless disclosure is required by law.
- shall not willfully make false statements about any member of the school.

- 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.
- shall not intentionally expose a student to disparagement.
- shall make reasonable effort to protect a student from conditions detrimental to learning, physical health, mental health, or safety.
- shall not deliberately distort facts.

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

### **Statement on Sexual Harassment**

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

### **Background Inquiry Requirements**

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

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

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

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