

June 2004

**CHRIST EPISCOPAL SCHOOL NACOGDOCHES  
POLICY STATEMENT—1-1  
FISCAL YEAR AND ACADEMIC YEAR**

The fiscal year of Christ Episcopal School shall be August 1 through July 31. The academic year of Christ Episcopal School shall be as indicated on the annual school calendar.

**POLICY STATEMENT—1-2  
LENGTH OF SCHOOL YEAR AND SCHOOL DAY**

The school year shall be no less than 172 days in length with an average of 174 days in length for students and up to 185 days in length for faculty. The length of the school year shall coincide as closely as possible with the calendar of the Nacogdoches Independent School District, with state recommendations, and with SAES recommendations.

**SCHOOL HOURS AND ATTENDANCE POLICY**

**Attendance:** Classes begin at 8:00 A.M for all students. Students are marked tardy at 8:01 A.M. Children who arrive after 8:01 A.M. must go to the school office to obtain a tardy slip before going to their classroom.

*Students should not arrive on campus before 7:35 A.M. The school will not assume responsibility for any student arriving before 7:35 A.M. since no staff member will be available to monitor students until 7:35 A.M.* Classes end at 11:30 A.M. for PK-3 and PK-4. Classes end at 3:00 P.M. for Kindergarten and all other grades. Children still waiting ten minutes after class dismissal will be sent to the Extended Day program. Cost depends on the length of stay.

Students are expected to attend each designated school day. Excuses are accepted for illness or a family emergency. Students are expected to assume full responsibility for all class work missed.

**Absences and Release During School Hours:** Parents are required to contact the office when children are absent or need to be dismissed during school hours for doctors' appointments, or for any other reason. Parents must meet students in the school office and sign the child out. If someone other than the parent picks up students for an appointment or after school, the administrative assistant, and the classroom teacher must receive notification from the parent in writing or by phone. If the teacher does not know the person picking up a student, the person must show some type of identification and the teacher or an office staff member must call the parent before allowing the student to leave with a person who is a stranger to the faculty and staff of the school.

**Dismissal for Inclement Weather or Emergency:** Christ Episcopal School follows the decisions made by the Nacogdoches Independent School District. For information regarding inclement weather school closures, parents or guardians are encouraged to listen to news media announcements. Do not assume schools are closed or dismissed early unless a specific notification is made to that effect. In case of early dismissal because of hazardous weather, each family is personally notified by phone to confirm that an early dismissal decision has been made.

**POLICY STATEMENT—1-3  
AGE AND MATURITY REQUIREMENTS FOR ENROLLMENT**

To be in line with public schools, a September 1 birth date is set as a cutoff time.

To register for PK-3 a child must be 3 years of age before September 1

To register for PK-4 a child must be 4 years old before September 1

To register for Kindergarten a child must be 5 years old before September 1

To register for First Grade a child must be 6 years old before September 1

Exceptions to the age requirements and regrouping or placement in another class will be considered at all levels (PK-3 and above) by the school's Admission's Committee.

**PRE-SCHOOL GUIDELINES**

Children entering PK-3, PK-4, and Kindergarten must be of sufficient maturity and intelligence to derive benefit from the program. Other criteria for pre-school admission include the ability to communicate effectively, to use the restroom independently, and to manage clothing independently.

**POLICY STATEMENT—1-4  
CLASS SIZE**

Maximum enrollment for PK-3 is 12 students with a preference of 10 students

Maximum enrollment for PK-4 is 14 students with a preference of 12 students

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Maximum enrollment for Kindergarten is 16 students with a preference of 14 students

Maximum enrollment for Grade 1 is 16 students with a preference of 14 students

Maximum enrollment for Grades 2 and 3 is 18 students with a preference of 16 students

Maximum enrollment for Grades 4 and above is 18 students with a preference of 18 students

**POLICY STATEMENT—1-5  
FEES AND TUITION CONTRACT**

The tuition and fee schedules are to be set by the school board on an annual basis and are as follows:

TESTING FEE: This fee is non-refundable and is charged to all students entering the first grade and for students new to Christ Episcopal School who are entering the first grade and above.

REGISTRATION FEE: This fee is non-refundable, and it is due upon enrollment.

SUPPLY FEE: A supply fee of \$100.00 is charged to students enrolled in kindergarten and to students in all grades above kindergarten. This fee may be paid in two installments. The first installment is due with the registration fee. The second installment is due with the January tuition payment. This additional fee will be used for the purchase of other educational materials, computer lab upkeep, and for software purchases.

TUITION PAYMENT SCHEDULE: The first tuition payment for students entering PK-3 through grade six is due May 5 of each year and is credited to the last month's (May) tuition. This payment is not refundable after June 1. A ten-month payment plan or a twelve-month payment plan may be chosen. Payments are due the fifth of each month. A \$5.00 late fee is charged after the fifteenth of the month.

A \$2,000 deposit credited to seventh grade and eight grade tuition is required for students entering the Junior High grades. A registration fee is not required. The first tuition payment is due August 1 of each year. Please see the Junior High Enrollment Contract for more specific information about Junior High tuition payments.

All fees must be paid in full prior to the closing of school in May before the report card is released, before re-registration is confirmed, or before transfer of records to another school.

**POLICY STATEMENT—1-6  
REFUNDS**

The Admission Testing fee is non-refundable.

Tuition paid in the spring for the coming year is refundable up to May 31. It is refundable after May 3 and up to August 1 when:

1. The child is not placed in the grade for which the parents applied.
2. The family circumstances are altered in such a way as to preclude possibility of payment.
3. The family moves from Nacogdoches County.

No fees are refundable for other reasons or after August 1.

See Policy 8—Student Absence, Withdrawal, Refund

**POLICY STATEMENT—1-7  
DELINQUENT ACCOUNTS**

There is a three-month limit on arrears. After two months delinquency, a warning letter will be sent stating that the child will not be allowed to remain in the school beyond the third month of non-payment of tuition and fees.

Families may appear before the School Board for special consideration, or they may make satisfactory arrangements for the account payment with the Principal and the School Board treasurer.

See Policy 13—Arrears for Scholarship Recipients

**POLICY STATEMENT—1-8  
STUDENT ABSENCE, WITHDRAWAL, REFUND**

Students who are absent from classes due to illnesses or any other reason continue to receive services from the school in the form of homework assignments and faculty contact. In light of these services, no refund in cash or credit is given for such absences.

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See Policy 6—Refund for Withdrawal

**POLICY STATEMENT—1-9  
TRANSFER OF STUDENTS**

If a child enrolled in the school is not returning, a record release form must be signed before records will be sent to the school of the parent's choice. Parents of graduates must also sign a record release form.

When a child is transfers to Christ Episcopal School from another school, arrangements must be made to have test scores and other records forwarded from the previous school before admission to Christ Episcopal School is finalized. A form for this purpose is available in the school office.

The school shall retain the original records for all students; only copies shall be provided for students transferring from the school or graduating from the school.

See Policy 10—Retention of Student Records

**POLICY STATEMENT—1-10  
RETENTION OF STUDENT RECORDS**

The school will retain student records for students who have an unpaid account with the institution. Upon payment of the outstanding account, records will be released.

**POLICY STATEMENT—11  
REGISTRATION AND WAITING LIST PROCEDURES**

The School Board, upon recommendation of the Principal, will establish on an annual basis registration dates for the ensuing year. The following registration periods will be established:

The registration period for presently enrolled students will be the week prior to the registration period for new students from the general public. Applications of siblings of presently enrolled students will be received during the same period; however, the names of those siblings will not be placed on class rolls until 3:00 P.M. on the final day of current-student registration. A waiting list for siblings will be established in order of receipt of applications. (See waiting list maintenance procedure below for further information relative to this point.) Applications for enrollment of new students from parish families will be received during this same period; however, the names will be placed on the waiting list before siblings of currently enrolled students.

Children of faculty members not currently enrolled at Christ Episcopal School will be treated as siblings.

Waiting lists will be maintained for all classes. The parents of children on waiting lists will be contacted in the event of class vacancies according to the following schedule:

1. Parish families
2. Siblings of currently enrolled students
3. General Public

Each of the above listed categories will be arranged in chronological order by date of receipt of application within any given month. This means that all applications for a given month will be ordered as above, and these applications will take precedence over applications received in any subsequent month. For example, applications from the general public received in April will take precedence over applications received from siblings or parish members in May or in a later month.

**POLICY STATEMENT—12  
SCHOLARSHIP PROGRAM**

Policy guidelines regarding the application for academic scholarships:

1. The Scholarship Committee will review applications from presently enrolled students at Christ Episcopal School with first priority.
2. Scholarships are awarded to children in grades one and above only.
3. All applications to be reviewed must be accompanied by a copy of the previous year's 1040 Income Tax Return (pages 1 and 2).

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4. All applications must be returned to the school office by the first day of priority registration for the next school year.
5. The maximum award for any student shall be 50% of the annual tuition. The award shall be a grant and not a loan and shall be applied towards annual tuition only.
6. Scholarship grants shall be awarded on a pro rata basis. Awards shall be credited to accounts at the rate of one-tenth of the award per month.
7. Accounts from the present year shall be paid up to date before the Scholarship Committee will consider an application for aid for the next school year.
8. If during the academic year the student's account falls in arrears, the scholarship grant shall be suspended until the account is again in good standing.
9. No assurance shall be made that a grant will be renewed for the next school year.
10. Financial assistance in the form of a scholarship grant shall be based upon the need of the applicant in relation to the need of other applicants.

### **POLICY STATEMENT 1-13 TESTING INFORMATION**

Incoming first grade students and above must participate in a screening evaluation administered by the school's Licensed Psychological Associate. Christ Episcopal School provides a somewhat more advanced curriculum than is typically obtained in the public sector. Students who benefit most from the school's curriculum typically function within the Above Average to Average range of intelligence, with achievement scores that are also within the Above Average to Average range.

The Kaufman Brief Intelligence Test (K\*BIT) and the Wide Range Achievement Test-3 are used to screen incoming students. The minimum requirement for admission to Christ Episcopal School stipulates that all scores on these tests must fall at the 50<sup>th</sup> percentile or above.

Parents will confer with the Psychological Associate and the Principal concerning the results of the testing. Prospective students who do not meet the cut off scores will generally not be accepted for admission to Christ Episcopal School.

If a student does not score in an acceptable range, the registration is cancelled, and the registration fee returned. In addition to providing admission acceptability, these admission tests are given to achieve a more individualized curriculum. All test results will be considered confidential as defined by the Texas Health and Safety Code, Title 7, Chapter 611, Section 611.001-611.005 V.T.C.S., as provided in 1991 by the 72<sup>nd</sup> Legislature, and governed as well by the Texas Rule of Criminal Evidence and the Texas Rule of Civil Evidence.

A non-refundable testing fee is charged.

*Parents must also provide report cards and achievement test scores from previous years before the students in grades two and above are accepted for admission.*

Parents must sign testing agreement forms as permission for other than routine achievement tests to be given each year.

All children in grades one and above will be given the Stanford Achievement Test in the spring. This is a group test. Test results are helpful to the teachers in planning the instructional program for the following school year. These test results are sent home to the parents as soon as they are available. If tests indicate that further individualized testing will be beneficial, parents will be contacted.

### **POLICY STATEMENT 1-14 STUDENT PROMOTION GUIDELINES**

Parents will be notified in writing or in a parent-teacher conference at any time during the year that a child is not progressing socially or academically.

A student will be promoted on a merit or academic basis but parent, teachers, Principal and psychological associate will confer on a final decision regarding all questionable promotions.

There will be six reporting periods at approximately six-week intervals for students in kindergarten and all grades above kindergarten.

### **PRE-SCHOOL RETENTION**

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Because there is so much normal variation in development in young children, Christ Episcopal School will not engage in making a retention decision for students in PK-3, PK-4, or kindergarten. If a child demonstrates significant developmental delays, decisions regarding this child will be concerned with admission rather than retention.

This policy is not intended to abridge the teachers' professional activity of making recommendations to parents. Pre-school teachers may make recommendations to parents, but it will be the parents' decision to retain their child in pre-school.

Parents will be informed that they may want to seek professional advice about the developmental progress of their child to aid them in their decision-making.

**POLICY STATEMENT 1-15  
RETENTION OF STUDENTS—REGISTRATION PROCEDURE**

Students who must be retained in the same grade for poor academic achievement shall have access to that grade only after currently enrolled promoted students are registered. If the number of promoted students fills the class, the retained student shall be given first priority from the waiting list.

**POLICY STATEMENT 1-16  
SCHOOL'S RIGHTS FOR PLACEMENT AND STUDENT DISMISSAL**

The right is reserved, because of limited space and the purpose and philosophy of the school, to choose from among applicants who are most likely to profit from the school's advanced curriculum.

The school shall have the absolute right in its discretion to require the withdrawal of a student if that child does not meet the school standards and requirements of conduct, behavior, and academic achievement.

When more than one section of a grade or age level exists, the administration reserves the right to arrange classes which seem to be beneficial to the nature and ability of the individuals.

**POLICY STATEMENT 1-17  
PARENT ASSOCIATION (PA)**

The Parent Association is designed to facilitate better participation of parents and better communication among parents, teachers, and administration. The Executive Committee of the organization calls meetings. Annual dues are collected. The group assists the school in many ways including fund-raising and holding special events.

All extra-curricular activities sponsored by the Parent Association which involve parents and students will be attended on a voluntary basis. All such activities must be coordinated with the Principal.

A representative of the Parent Association will serve as an ex-officio member of the Christ Episcopal School Board and provide a monthly report of activities.

**POLICY STATEMENT 1-18  
UNIFORM POLICY**

**Free Dress Days:** The standard or chapel uniform must be worn all five days of the week. Special free dress days will be announced throughout the year. Sport Crew socks of any color and tennis shoes must be worn on free dress days. Shorts must be **no shorter than two inches above the knee**. Tank tops and backless garments are not permitted.

**Organization Uniforms:** Members of uniformed organizations such as the Cub Scouts and Girl Scouts may wear their uniforms, with the exception of blue jeans, to school on their particular meeting days.

**Cool Weather Guidelines:** Students may only wear solid navy, hunter green, white or red cardigans, sweatshirts, windbreakers, or fleece jackets *in the classroom* when added warmth is desired. Students may borrow a sweatshirt from the used uniform store if necessary. Only the CES logo is permitted.

**DETAILED UNIFORM OUTLINE—KINDERGARTEN THROUGH GRADE FIVE**

**GIRLS: KINDERGARTEN THROUGH GRADE FIVE (Pre-K Optional)**

**Standard Uniform:**

Khaki Pants or Khaki Shorts or Khaki Skort (Cargo pants are not acceptable.)

or Khaki Jumper with white round collar blouse--Kindergarten-Grade 2

Polo Style Knit Shirt--red, hunter green, navy, or white--long or short sleeve

--with or without CES monogram

or Denim shirt with CES monogram--short or long sleeve

Sweatshirts--red, hunter green, navy, or white--with or without CES monogram

**Shorts and Skorts  
may be no shorter  
than two inches  
above the knee.**

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Cardigans, fleece jackets, and windbreakers--red, hunter green, navy, or white—with or without CES monogram  
Brown Belt (Students in Kindergarten and Grade 1 may wear pants or shorts with an elastic waist in place of the belt.)

**BOYS: KINDERGARTEN THROUGH GRADE FIVE (Pre-Kindergarten Optional)**

**Standard Uniform:**

Khaki Shorts or Khaki Pants (Cargo pants are not acceptable.)

Polo Style Knit Shirt--red, hunter green, navy, or white--long or short sleeve--with or without CES monogram  
or Denim Shirt with CES monogram--long or short sleeve

Sweatshirts, fleece jackets, and windbreakers--red, hunter green, navy, or white--with or without CES monogram

Brown Belt (Students in Kindergarten and Grade 1 may wear pants or shorts with an elastic waist in place of the belt.)

**Footwear Girls and Boys:**

White Sport Crew Socks

Tennis Shoes (No Restrictions) (Velcro straps are recommended for children in K-Grade 1.)

**Chapel Uniform—Girls and Boys:**

Khaki Pants or Khaki Shorts

Navy Blue CES Monogrammed Polo--long or short sleeve

Navy Blue CES Monogrammed Sweatshirt

**DETAILED UNIFORM OUTLINE—GRADES SIX AND ABOVE**

**Standard Uniform-(including footwear)—Same as for K through Grade 5 with the following additions:**

Girls: Capri pants from Flemings or from Mize—no other styles are acceptable.

Girls and Boys: Any approved CES t-shirt, with the khaki options listed, may be worn on days other than chapel days.

**Chapel Uniform—Girls and Boys:** Same as for Kindergarten through Grade Six

Denim Shirts with the school logo are available in the school office. Children may wear the shirt tucked in or they may wear the shirt not tucked in over a tucked in heavy grade white T-Shirt.

Uniforms may be bought from any supplier (except for Capri pants), although Mize Department Store located in downtown Nacogdoches and Flemings Young Years located on North Street are the school's official suppliers. Items purchased at another store must meet the above mentioned policies. Located in the school office are examples for clarification of approved colors and styles. CES monogramming is done through the Varsity Bookstore that is located on E. College in Nacogdoches. Items bought from Flemings include the CES monogramming.

Used uniform items are available in the school office for \$5.00 per item.

**FAILURE TO COMPLY TO UNIFORM POLICY**

Students are required to comply with *all* details of the Uniform Policy. Each time students are not in the proper uniform, they will be asked to call their parents to bring a compliant uniform item, or they may go to the school's used uniform store to select an item to replace the non-compliant item, and to change into the compliant item. In addition, a notice will be sent to parents. The parent must sign the notice and return the signed notice and the borrowed uniform item the next day. After a third notice, parents will be called to discuss reasons for noncompliance. Decisions concerning consequences will be made on a case-by-case basis.

**APPROPRIATE CLOTHING ON “FREE DRESS DAYS”**

On “Free Dress Days,” students are expected to wear comfortable clothing in which they can play, climb, and paint without undue concern. All children are required to wear tennis shoes with sport crew socks of any color for safety in outside play and for physical education classes. Girls must wear shorts under skirts. Pointed-toe boots, cleats, thongs, backless shoes, high heels, **shorts shorter than two inches above the knee**, half shirts, backless garments, and tank tops are not acceptable. Children who do not comply will be required to call their parents to bring appropriate clothing, or students may go to the school's used uniform store to select compliant items.

**POLICY STATEMENT 1-19  
FIELD TRIPS**

Appropriate field trips within regular school hours, outside regular school hours, or overnight are arranged to help further students' understanding of the curriculum. All outside classroom excursions meet the state's requirements for safety and educational benefits. Parents or guardians are given advance notice of scheduled outside classroom excursions and must sign a permission form before students are allowed to leave the building. Parents or guardians are asked to sign a Field Trip Permission Form as part of the registration package.

If parents or guardians choose not to allow their children to go on a scheduled field trip, the following procedure must be followed: Children may come to school and the school will provide proper supervision during the normal school day while the class is on the field

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trip. Students are given a project to work on which pertains to the subject of the field trip. A grade is given for the project and students are not counted absent. If students do not complete the assignment at home or at school, a zero and an unexcused absence is given.

All drivers, including faculty and staff, are required to complete a Driver Information Form each school year. This form is for the expressed purpose of properly identifying parents who provide transportation for school activities.

### **POLICY STATEMENT 1-20 PARENT TEACHER CONFERENCES**

Parent-Teacher Conferences are held each semester and at other times when necessary. At the Fall Semester conference, the topic of discussion concerns the direction that social or academic progress may take given the performance of the child early in the school year. Plans to help the child perform well throughout the rest of the year are made during this conference. A Spring Conference day is scheduled in January, and all parents are invited to schedule a time to conference with their child's teacher on that day. Additional conferences are scheduled as needed. The Principal may attend any conference if requested by either teacher, or parent, or if the Principal judges it necessary.

The teacher, Principal or parent may request a conference at anytime. Parents are requested not to interrupt any teaching situation or to expect teachers to interrupt their normal teaching routine for conferences. Parents are requested to phone the school office to leave a message for the teacher to call back to arrange an appointment time. Children attend conferences only if requested by the parent, teacher or Principal.

**The parking lot, hallway, or lunchroom are not appropriate places to hold conferences.** Teachers are requested to hold conferences in a private area. Therefore, it is highly likely that a teacher may decline to comment when a parent spontaneously solicits information in a non-private area. When a teacher requests a private area to conference, this request is made in the best interest of the parent and of the child. Such a request is in keeping with school policy.

**Telephone Conferences:** Phone conferences are acceptable according to the guidelines set down by individual teachers. If a call is made at a time that is inconvenient for the teacher, the teacher is expected to note that fact and to arrange for a more convenient time. As a matter of school policy, the teacher is not obligated to speak to parents about classroom difficulties at times when full attention cannot be given to the problem or at times when the privacy of the parent or child may be compromised.

### **POLICY STATEMENT 1- 21 GRIEVANCE PROCEDURES**

**Grievance Procedure:** Parents may bring problems or questions to the attention of the Principal at anytime. Parents, however, are encouraged first to discuss any difficulties with the teacher. In almost every instance, polite dialogue can bring a solution.

If a problem cannot be resolved, parents may consult the Principal. If difficulties still exist, parents may meet with the Executive Committee of the school board. To ensure open communication, the teacher and Principal may attend the conference between the Executive Committee and parent.

### **POLICY STATEMENT 1-22 INSURANCE EFFECTIVE SEPTEMBER 1984**

A Student Accident Plan covers Christ Episcopal School students, faculty, and staff. "The medical expense benefit of this program is an 'excess' type benefit that picks up where other coverage leaves off. If the injured person's expenses or treatment are covered under any other individual, franchise, blanket or group coverage which provides benefits or services for, or by reason of medical or dental care or treatment, this program will pay only the medical expenses not provided or reimbursable under the other coverage." This program provides benefits ONLY for accidental bodily injuries. It does NOT cover sickness. The excess coverage becomes primary coverage if a person has no other coverage. There is no deductible.

### **POLICY STATEMENT 1-23 MEDICAL POLICY MEDICATION AND IMMUNIZATIONS ACCIDENT POLICY**

1. All students must have a physical exam before first entry into school. A complete, current immunization record must be included.
2. Any severe allergies should be reported to the office and to the teacher. A child showing symptoms of a new on-set cold should stay home from school for at least 24 hours before returning to school. Children who cannot go outside for recess must stay at home until able to go outside.
3. Immunizations must include a complete series of state required immunizations including a test for tuberculosis.

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4. It is a state law that all students have a complete visual exam prior to first grade.
5. All students will be expected to have a local physician with that physician's name on file with the school.
6. In the event of an emergency the following procedure will be followed:
  - a. The parent or designated contact person will be notified.
  - b. If the parent cannot be contacted, the student's local physician will be notified.
  - c. If the local physician cannot be reached, the child will be taken to the emergency room of the nearest hospital.
7. Students with communicable diseases may not return to school until released by a physician with a written release presented to the school administration.
8. In order for a student to receive medication at school, the following Texas Department of Health/Texas Education Agency guidelines must be followed:
  - A. The medication must be in its original container with the student's name clearly written on the label.
  - B. There must be a current written consent form from the parent or legal guardian stating the dose, the time, and any other pertinent information regarding administration of the medicine.
  - C. Only medication that has been prescribed by a physician may be administered at school.  
**Over-the-counter medication may only be given with a signed prescription slip from a health care provider.**
  - D. Authorized school personnel will dispense all medication given at school. Students will not be allowed to self-administer medication.
  - E. All medication to be given at school must be furnished by the parent.
  - F. Parents are always welcome to come to the school to administer their child's medication.
9. The only treatment of scratches, cuts, bruises or other minor injuries is soap and water, a band-aid and/or an ice pack. If the injury is considered serious, the parent will be notified immediately. In case of severe injury or illness, the child will be taken to the emergency room of the local hospital or to the family physician designated by the parent.
10. In the event of an accident, the following measures will be taken:
  - a. Minor Injury: An Accident Report Form will be filled out by the supervising adult and given to the parents of the involved child/children. Depending on the nature of the minor injury, parents may be notified by phone.
  - b. Serious Injury: Parents will be called and appropriate emergency measures taken. The appropriate measures taken will depend upon the nature of the injury and on the information provided on the child's Emergency Medical Form on file in the main office and the Extended Day office. An Accident Report Form will be filled out.
  - c. All injuries occurring in the satellite buildings and on the playground must be reported to the main office immediately.
  - d. Accidents occurring during the Extended Day Program, after the main office is closed, must be reported to the office the next day. An Accident Report Form must be filled out.
  - e. When a supervising adult is in doubt concerning the seriousness of the injury, the parents should be called.

### **HUMAN IMMUNODEFICIENCY VIRUS—HIV (AIDS)**

1. Christ Episcopal School will not exclude children who have tested positive for HIV (AIDS) from attendance at Christ Episcopal School, except when chickenpox or measles or viral epidemic infection is present among the school population. This exception is for the protection of the HIV (AIDS) positive children.
2. Christ Episcopal School will not deny employment to persons solely on the basis of infection with HIV (AIDS) as a condition of admission or employment.
3. Christ Episcopal School will not require testing for HIV (AIDS) as a condition of admission or employment.

Christ Episcopal School will endeavor to educate and enlighten students, faculty and parents on the facts concerning HIV (AIDS).

**POLICY STATEMENT 1-24  
DISCIPLINE POLICY**

The word “discipline” is derived from the root word meaning “to teach.” The purpose of the policy established at the school is to teach children to take responsibility for their actions. As children learn to take responsibility for their actions, they begin to learn *self-discipline*. The Principal may intervene at any point in the disciplinary process when the teacher requests assistance. Corporal punishment is not used under any circumstances at Christ Episcopal School.

Appropriate discipline is the responsibility of the home and school working together with the ultimate goal of self-discipline. To develop effective discipline teachers must:

1. Develop an atmosphere that encourages students to perceive Christ Episcopal School as a good place to be.
2. Make sure that rules and requirements seem reasonable and that students know what is expected of them academically and behaviorally.
3. Acknowledge and emphasize what children do that is right and good.
4. Clearly understand the consequences when a rule is broken.
5. Maintain consistency in discipline.
6. Allow students to participate in the development of classroom rules and state these rules in a positive manner.

**School Rules**

1. Keep hands, bodies, and objects to oneself.
2. Listen to the adult in charge.
3. Walk quietly while inside the building.
4. Walk when going from one building to another.
5. Use acceptable language.
6. Use quiet voices in buildings.
7. Stay in assigned area.
8. Show respect and courtesy to fellow students, to teachers, and to other adults.

**Consequences for Appropriate Behavior:** Teachers are required to recognize good behavior frequently and consistently. The use of a token system or other form of positive reinforcement is used in every classroom at every grade level. It is important to give children attention for what they do right and to withdraw attention, as much as possible, when they act inappropriately. At times, a procedure called planned ignoring may be used to decrease the frequency of inappropriate behavior.

**Consequences for Inappropriate Behavior:** Consequences imposed depend upon the teacher’s assessment of the seriousness of the disruption, the frequency of the behavior, and the student’s intent. Consequences include:

**A. Time-Out:** Consequences for inappropriate behavior include one reminder and then time-out. “Time-out” may be imposed as frequently as necessary. “Time-out” means that children sit still and quiet for a designated length of time in a place in the classroom away from class activities. This length of time is typically one minute for each year of age. The time begins when the child begins to sit still and quiet. The time starts over, at any point, when the child is not sitting still and quiet. In addition, when inappropriate behavior occurs, a teacher or the Principal may choose to make the following responses:

1. Ask the student to describe what happened in writing,
2. Provide a private opportunity later in which the student may freely judge the results of the inappropriate behavior,
3. Prepare a plan with the student which may enable the student to avoid similar situations in the future,
4. Ask the student to commit to the plan,
5. Follow-up by evaluating the plan after a designated length of time.

**B. Withdrawal of Privileges:** It is assumed that, as part of a teacher’s system of positive reinforcement, certain privileges may be earned. Therefore, if necessary, the withdrawal of certain privileges may be imposed. Privileges may include, but are not limited to, free play outside, play or learning center time within the classroom, various types of treats, and some field trips.

**C. Behavior Contracts:** It is not the policy of this school to base discipline on the fear of punishment. It is the policy of this school to base discipline on the acknowledgment of appropriate behavior. In case of recurring misbehavior, however, the consequence may involve a parent conference and the writing of a behavior contract.

**D. In-School Suspension:** When disruptive behavior is continuously repeated, when another child is hurt or endangered, or when profane and offensive language or gestures are made, “In-School Suspension” may be imposed. The length of “In-School Suspension” will last up to one day for the first time it is imposed, up to two days for the second time it is imposed, and up to three days for the third time it is imposed. Each time that “In-School Suspension” is imposed, a parent conference will be required to discuss a plan and to write or revise a behavior contract.

**E. Out-of-School Suspension and Disenrollment:** Should a fourth suspension become necessary, the consequence will be “Out-of-School Suspension” and a parent conference to discuss requirements for return to the school. If the behavior is not improved after this suspension, the consequence is disenrollment from the school. (4/16/02)

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## ITEMS NOT PERMITTED ON SCHOOL PREMISES

The following items are forbidden at school: sharp instruments, knives, matches, lighters, handcuffs, real or toy guns, and real or toy swords. Toys of any kind, electronic games, skateboards, roller blades, and roller skates are not permitted except by special permission. Necklaces and earrings other than studs are not permitted. Make-up is not permitted. Tattoos are not allowed, and students may not write or draw on themselves. Carbonated drinks are not permitted in snacks or lunches.

Children may not use microwaves to heat lunches. Because of supervision and time issues, faculty or staff are not permitted to heat lunches for students.

For special events or any school event, only G-Rated movies are permitted.

### **POLICY STATEMENT 1-25 SEXUAL MISCONDUCT (Taken Directly from the Diocesan Policy)**

Christ Episcopal School will comply with the sexual misconduct policy guidelines as set forth by the National Association of Episcopal Schools and the guidelines for those involved in church life as a clergyperson, employee, or volunteer at the parochial, convocational, institutional or diocesan level within the Diocese of Texas, June 1995.

As part of their operations, personnel policy and procedures manuals, all Episcopal schools should be able to show, at a minimum, the following:

1. Have read and complied with the warranty of Church Insurance Corporation or of their individual school's insurance carrier
2. Have a clear statement of policy on the subject of all staff and volunteer expectations and procedures regarding child sexual abuse, including a clear definition of misconduct behaviors.
3. Have a clear statement of policy on the subject on all staff volunteer and student expectations and procedures regarding sexual misconduct: abuse, harassment, and exploitation including a clear definition of misconduct behaviors.
4. Have appropriate and well-defined investigative, disciplinary appellate and dismissal processes which insure no reprisals for good faith complaints.
5. Implement pre-employment background screening on all employees as required by relevant legal authorities and the individual school's insurance carrier.
6. Require signed statements that all employees have read and understand the contents of the policy.
7. Document fulfillment of sexual abuse and misconduct training for each employee as required by relevant legal authorities and the individual school's insurance carrier
8. Obtain legal advice that the formulated policy and procedures comply with all applicable local, state, and federal guidelines, regulations and laws and, where relevant, with the canons of the Episcopal Church.

## POLICY AND DEFINITIONS

1. The Episcopal Diocese of Texas prohibits any clergy person, employee, or volunteer of any congregation, institution, entity or organization of the Episcopal Diocese of Texas collectively referred to as the *Diocese*) from engaging in any Sexual Misconduct.
2. Sexual Misconduct includes, but is not limited to, Sexual Abuse or Molestation, Sexual Harassment, or Sexual Exploitation.
  - a. Sexual Abuse or Molestation includes, but is not limited to, any sexual contact made unlawful under the Texas Penal Code and any sexual conduct involving a minor or legally incompetent person Child Abuse includes, but is not limited to, Sexual Abuse or Molestation of a minor.

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b. Sexual Harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature in which:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment (or other relationship) with the Diocese,
- (2) Submission to or rejection of such conduct by the individual is used as a basis for employment or other decisions affecting such individual, or
- (3) Such conduct has the purpose or effect of unreasonable interfering with an individual's work performance or creation an intimidating, hostile or offensive working environment.

c. Sexual Exploitation includes, but is not limited to, the development or attempt to develop a sexual relationship between a clergy person, employee or volunteer and a person with whom he/she has a pastoral relationship, whether or not there is consent between these persons.

3. No clergy person, employee, or volunteer who is known by the Diocese to have:

- a. A civil or criminal conviction record of Child Abuse, including, but not limited to, Sexual abuse,
- b. Admitted Child Abuse, including, but not limited to, Sexual Abuse, or
- c. A parahiliac diagnoses (e.g., pedophilia, exhibitionism, voyeurism)

shall have any unsupervised interaction with minors in the performance of his/her duties for the Diocese.

#### **TRAINING**

10. All clergy persons, Canonically resident or Licensed employees and volunteers who regularly supervise youth activities must attend at least once, a training session of Child Abuse sponsored by the Diocese of Texas and approved by the Bishop.
11. All clergy persons, Canonically Resident or Licensed and employees must attend a training session sponsored by the Diocese of Texas and approved by the Bishop on Sexual Harassment mentor and colleague relationships and Sexual Exploitation.
12. The Diocese will provide each of its congregations, institutions, organizations, and other entities (Entity) with, and each such Entity will maintain, a file on current Child Abuse statutes and reporting requirements for the State of Texas.

#### **COUNSELING, SPIRITUAL DIRECTION AND PASTORAL CARE**

13. Counseling is the giving of aid, direction and/or advice or acting as a mentor by a person who is trained and licensed and is action in a professional capacity.
14. Spiritual Direction is the specific ministry of giving direction to an individual with respect to his/her personal spiritual life and/or practices by a clergy person or by a member of the laity designated by a clergy person and with the approval of the Bishop as being a lay Spiritual Director.
15. Pastoral Care is the act of giving support, encouragement, nurture and comfort, within a faith perspective.
16. No person, lay or ordained will be involved in any Counseling ministry on behalf of the Diocese unless he/she:
  - a. Is an ordained clergy person offering Counseling as a part of the exercise of his/her canonical ministry or
  - b. Has been specifically authorized by the board of any congregation, institution, organization or other entity (Entity) of the Diocese.

All such persons must have professional liability insurance, including coverage for Sexual Misconduct, which names as co-insured

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the Entity, The Bishop, and the Diocese of Texas If the individual is insured with a company other than the Church Insurance Company, the limits of Sexual Misconduct liability must be at least equal to the lesser of

- a. The maximum coverage and limits available from the Church Insurance Company or
- b. The coverage and limits required by the Executive Board of the Diocese of Texas This insurance must be in force at all times and a copy of the policy must be in the records of the Entity and the Diocese of Texas.

#### **POLICY STATEMENT 1-26 CHAPEL ATTENDANCE**

All full-day classroom teachers and administrators, and all students of Christ Episcopal School are required to attend chapel. Part-time faculty are encouraged to attend chapel when they are on campus.

#### **POLICY STATEMENT 1-27 NOMINATION AND ELECTION OF SCHOOL BOARD TRUSTEES**

The School Board shall consist of thirteen voting members.

Membership shall be on a three-year rotation with four members retiring each year and four new members elected.

The makeup of each group of four will include three members of Christ Episcopal Church and one non-Episcopalian.

The Vestry shall appoint one of its members to serve on the Board as a voting member. This appointment shall be for one year with the option of reappointment for up to three years. The Vestry Representative shall be the thirteenth member of the Board.

The non-voting members of the Board shall include two members. One of these members shall be the Rector, who by Diocesan Canon Law, serves as Chairman of the Board. In his absence, or by his request, the President of the Board presides at the meeting. The second member shall be the Principal of the school.

#### **POLICY STATEMENT 1-28 HOMEWORK**

At the beginning of each school year, teachers will state their individual classroom policy in writing.

**Agendas:** Children in grades one and above are required to take their Agendas home each day, and Agendas must be brought back to school each day. Parents are required to sign the Agenda each day. If a child loses an Agenda, parents will be charged a \$7.00 replacement fee.

**Homework Defined:** Homework consists of practice of skills presented in class, study for tests, and reading for practice and for pleasure. Learning new skills is not given as homework.

**Length of Assignments:** Teachers attempt to give assignments that are of reasonable length for the grade level of the students. Students may have additional working time at home, if classroom assignments need to be completed at home. At times, special projects may require additional time. It is difficult to place exact time limits on homework and maintain an effective and flexible learning experience. Learning often takes hard work.

**Excessive Homework:** Various factors affect the amount of time children spend on homework. These factors may include but are not limited to: the amount of unfinished class work that must be completed at home, the speed at which children work, the motivational level of children, and the number of self-imposed interruptions or outside interruptions that occur while children work on homework assignments. What appears to be excessive homework is often due to the work habits of children. If children are truly experiencing difficulties understanding concepts, the teacher may individualize homework for a child. Parents should conference with their child's teacher if difficulties arise. A plan to help the child can be made.

#### **General Guidelines:**

1. Homework assignments must be written down each day in the assignment book provided by the school. If no homework is assigned, "no homework" must be written in the assignment book for that day.
2. Parents are required to initial the assignment book each night, even if no homework is assigned for that night.
3. Children are expected to complete and return homework assignments on time. Each teacher establishes consequences for unfinished homework.

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4. Homework must be done *neatly* and according to teacher guidelines. Children will be asked to do an assignment over again if it is not done neatly and according to the guidelines set down by the teacher.
5. Although parent involvement with children is important, homework is the child's responsibility. Homework is given to reinforce skills that have been already taught during the school day.
6. A portion of Tuesday and Thursday P.E. class time is designated as the time for children who fall behind completing class work or homework to catch up on their assignments. The State requires that elementary school children have 135 minutes of physical education each week. Children who stay in on both Tuesday and Thursday still receive 135 minutes of physical education since CES students receive a total of 200 minutes each week (40 minutes each day) of physical education.

**POLICY STATEMENT 1-29  
GRADING POLICY**

**Late Work:** One letter grade is subtracted from the grade if work is one day late. Only fifty percent of the grade is taken if work is two days late. After the second day, a grade of zero is assigned.

**Number of Grades per Grading Period:** Grades for each six-week grading period are based on a minimum of six grades for each subject area.

**Tests:** Test retakes are generally not permitted. If students are experiencing difficulties with particular concepts, the teacher will establish an individual plan of action with the child. The lowest daily grade may be dropped for daily assignments once each six-week period in each subject. Test grades may not be dropped. Tests are weighted twice.

**Folder Checks:** Teachers send home graded work regularly throughout each grading period. Parents are encouraged to look carefully at the work contained in these folders.

**Enrichment Classes:** Art, Technology, Music, P.E., and Spanish are integral parts of the curriculum. Student performance will be evaluated and graded with as much seriousness as the core academic subjects. Each individual enrichment teacher will determine the manner of evaluation and grading.

**POLICY STATEMENT 1-30  
REPORT CARDS**

Frequent communication with parents concerning academic progress and conduct is important. Six reporting periods are planned, at intervals of approximately six weeks, for students in kindergarten and above. Three-week progress reports are sent to parents when grades in the middle of a grading period are below a B or below 80. Parents, however, may be notified in writing at any time during the year if a child is not progressing adequately academically or socially.

**POLICY STATEMENT 1-31  
EMERGENCY DRILLS AND OTHER SAFETY ISSUES**

As required by state law, the Fire Marshall inspects buildings annually. Periodically, emergency drills are held. Children are instructed in the proper procedures to use in case of any type of emergency. The guidelines used are those recently established by the Federal Emergency Management Agency (FEMA). The emergency procedures that may be used are: shelter in place, shelter central, building evacuation, and site evacuation. Maps of routes to follow and safe areas to use in any area of the school, including the portable building, are posted in each area of the school for that area.

All visitors, including parents, are required to sign in at the school office before visiting any area of the school. Areas include the Mize House, the Portable Building, the Reese Building, the Sanderson Building, the Parish Hall, and the Playground.