



*Inspire each mind. Ignite each heart.*

LOWER SCHOOL  
PARENT AND STUDENT HANDBOOK  
2018-2019

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# 2018-2019 Lower School Student/Parent Handbook

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### **Mission Statement**

All Saints Episcopal School is committed to providing a classical education for the whole child, recognizing that each has different gifts, talents, and abilities, while challenging the mind and body and nurturing the spirit. All children who come to us will develop a foundation of academic skills, spiritual awareness, and self-worth that enables them to become intellectual and social contributors to the world.

### **Philosophy and Purpose**

All Saints is committed to the traditional Episcopal educational mission of excellence in all areas of school life through

- experiential education – innovative learning by experiencing;
- leadership – preparing leaders both mentally and physically;
- spiritual awareness – character values based on God’s teachings;
- individual expression – enrichment for the whole child through fine arts and extracurricular activities;
- service outreach – becoming other centered.

### **Vision**

All Saints Episcopal School will

- provide an excellent academic program;
- provide strong fine arts and athletic programs; and
- sustain a highly qualified, innovative, and caring faculty.

### **The All Saints Way**

To help students develop into moral, religious, intellectual, and social contributors to their world, we ask that the following become part of their lives:

- Show respect for God and your country.
- Treat others as you want to be treated.
- Have pride in yourself, your family, and your school.
- Develop a love of learning to last a lifetime.
- Actively participate in chapel service.
- Help younger students.
- Do not tease others.
- Take part in community service.
- Do not litter.
- Say “Please” and “Thank you.”
- Greet others when you meet them.
- Appreciate the blessings of your life.

### **Statement of Non-Discrimination**

All Saints Episcopal School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and financial aid programs, and athletic or other school-administered programs.

**Accreditation**

All Saints is accredited by the Southwestern Association of Episcopal Schools. The Southwestern Association of Episcopal Schools (SAES) is approved by the Texas Private School Accreditation Commission (TPSAC) and recognized by the Texas Education Agency.

**Board of Trustees**

All Saints Episcopal School of Lubbock, Inc. is a non-profit corporation which operates under the leadership of a Board of Trustees. The Board of Trustees consists of fifteen elected members, the majority being members of the Episcopal Church. The Board of Trustees formulates policies to enable the school to fulfill its purposes and has general charge and control of affairs, funds, curricula, and property of the school. The All Saints School Board of Trustees meets monthly.

**Administration**

All Saints Episcopal School is administered by the Headmaster, who sets the procedures, guidelines, and goals for the school under the policies established by the Board of Trustees. The Headmaster is the final authority and bears ultimate responsibility.

The major academic areas of All Saints School are the Patriot Learning Center (Preschool through Kindergarten), Lower School (Pre-First through 4<sup>th</sup> grade), Middle School (5<sup>th</sup> through 8<sup>th</sup> grade), and High School (9<sup>th</sup> - 12<sup>th</sup> grades). Each of these areas is headed by a Division Head who oversees daily operations.

**Lower School Student Life**

**Pre-First through Fourth Grade Program**

All Saints Episcopal School's Lower School places a high priority on the relationship between the teacher and the student. Teachers aim to develop the individual potential of students with varying aptitudes and interests. Groupings are flexible and subject to change. Continual assessment is a feature of all programs. The school day is structured not according to stationary teacher assignments but according to faculty expertise. The school takes a team approach to evaluation and discipline. The exposure to many teachers helps students with differing learning styles and personalities to function better.

**Daily Schedule**

Lower School students' daily schedule is as follows:

- 7:45               Arrival time, students should go to homebase. Students arriving after 8:00am will be marked tardy.
- 8:00-8:30       Chapel
- 8:30-3:30       Academic and fine art classes

**Weather Policy**

All Saints School follows the Lubbock Independent School District's weather announcements about school closing and rescheduling due to inclement weather. (Watch your television or listen to the radio for these announcements of closings.)

While All Saints follows LISD as to delayed openings due to inclement weather, for safety reasons we do not require our teachers to report at the regular time. *Thus, as always, supervision is only provided for students thirty minutes prior to the delayed opening time. Teachers are encouraged to be at school as quickly as is safely possible.*

## **Website**

All Saints Episcopal School's website is available for up-to-date information on all activities scheduled at school. [www.allsaintsschool.org](http://www.allsaintsschool.org)

## **Uniform Policy**

Students at All Saints wear uniforms or comply with a dress code each day. The uniforms are approved by the All Saints School Board of Trustees. Each year the policies are reviewed. Parents have the responsibility to ensure that their child is meeting the code every day.

All Saints logo items including polo shirts, sweatshirts, khaki pants, khaki shorts, skirts, skorts, fleece jackets, sweaters, and jumpers must be purchased at the All Saints Bookstore. Items not available through the Bookstore are jeans, oxford dress shirts, navy blazers, belts, shoes, and socks.

**Non-Uniform Dress Code** - for all non-uniform or "civilian" days and for all school sponsored trips off campus designated non-uniform. Students are expected to dress in a neat, tasteful manner. Short and skirt length requirements remain in effect. Daily uniform shoe requirements also remain in effect.

Clothing not permitted includes the following:

- clothing with inappropriate language or graphics
- pajamas, lounging clothes, and yoga pants
- bare midriff and bare shoulder clothing (no spaghetti strap or tank top shirts)
- Boots (Ugg-style boots are acceptable)

The administration reserves the right to determine if any apparel is considered distracting and/or inappropriate. Students who elect not to participate in the "civilian days" (or who are ineligible for some reason) must be dressed in appropriate school uniform. Students inappropriately dressed will be asked to call their parents to bring a change of clothes and will not be permitted to participate with their classmates until they are appropriately dressed.

## **Lower School Specific Dress Code**

Daily Uniform –

- All Saints red polo shirt - must be tucked in
- All Saints sweatshirt with one of the following underneath - red polo shirt, white peter pan blouse or blue oxford button-down shirt
- White, black, red, or navy undershirts may be worn underneath the polo shirt
- Spirit shirt – on Spirit shirt days, usually Wednesdays, any school approved shirt, sweatshirt, jacket
- Jeans-- plain, blue in color, no decoration or embroidery; no extra zippers or pockets; no cargo pants; no Capri length jeans; no cut, ripped, excessively faded or torn jeans; no low-rise jeans
- Khaki pants with logo
- Khaki shorts with logo

- Khaki skirt or skort with logo and no shorter than 3 inches above the knee in front and back and no longer than the bottom of the kneecap
- Belt – brown or black leather
- Shoes-- Athletic shoes – no lights, sounds, wheels, or ornate/excessive decorations  
Others - black, navy, red, white, tan, or red-white-blue plaid loafer, oxford, deck, mary jane, Toms, or plain dress shoes – closed toe and closed heel

### **Dress Uniform –**

#### Girls

- Plaid jumper with white peter pan blouse and navy modest shirts
- All Saints red sweater
- White knee socks, white ankle dress socks or white tights
- Black, brown, navy, or red loafer, mary jane, or plain dress shoes—closed toe and closed heel

#### Boys

- Blue oxford button-down dress shirt--tucked in
- All Saints red sweater
- Khaki pants with logo (brown or black leather belt optional)
- Khaki or black dress socks
- Brown or black loafer or oxford style dress shoes

#### Additional uniform considerations—

**Jackets** – any jacket with the All Saints logo sold by the Bookstore or the Athletic Booster Club may be worn at any time.

**Scouting Uniforms** may be worn on scout meeting days. This can be Scout Trousers or regular jeans.

**Hair** – must be neatly groomed, clean, and off the eyes. The hairstyle and color must be conservative. Girls may wear headbands or hair bows in brown, black, white, red, blue, or a combination of those colors. No bandanas, scarves, sashes, etc.

**Jewelry** – should be tasteful and understated. Necklaces, bracelets, watches, and rings are permitted. Girls may wear earrings. No other piercing jewelry is permitted.

### **Arrival, Departure, and Parking**

Supervision is provided for students who must arrive on campus between 7:30 am and 7:45 am. Gates open at 7:30 am, classrooms at 7:45 am. Students in Pre First or first grade arriving before 7:45am should report to the Patriot Learning Center gym. Students in second, third, or fourth grade arriving before 7:45am should report to the third and fourth grade classroom arcade.

Cars must never be parked and left unattended in the north or south curbside pickup zones or in the traffic path. When attending matters inside the building, please park in the parking spaces located in the middle or northwest parking lot. This allows the traffic to flow quickly through the pickup zones.

Lower school students should be picked up between 3:30pm and 3:45pm each afternoon in the following areas:

South Circle Drive – 103rd Street - Gate W or Big Parking Lot - off All Saints Way

*Any student not picked up by 3:45 will be taken to Afternoon Fun. A late fee of \$12.00 will be charged after 3:45pm.*

◆ **Please drive slowly and do not double park.**

◆ **PLEASE DO NOT USE CELL PHONES WHILE DRIVING IN THE PARKING LOTS.**

### **Visitors and Guests**

Although All Saints is a close-knit community, it is not considered an “open campus.” Immediate family members, parents, or siblings are always welcome; but the campus is closed to others. All visitors to the school must wear a visitors’ badge while on campus.

### **Background Checks**

All faculty, staff, substitute teachers, and volunteers are required to submit to and pass a criminal background check. The results are reported to the Headmaster.

### **Field Trips and Parent Volunteers**

Parent volunteers providing transportation for field trips must pass the criminal background check and must provide the school with a copy of a valid driver’s license and proof of automobile insurance. All passengers must wear seat belts. Since the driver has the responsibility for the safety and supervision of the passengers, the school asks that siblings not participate in these excursions. The only person authorized to drive for school field trips is the parent, grandparent, or guardian.

### **Chapel**

Daily worship allows students and faculty to assemble for personal reflection and spiritual exploration. Concerns and celebrations are raised in prayer binding the many who gather into one community. The liturgy follows the guidelines of the Episcopal Book of Common Prayer but honors other religious traditions and encourages respect of all people. Chapel time is an essential part of an Episcopal education and has been a daily practice at All Saints since the school’s founding. All students are invited to participate or not participate to the extent that they feel comfortable; however, every student must be present and respectful at all times. Students who are tardy or absent are subject to the same rules and regulations that apply to other classes. No food or drink is permitted in the chapel during services.

### **Birthdays**

Students are encouraged to receive a birthday blessing in Chapel on his/her special day. Parents are invited to attend Chapel and observe the blessing. Class numbers and scheduling prohibit classroom birthday celebrations. Additionally, sharing food treats can be dangerous with food allergies and is highly discouraged. The school strongly suggests the donation of a library book or other non-food item to the school as a means of celebration. Students are notified of any gifts delivered and may retrieve the items from the office at the end of the school day. Party invitations may be distributed at school only if all students in the grade level are invited.

### **Lunch Program**

Students may purchase a hot lunch through the school's lunch program, or they may bring a packed lunch from home. Parents are welcome to share lunch with their child.

The cost of each lunch is \$6.00. Your child may order each day, and the charges will be added to the accounts receivable statement at the end of each month. Milk, juice, or bottled water is available at a



cost of \$0.50 to those students bringing a sack lunch. Lunch orders must be placed through RenWeb a minimum of one day prior to the date needed.

### **Snacks**

Children are asked to bring a nutritious snack each day for a mid-morning break. Dried or fresh fruit, raw vegetables, crackers, cheese, fruit bars, granola bars, raisins, or a box of 100% orange or apple juice are recommended snacks. **Cookies, fruit roll-ups, chocolate, red or purple juice, and high-sugar foods are unacceptable.** Please prepare the fruit so your child can easily eat it - oranges peeled, bananas with tops cut, etc. *If your child has any food allergies or special dietary needs, please inform the teacher and the school nurse.*

### **Afternoon Fun Program**

**(Preschool - Fifth Grade)**

#### **Rules and Regulations**

The All Saints School "Afternoon Fun Program" is open to All Saints School students Preschool through Fifth grade. Appropriate activities are designated to provide stimulating and enjoyable learning opportunities.

#### **Registration**

The appropriate student/staff ratio in the Afternoon Fun Program is strictly monitored. Prompt return of the following items will insure your child a place in the program.

- Registration/Afternoon Fun Program Agreement -- complete with the hours and days needed.
- Current immunization records must be on file in the school office BEFORE the child can attend Afternoon Fun Program.

**Emergency telephone number for Afternoon Fun to be used after 4:00 PM. – 806-745-2068.**

#### **Drop-In Service**

Drop-in service for the Afternoon Fun Program (Preschool through fifth Grade) is usually available. In order to maintain the appropriate staff-student ratio, twenty-four (24) hour notice must be given to the director before a student can be accepted on a drop-in basis. The fee for drop-in service is \$12.00 per day.

#### **Fees**

Preschool through Fifth Grade fees are calculated from 3:45pm-6:00pm at a cost of \$12.00 per day. **A late fee of \$1.00 per minute will be charged after 6:05 pm. Fees are ongoing and are not recalculated in the event of a student's absence.** Payments are paid with the school tuition payment and are subject to the same policies as the tuition. Non-School Care fees are not included in the monthly billing.

**Afternoon Fun charges are subject to change.**

#### **Departures**

- The Afternoon Fun staff must receive written confirmation if someone, other than those designated on the registration form, is picking up your child. Students can be released to older siblings if this information is included on the registration form or if advanced written notice is provided.
- Persons not designated on the registration form are required to show a driver's license to the daycare staff for positive identification. Please inform those picking up your child of this procedure.
- In the event that pick up plans change after the school day begins, please call the school office. It may be necessary to establish your identity on the phone and to check the driver's license of whomever is picking up your child.

## **Healthcare Procedures**

The Afternoon Fun Health Care Procedures are the same as the school procedures. Please read these in the Health Services Section of this handbook.

## **Non-School Care**

Non-School Care is defined as care provided on teacher workdays, conference days, early dismissal days, and when the school is officially closed in recognition of a holiday, e.g., Thanksgiving, Christmas, Easter.

**Child care will not be available on certain days.** Please refer to your school calendar. The calendar is subject to change.

The fee for Non-School Care is \$30.00 per ½ day or \$45.00 per full day. Fees incurred for Non-School Care are separate and are not included in the regular monthly billing. The parent or guardian receives a statement for the number of days a child has registered for and/or attended Non-School Care. The fee includes lunch.

Reservation forms for Non-School Care will be in the administrative office, classrooms, and Patriot Passages two weeks prior to the days school will not be in session.

*A reservation form must be filled out and returned to the staff before a child can be included in the Non-School Care Program.*

## **Extracurricular Activities and Competitions**

All Saints students are encouraged to be involved in extracurricular activities such as athletics, academic competitions, fine arts, etc. Students involved in these activities are expected to travel with the team to competitions. If the competition is out of town, students must travel with the team or other adult as organized by the coach or other faculty member. If the competition is in Lubbock, the coach/faculty member organizing the event has the sole discretion as to whether the team travels together from the school or if students drive themselves to the competition.

Students are encouraged to support and cheer for our Patriots in all competitions and are expected to show good sportsmanship and hospitality to our opponents in all venues.

Tumbling classes are available to students Pre First through Second on an extracurricular basis during the school day. The classes meet once a week for 30 minutes. Enrollment information is available in the school office. Tumbling fees are payable to the school.

## **Academic and Fine Arts Competitions**

Students are encouraged to compete in academic and fine art competitions throughout the year. Contests include academic contests, visual arts, theatre, and musical contests. Students interested in participating in these events should notify the respective teachers. Theater is for kindergarten and older, orchestra is for 3<sup>rd</sup> grade and older, band is for 4<sup>th</sup> grade and older.

## **Community Service**

Community service is a part of our daily life. Service is also a part of our Episcopal Identity. We encourage our students to develop the habit of service because we believe that community service is one of the ways in which we all make the world a better place in which to live. By meeting and serving those who are less fortunate than ourselves, we better understand the world around us. All students, Preschool through twelfth grade, participate in all-campus, grade level, and community service projects

## **All School Special Events**

- *St. Francis Day and Blessing of the Animals* is celebrated in early October. Students may bring animals to be blessed from 7:00am to 7:30am.
- *Grandparents and Special Friends Day*, held in October, includes a late morning chapel service and lunch on campus with grandparents or special friends.
- *Fall Festival* is a school-wide carnival sponsored by the Parent Group, generally held on the last Friday evening of October. Participants attend in costume and visit a variety of game booths and attractions manned by parent volunteers. Eighth grade students, dressed in costume, escort the Preschool and Pre Kindergarten students in a Halloween parade the morning of the festival.
- *Advent Lessons and Carols* is a chapel service held at 11:00am the last day of school before Christmas break. This is a beautiful service with many grade levels singing and the Christmas story being read.
- *All I See Is Red Day* is a Valentine's Day celebration and students are invited to wear something red or Valentine themed. The eighth grade class sells valentines and delivers gifts and songs to each grade level.
- *Pig Day* is celebrated March 1, or if on a weekend, the Friday before. Pig Day was founded by Mrs. Ellen Stanley, a long-time art teacher at All Saints. Students enjoy mechanical pig races, other pig activities, and hot dogs for lunch. Proceeds from the pig races and lunch sales are given to the Heifer Project, a Christian organization that donates livestock to needy people around the world.
- *Tricycle Rodeo* is a fun event for Preschool and Pre Kindergarten students. The children, accompanied by the eighth grade students, come dressed in western wear and enjoy a tricycle parade and a variety of activities.
- *Fine Arts Night* is in mid-May. This night showcases the incredible All Saints Fine Arts department. Artwork is displayed and the orchestras, bands, and choirs perform.
- *Patriot Night* is the Middle School athletic banquet held in mid May. All Middle School athletes are recognized.
- *8<sup>th</sup> grade Celebration* is held in late May in honor of the eighth grade students. The students are recognized for their accomplishments. The Patriot Ambassador, Monty Vogel, and Aaron Hoffman awards are presented at this celebration.
- *First Walk to Chapel* on the last day of school establishes the incoming eighth grade class as the leaders of the younger student body as the students process into Chapel and take the eighth grade seats.
- *High School Awards Ceremony* during the last week of the school year allows time to honor high school students and their accomplishments both in academics and athletics.
- *High School Graduation* held near the last week of school celebrates our seniors.

## **Attendance Procedures and Policies**

A strong emphasis is placed upon attendance. The more a child is in school, the more he or she benefits from the program. Frequent absences interrupt sequential learning and often diminish the importance of school in a child's life.

In order to ensure success, regular attendance is expected at All Saints. Even if a student is diligent about making up missed work, there is no adequate way to recover from missed teacher explanations and instructions. There is no substitute for a student's presence in class – listening, questioning, and participating.

- The classes and Chapel begin at 8:00a.m., and students are expected to be prompt. Any student arriving after 8:00a.m. must check in at the office before proceeding to class. School ends at 3:30p.m.

- If a student will be absent on a particular day, a parent or guardian must contact the office and email the classroom teacher to report the absence prior to 8:30 a.m.
- If at any point in the school day a student must leave campus for an appointment or other excused reason (emergency or illness), a parent or guardian is required to notify the school in advance, and the student must check out at the office before leaving campus. Upon his or her return to school, the student must bring a note from a doctor verifying the appointment and sign in at the office. (See Sign In/Out Procedures.)
- If a student gets sick during the day, the student must see the school nurse. The nurse will determine if the student should leave school and will notify the parents/guardians. The student must sign out at the office before leaving campus.
- Students are not permitted to leave campus without permission from a parent or guardian.
- Once a student has arrived at school, he or she may not leave campus, even if it's before 8:00a.m., without getting permission from the Division Head, Counselor, or Nurse.

### **Tardy Policy**

The roll is checked at 8:00am. Students arriving after 8:00am are considered tardy. Tardy students, Preschool through twelfth, must sign in at the administrative office. A note signed by the parent or guardian indicating the circumstance surrounding the tardy is required.

Arriving on time each day allows a student to prepare for the school day in a stress-free manner, greet friends, and prepare for morning chapel services. A student's tardy arrival disrupts regular class routine and often results in his/her not getting the day "off to a good start."

Excessive tardies will be handled by the Division Head and can lead to probationary status.

### **Excessive Absences**

Other than school sponsored activities, a student should miss no more than four school days or class meetings per semester, excused or unexcused. If a student misses more than four days or class meetings, a conference will be held with the parent, student, and the Division Head to discuss the situation and whether the student will receive credit for the year. Excessive absences may lead to probationary status or dismissal.

### **Planned Absences**

Families that keep their students out of school for reasons other than those listed in "Excused Absences" must realize that such absences will be treated as unexcused. However, recognizing that important educational opportunities sometimes present themselves, All Saints is willing to honor absences in a school year so long as the student's general attendance record is good. To receive credit for work missed during such an absence, a student and parent must:

- Submit an email on the day before the first day of the absence to the Counselor or Division Head and to the teachers of any classes that will be missed,
- Complete all assignments before his or her return, or make specific arrangements with teachers to complete the work in a timely fashion.

### **Medical Appointments and other Essential Personal Business**

These appointments should be made when school is not in session or during unscheduled time if at all. Scheduled time includes classes, study hall, Chapel, and athletic practice. Appointments should not be made during these times if at all possible. A written note from parents/guardians, or a phone call or email, must be received by the Counselor or school office before the student leaves campus. It is the

parent's responsibility to notify all teachers of classes to be missed because of an excused appointment or event.

### **Sign In/Sign Out Procedures**

All students are expected to be on campus from 8:00am until the end of the school day. If at any point during the school day a student must leave campus for an appointment or other excused reason (emergency or illness), this procedure must be followed.

- Parents/guardians must either call the school in advance, send a note with the student, e-mail or come to the office before the student leaves campus.
- The parent must sign out in the office.

Upon returning to campus,

- The parent must sign in at the office immediately upon returning to campus and before going to class.
- If the absence was because of a medical appointment, the student must bring a note from the medical office verifying the appointment. If a student arrives late because of a medical or other appointment, the parents/guardians need to call the school by 8:30 a.m. to notify the office that the student will not be on campus when school starts, and the student must follow the returning to campus procedures.

### **Health Services**

#### **Immunizations**

State law requires that all age appropriate immunizations be complete before your child enters school. We must have an authorized copy of immunizations on file in order for your child to enroll/remain in school. A physician, healthcare provider or the Health Department must sign the immunization record. A list of required immunizations can be found using the following links:

Preschool and Pre-K: <https://www.dshs.texas.gov/immunize/school/child-care-requirements.aspx>

Kindergarten – 12<sup>th</sup> Grade: <https://www.dshs.texas.gov/immunize/school/school-requirements.aspx>

College & University Requirements: <https://www.dshs.texas.gov/immunize/school/college-requirements.aspx>

#### **Communicable Diseases and Conditions**

In an effort to decrease the spread of contagious illness at school, the school district would like to remind you of the following:

- If your child has fever, they must be fever free for 24 hours before returning to school (this means without the use of fever reducing medications). Fever is defined as a temperature of 100.0F or greater.
- If your child has diarrhea, they must be diarrhea free for 24 hours before returning to school (this means without the use of diarrhea suppressing medication). Diarrhea is defined as 2 or more episodes of loose stools in a 24-hour period.
- A child must not come to school if vomiting has occurred within 24 hours. A student should have 1 or 2 meals without vomiting before returning to school.

If you have questions concerning your student's health, please contact our school nurse.

#### **Head Lice**

Head lice, although not an illness or a disease, is very common among children and is spread through head-to-head contact during play, sports, or sleepovers and less often when children share things like

brushes, combs, hats, and headphones. According to the American Academy of Pediatrics most cases of head lice are acquired outside of school.

If careful observation indicates that a student may have head lice, the school nurse will notify the student's parent and the child will need to be picked up from school as soon as possible. The nurse will also discuss a plan for treatment with an FDA- approved form of treatment. It is HIGHLY recommended that parents contact their child's healthcare provider for diagnosis and treatment recommendations.

After the student has undergone one treatment, the parent should check in with the school nurse to discuss the treatment used. The nurse can also offer additional recommendations, including subsequent treatments and how best to get rid of lice and prevent their return.

The school reserves the right to require parents to keep children home for an extended period of time if necessary due to repeat re-infestation or failure to treat.

More information on head lice can be obtained from the TDSHS website at

<http://www.dshs.state.tx.us/schoolhealth/lice.shtm>.

### **Reporting Contagious Illnesses and Conditions**

Please report all communicable disease such as chicken pox, conjunctivitis (pink-eye), flu, ringworm, strep throat, head lice or other physician diagnoses to the Health Coordinator.

Nurse Lisa's email address: [lrozean@allsaintsschool.org](mailto:lrozean@allsaintsschool.org)

Nurse's Direct Phone Line: 806.252.8743

### **Medication**

Medications available to students with parent's written authorization include: acetaminophen (Tylenol), ibuprofen (Advil or Motrin), and Tums.

All other medications must be provided by the parent/guardian and turned in to the school nurse.

All medication must be in the original container and written authorization must be provided by the parent/guardian prior to administration. The authorization must include the child's name, name and amount of the medication to be administered, and the time the medication is to be given. Medication authorization forms are available from the school website under the Health section.

Over the counter (OTC) medication will only be given according to the labeled instructions regarding age and dosage. (Ex.-Many OTC cough and cold medications are not recommended for children under 6 years of age.) Herbal substances, vitamins or food supplements will not be administered at school.

If your child will require medication daily or to have medication available long-term (ex. inhaler, epinephrine, diabetes medication or supplies, ADHD, etc.) please contact the Health Coordinator as soon as possible to create an individualized plan for your child. This will include the completion of additional forms as required by law and to develop a plan for if/when the medication may be available for travel with your child during school sponsored events off campus.

Please note, student athletes will need to coordinate with the Athletic Director regarding any medications that may be needed during athletic practices and events.

## **Screenings**

The Texas Department of State Health Services requires periodic health screenings of school-aged children for vision, hearing, and spinal problems. Parents are notified by the school nurse when results are not within normal limits and a physician's evaluation is needed. The school nurse also conducts screenings of height and weight. If you do not want your child to be screened, you must notify the school nurse in writing during the first two weeks of school or within two weeks of enrollment. If your child is not screened by the school nurse, the parent/guardian must arrange for a physical evaluation by a physician, which includes the health screenings, and provide a copy of the screening results to the school nurse within the same time frame.

## **Injury**

Injuries sometimes occur at school. The school nurse will try to notify you if your child is severely injured at school. It is important that phone numbers and emergency contacts are kept updated through the school year. Some injuries may seem minor at the onset but may need to be watched for 24 hours.

## **Health Information**

Please complete the Patriot Student Health History form in RenWeb each year in order to keep our records up to date with important health information such as food or medication allergies, recent injuries, surgeries and/or illnesses. It is also important for the nurse to have information regarding any medications that a student is taking. Some medications have side effects that may affect the student at school or may explain certain symptoms a child may be experiencing.

## **Food Allergies**

All Saints requests to be notified when a student has been diagnosed with a food allergy. It is especially important to be notified of allergies that could result in dangerous or possibly life-threatening reactions. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the health coordinator or school nurse if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

All Saints has developed and annually reviews a food allergy management plan, which addresses employee training, dealing with common food allergens, and specific strategies for dealing with students diagnosed with severe food allergies. When the health coordinator receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment.

## **Code of Conduct**

### **Community Honor Code**

When parents enroll their student in All Saints Episcopal School, they agree to embrace the school's mission, share the core values of the school, support the curriculum, faculty, and staff, and follow the rules of the school. In this agreement, trust and mutual respect are the foundations for any parent/school relationship.

At All Saints Episcopal School, we enroll families, not just students; and in so doing, both the school and the family must participate fully in the academic, physical, social, service, and spiritual education of the students for whom they are responsible. The Board of Trustees seeks to clarify the boundaries in the

relationship between school and family and to articulate the privileges, responsibilities, and conditions of being part of the community of All Saints.

At All Saints Episcopal School, we welcome students of all faiths and religions and strive to nurture the spiritual life of all students. Therefore, All Saints students will be expected to uphold and respect the dignity of every human being, showing God's love and grace in all that they do. The administration, faculty, staff, and Board of Trustees of All Saints will model these values for our students in all aspects of our daily lives.

We expect parents to reinforce these values, both at home and in the school environment. We expect our students to be polite and respectful at all times, show concern for the welfare of others, and conduct themselves appropriately. If we expect this of our students, we also expect faculty, staff, parents, and trustees to embrace the same code of conduct while on school property, attending school-sanctioned events, or accompanying students off campus. Arrogance, rudeness, and bullying will not be tolerated.

For matters both large and small, the proper channel to raise an issue or register a complaint is to go to the most direct level first: i.e., to the teacher, coach, or staff member most closely related to the issue and capable of addressing it. If not satisfied at that point, a parent should seek out the next level (department head, division head, or other administrator). A parent should seek resolution at all lower levels before contacting the Head of School. Any decision of the Head of School is final. We encourage parents to discuss their concerns with faculty and staff through appropriate channels, and we welcome debate of the issues; but we insist that this be done courteously, in a spirit of respect and humility, with a willingness to listen to and learn from one another. Efforts to undermine the authority of relevant decision makers will be seen as counterproductive and inappropriate. We believe that a positive and constructive relationship between All Saints and a student's parents or guardians is essential to the fulfillment of the School's mission.

Thus, All Saints reserves the right not to continue enrollment or not to re-enroll a student if All Saints reasonably concludes that the actions of a parent or guardian would make such a positive, constructive relationship impossible or otherwise seriously interfere with All Saints' accomplishment of its educational purposes. In an atmosphere of mutual respect and civility, the parents, faculty, staff, trustees, and students who comprise the community of All Saints Episcopal School will work together to continue to accomplish our mission.

### **Channels of Communication**

- 1. Classroom Teacher** – please contact your student's classroom teacher if you have:
  - questions about your student's progress in that particular class,
  - background information related to your child's performance in that class that would be helpful for the teacher to know,
  - questions that are about social, behavioral, or disciplinary issues.
- 2. Lower School Division Head** – Mrs. Lindy Long – Contact the Division Head if you have:
  - questions or concerns about expectations, program, curriculum, discipline, etc.,
  - questions about student placement in a particular course,
  - taken appropriate steps and feel additional discussion is necessary.
- 3. Counselor** – Mrs. Gwen Belk – Contact the counselor if you have questions about social, behavioral, or disciplinary issues.
- 4. Athletics**
  - Coach** – Contact your student's coach if you have:



- questions about your student’s progress/performance in that sport,
- questions about the sport in general,
- anything about your child that would be helpful for the coach to know.

**Athletic Director** – Coach Brashear – Contact the Athletic Director if you have:

- questions about the philosophy of the athletic program,
- met with the coach and wish further discussion.

**5. Head of School** – Mr. Latta – Contact the Headmaster if you have:

- taken the appropriate steps and feel additional discussion is necessary,
- issues that encompass the whole school or concerns of a broader nature.

The best use of email is:

1. to share information (save sensitive concerns for a phone call or a face-to-face meeting),
2. to set up an appointment, or
3. to ask a question that is non-sensitive in nature.

Keeping an email positive in tone is in everyone’s best interest. Please include your child’s name, a subject line, and indicate the method of response, (i.e. a phone call, email, or conference) that would be most helpful to you.

**Honor Code**

*As a member of the All Saints Community, I will act with integrity, honor, and respect, and encourage others to do the same.*

The Honor Code reflects the highest standards of character and trust among all members of the All Saints community, including students, faculty, administrators, and parents. All Saints Patriots are respectful, compassionate, scholarly, and trustworthy. Any act in conflict with the Honor Code will be addressed.

**Academic Policy**

**Students are members of a community committed to honor and integrity. It is understood that students will show academic integrity at all times.**

**Report Cards / Grades**

All Saints 1<sup>st</sup> Grade uses the following grading scale:

VG (Very Good)	100-94
G (Good)	93-85
S (Satisfactory)	84-76
NI (Needs Improvement)	75-70
U (Unsatisfactory)	69-

2<sup>nd</sup> through 4<sup>th</sup> Grades receive percentage grades in all areas except specialty classes.

In some subject areas (especially specialty classes), effort grades are given. The standards range from 1 to 5, with 5 signifying exemplary effort.

The following criteria are used when determining the Effort Grade:

- Student displays a respectful and cooperative attitude towards the subject and teacher.
- Student is a self-starter who participates and responds readily in the classroom and utilizes class time efficiently.
- Student seeks and completes make-up work and tests and takes advantage of extra help periods when help is needed.

- Student arrives to class on time with the proper materials and homework assignments.
- Student meets the daily expectations of the classroom.

Progress Reports will be sent if a student is experiencing a significant drop in a grade due to behavior or academic work, has a grade below 75, is consistently not completing assignments. Additionally, all students new to All Saints receive a progress report in first quarter.

### **Homework**

Homework and home study are very important to the development of good learning habits, responsibility, self-discipline, and shared student/teacher/parent communication. We strive to provide a balance of homework. Each grade level requires homework assignments appropriate for the ages of the students. Approximate home study time ranges from 30-60 minutes, depending on the age of the student. Students who do not utilize time given in class may require additional time at home to complete assigned work.

### **Make-up Work Policy**

The student is responsible for arranging make-up assignments for absences with the teacher when the student returns to school. Lower School students frequently require one-on-one help from the teacher to bridge the gap created by an absence rather than paper work assignments. Teachers are on duty from 3:30-4:00 p.m. each day, to work with students needing extra help.

### **Assessment**

Standardized assessment is scheduled for students in Pre-Kindergarten through tenth grade. All Saints uses the Educational Research Bureau (ERB). Pre-kindergarten through second grade takes the ERB Children's Progress Academic Assessment (CPAA) and will be assessed at least 3 times during the year. Reports will be shared with parents at conferences. Third through tenth grade takes the ERB Comprehensive Testing Program (CTP) in the spring for a onetime assessment. All reports will be shared with parents at the end-of-year conference or mailed out in June.

### **Report Card and Parent/Teacher Conferences**

All Saints has a Quarter/Semester Reporting system. Each quarter is approximately nine weeks. PLC and Lower School report cards are shared with parents at conferences the first, second, and fourth quarters. The third quarter report cards are emailed.

Conferences are required for Preschool through fourth grade students. Parent conference dates and times have been set and are listed on the school calendar. Conference scheduling is done by the parent through an online scheduling system. Prior to the conferences parents will receive an email with the link to schedule when the online system is open. Contact the Director of Admissions for instructions.

### **Student Records**

Student records are the property of All Saints. School administration has the sole discretion regarding the contents of student records. Release of student records to parents is at the discretion of the school. All Saints may report on academic, disciplinary, or drug and alcohol related matters to other schools when asked as part of the admissions process.

### **Learning Differences Policy**

All Saints has always been committed to the education of academically able students, and this commitment has remained in place as the school has grown. When a student graduates from All Saints,

he or she has completed a rigorous college preparatory program and is ready for further studies in a college or university setting.

All Saints also expects students to work hard, and thus the school admits and retains those whose capacity for discipline and hard work is strong.

Students with a variety of learning differences have been successful at All Saints. However, the School may or may not be an appropriate learning environment for a student with a special learning need, depending on its character and intensity. Therefore, All Saints reserves the right to deny a request for accommodations if they are deemed unreasonable or incompatible with the school's mission or program.

The extent to which the school can accommodate the learning needs of its students is clarified by the following.

- Accommodations – variations in methods used to present and receive curriculum. Accommodations may be made within the following realms: shell outlines, note sharing, audiobooks, test-taking environments, extended time, test format, and preferential seating.
- Professional Assessment – testing by a professional who provides the school with a full report.
- A student's assessment must be current (within five years) when a request for modifications and/or accommodations is made. A more frequent assessment may be required.
- The assessment must include the diagnosis of a specific learning difference or attention deficit disorder.

### **Behavior and Discipline Policy**

Age-appropriate behavior and student self-discipline will be expected at all times. Discipline management will involve the "All Saints Way" expectations of excellence in a respectful environment.

In the Lower School division, discipline is usually handled within the classroom and seldom requires further action. In the rare circumstances that it should be necessary, disciplinary concerns will be referred to the Division Head. The parents, teachers, and Division Head will work closely to resolve any issues.

We know that our students come from polite and respectful homes – thus we anticipate few circumstances of student misbehavior.

1. Students are expected to demonstrate appropriate behavior at all times.
2. Each student is expected to value personal belongings, respect the possessions of others, and show concern for the proper use of school property.
3. Students are expected to show respect and consideration for fellow students, teachers, staff members, and visitors at all times.
4. Any forceful or harmful bodily contact will not be tolerated, and repeated instances can result in removal from school.
5. Safe and appropriate conduct is expected in the restrooms.
6. Students are expected to follow acceptable standards of etiquette in the school cafeteria.
7. For the protection of each student, safety rules must be followed in the buildings and on the school grounds. All students are expected to walk rather than run in the halls and on the sidewalks.

Certain instances, such as fighting, severe disrespect for a teacher or other staff, misbehavior on off campus trips, and other incidents that the Division Head and the Headmaster consider serious can

immediately result in detention and a conference or other appropriate disciplinary actions such as probation, suspension, or expulsion.

### **Playground Safety Rules**

For the protection of each student, safety rules must be followed on the playground. The playground safety rules include the following:

1. Be sure the teacher can be seen at all times. Stay in the specified playground area at all times.
2. Share playground equipment.
3. Get the teacher's permission if you need to go to the restroom or leave the playground for any reason.
4. Practice good sportsmanship.
5. Use self-control.
6. Line up quickly when signal is given.

### **Toys at School**

Students should not bring toys to school. Electronic devices, trading cards, games, or non-educational publications often cause undue distraction in an academic setting and are not allowed.

### **Consequences for Disciplinary Offenses**

The Division Head or her appointee has authority and discretion of determining consequences of disciplinary offenses.

### **Definitions of Disciplinary Consequences:**

**Lunch Detention:** In lunch detention, students will work quietly on academic or disciplinary assignments. Failure to report to lunch detention results in an escalation of consequences. A student will not be given credit for detention if he or she arrives late to lunch detention.

**In-School Suspension (ISS):** ISS is served in isolation on campus. Time served in ISS will generally be used to help improve our community, although students may submit major assignments and take tests during ISS.

**External Suspension:** A student assigned External Suspension may not be on campus at any time while this suspension is being served. A student must submit any major assignment during the suspension on the due date or will receive a zero for that assignment. A student serving external suspension must arrange with his or her teacher to take in-class major tests.

**Expulsion:** A student who is expelled may not reapply for admission until a period of one year has passed or until the Division Head with the Head of School grants approval for an earlier reapplication. The school reserves the right to expel a student without the possibility of reapplying.

**Disciplinary Probation:** Students may be placed on disciplinary probation by recommendation of the Division Head or Head of Head. This probation restricts students from participating in school-related activities. If a student's behavior does not meet the expected standard, he or she may be subject to dismissal from the school by a decision of the Division Head or the Headmaster.

### **Personal Electronic Communication Devices**

Student cell phones, smart watches and other personal communication devices are not permitted without teacher permission during the school day. Student's personal devices should remain in his/her

locker during class and chapel. Parents wishing to contact students during class time should call the office at (806) 745-7701 or contact the teacher or Division Head. If a student is found using a cell phone during class or other inappropriate time, a faculty member may confiscate the phone and turn it over to the Division Head or appointee. Appropriate consequences will be determined. Lower school students with cell phones may ask permission to use phones during school hours.

### **Drug and Alcohol Policy**

Possession or use of drugs (including alcohol, tobacco in any form, or any other controlled substance), except as prescribed by a physician, is prohibited on campus at any time, or at any school-related activity off campus. Any student, who is in possession or under the influence of any prohibited drug, may be suspended immediately for the first instance. Parents or guardians will be notified. The student may be required to see a substance abuse counselor of the school's choosing as a condition to reinstatement. Students suspected of being under the influence of alcohol or drugs by a member of the faculty or staff may be required to submit to a drug/alcohol test at that time in order to respond properly to possible health concerns. The drug testing will be at the parents' expense. **If a student or family refuses to submit to a drug/alcohol test, that student may be dismissed from school.**

Offenders of the Drug and Alcohol Policy may be expelled. Any student who is found to have used, provided, sold, or offered for sale any prohibited or controlled substance on campus may be subject to immediate dismissal. In addition, any student who witnesses or has firsthand knowledge of a violation of the Drug and Alcohol policy must report it to school authorities as soon as possible. Students who fail to report violations may be considered complicit in the violation of the Drug and Alcohol Policy.

All Saints is committed to the health and wellness of all students. Any student who comes forward to a staff member for help in addressing a substance abuse problem will not be subject to disciplinary action for a first offense.

The Division Heads, (or other designated group) will make the final decision regarding whether a student has violated this policy, and the appropriate disciplinary action. Violations of the policy which are also violations of law may be referred to appropriate local, state or federal law enforcement officials for prosecution. The school will cooperate fully with local, state and federal officials in any related investigation.

### **Searches and Inspections**

All Saints reserves the right to conduct searches on campus and on school-related trips or any school-related functions. Searches may include but are not limited to lockers, backpacks, electronic devices (cell phones, ipads, etc.), computers, purses, and cars. All Saints may also search students when necessary. All Saints reserves the right to confiscate any item on campus or on a school-related trip or function at any time if there is a reason for concern for the health and safety of students.

### **Harassment**

All members of the school community have the right to reside in a respectful and sensitive environment. Harassment is prohibited. The following constitute prohibited harassment:

- Unwelcome verbal or physical conduct of a sexual nature,
- Behavior that interferes with a person's ability to work because of unwelcome physical or verbal conduct that belittles or ridicules an individual because of race, color, religion, national origin, sexual orientation, age, disability, or any other personal circumstance.

Such behavior is not tolerated from teacher-to-teacher, teacher-to-student, student-to-teacher, or student-to-student, parent-to-teacher, or teacher-to-parent. In the event that you feel that you have experienced or witnessed any of the behaviors described above, you must report the incident

immediately to the Division Head or the Headmaster. Reported incidents are investigated to the fullest extent possible. Reports and/or investigations of harassment must not result in retaliation by the reported individual(s). The school keeps such reports and investigations as confidential as possible. The harasser(s) are subject to disciplinary action as seen fit by the school. Disciplinary actions may range from formal warning to expulsion.

### **Hazing Policy**

Hazing in any form will not be tolerated within the All Saints community. Hazing is defined as any practice whereby one part of a group is made or “asked” to do something that is against their will, and the remaining part of the group is exempt from doing it by virtue of seniority or other “privileged” status. Obtaining consent from the targeted group or individual is not a defense for hazing. Incidents of hazing, whether they take place on school property or not, will be met with a severe disciplinary response from the school.

### **Bullying Policy**

Bullying is defined as unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally (including online), and excluding someone from a group on purpose. This can include but is not limited to:

#### **Verbal bullying (spoken or written):**

- Teasing
- Name-calling
- Inappropriate comments
- Taunting
- Threatening to cause harm

#### **Relational bullying:**

- Leaving someone out intentionally
- Telling others not to be friends with someone
- Spreading rumors about someone
- Embarrassing someone in public

#### **Physical bullying:**

- Hitting/kicking/pinching
- Spitting
- Tripping/pushing
- Taking, defacing or breaking someone’s things
- Making mean or rude hand gestures

(Definitions edited from [www.stopbullying.gov](http://www.stopbullying.gov))

In the event you feel you have experienced or witnessed any of the behaviors described above, you must report the incident immediately to an administrator, faculty member, or coach. Bullying can be reported by the victim or witness, whether student, faculty, or parent. Reported incidents are investigated to the fullest extent possible. The school keeps such reports and investigations as confidential as possible. Incidents of bullying will be met with an appropriate disciplinary response from the school.

### **School Jurisdiction**

Attending All Saints is a privilege, not a right. Whether on or off campus, in session or out of session, all All Saints students are expected to be responsible representatives of the All Saints community. If an All Saints student’s behavior draws negative attention to the school or threatens the safety of those in the All Saints community, the school has the right to deal with that student through its disciplinary procedures.

## **Student Social Media**

Students with sites (i.e., Facebook, Instagram, SnapChat, or other sites) that are in violation of any All Saints' policies are subject to disciplinary action.

## **Computers and Other Electronic Devices**

Computers and other electronic devices (including electronic games, instant messaging, video streaming, and music sharing programs) not in compliance with Electronic Communications and Internet Acceptable Use Policy will be confiscated from students. Students who repeatedly violate the policy may be denied computer access on campus or access to the school network and may be required to go before the Honor Council.

## **Electronic Communications and Internet Acceptable Use Policy**

Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables the students, faculty, and staff of All Saints Episcopal School to explore thousands of libraries, databases, and other resources while exchanging messages with people around the world. All Saints expects that faculty will blend thoughtful use of the school's electronic communications system and the Internet throughout the curriculum and will provide useful guidance and instruction to students. To assure that the electronic communications system will be used only to promote excellence in education consistent with our school's mission and goals, All Saints has adopted this Acceptable Use Policy (the "Policy") for use of the electronic communications system. The standards, goals, and rules of this Policy apply to use of the system by all members of the All Saints community, including students, their families, All Saints employees, and school volunteers.

### **I. Purpose and General Statement of Policy**

The purpose of this Policy is to set forth the guiding policies and rules for acceptable and responsible access to and use of All Saints' electronic communications system (the "ECS"). This policy includes access and use of the Internet. In making decisions regarding use of the ECS, including access and use of the Internet, All Saints considers its own stated educational mission, goals, and objectives. All Saints' ECS includes any and all electronic equipment, software, and/or information resources in any way made available by All Saints or its agents (such as faculty and staff) to the school community.

### **II. Availability of Access**

The ECS is available to the school community for use for educational purposes according to this Policy. Access to and use of the ECS is a privilege, not a right. Noncompliance may result in suspension of access or termination of privileges and in disciplinary action consistent with school policies.

### **III. Training**

Training for authorized users in the proper use of the ECS will be provided. Training on use of the school's ECS will emphasize ethical use of the ECS resources.

### **IV. Limited Personal Use**

Limited personal use of the ECS shall be permitted if the use:

1. imposes no tangible cost on the school,
2. does not unduly burden the school's computer or network resources,
3. has no adverse effect on a school employee's job performance or on a student's academic performance,
4. and is limited.

### **V. Intellectual Property Rights**

Students shall retain the intellectual property rights in works they create using the ECS, provided that the school may use such works in pursuit of the school's mission and goals, and for any education-related purpose. Unless otherwise expressly agreed by the school in writing, intellectual property rights in works created by the school's employees in the course of performing the work for which they are engaged by the school shall belong to the school. A school employee may make copies of such a work created by him or her for his or her personal use, provided that the work does not contain confidential information of the school or personally identifiable education records or other information of a student, and may create derivative works based on such works, provided that the school employee not use any such copy or derivative work for any purpose contrary to the school's mission and goals, and that acknowledgement of the school's rights in the underlying work be acknowledged in a manner acceptable to the school.

#### **VI. Violation of Law and Community Standards Not Permitted**

No user of the ECS may use it in a way that violates, or encourages others to violate, applicable laws, regulations and ordinances, including (but not limited to) copyright laws, privacy laws, libel or defamation laws, or laws relating to dissemination of pornographic or obscene materials, or to violate community standards embraced by the school. A user shall consult a teacher or school administrator if the user needs help to determine whether use of material requires permission, or involves other legal limitations. The teacher's or administrator's determination, although not a determination of application of the law, will be final and must be complied with by the user. Specifically, but without limitation:

- Copying or using text, graphics, video and sound clips, and software may be a violation of applicable copyright laws.
- No one may use the ECS to access or distribute material that (1) is obscene or indecent, (2) is patently offensive as measured by contemporary community standards, (3) is sexually explicit, (4) tends to degrade any race, religion, ethnic origin, or gender, or (5) is violent, abusive, or profane.
- Users must not knowingly or recklessly post, publish or forward false information about any persons, students, staff or any other organization.
- Users should not use technology to harass, bully, deceive, intimidate, offend, embarrass or annoy any individual.
- Users must not misrepresent or impersonate another person by creating imposter accounts or using another person's legitimate account.
- Users must not use a photograph, image or likeness of any student, or employee without express permission of that individual. Maintaining, posting, tagging, or forwarding material to a website or blog that creates a risk of substantial disruption in school, including harming or interfering with the rights of other students to participate fully in school or extracurricular activities, is a violation of the Acceptable Use Policy.
- No one may use the ECS to publish or otherwise use a student's personally identifiable educational records without permission of the student (if over age 18), or the student's parents.

#### **VII. Integrity of the ECS and Communicating Systems**

Users shall not use the ECS in a manner which damages, destroys or otherwise compromises the integrity and good working order of any of the equipment, computer programs, databases, other information, or other item that is a part of, accessed by or stored on the ECS, or which is likely to damage, destroy or otherwise compromise the integrity and good working order of any such item. Any user who deliberately compromises, or attempts to compromise any such item (including without limitation, altering programs or settings, disrupting system performance, creating or disseminating computer viruses, worms, or other programs intended to compromise the functioning of any computer system) commits a violation of school policy and administrative regulations. All Saints may terminate the offending user's privilege of using the ECS, and require restitution of costs associated with system



restoration, hardware, or software costs. All Saints may also refer such incidents to law enforcement officials for appropriate disposition under applicable state and federal law. A user shall hold in confidence, and not disclose to any other person the passwords, account numbers, PINs and other devices assigned to him or her for use of the ECS, and shall not allow others to use his or her access to the ECS or resources subscribed to by the school for the benefit of the school community. A user shall refrain from using another person's access to the ECS. If a user becomes aware of an ECS security problem or potential ECS security problem, the user shall notify an ECS administrator.

A user shall not install any computer program (including without limitation to applications, routines and subroutines) on any computer included in the ECS unless (a) the school has a valid license for the copy of the program to be installed or owns the copyright in the program, (b) the user has obtained specific authorization to install the program by an ECS administrator.

### **VIII. Monitored Use and Privacy**

Subject to the school's privacy policies and obligation to maintain the confidentiality of personally identifiable student records, the school does not assure users that the ECS or the information they maintain or access by means of the ECS or their activities on or by means of the ECS, are private. In particular, users are on notice that their activities and use of the ECS, including but not limited to electronic mail transmissions to and from users' email accounts by means of the ECS, may be monitored at any time by an authorized school employee to help assure compliance with this policy.

The student's iPad remains the property of All Saints until the student graduates, at which time it becomes the property of the graduate. The school reserves the right to look at a student's iPad at any time, particularly if there is a reasonable suspicion that the device is being used for an inappropriate or dishonorable purpose. In addition, information stored on a student's iPad will be accessible to the faculty when the iPad is updated or repaired and may be turned over to school administrators if questionable, illegal, or obscene material is found.

### **IX. Electronic Devices**

The school's technology policy regarding authorization, use, responsibility, integrity, intellectual property, and monitoring will be applied but not limited to the following electronic devices: personal digital assistants such as iPads, iPods, smart watches, gaming devices, cellular phones, and pagers. Access will be determined by the administrator of the school.

### **X. Other Rules**

In addition to the rules stated above, the following rules apply to use of the ECS by all users. Users who violate these rules may be subject to disciplinary action in accordance with school policies.

- Any access to sites not consistent with All Saints educational and community service goals is prohibited.
- A user who inadvertently accesses an Internet site which is not consistent with the school's educational and community service goals shall exit from the site immediately. Student users shall promptly inform a teacher or administrator about the incident.
- Users shall not store on any ECS equipment any programs, pictures, or other files that are not appropriate for viewing at school.
- Intercepting, reading, deleting, copying or altering another ECS user's electronic mail, or interfering with another ECS user's ability to receive/send electronic mail, and forgery or attempted forgery of electronic mail messages are prohibited.
- Users shall not plagiarize the works of others accessed through the ECS, and shall not use the ECS to purchase or otherwise obtain essays or research papers from commercial vendors.
- Users must not play computer games during the school day unless directed by a teacher.

### **XI. Social Networking**

Students who access social network sites should act responsibly and show respect for the rights and feelings of others. Gossip, insults, and libelous, demeaning, or derogatory pictures or comments are strictly prohibited. Threatening or harassing statements or pictures are also prohibited. The school offers the following guidelines:

- Students should exercise appropriate discretion when using social networks for personal communications with the knowledge that behavior on social networks may result in disciplinary action.
- Students should exercise care with privacy settings and profile content. Content should be placed thoughtfully and periodically reviewed. Privacy settings can be changed at any time to limit access to profiles and content, and these changes should be made accordingly. Change settings of Facebook, Instagram, YouTube, Twitter, and other accounts to “private.” Students need to control who views this material. In addition, any profile pages or other means of identification must not use the logos or other intellectual property of All Saints without permission from the school administration.
- Profile pictures are most effective when tasteful. Students should never upload a photo/video with references to alcohol, drugs, immoral behavior, violence, or anything revealing or sacrilegious. Colleges and future employers may see and interpret unfavorably the information.
- Students should not list complete birthdays, home addresses, or phone numbers online. Listing this information may result in identity theft or harassment. In addition, students should not befriend someone they don’t know and trust.
- Students should associate with social networking groups consistent with healthy, pro-social activities and the mission and reputation of the school, acting with sensitivity within the context of a diverse educational environment in which both students and adults practice tolerance and accept competing views.

Online information is public. Unsuitable information often results in negative consequences for the student and may result in disciplinary action at All Saints.

## **XII. Disclaimers**

Use of the school’s ECS is made available on an “as is, as available” basis. The school does not make any warranties of any kind with respect to the ECS, including but not limited to warranties of fitness or adequacy for a particular purpose, accuracy or reliability of any information, continuity or reliability of service, confidentiality, or otherwise, whether express or implied.

Opinions, advice, services, and other information and communications disseminated by users by means of the ECS, or by third parties (including but not limited to information from service providers made available under subscription agreements between the school and the service providers) and accessed by users by means of the ECS, do not represent the opinions, advice, services or other information or communications of the school. Users are responsible for their own use of the ECS. The school shall not be liable to any user or to any third party for person’s inappropriate use of the ECS, violations of copyright or other laws, mistakes or negligence, or costs incurred by users. The school shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet. ECS users and parents/guardians of All Saints students should be aware that information and other materials accessible by means of their ECS access may include inaccurate or objectionable material.

Any All Saints ECS traffic that traverses another network may be subject to that network’s acceptable use policy.

## **XIII. Enforcement of the Policy**

The Division Heads, (or other designated group) will make the final decision regarding whether a student has violated this policy, and the appropriate disciplinary action to be enforced. Violations of the policy, which are also violations of law, may be referred to appropriate local, state or federal law enforcement

officials for prosecution. The school will cooperate fully with local, state and federal officials in any related investigation.