



Inspire each mind. Ignite each heart.

MIDDLE SCHOOL
PARENT AND STUDENT HANDBOOK
2019-2020

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2019-2020 Middle School Parent/Student 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 4th grade), Middle School (5th through 8th grade), and High School (9th - 12th grades). Each of these areas is headed by a Division Head who oversees daily operations.

Student Life

Daily Schedule

Middle School operates on a four (4) day rotation: Red days (Tuesday/Thursday), Blue days (Monday/Wednesday). Fridays will have a separate schedule.

The daily class schedule is as follows.

7:45	Arrival time	10:10-11:55	4 th period
8:00-8:30	Chapel	11:55-12:40	5 th period
8:40-9:25	1 st period	12:40-1:10	Lunch
9:25-10:10	2 nd period	1:10-1:55	6 th period
10:10-10:25	Break	1:55-2:40	7 th period
10:25-10:10	3 rd period	2:40-3:30	8 th period

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. 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, leggings, jeggings, non-school required exercise pants, and/or yoga-type fitting pants are NEVER allowed
- 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.

Middle School Specific Dress Code

Daily Uniform –

- All Saints navy polo shirt - must be tucked in
- 8th grade class shirt (8th grade students only)
- All Saints navy sweatshirt with one of the following underneath - navy polo shirt or white oxford button-down shirt
- White, black, red, or navy short-sleeved 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. No Capri length pants.
- 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
- Socks must be worn daily.
- Leggings or tights worn under skirts or skorts must be solid white, navy, red, or black.
- 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

Physical Education/Competitive Athletics – 6th – 8th grades

- All Saints silver workout shirt labeled with student’s name
- All Saints blue mesh workout short labeled with student’s name
- Athletic Shoes (See specifications in general section)

- PE/CA uniforms will be the same for all 6th – 8th grade students. They will be sized and issued by the coaching staff at the beginning of school and the student's account will be billed.
- Should additional CA/PE uniforms be needed, they are available for purchase in the athletic office.

Dress Uniform –

Girls

- White, plain, long-sleeved, collared dress shirt
- Cross tie – red for 5th – 7th grades, navy for 8th grade
- All Saints navy sweater vest
- Khaki skirt with logo and no shorter than 3 inches above the knee in front and back and no longer than the bottom of the kneecap.
- White knee socks or skin-toned panty hose
- Black, brown, or navy dress shoes – flat or heels, open or closed toe

Boys

- White, plain, long-sleeved oxford button-down dress shirt
- Tie – red for 5th – 7th grades, striped for 8th grade
- Navy blazer single breasted with gold buttons and All Saints crest on left chest
- Khaki pants with logo
- Brown or black leather belt
- 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. Boys' hair must be not longer than bottom of collar.

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. Unsupervised students arriving before 7:45 am should report to the Middle School Building. Students arriving on campus after 8:00 am need to check in at the main office.

Cars must never be parked and left unattended in the lower/middle school loading zones or in the traffic path. When attending matters inside the building, please park in the parking spaces located in the big parking lot. This allows the traffic to flow quickly through the pickup zones.

Middle school students should be picked up each afternoon in at the loading zones in the big parking lot. Any student not picked up by 3:45 pm will be taken to Afternoon Fun. A late fee of \$12.00 will be charged after 3:45 pm.

Carpool

Because of construction of the middle school addition, carpool for PLC, Lower School, and Middle School will have to operate differently this year. The plan described below is intended to facilitate safe arrival and departure for every student in as efficient manner as possible. Please take the time to become familiar with these changes because they are very different from what we are all accustomed to. Thank you for your understanding and patience as we navigate growing pains.

Please note that walking in to pick up students will be difficult because of very limited parking. Parents are strongly encouraged to use the carpool procedures.

PLC

Preschool, Pre-K, and Kindergarten will drop off and pick up in the south circle drive off 103rd Street.

Preschool will not be picked up in the classrooms, and Kindergarten will not be picked up under PLC portico like they were in previous years.

Morning Drop Off

- Times for morning drop off are 7:45-7:55.
- Parents of PLC students may park in the circle drive off 103rd Street and walk their children to class.

Afternoon Pick Up

- Approach the school from Gary Avenue on the track side of the campus. **Do not enter from Indiana Avenue.**
- Form a single file line along the curb on 103rd Street. (Please do not block other entrances to the school's parking lots.)
- Turn right into the circle drive off 103rd Street.
- Place carpool tag in a visible location in the front windshield.
- Pick up children at designated loading zones in the circle drive off 103rd Street.
- Students will be escorted by staff to the loading zones where they can enter the car
- Exit the circle drive.

Lower School and Middle School

Morning Drop Off

- Times for morning drop off are 7:45-7:55.
- Lower and middle school students will drop along the south side of the big parking lot near the 1st grade classrooms. **Students with siblings in the PLC may be dropped off in the circle drive near the library with their siblings.**

Afternoon Pick Up

- Approach the school from Gary Avenue on the track side of the campus. **Do not enter from Indiana Avenue.**
- Form a single file line along the curb on 103rd Street and All Saints Way. **Be sure to leave the entrance and exit to the circle drive open and stay in the vehicle.** Students will be escorted to the loading zones.
- Place carpool tag in a visible location in the front windshield.
- Pick up children at designated loading zones along the south side of the big parking lot near the 1st grade classrooms.
- Exit the parking lot through the northwest exit (near the construction fence).
- **Older students may be picked up along the circle drive with their younger siblings.**

Please drive slowly. No double parking.

PLEASE DO NOT USE CELL PHONES WHILE DRIVING ON CAMPUS.

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, including all students at area schools. All visitors to the school, including parents, must check in at the main office and 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

Chapel 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 the 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 Easy School App a minimum of one day prior to the date needed.

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.

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.

Student Council

Students are encouraged to participate in Student Council. Students may run for office. Elections are held in September for each school year. Students not wishing to hold an office may participate in student council by volunteering to serve on committees. See the Student Council sponsor for information regarding criteria for holding an office in Student Council.

National Junior Honor Society

Students must be 7th or 8th grade students to be eligible for induction into the National Junior Honor Society. Membership in NJHS is an honor bestowed on students for outstanding academic work, character, leadership, service, and citizenship. Induction into NJHS occurs in the Spring of each school year. See the NJHS sponsors for information and eligibility requirements.

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 all perform.
- *Patriot Night* is the Middle School athletic banquet held in mid May. All Middle School athletes are recognized.
- *8th 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

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 main 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 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 Middle School Division Head, Counselor, or Nurse.

Tardy Policy

Students who arrive for class after the scheduled start time are considered tardy—if more than 15 minutes late, an unexcused-tardy becomes an absent-unexcused. Upon receiving three tardies in any class, students generally will be assigned a lunch detention. Additional consequences will be assigned for each additional tardy to a class. If a student is habitually late to a class, that student may be denied permission to enter the

class when late. A student may receive a grade of zero (0) for work collected in class before the student arrives tardy. The Middle School Division Head has the discretion for determining if a tardy is excused or unexcused and the appropriate consequences for excessive tardies.

Absences

Excused Absences

Absences are excused for approved religious holidays, illnesses, family emergencies, and school trips (i.e., athletic contests or academic competitions).

Unexcused Absences

If a student misses class, Chapel, competition or a community service obligation without a valid excuse, the student is absent-unexcused. The consequences generally are the following:

- First Violation – for non-academic meetings, a lunch detention may be assigned. Missing an academic class may result in an elevated consequence,
- Second Violation – in-school disciplinary action,
- Third Violation – disciplinary probation, external suspension, or an appearance before the Honor Council.

For each violation, the student may receive a significant academic penalty for any missed assignments, which penalty shall be decided by the teacher who assigned the work. The Middle School Division Head and/or her appointee have the discretion of determining if an absence is excused or unexcused and determining the appropriate consequences. A student who does not attend classes may not participate in any other school activities that day if the absence is unexcused. This includes rehearsals, performances, practices, and games. If a student will not be in sports on a particular day, he or she must report the absence to the Athletic Director and his or her coach.

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 which results in missing more than 10% of the total classes or meetings of a course or activity in a semester, a conference will be held with the parent, student, and the Middle School Division Head to discuss the situation and whether the student will receive credit for that class or activity. Excessive absences by a student could also result in dismissal. A student who misses more than 10% of the total classes or meetings of a course or activity may be denied a VOE (TEA) Form for Drivers License Purposes. Excessive absences by a student could also result in dismissal.

Planned Absence Policy

Families that keep their student 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 must:

- 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 possible. 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, must be received by the office before the student leaves campus. It is the student'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 8:00a.m. 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 call the school in advance, send a note with the student, e-mail or come to the office before the student leaves campus.
- The student must sign out in the office.

Upon returning to campus,

- The student 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.
- If a student becomes ill at school, the student will need to see the nurse. The nurse will contact the parent should the student need to go home.

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 – 12th 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 sleep overs 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: Irozean@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. Department Chairs** – Contact the appropriate Department Head if you have questions about overall philosophy and curriculum in that department.
- 3. Counselor** – Contact the counselor if you have questions about social, behavioral, or disciplinary issues.
- 4. Middle School Division Head** – Contact the Division Head if you have:
 - questions or concerns about expectations, program, curriculum, philosophy, etc.,
 - questions about student placement in a particular course,
 - taken appropriate steps and feel additional discussion is necessary.
- 5. 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** – Contact the Athletic Director if you have:
 - questions about the philosophy of the athletic program,
 - met with the coach and wish further discussion.
- 6. Head of School**-- 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.

Honor Council

The Honor Council is charged with promoting our community's commitment to the Honor Code and to decide specific cases in which honor may have been violated. The Honor Council may hear cases regarding excessive minor violations, incidents relating to academic dishonesty, or other cases the Middle School Division Head deems appropriate. The Honor Council is made up of five faculty members each serving a one year term. Members may serve consecutive terms. The Honor Council will meet as needed.

Academic Policies and Information

Academic Integrity, Cheating, and Plagiarism

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

Cheating (by using the work of another on a paper, test, or examination) and plagiarism (using the words or ideas of another without noting the reference) are not tolerated. Either of these violates the Honor Code and may be grounds for probation, suspension, expulsion, or other academic penalty. When deception in the form of plagiarism and/or cheating is detected, the teacher will deal with the situation and will report the incident to the Division Head and Counselor. While the following behaviors are not exhaustive and there are other behaviors that may result in serious disciplinary action, the school's interpretation of these offenses is as follows:

Copying homework (in any fashion, writing, photography etc.), discussing quizzes and tests prior to testing, and taking credit for a friend's assignment is unacceptable. Students should assume that all work should be done individually unless the teacher clearly states otherwise. It is the responsibility of the student to know what is acceptable in each class. However, in some classes, cooperative work is encouraged.

- Using the words of another student or an author without quotation marks or citations is academically dishonest.
- Cutting and pasting from the Internet and including such information in an assignment without proper citation is strictly forbidden.

- Even if a few words are changed, students are guilty of plagiarism if, without giving proper credit, they use specific ideas, interpretations, or material (including formats or methods of organization) not commonly known. Paraphrased ideas must still be properly cited.
- Students who give their work to other students without permission from the teacher are guilty of cheating.

When an incident of academic dishonesty, which includes lying, cheating, and/or plagiarism, occurs, the student generally will receive a grade of zero (0) on the assignment and his or her parents will be notified. The grade of zero (0) will not be dropped. On the first instance, in addition to receiving a zero(0), the student will receive an Honor Code warning and may be required to appear before an Honor Council comprised of the Division Head, faculty representatives, and the counselor. The severity of the violation will determine the severity of the additional consequences.

Grading Policy

It is the responsibility of the student to understand the grading policy for each course as outlined by the teacher at the beginning of the school year. All core courses are taught at a high level. Grades are recorded at the end of each quarter and are sent to parents. Teachers may send home progress reports at any time during the quarter to notify parents of missed or late work, unacceptable classroom behavior, declining grades, or other causes for concern, as well as commendations for superior work or noticeable improvement. These progress reports are sent electronically.

The Middle School uses the following grading system.

Grade	Range
A	100-90
B	89-80
C	79-70
D	69-60
F	59 -0

No credit is given for grades below 60.

Progress Reports

Progress reports are provided electronically via email to the parents of all students in the Middle School midway through each academic quarter. Teachers may, however, provide students and parents with a report of progress at any time during the academic year. Through the school’s RenWeb program, parents may access their child’s grades at any time throughout the school year. Please see the teacher, Academic Dean, or the Division Head with any concerns.

Parent / Teacher Conferences

All Saints has a Quarter/Semester Reporting system. Report cards are provided electronically via email at the end of each quarter to parents or custodial guardians. Parent/Teacher Progress Conference dates and times have been set and are listed on the school calendar. Conferences for Middle School students are optional and encouraged. Parents wishing to discuss grades and the academic progress of their student(s) with a particular teacher are encouraged to schedule a meeting by contacting the teacher directly or the division head.

Academic Standing

The academic record of each student is reviewed each semester. A student earning below a C in any semester is subject to a change in the student's academic standing. There are three levels of Academic Standing:

- Good Standing – Student achieves a C or better in all classes.
- Academic Warning – Student achieves a semester grade below a C in any one course. The Academic Dean or his/her appointee will meet with the student to discuss a plan of action. Additionally, a meeting with the parents will be requested.
- Academic Probation – Student achieves a semester grade below a C in two or more courses or in one course for two consecutive semesters. The Middle School Division Head and/or her appointee will meet with the student and parents to implement a plan for improvement. If a student's academic record does not improve by the end of the semester following institution of Academic Probation, the student may be counseled to continue his/her education elsewhere.

If a student on Academic Probation completes one semester with all grades of C or better, he/she will move from Academic Probation to Academic Warning. If a student on Academic Warning completes one semester with all grades of C or better, all academic sanctions will be removed.

Academic Restrictions

Student progress will be reviewed each Monday morning. If a student has a current grade below 60 in any class, the student will have academic restrictions. The restrictions will remain in place until the student shows evidence of improvement and can be re-evaluated at any time. The restrictions include the following.

- The student will work with the teacher during lunch, before school, or after school each day until the situation improves.
- If the teacher is not available on a particular day, the student will work on assignments in another assigned area during lunch.
- The student will be restricted from missing class time for any school-related activities.
- The student will be restricted from participating in any after school activities including athletic, academic, or fine art competitions.

Incomplete Grades

In the event of unusual circumstances, incomplete grades may be recorded at the direction of the Middle School Division Head. The expectation is that all missing work must be completed within two weeks after the end of the quarter. If a completed grade is not reported after 2 weeks then the student will receive the grade that is recorded in the teacher's grade book at that time.

Late Work Policy

All classes observe this policy:

- The teacher establishes the suitable due date for assignments with each student.
- A student who is incapable of getting an assignment in on time should talk with the teacher at least one day before the assignment is due to get a possible extension.
- If a student is unexpectedly absent, it is the student's responsibility to contact the teachers as soon as possible, preferably on the day of the absence, to make arrangements for missed work.
- All major papers and assignments must be turned in as required by the teacher.
- For unexpected absences and excused absences, any work submitted after the due date is subject to academic penalties and, at the discretion of the teacher, may not be accepted for a grade.

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 colleges when asked as part of the college 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.

- Modifications – actual changes in the content of curriculum or the standard of assessment & grading.
- Accommodations – variations in methods used to present and receive curriculum. Accommodations may be made within the following realms: shell outlines, note sharing, audio books, 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

Consequences for Disciplinary Offenses

The Middle School or her appointee has authority and discretion of determining consequences of disciplinary offenses.

Definitions of Disciplinary Consequences/Lunch Detention: Lunch detentions are held weekdays from 12:30pm – 1:05pm. 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 Headmaster 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 Honor Council, Counselor, Middle School Division Head, or Headmaster. 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.

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.

Personal Electronic Communication Devices

Student cell phones, smart watches, and other personal communication devices are not permitted without a teacher's permission during the school day. Student communication devices should be turned off and left in his/her locker. Parents wishing to contact students during class time should call the office at (806) 745-7701 or e-mail the office or the 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. Appropriate consequences will be determined.

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 re-instatement. 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 Heads of the Lower, Middle, and/or High Schools, (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 Middle School 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)

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.

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 the 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, calculators, 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 Heads of the Lower, Middle, and High Schools, (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.