



*Inspire each mind. Ignite each heart.*

HIGH SCHOOL  
PARENT AND STUDENT HANDBOOK  
2020-2021

Information provided in this booklet does not reflect certain protocols and situations  
for the 2020-2021 school year related to COVID-19

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# High School 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.

## Student Life

### Daily Schedule

High School operates on a block schedule.

### Blue days

8:00-9:25	1 <sup>st</sup> period
9:35-10:15	HS Chapel
10:25-11:50	2 <sup>nd</sup> period
11:50-12:30	Lunch
12:40-2:05	3 <sup>rd</sup> period
2:15-3:40	4 <sup>th</sup> period

### Red Days

8:00-9:25	5 <sup>th</sup> period
9:35-10:15	Enrichment Period
10:25-11:50	6 <sup>th</sup> period
11:50-12:30	Lunch
12:40-2:05	7 <sup>th</sup> period
2:15-3:40	8 <sup>th</sup> 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. Additionally, a parent alert may be sent through text.

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. *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

## **Dress Code**

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.

### **Dress Code Daily Wear Guidelines**

Students are expected to come to school neatly, appropriately, and discreetly dressed each day. The high school faculty and administration may determine if clothing, jewelry, or grooming matches the spirit of these guidelines. If necessary, a parent will be called to bring replacement clothing for a student in violation of the dress code.

- 1) Clothing is in good condition, hemmed, and free of words or slogans. No cut-offs, frayed hems, or holes will be allowed.
- 2) Pants or shorts must be worn at the waist.
- 3) During off campus school sponsored trips, students will wear an All Saints branded shirt or clothing approved by school sponsors.
- 4) Hats or any other items worn to cover the head may not be worn inside the building.
- 5) No visible body piercings or tattoos. Only two earrings are allowed in each ear. Earrings must have standard-sized posts. The following items are prohibited: gauge/plug earrings of any size or type, ear bars, nose rings, nose studs, eye brow piercings, and tongue piercings. This applies to both male and female students.
- 6) Hair color must be of a natural color, no pink, blue, silver, etc.
- 7) No slogans, designs or other geometric shapes or patterns are allowed in the hair.
- 8) With prior administrative approval, a team or club may wear All Saints spirit wear on special occasions.

### **Ladies Dress**

**Ladies Dress Uniform** (Dress Uniform is worn on special occasions only.)

Skirt from Bookstore - must not be shorter than 3 inches above top of knee cap

White long sleeve button down dress shirt

Navy cardigan sweater from bookstore

White knee-high socks

Shoes – flats or heels, open or closed toe

**Ladies Daily Uniform** (Monday, Tuesday, Thursday) – Items listed are approved dress for daily uniform; tops shown are available through the All Saints Bookstore:



Jeans, khaki and navy shorts, and khaki and navy skorts may be worn and must be purchased from outside retailer. It is not necessary for shorts, skorts and pants to have the All Saints logo or crest. Shorts and skorts may not be shorter than 3 inches above top of knee cap.

**Spirit Shop Attire** – Also allowed as approved clothing are items shown under the “High School Approved” link on the Spirit Shop site. Only blue or white collared shirts and quarter zip pullovers with the Patriot head logo may be worn as a layering piece with daily uniform. Hoodies may not be worn on uniform days. For sophomores, juniors or seniors who purchased black or gray collared shirts or quarter zip pullovers last school year, these clothing items will also be acceptable dress for these students.

**Ladies Daily Dress (Wednesday and Friday):**

Shirts

All Saints spirit wear

Short or long sleeve collared shirts (free of \*slogans or words)

Short or long sleeve t-shirts (free of \*slogans or words - a small polo emblem or similar branding is fine)

- Example of a t-shirt that is not acceptable: A t-shirt with camo will not be approved. A t-shirt that is worn to expose shoulders, midriffs, cleavage or undergarments will not be acceptable attire. T-shirts which are torn, ripped, ragged or have holes are not approved t-shirts. Offensive or explicit references or designs which symbolize values contrary to the All Saints Way will not be acceptable. T-Shirts with professional or college sports teams and large branding logos are not acceptable.

Sweaters (cardigan, crew, or v-neck style – free of \*slogans or words)

Short or long sleeve blouses

Frequently asked questions regarding a blouse:

- Does it have to have a collar? No
- Does it have to have buttons? No



- Example of a blouse that is not acceptable: A blouse that is worn to expose shoulders, midriffs, cleavage or undergarments will not be acceptable attire. Blouses which are torn, ripped, ragged or have holes are not approved blouses.

### Dresses and skirts

Dresses, skirts and shorts must not be shorter than 3 inches above top of knee cap

- Example of a dress that is not acceptable: A dress that is worn to expose shoulders, midriffs, cleavage or undergarments will not be acceptable attire. Dresses which are torn, ripped, ragged or have holes are not approved dresses.

### Pants

Jeans – no frayed edges or holes

Bookstore khaki pants or pants (of any color) from outside retailers

Bookstore khaki and navy shorts or shorts (of any color) from outside retailers including but not limited to cargo and golf shorts

- Example of shorts that are unacceptable: Shorts that are torn, ripped, ragged or have holes are not approved. Athletic shorts are not approved. Offensive or explicit references or designs which symbolize values contrary to the All Saints Way will not be acceptable. Shorts that are shorter than 3 inches above the knee cap will not be acceptable.

Leggings, jeggings, exercise pants and/or yoga-type fitting pants are NEVER allowed

Sweatpants are not approved attire

Athletic shorts are not approved attire

### Shoes

Athletic shoes, boots, sneakers, boat shoes, sandals, birkenstock type and loafers are acceptable

No slippers, flip-flops, athletic slides, or similar type house shoe

## **Men's Dress**

**Men's Dress Uniform** (Dress Uniform is worn on special occasions only.)

Khaki pants from the bookstore or other retailers

White long sleeve button down dress shirt

Navy blazer (no logo necessary)

All Saints bow tie (See Mrs. Belk or Ms. Edmonson)

Khaki or dark socks

Brown or black leather belt

Brown or black leather dress shoes

**Men's Daily Uniform** (Monday, Tuesday, Thursday) – Items listed are approved dress for daily uniform; tops and khaki pants are available through the All Saints Bookstore:



Jeans, khaki and navy shorts may be worn and must be purchased from an outside retailer; khaki pants available through All Saints Bookstore or may be purchased from outside retailer. It is not necessary for shorts and pants to have the All Saints logo or crest. The shorts may not be shorter than 3 inches above top of knee cap.

**Spirit Shop Attire** – Also allowed as approved clothing are items shown under the “High School Approved” link on the Sprit Shop site. Only blue or white collared shirts and quarter zip pullovers with the Patriot head logo may be worn as a layering piece with daily uniform. Hoodies may not be worn on uniform days. For sophomores, juniors or seniors who purchased black or gray collared shirts or quarter zip pullovers last school year, these clothing items will also be acceptable dress for these students.

**Men’s Daily Dress** (Wednesday and Friday)

Shirts:

All Saints spirit wear

Short or long sleeve collared shirts (free of \*slogans or words)

Short or long sleeve t-shirts (free of \*slogans or words - a small polo emblem or similar branding is fine)

- Example of a t-shirt that is not acceptable: A t-shirt with camo will not be approved. T-shirts which are torn, ripped, ragged or have holes are not approved t-shirts. Offensive or explicit references or designs which symbolize values contrary to the All Saints Way will not be acceptable. T-Shirts with professional or college sports teams and large branding logos are not acceptable.

Sweaters (cardigan, crew, or v-neck style – free of \*slogans or words)

Pants:

Jeans – no frayed edges or holes

Bookstore khaki pants or pants (of any color) from outside retailers

Bookstore khaki shorts or shorts (of any color) from outside retailers including but not limited to cargo and golf shorts

- Example of shorts that are unacceptable: Shorts that are torn, ripped, ragged or have holes are not approved. Athletic shorts are not approved. Offensive or explicit references or designs which symbolize values contrary to the All Saints Way will not be acceptable. Shorts that are shorter than 3 inches above the knee cap will not be acceptable.

Sweatpants are not approved attire

Athletic shorts are not approved attire

#### Shoes:

Athletic shoes, boots, sneakers, boat shoes, sandals, birkenstock type and loafers are acceptable

No slippers, flip-flops, athletic slides, or similar type house shoes

#### Grooming:

Clean shaven

Hair should be neat, kept out of eyes, and no longer than bottom of collar

\*Slogans: a short and striking or memorable phrase used in advertising.

Students seeking exceptions to this dress code must speak to the High School Division Head or Counselor. A student inappropriately dressed will be sent to the office, and parents will be contacted to bring appropriate clothes to school. Class absences due to dress code violations are considered unexcused. Should a student have any clothing that might be questionable, he or she should ask first, rather than take the chance of being asked to leave to change into proper attire. Repeated violations of the Dress Code may warrant disciplinary action.

#### **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.

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.

High school students should be picked up each afternoon in the northeast or east parking lots outside the high school.

Please drive slowly and do not double park.

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 from area high schools. All visitors to the school, including parents, must check in at the main office and wear a visitor's 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, siblings not allowed to 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.

## **Birthdays**

Students are encouraged to receive a birthday blessing in Chapel on their 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 and \$6.50 for wraps. 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 speech and debate, academic contests, visual arts, theatre, and musical contests. Students interested in participating in these events should notify the respective teachers.

### **Competitive Athletics**

See Course Offerings Guide

### **Student Council**

Students are encouraged to participate in Student Council. Students may run for office. Elections are held in the spring for the following school year. Freshman Representative is elected in September. Students not wishing to hold an office may participate in student council by volunteering to serve on committees. See the Student Council By-Laws for information regarding criteria for holding an office in Student Council.

### **National Honor Society**

Students must be juniors or seniors and have an overall GPA of 4.25 to be eligible for induction into the Sherry Fewin Chapter of National Honor Society. Incoming freshman students in 2020-2021 and beyond, must be juniors or seniors and have an overall GPA of 95 or above to be eligible for induction. Membership in National Honor Society is an honor bestowed on students for outstanding academic work, character, leadership, service, and citizenship. Induction into NHS occurs in September and February of each school year. See the By-Laws Sherry Fewin Chapter of the National Honor Society for eligibility requirements.

### **Community Service**

In the High School, community service is required; it 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 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. High School students are required to complete 60 hours of approved community service between freshman and senior years.

### **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.
- *Junior Investiture Ceremony* is held in May as a special pinning recognition ceremony. This is a time to recognize each junior and celebrate their "rising up" as a senior into their leadership role for the coming school year
- *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.
- *Baccalaureate* is a religious and inspirational ceremony held a few days prior to graduation to celebrate our seniors.
- *High School Graduation* is held near the last week of school to recognize and celebrate our seniors.

### **Student Lounge**

The student lounge located upstairs in the high school wing is for high school students. Students may gather before school and after school to socialize. The students themselves must keep the area clean and organized.

### **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 begin at 8:00am, and students are expected to be prompt. Any student arriving after 8:00am must check in at the office before proceeding to class. School ends at 3:40pm.
- If a student will be absent on a particular day, a parent or guardian must contact the High School Counselor or Division Head to report the absence prior to 8:30am.
- 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 8:00am., without getting permission from the 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 unexcused absence. Upon receiving three tardies in any class, students generally will be assigned a lunch detention. Further 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 Division Head and Counselor have the sole 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 college visits (see College Visits), 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 unexcused absence. The consequences generally are the following:

- First Violation – a lunch detention may be assigned.
- 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 Division Head and/or Counselor have the sole 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, Counselor and the Division Head to discuss the situation and whether the student will receive credit for that class or activity. 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 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 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 or email, must be received by the Counselor or school 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.

### **College Visits**

Juniors and seniors wishing to visit a college may do so if arranged with the Counselor or Division Head and individual teachers. These absences must be approved in advance. In all cases, the student must follow the Planned Absence Policy.

### **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 main 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 main 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 8:30am 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: [Irozean@allsaintsschool.org](mailto: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 child 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 High 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 High School.

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 High School 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. Just as 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, accompanying students off campus, and in general conduct in the community. 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.

All Saints reserves the right not to continue enrollment or re-enrollment if the school reasonably concludes that the actions of a parent or guardian would not support a positive environment and accomplishments 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 High School will work together to continue to accomplish our mission.

### **Channels of Communication**

- 1. Classroom Teacher** – Please contact your child’s classroom teacher if you have:
  - questions about your child’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:
  - academic and college and career issues,
  - social, behavioral, or disciplinary issues.
- 4. 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 child’s coach if you have:
    - questions about your child’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 Head of School 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.
- 7. Email**

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.

### **High School Email**

The High School communicates most easily with students, parents, and faculty via e-mail. Students should communicate with teachers via email if they are unable to communicate with them in person. Email should be followed up with a conversation in person. Students are expected to check and respond to their e-mail at least once a day, including weekends.

## **Honor Code and Honor Council**

### **Honor Code**

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 in the school or in the community will be addressed.

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

### **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, immorality, legal violation in the community, or other cases the Division Head deems appropriate. The Honor Council is made up of five faculty members each serving a one year term and two students from each grade level. Members may serve consecutive terms. If a student on the Honor Council is found in violation of the Honor Code, the student will be removed from the Honor Council. 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 disciplinary action including 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 another student's work 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 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 High School Division Head, faculty representatives, and the counselor. The severity of the violation will determine the severity of the additional consequences.

### Grading Policy for May Graduates in 2021, 2022 and 2023 (current sophomores, juniors & seniors)

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. The vast majority of core courses are taught at a high level – Pre-AP or AP. Grades are recorded at the end of each quarter and are sent to parents. Progress reports may be sent home 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 high school uses the following grading system:

Grade	Range	GPA (Pre AP, AP, weighted)	GPA (non-weighted)
A	100-90	5.0	4.0
B	89-80	4.0	3.0
C	79-70	3.0	2.0
D	69-60	2.0	1.0
F	59 -0	0.0	0.0

Grade point averages (GPA) are calculated at the end of the school year on completed course grades. The cumulative GPA is posted to the student’s transcript. No credit is given for grades below 60.

### Understanding Grade Point Average (GPA)

GPA stands for Grade Point Average. Senior students receive a cumulative GPA at the conclusion of first semester (January) and their final cumulative GPA at the conclusion of second semester (May). All other students receive a cumulative GPA at the conclusion of second semester (May). Each letter grade received earns a point value. All points received throughout high school are averaged together in order to compute the cumulative GPA. GPA is calculated using either a 4.0 (unweighted) scale or a 5.0 (weighted) scale. **All Saints is on a 5.0 weighted scale.** Courses taken on a pass / fail basis are not used in computing GPA. (Pass/fail option is only available to junior and senior students who have a minimum 4.0 GPA and who have met the state graduation requirement within the core area where pass/fail is requested.) For example: The student has met their one credit that is required by the state of Texas for PE/CA, but the student wants to take CA their junior and senior years, also. They are allowed to do this via the pass/fail option, if they also have met the GPA requirement.

### Unweighted vs Weighted Cumulative GPA

*Unweighted Cumulative GPA* is the average of all final course grades received in high school courses based on a 4.0 scale (see table below). Unweighted GPA is calculated by adding all the points awarded and then dividing by the number of semester classes completed (see example 1).

#### 4.0 unweighted scale

Grade	Points	Range
A	4	90 – 100
B	3	80 - 89
C	2	70 - 79
D	1	60 - 69
F	0	59 and below

**Example 1: Calculating unweighted (4.0 scale) cumulative GPA for freshman student**

<b>Course</b>	<b>Semester</b>	<b>Final Grade</b>	<b>Points</b>
Art	First	100	4
English 2	First	89	3
Spanish 2	First	78	2
Geometry	First	85	3
CA	First	100	4
World History	First	91	4
Art	Second	98	4
English 2	Second	78	2
Spanish 2	Second	83	3
Geometry	Second	85	3
CA	Second	100	4
World History	Second	93	4
	12 classes		40 points
<b>Unweighted GPA</b>			
<b>40 divided by 12</b>			<b>3.33</b>

*Weighted Cumulative GPA* is used for any student who has completed one or more grade weighted courses. A weighted GPA uses a 5.0 scale (see table below) instead of the above mentioned 4.0 scale used for an unweighted GPA. Weighted GPA is calculated the same way by adding all the points awarded together and then dividing by the number of semester classes completed (see example 2).

**5.0 weighted scale**

<b>Grade</b>	<b>Points</b>	<b>Range</b>
A	5	90 – 100
B	4	80 - 89
C	3	70 - 79
D	2	60 - 69
F	0	59 and below

**Example 2: Calculating weighted (5.0 scale) cumulative GPA for freshman student**

<b>Course</b>	<b>Semester</b>	<b>Final Grade</b>	<b>Points</b>
Art	First	100	4
Pre-AP English 2	First	89	4
Pre-AP Spanish 2	First	78	3
Pre-AP Geometry	First	85	4
CA	First	100	4
AP World History	First	91	5
Art	Second	98	4
Pre-AP English 2	Second	78	3
Pre-AP Spanish 2	Second	83	4
AP Geometry	Second	85	4
CA	Second	100	4
AP World History	Second	93	5
	12 classes		48 points
<b>Weighted GPA</b>			
<b>48 divided by 12</b>			<b>4.0</b>

## Grading Policy and other Information for Incoming Freshman (2020-2021) and Beyond

### Grade Point Average - Incoming Freshman (2020-2021) and Beyond

- Students' grade point averages will be reported using a 100-point scale
- 10 points will be added for Advanced Placement or other designated weighted courses.

### Procedures for Reporting of Grades to Colleges on Different Scales - Incoming Freshman (2020-2021) and Beyond

- If a college requests that a student's grade point average be reported on a different grading scale, the college counseling office will report the student's grade point average as requested on a case-by-case basis.
- The scales used to translate grade point averages are shown below. The All Saints Episcopal School's transcript indicates whether a class is weighted or not weighted.

Course Avg. Reported by <u>Instructor</u>	Letter <u>Grade</u>	Non-Weighted <u>Class GPA</u>	Weighted <u>Class GPA</u>
97-100	A+	4.3	5.3
93-96	A	4.0	5.0
90-92	A-	3.7	4.7
87-89	B+	3.3	4.3
83-86	B	3.0	4.0
80-82	B-	2.7	3.7
77-79	C+	2.3	3.3
73-76	C	2.0	3.0
70-72	C-	1.7	2.7
67-69	D+	1.3	2.3
63-66	D	1.0	2.0
60-62	D-	0.7	1.7
<60	F	0	0

### Reporting and Rounding Grades - Incoming Freshman (2020-2021) and Beyond

- Grades will be reported as whole numbers
- Rounding occurs according to general rounding rules
  - 0.5 to 0.9 rounds up to the greater whole number
  - 0.0 to 0.4 rounds down to the lesser whole number

### Eligibility for Valedictorian and Salutatorian - Incoming Freshman (2020-2021) and Beyond

- Students must attend 6 consecutive semesters at All Saints Episcopal School's high school.
- Students must have attended a minimum of 4 semesters to be ranked 1 or 2 at the end of junior year and to be in contention for Val/Sal their senior year.

All Saints Episcopal School will not rank the students based on grade point average, with the exception of Valedictorian and Salutatorian. This will enable the College Counselor to correspond with the colleges and universities regarding the merits of each student.



### **Transfer Students - Incoming Freshman (2020-2021) and Beyond**

- Courses taken at the former institution will not be calculated into the All Saints grade point average.
- All high school courses will be listed on one transcript.

### **On-line Courses - Incoming Freshman (2020-2021) and Beyond**

- Any student requesting to enroll in an out-of-school on-line course(s) must seek prior approval from the high school Division Head and high school Counselor.
- Approvals granted will be based on a student's special circumstances that hinder a student from completing the required graduation course(s) during the school day.
- Any out-of-school online courses will not be given weighted credit on the transcript.

### **Fine Arts and Physical Education Classes - Incoming Freshman (2020-2021) and Beyond**

- All Fine Arts and PE/Athletics courses will be graded on a Pass/Fail basis.
- Graduation requirements of one credit of Fine Arts and one credit of Physical Education must be completed by the end of sophomore year.

### **Speech - Incoming Freshman (2020-2021) and Beyond**

- Speech will no longer be a requirement for graduation.

### **Middle School Classes and Grade Point Average - Incoming Freshman (2020-2021) and Beyond**

- The grade received by students in Middle School for Algebra I, Spanish, and/or Latin will be included in a student's cumulative grade point average.

### **Graduation Requirements**

English—4 credits

Math—4 credits

Social Studies—4 credits

Science—4 credits

World Language—3 credits

Fine Arts—1 credit

P.E.—1 credit

Speech— ½ credit (only for graduates through May 2023)

Electives—4 ½ credits

Community Service –60 documented hours

### **Course Selections and Graduation Requirements**

See Course Offerings Guide for more information.

### **Progress Reports**

Progress reports are provided electronically via email to the parents of all students in the 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 FACTS program, parents may access their child's grades at any time throughout the school year. Please see the teacher, Counselor, or the Division Head with any concerns.

## **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 High School Division Head or the Counselor 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 High School Division Head and the Counselor 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 consider other educational avenues.

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 periodically. 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 the Counselor's or Division Head's office or other 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 High 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 absent, it is the student's responsibility to contact the teachers as soon as the student is able 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.

### **Policy for Repeated Courses**

Occasionally it may become necessary for a student to request to repeat a course. For example, a student or parent may request that a student retake a math course in order to gain additional mastery of the content before moving to the next level of math. Retaking a course is allowed.

However, all grades earned in the original course and in the repeated course are included on the transcript and are used in the computation of the cumulative grade point average.

Grades are never deleted from a transcript.

### **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 High 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, 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 Division Head or appointee oversees all behavioral issues. The Division Head and the Counselor work together and have authority and discretion of determining consequences of minor and/or major disciplinary offenses. Minor disciplinary offenses include, but are not limited to, occasional violations of the Dress Code, excessive tardiness, disruptive conduct, use of personal technology during the school day, and parking violations. Major offenses include, but are not limited to, unexcused absences, violations of the Acceptable Use Policy for Technology, dishonesty, theft, vandalism, harassment, inappropriate sexual conduct, unsafe use of a motor vehicle, leaving school grounds without permission, violation of the Drug and Alcohol Policy and bringing weapons to school or on sponsored school trips and activities.

## **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. Students will submit assignments and take tests during ISS.

**External Suspension:** A student assigned external suspension may not be on campus or participate in any athletic or other school activities at any time while this suspension is being served. A student in external suspension will be expected to complete all assignments and tests 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.

**Disciplinary Probation:** Students may be placed on disciplinary probation by recommendation of the Honor Council, Counselor, 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.

**Expulsion:** The school may expel a student for major discipline infractions. 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.

## **School Jurisdiction**

*Attending All Saints is a privilege, not a right. Whether on or off campus, in session or out of session, 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, or others, the school has the right to deal with that student through its disciplinary procedures.*

## **Personal Electronic Communication Devices**

In classes during the school day, student cell phones, smart watches and other personal communication devices are not permitted without a teacher's permission for communication of any kind during classes or any other time an adult is requesting students' attention. Student cell phones (and other technology devices such as smart watches) should be placed in the designated areas in the classrooms or in lockers during class and chapel. Students may use their phones during lunch or passing periods. Parents wishing to contact students during class time should call the office at (806) 745-7701 or e-mail the office or Counselor. 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 Counselor or High School 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 or expelled 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 been in possession, 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, suitcases, 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.

### **Student Pregnancy**

In the case of any student pregnancy, the following response will go into effect.

- The school will take a proactive approach to helping the student mother-to-be/father-to-be find an appropriate alternative educational program in which to continue her/his academic studies. The school, likewise, will strive to help identify resources that can assist the student during this time. She/he will, however, be prohibited from continuing as a student at All Saints Episcopal School.
- If the pregnancy is confirmed in the second semester of the senior year, the student in question (female or male) will be placed on leave of absence for the duration of the academic year. She/he will be given the opportunity to complete the necessary credits pursuant to earning an All Saints High School diploma through independent work taken off campus under the direction of her/his teachers. She/he will not be permitted to attend any school functions or participate in graduation.

### **Vehicle Use and Parking**

Students with valid drivers' licenses are permitted to drive to school provided they register their car with the school, observe campus regulations, and exhibit safe driving habits.

All students must:

- park only in designated parking spaces,
- obtain permission from the student's teacher, Counselor, or High School Division Head before going to the parking lot during the school day,

- not drive their cars during the school day without parental or school permission,
  - refrain from using the cell phone while driving in the parking lot or at any time while driving.
- Violations of these rules may result in detention, loss of driving privileges, and/or in-school disciplinary action. Consequences for the violation will be determined by the Counselor or High School Division Head.

### **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 High 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](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 a 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 Communication 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.