

# CHRIST EPISCOPAL SCHOOL

*Since 1948*



## PARENT and STUDENT HANDBOOK

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### **This Handbook Belongs To:**

**Name:** \_\_\_\_\_

**Teacher:** \_\_\_\_\_

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## **Mission Statement**

*Christ Episcopal School is a diverse community of learners who participate in an enriched academic program in a nurturing Christian environment which fosters a dedication to service to others and a love of lifetime learning.*

## **The Purposes and Objectives of the School**

The major purpose of elementary education is to ensure opportunities for children to develop-intellectually, socially, physically, emotionally, and spiritually-to their fullest potential. The most important responsibility of the staff at Christ Episcopal School is to provide all students with the opportunity to develop fully their intellectual and cultural potential. The faculty and staff are committed to developing a desire in children for knowledge and learning, and through a wide variety of instructional techniques, to teach the skills that will facilitate learning, creativity, and the development of critical thinking skills.

All faculty and staff strive to encourage self-motivation and to provide the skills that will enable students to become independent learners in an environment where dignity and self-esteem are nurtured. The cohesiveness that is Christ Episcopal School comes from mutual caring, respect, and interest. The faculty and staff of the school are committed to recognizing individual differences and actively strive to meet each student's academic, social, physical, emotional, and spiritual needs.

Classes are generally small in order to provide individualized attention and to enhance close relationships among students, teachers, and parents. The program is designed for students of average to well above average ability. Parents are expected to participate in the education of their children and to support the school's program with their care, time, and resources. Because of this support, a varied, enriched, vigorous academic program, that recognizes and provides for the individual differences of students, can be offered.

The school is fortunate to be located in close proximity to Stephen F. Austin State University. The university provides resources that would not otherwise be available. University faculty can bring their special expertise to the children as need arise. Because of a good relationship with the university, additional opportunities are easily available to stay abreast of current ideas and methods and to take advantage of cultural offerings.

Educational methods employed at Christ Episcopal School ensure our students are prepared to enter public middle school. The Texas Essential Knowledge and Skills (TEKS), as set out by the Texas Education Agency, provide the baseline for the Christ Episcopal School's curriculum. Through enrichment, acceleration, and a strong academic program, students are well prepared academically as indicated by the performance of our students on the nationally-normed Stanford 10 Achievement Test. This test is administered to children in grades one through six each spring.

Beyond the core curriculum, enrichment teachers provide instruction in Spanish, technology, the fine arts, library skills, and Christian Education. During several special emphasis weeks, which may be Book Week, Science Week, and Fine Arts Week-professors from the university, parents, and individuals from the community demonstrate, perform, lead educational tours, and provide special activities for the students of the school.

The faculty and staff serve as role models in their own behavior to build self-esteem and a desire to learn in the children. They believe in and model Christian ideas and respect the worth of the individual. They teach self-discipline rather than impose punishment. The value of structure is acknowledged and made use of, but flexibility in thinking and action is necessary to live together, to try new ideas, and to allow children to grow and mature appropriately. Working together as a team, faculty and staff, head of school, parents and students, strive to create an atmosphere that builds confidence and high self-esteem so that students may become well-educated life-long learners with a desire to serve God through serving others.

## ACCREDITATION

Christ Episcopal School is fully accredited by The Southwestern Association of Episcopal Schools (SAES) and is officially recognized by the Texas Education Agency as a non-public accredited school with all the rights and responsibilities associated with such recognition.

## ADMISSION PROCESS

Christ Episcopal School serves children who are average and above average and can adapt to classroom routines. Christ Episcopal School does not discriminate on the basis of race, sex, color, creed, national or ethnic origin in administration of its educational and admission policies, scholarship program, and other school administered programs. Christ Episcopal recognizes its inability to provide special services such as speech, hearing, behavior modification, or learning disability tutoring. Therefore, Christ Episcopal reserves the right to admit those students with special learning, physical, or emotional needs according to the school's ability to accommodate those needs.

### **Admission Procedure:**

- 1) **SCHOOL VISIT:** Families interested in enrolling a child at Christ Episcopal are encouraged to visit with the Head of School and tour the campus.
- 2) **APPLICATION:** Submit a completed application along with the non-refundable application fee which includes the cost of the admission evaluation.
- 3) **SCHOOL RECORDS:** Parents must request a transcript from the applicant's current school be sent directly the Christ Episcopal School office. *Request for Records Transfer Forms* may be obtained in the school office.
- 4) **RECOMMENDATIONS:** A *Teacher Recommendation Form* required of student applicants for grades Kindergarten to grade 5. The form is to be completed by the applicant's current teacher and mailed directly to the school office. An envelope addressed to Christ Episcopal School is provided.
- 5) **EVALUATION:** Incoming preschool, Kindergarten, and first grade students must participate in a school readiness evaluation administered by school personnel. The minimum requirement for admission to preschool, Kindergarten, and first grade is the Readiness Age score must be equal to or exceed the child's age at the date of the evaluation.

Incoming second to fifth grade students are administered portions of a standardized test to evaluate learned knowledge. Their scores must be in the average to above average range. Prospective students who do not meet the minimum scoring of average to above average range will generally not be accepted for admission to Christ Episcopal School.

**Age requirements for enrollment:** To be in line with public schools, a September 1 birth date is set as a cutoff time.

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

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

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

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

### **Admission priority:**

The following students are given priority regarding admission: 1) applicants with siblings currently enrolled; 2) applicants whose parents are parishioners of Christ Episcopal Church and 3) the general public. When a class reaches maximum enrollment, a waiting list is developed consisting of all qualified applicants, and parents will be notified should a vacancy occur.

## ADMISSION EVALUATIONS

Incoming preschool, Kindergarten and first grade students participate in a school readiness evaluation administered by school personnel. An age-appropriate developmental inventory is used to screen incoming students to Kindergarten and first grade. The minimum requirement for admission to Kindergarten and first grade is that the Readiness Age score must be equal to or exceed the child's age at the time of testing.

Incoming second to sixth grade students are administered portions of a standardized test to evaluate learned knowledge. Their scores must be in the average to above average range. Students who benefit most from the

school's curriculum typically function within the above average to average range of intelligence whose achievement scores are also within the above average to average range and who can adapt to classroom routines. Prospective students who do not meet a minimum score of above average or average on the standardized test or whose readiness score does not equal his/her age will generally not be accepted for admission to Christ Episcopal School. Incoming students must be able to adapt to classroom routine.

**Other data, including report cards, a teacher recommendation form, and achievement test scores from previous years must be provided and are considered before a student is accepted for admission.**

If a student does not score in an acceptable range or if the student possesses special learning needs or presents behavior issues that are beyond the scope of the school to address effectively, the registration is cancelled, and the registration fee returned. All test results will be considered confidential as defined by the Texas Health and Safety Code.

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

**Registration and Waiting List Procedures:**

The School Board, upon recommendation of the Head of School, will establish, on an annual basis, enrollment registration dates for the ensuing year. The following registration periods will be established: the registration period for presently enrolled students will be the week prior to the registration period for new students from the general public. Applications of siblings of presently enrolled students will be received during the same period; however, the names of those siblings will not be placed on class rolls until 3:00 P.M. on the final day of current-student registration. A waiting list for siblings will be established in order of receipt of applications. Applications for enrollment of new students from parish families will be received during this same period. Children of faculty members, not currently enrolled at Christ Episcopal School, will be treated as siblings.

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

1. siblings of currently enrolled students
2. parish families
3. general public.

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

**ADULT ONLY EVENT**

Any school sponsored event (i.e., fundraiser, dinner, etc.) where alcohol is served is considered an "Adult Only" event and no minors shall be permitted.

**ATTENDANCE POLICY and SCHOOL HOURS**

**Attendance:** Classes begin at 8:00 A.M for all students. Students are marked tardy at 8:01 A.M. Classes end for PK-3 and PK-4 at 11:30 A.M. Classes end for Kindergarten and all other grades at 3:00 P.M. Children left ten minutes after class dismissal will be sent to the Extended Day program. Cost depends on the length of stay.

**Early Arrival:** *Students are NOT to arrive on campus before 7:35 A.M. The school will not assume responsibility for any student arriving before 7:35 A.M. since a staff member will not be available to monitor students until 7:35 A.M.*

**Tardiness:** Tardy arrival disrupts the child's day or class period as well as the routine of the school. Please see that your child arrives well-rested, on time, with a good breakfast and as unrushed as possible in order to derive

the full benefit of our program. **Children who arrive after 8:00 A.M. must go to the school office to obtain a tardy slip before going to their classroom.**

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

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

### **BAD WEATHER OR EMERGENCY DISMISSAL**

Christ Episcopal School follows the decisions made by the Nacogdoches Independent School District. In case of inclement weather before the school day begins or during the school day, parents or guardians should listen to the news media. Do not assume that schools are closed or dismissed early unless a specific notification is made to that effect. In case of early dismissal because of bad weather, each family is personally notified by phone to confirm that an early dismissal decision has been made.

### **BIRTHDAY BOOKS**

Christ Episcopal School has a tradition of parents purchasing a book in honor of a child's birthday that is placed in the school's library. The book is presented at Chapel. The birthday child reads the book before it is received in the library. The librarian keeps a shelf of books the library would like to acquire for its shelves from which a purchase can be made. If you choose to purchase a book elsewhere, please check with the librarian to be certain your choice will not be duplicated with current titles.

### **BIRTHDAY OBSERVANCES**

Each week, students who are celebrating a birthday, receive recognition and a birthday blessing during the weekly Chapel service. In addition, parents may send a special treat to share with the child's classmates but must consult with the teacher beforehand.

Invitations at school: Birthday invitations may NOT be passed out at school unless EVERY student in the class or EVERY BOY (if a party for boys only) or EVERY GIRL (if a party for girls only) receives one.

Please do not have a special delivery of flowers, balloons, candy, etc. sent to the school for the birthday child as it will be held in the school office until dismissal. Such items create a distraction when placed in the classroom.

### **CHAPEL SERVICES**

A developmentally appropriate weekly Chapel service is held for all students. Students who are celebrating birthdays are celebrated and receive a blessing. If parents have purchased a Birthday Book for our school library, it is presented at the weekly Chapel service. All full-day classroom teachers and administrators, and all students of Christ Episcopal School are required to attend chapel. Part-time faculty is encouraged to attend chapel when they are on campus.

Our hope is that Chapel provides a place for discussion of the moral and ethical dilemmas students face in their daily lives and provides a basis for understanding themselves and their relationships to God and their community. Students and parents of all faiths are welcomed and in no way asked to convert.

### **COMMUNICATION BETWEEN SCHOOL AND HOME**

**Telephone Usage and Messages:** School personnel contact parents in instances of illness or an emergency.



Forgetting homework or lunches or arranging after-school activities are not considered emergencies. Students will not be called from class to receive phone calls. Phone messages will be taken to students.

**Notes from School and Notes from Home:** Parents and teachers working together help students learn the responsibilities of effective communication. *Messages to teachers from parents should be in writing and should be dated.* They can be written in the student Agenda for the teacher to read or can be hand delivered upon arrival at school. If not written in the Agenda, students should hand messages directly to the teacher.

Notes sent from school generally need immediate attention. Parents should check daily for messages from school. Please look in your child's Agenda and Take Home Folder each evening for information sent from teachers, staff members, and/or administration.

**Custody and Guardianship:** Legal documents must be on file in the school office concerning custody arrangements. Instructions are especially important if one parent or relative is not authorized to pick up a child.

**Change of Routine at Home:** When an important change occurs at home, please notify the teacher. A change at home affects a child at school. It is important for teachers to stay informed so that any behavior changes or attitude changes a child may demonstrate at school can be addressed effectively.

### **CONFERENCES**

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

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

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

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

### **DISCIPLINE POLICY**

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

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

1. Develop an atmosphere that encourages students to perceive Christ Episcopal School as a good place to be.
2. Make sure that rules and requirements seem reasonable and that students know what is expected of them academically and behaviorally.

3. Acknowledge and emphasize what children do that is right and good.
4. Clearly understand the consequences when a rule is broken.
5. Maintain consistency in discipline.
6. Allow students to participate in the development of classroom rules and state these rules in a positive manner.

### **School Rules**

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

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

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

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

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

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

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

**D. In-School Suspension:** When disruptive behavior is continuously repeated, when another child is hurt or endangered, or when profane and offensive language or gestures are made, “In-School Suspension” may be imposed. Each time that “In-School Suspension” is imposed, a parent conference will be required to discuss a plan and to write or revise a behavior contract.

**E. Out-of-School Suspension and Disenrollment:** Should the disruptive behavior continue, the consequence will be “Out-of-School Suspension” and a parent conference to discuss requirements for return to the school. If the behavior is not improved after this suspension, the consequence is disenrollment from the school.

**F. Suspension/Expulsion:** The Head of School may order the immediate expulsion or suspension of a student if it is reasonably believed that the action is necessary to protect people or property from imminent harm.

**G. A student will be expelled** if the student uses, possesses, or exhibits a firearm, an illegal knife, a club, a prohibited weapon, or any item intended to be used as a weapon on school property or while attending a school sponsored or school related activity on or off of school property.

**H. The Head of School is the final authority** on all discipline decisions. These policies in no way restrict the Head of School's authority to automatically suspend a student, expel a student, or use any of the listed consequences when deemed necessary.

### **ITEMS NOT PERMITTED ON SCHOOL PREMISES**

The following items are forbidden at school:

- \* cell phones, i-pods, or hand-held electronic games
- \* sharp instruments
- \* knives
- \* collectable cards (action figures, baseball, etc.)
- \* lighters
- \* handcuffs
- \* real or toy guns
- \* real or toy swords
- \* make-up of any kind
- \* anything, as deemed by the Head of School, as distracting to the educational process
- \* skateboards
- \* roller blades
- \* matches
- \* roller skates
- \* tattoos
- \* toys of any kind
- \* carbonated drinks
- \* drink powders or drops
- \* nail polish

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

### **DROP-OFF AND PICK-UP PROCEDURES**

#### **Morning Drop-Off:**

**Pre-K3 and Pre-K 4:** After 7:55 am, parents park in the parking lot at the Pre-School Reese Building and take their child into the child's classroom. If the child arrives between 7:35 am and 7:55 am, the child reports to the Parish Hall/Cafeteria. Under no circumstances leave your child before the morning supervising teacher is on duty. The child is then escorted at 7:55 am to the Reese Building by school personnel

**Kindergarten to Grade 5:** If dropping your children off, please pull up to the Station 1 position (slightly forward of the Fire Escape located on the side of the Church) so that other vehicles may unload at Stations 2 & 3 at the same time. Students will proceed down the sidewalk to enter the School Hall/Cafeteria if before 7:55 am. A teacher will supervise the students until they are dismissed to their classrooms at 7:55 am.

If the child arrives between 7:35 am and 7:55 am, the child reports to the Parish Hall/Cafeteria. The child is then escorted at 7:55 am to the Reese Building by school personnel. Under no circumstances leave your child before the morning supervising teacher is on duty. If a parent wishes to escort their children into the building, at any arrival time, they must park in a parking space in the parking lot to avoid causing traffic congestion

#### **Carpool and Pick-up:**

**Pre-School Reese Building:** Park in the building's parking lot and enter the Reese Building to pick-up your child. If the front door is locked, please ring the doorbell for admittance. If children are in the playground, please enter the playground through the double gates and seek the teacher or supervisor before leaving with your child.

**Main School Building:** Enter the property using the entrance off Mound Street between Dr. McClain's and the church's offices (light gray brick structure facing Mound Street.) Form a line and proceed to the driveway beside the portable building where a staff person will radio another staff member to direct your child to go to Station 1, 2, or 3 (designated with cones and signs) on the school sidewalk to wait for your vehicle. Your child will be loaded into your car by an adult. Please keep conversations to a minimum in order to maintain traffic flow.

**Parking and Picking Up Your Child:** If you are walking to the school building to retrieve your child, park in a parking space in the parking lot and enter the sidewalk in FRONT of the car at Station 1. After securing your child, walk back up to Station 1 and cross the parking lot in FRONT of the car at Station 1 to return to your

vehicle. Entering and leaving the carpool area between cars at Stations 1, 2, and 3 is a safety issue for you and the cars in the carpool line. Your cooperation is greatly appreciated.

**Late Pick-Up:** Classes end for PK-3 and PK-4 at 11:30 A.M. Classes end for Kindergarten and all other grades at 3:00 P.M. Children left ten minutes after class dismissal will be sent to the Extended Day program. Cost depends on the length of stay.

### **EMERGENCY DRILLS**

Periodically, emergency drills are held. Children are instructed in and routinely practice the proper procedures to use in case of any type of emergency. The guidelines used are those recently established by the Federal Emergency Management Agency (FEMA). The emergency procedures that may be used are: shelter-in-place, shelter central, building evacuation, and site evacuation. Maps of routes to follow and safe areas to use in any area of the school, including the portable building, are posted in each area of the school for that area. **All visitors, including parents, are required to come to the school office to sign in and to receive a visitor's pass before visiting any other area of the school.**

### **EVACUATION OF SITE**

In the event of a catastrophic emergency, the staff and students of CES will be relocated to the public park on the north end of the property of Nacogdoches Memorial Hospital located at 1204 Mound Street. The telephone number for information is 568-8523, the Administrative Offices at the hospital. Faculty and staff will assist in walking all students to the area. Students will remain with their homeroom teachers at the site. All teachers will have emergency information for each child and children will be released only to authorized individuals.

### **FIELD TRIPS**

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

If parents or guardians choose not to allow their children to go on a scheduled field trip, the following procedure must be followed: Children may come to school and the school will provide proper supervision during the normal school day while the class is on the field trip. Students are given a project to work on which pertains to the subject of the field trip. A grade is given for the project and students are not counted absent. If students do not complete the assignment at home or at school, a zero and an unexcused absence is given.

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

### **FIELD TRIP CHAPERONE GUIDELINES**

These guidelines will insure safety, uniformity, and continuity while on outings.

The following guidelines are designed to insure a successful experience for students and parents:

1. The teacher's role is to oversee the entire group and make sure the itinerary is followed. When possible, the teacher is not assigned students to oversee. This allows the teacher to move freely within the toured area and group and respond to any emergency situation that may arise. It also allows him/her to take over the supervision of any student who does not adhere to rules and/or parent supervision.
2. Any student who does not adhere to guidelines and rules or otherwise becomes a problem is assigned to the teacher for the remainder of the trip.
3. Parent chaperones are to consider themselves as supervisors and sometimes teachers of the students. Their role is to oversee the behavior of the children. For some field trips, the teacher may prepare a parent's guide of

what is being viewed and questions to discuss with the students. **It is expected that students walk with the chaperone at all times as a group, use quiet and courteous voices, keep their hands and feet to themselves, and practice appropriate behavior that does not draw the attention of others.**

4. It is preferred only Christ Episcopal School students participate on school field trips. Siblings require attention that prevents a parent's full attention to their class assignees.

5. It is the responsibility of the parent chaperone to oversee the safety of our students at all times. Supervising students on a school sponsored trip requires more rigid demands of both students and adults than a personal outing with your child and a few of his/her friends. Do not hesitate to correct any student regarding inappropriate behavior or noncompliance of rules. Notify the teacher immediately if the child's inappropriate behavior or noncompliance of rules continues.

### **FINANCIAL ASSISTANCE**

Policy guidelines regarding the application for academic scholarships:

1. The Scholarship Committee will review applications from presently enrolled students at Christ Episcopal School with first priority.
2. Financial assistance is awarded to children in grades Kindergarten and above only.
3. All applications to be reviewed must be accompanied by a copy of the previous year's 1040 Income Tax Return (pages 1 and 2).
4. All financial assistance applications must be returned to the school office by the date stated on the application.

The maximum award for any student shall be 50% of the annual tuition

5. Accounts from the present year shall be paid up to date before the Scholarship Committee will consider an application for aid for the next school year.
6. If during the academic year the student's account falls in arrears, the scholarship grant shall be suspended until the account is again in good standing.
7. No assurance shall be made that a grant will be renewed for the next school year.
8. Financial assistance in the form of a scholarship grant shall be based upon the need of the applicant in relation to the need of other applicants.

### **GRADING PERIODS – REPORT CARDS**

Frequent communication with parents concerning academic progress and conduct is important.

**Pre-School:** Progress reports for students in Pre-K-3 and Pre-K4 are given three times a year – November, February, and May. Student evaluation is based on age-appropriate skills for each level.

**Kindergarten:** Progress reports for Kindergarten students are given every nine weeks. Student evaluation is based on age-appropriate areas of cognitive, social, and physical development.

#### **Grades 1-5:**

Four reporting periods are planned, at nine-week intervals, for students in first grade and above.

Mid-nine week progress reports are sent to parents in grades 3-6 and to parents in grades 1 and 2 if progress is

below minimum requirements. Parents, however, may be notified in writing at any time during the year if a child is not progressing adequately academically or socially.

### GRADING POLICY

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

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

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

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

### GRADING SCALE

**Pre-School through Kindergarten:** Student assessment is based on age-appropriate skills and concepts. The report card states a child's progress in each noted skill/concept.

**Grades 1 and 2:** In grades 1 and 2, a child's progress is based primarily on how much he/she achieves in relation to how much he/she brings to the task. Effort is part of the grade and improvement is encouraged in the grading process. Primary level core subject evaluation is based on V, S, N, or U and secondary, enrichment classes, and conduct evaluation is based on E, S, N, or U.

Core Subject Scale		Secondary Subject & Conduct Scale	
"V"	Very Good	"V"	Very Good
"S"	Satisfactory	"S"	Satisfactory
"N"	Needs Improvement	"N"	Needs Improvement
"U"	Unsatisfactory	"U"	Unsatisfactory.

**Grades 3 through 5:** At these grade levels, student progress in core subjects is based on a numeric average and equated to a letter grade. Enrichment class, conduct, and work habit grades are based on E, S, N, or U.

Core Subject Scale		Enrichment, Conduct, and Work Habit Scale	
"A"	90-100	"E"	Excellent
"B"	80-89	"S"	Satisfactory
"C"	70-79	"N"	Needs Improvement
"D"	60-69	"U"	Unsatisfactory
"F"	Below 60		

### GRIEVANCE PROCEDURE

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

If a problem cannot be resolved, parents may consult the Head of School. The Head of School may request a written statement of the complaint. If difficulties still exist, parents may meet with the Executive Committee of the school board. To ensure open communication, the Teacher and Head of School may attend the conference between the Parent and Executive Committee. The decision of the Executive committee is final.

### HARASSMENT POLICY

#### GENERAL POLICY

Christ Episcopal School seeks to be a community in which every individual is treated with sensitivity and respect.

The School encourages consideration of others and will not tolerate harassment of individuals based on ethnic or religious background, race, sex, or sexual orientation.

The environment necessary for the educational program fostered by the school must be one in which all individuals are free to develop appropriate relationships, work, and learn. The individual must be able to pursue his or her work or academic program without fear of intimidation, humiliation or degradation from the unwelcome and unacceptable behavior of another.

It is the policy of the school to prevent, correct and remedy any form of harassment. All students, faculty, staff and volunteers are subject to this policy. Individuals who engage in such behavior are subject to discipline up to and including discharge, expulsion, or other appropriate sanctions.

#### ETHNIC, GENDER, RELIGIOUS, OR RACIAL HARASSMENT

Ethnic, gender, religious, or racial harassment is any abuse of an individual or group on the basis of ethnicity, gender, religious preference, or race. Harassment includes both easily identifiable acts of verbal, written, or physical abuse and more subtle and equally damaging forms of harassment such as graffiti, epithets, and stereotyped remarks or humor.

#### SEXUAL HARASSMENT

Sexual harassment is a violation of anti-discrimination laws. It is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: 1) submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of employment or a basis for employment decisions; 2) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance; 3) such conduct has the purpose or effect of creating a hostile, intimidating or offensive work environment (Title VII of the Civil Rights Act of 1964).

Activities which may constitute Sexual Harassment include, but are not limited to:

1. physical assault
2. subtle pressure for sexual activity
3. any demeaning sexual propositions
4. inappropriate touching
5. sexually explicit or suggestive remarks about a person's physical attributes, clothing, or behavior
6. sexually stereotyped insults, humor, or verbal abuse
7. inappropriate personal questions
8. inappropriate or exploitive media such as, but not limited to, pictures, posters, calendars, magazines, and movies.

While unwelcome sexual advances, etc. are prohibited between employees of Christ Episcopal School, **any and all** sexual advances are strictly prohibited toward students and between students, even if a student is apparently accepting of them.

#### REPORTING PROCEDURE

Any alleged violation of the Harassment Policy is to be reported immediately. When the accused or accuser is a faculty or staff member of the school, grievances may be brought to the Head of School or acting Head of School. When the accused or accuser is a student, grievances may be brought to: a teacher, the Head of School, or acting Head of School.

If a student or colleague comes to you with a report of harassment, follow these guidelines:

1. allow the individual to express his/her feelings. Avoid asking for details.
2. report the incident to the Head of School or acting Head of School.
3. maintain confidentiality.

#### INVESTIGATIVE PROCEDURE

Any alleged violations of the Harassment Policy involving students, faculty, or staff will be promptly investigated in a timely and appropriate manner, depending upon the circumstances of the individual case. In an effort to protect the alleged accused and accuser, the school will make a reasonable effort to keep the matter confidential, except as required by law.

The investigation process will be under the discretion of the Head of School or acting Head of School. The Executive Committee of the Board of Trustees may be called upon to review the case and submit recommendations to the Head of School or acting Head of School. If the Head of School's final disposition of an incident is not satisfactory, the school's Grievance Policy may to be followed (see *Grievance Procedure*, pg. 8 of the Parent/Student Handbook).

Following a full investigation of the circumstances, if the evidence suggests that action is appropriate, depending on the severity of the offense; sanctions may include, but are not limited to:

1. an apology to the individual(s) involved
2. participation in appropriate counseling
3. probation, suspension, expulsion, dismissal, non-renewal of appointment, or termination.

### **HOMEWORK POLICY**

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

**Agendas (Assignment Books):** Children in kindergarten and all grades above kindergarten are required to take their Agendas home each day for parents to read and sign. Agendas must be brought back to school each day. If an assignment book is lost, a replacement cost will be billed.

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

**Length of Assignments:** Teachers attempt to give assignments that are of reasonable length for the grade level of the students. Students may have additional working time at home, if classroom assignments need to be completed at home. At times, special projects may require additional time. It is difficult to place exact time limits on homework and maintain an effective and flexible learning experience. Learning often takes hard work. As a rule, parents can expect about ten minutes of homework per grade level of the student (i.e., a child in second grade can expect about 20 minutes of homework, a child in fourth grade can expect about 40 minutes of homework, etc.).

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

#### **General Guidelines**

1. Homework assignments must be written down each day in the assignment book provided by the by the school. If no homework is assigned, "no homework" must be written in the assignment book for that day.
2. **Parents are required to initial the assignment book each night, even if no homework is assigned for that night.**
3. Children are expected to complete and return homework assignments on time. Each teacher establishes consequences for unfinished homework.
4. Homework must be done *neatly* and according to teacher guidelines. Children will be asked to do an assignment over again if it is not done neatly and according to the guidelines set down by the teacher.
5. Although parent involvement with children is important, homework is the child's responsibility. Homework is given to reinforce skills that have been taught during the school day.

### **HONOR ROLL**

Each nine weeks, students in grades 3-5 are eligible to be on the school's Honor Roll. A student must earn an "A" average in all subject areas and a no less than an "S" in enrichment classes, conduct, and work habits for the "A"



Honor Roll. A student must earn an all A and one B average in all subject areas and no less than an "S" in enrichment classes, conduct, and work habits for the "A/B" Honor Roll.

### **IMMUNIZATIONS**

A complete, current immunization record must be on file in the school office before the first day of school. Immunizations must include a complete series of state required immunizations.

### **LUNCH PROGRAM**

#### **Pre-K 3 and Pre-K 4 Extended Day Participants**

Students in Pre-K 3 and Pre-K 4 who are remaining for the Extended Day program bring a sack lunch each day that includes a drink. They may participate in the optional Milk Program for lunch and the Pizza Day program. No carbonated drinks are permitted.

**Optional Pizza Day:** Parents may sign up by the month for a personal pan pizza one day a week. You will receive a flyer about his program each month.

#### **Kindergarten to Grade 5**

Students have several choices regarding lunch at CES. Students may bring a sack lunch with a drink, participate in the Pizza Day program, and/or participate in the Hot Lunch Program.

**Lunches from home:** Lunches from home cannot be heated in a microwave by the student or faculty/staff. Please include a napkin and plastic dinnerware for items requiring an eating utensil.

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

**Drinks:** NO CARBONATED drinks and no intensely colored drinks. Drink powders and drops are not permitted.

**Hot Lunch Program:** CES hot lunches are catered through a local vendor. Monthly flyers are sent home allowing students to sign up monthly for a 2 or 4 day-a-week option. The hot meal does NOT include a drink. If you are not enrolled in the semester or yearly milk program, a drink must be sent for lunch. No adjustments or refunds can be made in the event the student is absent (we must maintain a guaranteed monthly count with our vendor).

**Pizza Day:** When possible, the school offers a pizza program allowing students an opportunity to order a personal sized pizza, one day each week. The pizza day option is included on the monthly hot lunch order form.

### **MEDICAL INFORMATION/PROCEDURES**

All students must have a complete, current immunization record. Immunizations must include a complete series of state required immunizations.

Any severe allergies should be reported to the office and to the teacher. A student showing symptoms of a new on-set cold should stay home from school for at least 24 hours before returning to school. Students who cannot go outside for P.E. or recess must provide a note to the school office from a physician or parent.

All students will be expected to have a local physician with that physician's name on file with the school.

**Administration of medication:** In order for a student to receive medication at school, the following Texas Department of Health/Texas Education Agency guidelines must be followed:

1. The medication must be in its original container with the student's name clearly written on the label.
2. There must be a current written consent form from the parent or legal guardian stating the dose, the time, and any other pertinent information regarding administration of the medicine.
3. Only medication that has been prescribed by a physician may be administered at school.  
**Over-the-counter medication may only be given with a signed prescription slip from a health care provider.**

4. Authorized school personnel will dispense all medication given at school. Students will not be allowed to self-administer medication. An exception is made according to the Texas Prescribed Inhaler Law, and also for students with life threatening medical conditions. The **appropriate paperwork must be on file in the school office**. All medication to be given at school must be furnished by the parent.

Parents are always welcome to administer their child's medication in the school office.

**Return After an Illness:** Students with communicable diseases may not return to school until released by a physician with a written release presented to the school administration.

Students whose illness had a high-grade fever are not permitted to return until child is fever free for a 24 hour period.

Students with a diagnosed or undiagnosed generalized rash may return when well or cleared by the child's physician as non-contagious.

**Treatment for minor injuries:** The treatment of scratches, cuts, bruises or other minor injuries is soap and water, the application of a triple antibiotic ointment to a scratch or cut, a band-aid and/or an ice pack. If the injury is considered serious, the parent will be notified immediately. In case of severe injury or illness, the child will be taken to the emergency room of the nearest hospital.

**Emergency event:** In the event of an emergency the following procedure will be followed:

1. The parent or designated contact person will be notified.
2. If the parent cannot be contacted, the student's local physician will be notified.
3. If the local physician cannot be reached, the student will be taken to the emergency room of the **nearest hospital**.

**Accident procedures:** In the event of an accident, the following measures will be taken:

- A. Minor Injury: An Accident Report Form will be filled out by the supervising adult for all injuries resulting in the child being sent to the office. **Parents will be notified by phone unless the injury is superficial where the parent will be notified by a written notice.**
- B. Serious Injury: Parents will be called and appropriate emergency measures taken. The appropriate
- C. measures taken will depend upon the nature of the injury and on the information provided on the child's Emergency Medical Form on file in the main office and the Extended Day office. An Accident Report must be made.
- D. All injuries occurring in the satellite buildings and on the playground must be reported to the main office immediately.
- E. Accidents occurring during the Extended Day Program, after the main office is closed, must be reported to the office the next working day. An Accident Report must be made.
- F. When a supervising adult is in doubt concerning the seriousness of the injury, the parents should be called.

### **MOVIES**

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

### **REGISTRATION AND WAITING LIST PROCEDURES**

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

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

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

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

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

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

### **RETENTION OF STUDENT RECORDS**

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

### **SNACKS**

Students in Pre-K3 through grade 5 bring a HEALTHY snack each day to eat during a short mid-morning break. Bringing a drink each day for snack time is optional (no carbonated drinks). Cold water is readily available at the water fountains.

### **TRANSFER OF STUDENT**

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

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

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

### **TUITION AND FEES**

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

**New Students Application Fee:** This is a one-time only, non-refundable fee due at the time of a child's first application to Christ Episcopal School.

**Registration Fee:** This fee is non-refundable, and it is due upon enrollment/re-enrollment.

**Tuition Payment Plan:** The first tuition payment for students entering PK-3 through grade five is due May 5 of each year. This payment is not refundable after June 1. Payments two through ten may be paid monthly from

August through April. A discount is given for tuition if it is paid in full before August 24. Payments are due the fifth of each month. A \$10.00 late fee is charged after the tenth of the month.

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

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

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

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

**Delinquent Accounts:** There is a two-month limit on arrears. After one month delinquency, a warning letter will be sent stating that the child will not be allowed to remain in the school beyond the second month of non-payment of tuition and fees.

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

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

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

### UNIFORM GUIDELINES

#### Pre-K 3 and Pre-K 4:

**Clothing:** Students wear comfortable play clothes (girls wear shorts under dresses or skirts) except for Chapel and field trips. A navy blue CES (with logo) is required on Chapel days and field trips.

**Shoes:** Students wear a rubber-soled type of tennis shoe or closed toed/backed shoe with **white ankle socks**. Velcro fasteners are recommended, but not necessary. For students' safety, toeless and backless shoes are not permitted OR boots (OF ANY KIND) are not permitted.

#### Kindergarten to Grade 5:

##### **Standard Uniform:**

- Khaki pants, khaki shorts, khaki skorts, or khaki capris (Cargo or carpenter pants are not acceptable.) Khaki must be **regulation khaki**. **Hems must be no shorter than two inches above the knee.**
- Polo Style Knit Shirt—solid red, hunter green, navy, or white--long or short sleeve --with or without CES monogram. Shirts must be **tucked in** except during PE.
- Solid white turtlenecks may be worn under regulation uniform tops.
- Cardigans, fleece jackets, sweatshirts, and windbreakers worn in the classroom—must be solid red, hunter green, navy, or white—with or without CES monogram over regulation uniform tops.
- Brown Belt (Students in Kindergarten and Grade 1 may wear pants or shorts with an elastic waist in place of the belt.)

**Hems must be no shorter than two inches above the knee.**

##### **Footwear (Girls and Boys):**

- **White ankle socks** (MUST cover the ankle)
- Tennis shoes (Velcro straps are recommended for children in K-Grade 1).
- For students' safety, toeless and backless shoes OR boots (OF ANY KIND) are not permitted.

##### **Dress Uniform for Chapel and Field Trips:**

- Khaki pants, khaki shorts, khaki skort or khaki capris
- Navy blue CES monogrammed Polo--long or short sleeve
- Navy blue CES monogrammed sweatshirt worn over navy blue CES monogrammed Polo.

**CES T-Shirt Days:** The standard or dress uniform must be worn Monday – Friday. Students may substitute CES T-shirts or CES sweatshirts for the uniform shirt on designated days. (See Monthly Calendar)

**Non-uniform Dress Days:** Special non-uniform dress days will be announced throughout the year. Students are expected to wear comfortable clothing in which they can play, climb, and paint without undue concern. **White** ankle socks (**MUST cover the ankle**) and **tennis shoes, of any color, must be worn** on non-uniform dress days. Hems must be **no shorter than two inches above the knee**. Tank tops, half shirts, and backless garments are not permitted. Children who do not comply will be required to go to the school's used uniform store to select compliant items.

**Cool Weather Guidelines:** Students may **only** wear solid navy, hunter green, white or red cardigans, sweatshirts, windbreakers, or fleece jackets **in the classroom** when added warmth is desired. Students may borrow a sweatshirt from the used uniform store if necessary. No logos except CES logo are permitted. Students may wear a solid white turtleneck under regulation uniform tops. Solid white **tights** or solid white **leggings** (if either are footless, ankle socks must also be worn) are acceptable to wear with skorts and shorts. Color and style does not apply to outer wear.

**Jewelry:** No jewelry, other than stud earrings and wrist watches may be worn.

**Girls' Headbands and Bows:** Only red, navy blue, white, or hunter green headbands and bows may be worn.

**Items NOT Permitted:** Tattoos, body embellishments, worn nail polish, make-up, or perfume/cologne.

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

Uniforms may be purchased from any supplier as long as they meet the above mentioned policies. Examples of approved colors and styles are available in the school store. CES monogramming may be done through Downtown Arts or Design Plus.

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

#### **FAILURE TO COMPLY TO UNIFORM POLICY**

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

#### **VISITING THE SCHOOL**

Visitors are welcome on the campus at any time. Parents are encouraged to periodically visit during lunch time and for special classroom events. For the safety of the school community, **all visitors, including parents, are required to come to the school office to sign in and to receive a visitor's pass before visiting any other area of the school.**