

Upper School Handbook



ST. FRANCIS
Episcopal School

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TABLE OF CONTENTS

SECTION I: ST. FRANCIS EPISCOPAL SCHOOL AND THE COMMUNITY	7
DEFINING STATEMENTS	7
MISSION STATEMENT	7
CORNERSTONES	7
GOALS	7
THE SPIRITUAL DIMENSION OF ST. FRANCIS	7
CHAPEL AND WORSHIP	7
AN EPISCOPAL PARISH SCHOOL	8
DIOCESE OF TEXAS CANON 38: SCHOOLS	8
BOARD OF TRUSTEES	8
HEAD OF SCHOOL	8
ACCREDITATIONS	8
SECTION II: ADMISSIONS, ENROLLMENT, AND RE-ENROLLMENT	9
ADMISSIONS	9
DIVERSITY STATEMENT	9
ENROLLMENT CONTRACT GUIDELINES	9
RE-ENROLLMENT THROUGH YEARLY ENROLLMENT CONTRACTS	10
CONDITIONAL ENROLLMENT CONTRACTS	10
NOTICE OF NON-DISCRIMINATORY POLICY	10
STUDENT PLACEMENT	11
AGES SERVED	11
TEACHER AND COURSE ASSIGNMENTS	11
FINANCIAL AID	11
WITHDRAWAL FROM THE SCHOOL	12
PARENT-INITIATED WITHDRAWAL FROM THE SCHOOL	12
SCHOOL-INITIATED WITHDRAWAL FROM THE SCHOOL	12
FINANCIAL HOLD OF RECORDS	12
SECTION III: CAMPUS EMERGENCIES, SAFETY, SECURITY, AND HEALTH	13
EMERGENCY CONTACTS	13
CHECK-IN PROCEDURES	13
CAMPUS SAFETY AND SECURITY	13
SECURITY GATES	14
EMERGENCY PROCEDURES AND DRILLS	14
CRISIS MANAGEMENT	14
LEVELS OF CRISIS	14
EARLY SCHOOL CLOSING	14
SHELTER-IN-PLACE	15

AFTER-SCHOOL CRISIS	15
HEALTH SERVICES	15
ABOUT HEALTH SERVICES	15
STUDENT HEALTH RECORD REQUIREMENTS	16
IMMUNIZATIONS AND/OR MEDICAL EXEMPTIONS	16
PHYSICAL EXAM	16
MEDICATIONS	16
ILLNESS	17
MANAGEMENT OF STUDENTS WITH CHRONIC CONDITIONS	17
COMMUNICABLE DISEASE	18
THREAT OF HARM TO ONESELF	18
LOCATION OF AUTOMATED EXTERNAL DEFIBRILLATORS (AEDs) ON CAMPUSES	18
ACCIDENTS AND SCHOOL INSURANCE	18
CHILD PROTECTIVE SERVICES	18
SECTION IV: GENERAL UPPER SCHOOL PARENT INFORMATION	19
VISITS TO CAMPUS	19
NAME BADGES	19
ATTENDING CHAPEL SERVICES	19
USE OF FACILITIES	19
VISITORS AND GUESTS	19
SCHOOL-SPONSORED TRIPS	19
PARENT/GUARDIAN CHAPERONES	20
STUDENT TRANSPORTATION	20
ST. FRANCIS SCHOOL OF MUSIC	20
TEACHER RECOMMENDATION FORMS	20
ST. FRANCIS FACULTY AND OUTSIDE EMPLOYMENT/TUTORING/COACHING	20
ST. FRANCIS FACULTY AND ADMINISTRATIVE OR JUDICIAL PROCEEDINGS	21
PARENT VOLUNTEER OPPORTUNITIES	21
BOOSTER CLUBS	21
DADS' CLUB	21
ADVISORY PARENTS	21
NEW FAMILY AMBASSADORS	21
PARENT AMBASSADORS	22
PARENTS ASSOCIATION	22
TEACHER GIFTS AND CELEBRATIONS	22
CHARITABLE OPPORTUNITIES	22
CAPITAL CAMPAIGNS	22
ENDOWMENT	22
GALA AND AUCTION	22
ONE COMMUNITY FUND	22
THE ST. FRANCIS FUND	23

SARAH W. WOOLRICH FUND FOR FACULTY	23
SPORTING CLAYS CLASSIC	23
OTHER FUNDS	23
MEDIA RELEASE	23
SCHOOL COMMUNICATIONS	23
PUBLICATIONS	23
SCHOOL WEBSITE—WWW.STFRANCISHOUSTON.ORG	24
E-MAIL AND THE WEB	24
POSTING INFORMATION ON CAMPUS	24
ADVERTISING	24
CHANGE OF CONTACT INFORMATION	24
SCHOOL DIRECTORY AND E-MAIL LIST POLICY	25
NOTIFICATION OF SCHOOL CLOSING	25
RETURNING PHONE CALLS AND E-MAILS	25
FAMILY AND SCHOOL RELATIONSHIP	25
PROPER LINES OF COMMUNICATION	25
PARENT ABSENCE	27
CUSTODY ISSUES	27
PARENTAL RESPONSIBILITY FOR DAMAGE TO PROPERTY OR EQUIPMENT	27
SECTION V: UPPER SCHOOL LIFE	28
UPPER SCHOOL ADMINISTRATION	28
SCHOOL LIFE	28
CAMPUS HOURS	28
GENERAL RULES	28
ATTENDANCE POLICY	28
DINING	30
CHAPEL, OUTREACH, AND SERVICE	31
TRADITIONS, CELEBRATIONS, AND AWARDS	32
SECTION VI: UPPER SCHOOL LEADERSHIP AND ACADEMIC PROGRAM	33
STATEMENT OF PHILOSOPHY	33
ADVISORY SYSTEM	33
RELIGION CLASSES	33
VISUAL AND PERFORMING ARTS	33
UPPER SCHOOL COURSE OF STUDY	33
NINTH GRADE	33
TENTH GRADE	34
EXPLANATION OF LETTER GRADES	34
PROJECTS/ASSESSMENTS AND GRADING GUIDELINES	35
HOMEWORK POLICY	35
OUTSIDE TUTORS	36
COMMUNICATION WITH THE SCHOOL	36

OUTSIDE TESTING AND REFERRALS	36
STUDENTS WITH LEARNING DIFFERENCES	36
PROMOTION AND GRADUATION	37
STUDENT SUITABILITY FOR PROMOTION	37
PROMOTION REQUIREMENTS	37
UPPER SCHOOL GRADUATION REQUIREMENTS	37
MONITOR STATUS	38
ACADEMIC MONITOR STATUS	38
BEHAVIOR MONITOR STATUS	38
ATTENDANCE MONITOR STATUS	38
SCHOOL UNIFORM	39
DRESS UNIFORMS	39
DRESS CODE FOR UPPER SCHOOL GIRLS	40
DRESS CODE FOR UPPER SCHOOL BOYS	40
SECTION VII: UPPER SCHOOL ATHLETICS	42
ST. FRANCIS ATHLETICS CODE	42
SPECTATORS	42
STUDENT-ATHLETE EXPECTATIONS	42
COMMITMENT EXPECTATION IN ATHLETICS	43
TEAM PLACEMENT	43
PLAYING TIME	43
STUDENT MANAGERS	43
PRACTICES AND CONTESTS	43
TRANSPORTATION AND SUPERVISION	44
TOURNAMENTS	44
INCLEMENT WEATHER	44
ATHLETICS COMMUNICATIONS AND SCHEDULES	44
ST. FRANCIS WEBSITE	44
COACH COMMUNICATIONS	44
MEDICAL EMERGENCIES AND INJURIES	44
EMERGENCY PROTOCOL	44
TAPING	45
ENVIRONMENTAL/EXERTIONAL CONDITIONS	45
HEAD INJURY/CONCUSSION INFORMATION AND PROTOCOL	46
SPECIAL EVENTS	48
PRE-SEASON/EARLY SEASON TEAM AND PARENT MEETING	48
END-OF-SEASON TEAM EVENT	48
SECTION VIII: UPPER SCHOOL BEHAVIOR GUIDELINES	49
PHILOSOPHY	49
STUDENT SUPPORT SERVICES	49
COUNSELING SERVICES	49

SCHOOL CHAPLAIN	49
PLAN AND CONSEQUENCES	49
UPPER SCHOOL HONOR CODE	50
STUDENT BEHAVIOR EXPECTATIONS	50
INAPPROPRIATE AND OFFENSIVE BEHAVIOR	50
REPORTING HARASSMENT	51
DRUGS, ALCOHOL, TOBACCO, AND WEAPONS	51
RESPECTING THE PROPERTY OF THE SCHOOL AND OTHERS	51
CAMPUS CLEANLINESS	52
RESPECTING THE RIGHTS OF OTHERS	52
HONOR COUNCIL	52
PROCESS AND PROCEDURE	52
POSSIBLE FORMS OF BEHAVIOR MANAGEMENT	53
PARENTAL RESPONSIBILITY	54
BEHAVIOR MANAGEMENT	54
SCHOOL DRESS CODE VIOLATIONS	58
CHILD PROTECTIVE SERVICES	58
SECTION IX: ACCEPTABLE USE POLICY (AUP)	59
UNIVERSAL RULES FOR THE ST. FRANCIS COMMUNITY	59
RESPECT AND PROTECT THE INTEGRITY, AVAILABILITY, AND SECURITY OF ALL ELECTRONIC RESOURCES	59
RESPECT AND PROTECT THE INTELLECTUAL PROPERTY OF OTHERS	59
RESPECT AND PROTECT THE PRACTICES OF THE COMMUNITY	60
ST. FRANCIS'S RIGHTS AND RESPONSIBILITIES	60
CONSEQUENCES FOR VIOLATIONS	60
REPORTING COMPUTING ABUSE AND IRRESPONSIBLE BEHAVIOR	60
REMINDERS FOR SAFER INTERNET USE	60

SECTION I: ST. FRANCIS EPISCOPAL SCHOOL AND THE COMMUNITY

DEFINING STATEMENTS

MISSION STATEMENT

In the Anglican tradition, St. Francis Episcopal School challenges and motivates students in an academically and spiritually stimulating environment to become imaginative, critical thinkers, and people for others.

CORNERSTONES

Faith • Dignity • Courage • Scholarship

GOALS

The beliefs and assumptions that guide our program are that each student will:

- develop moral integrity and character;
- develop unique intellectual and physical capacities;
- become a responsible, informed citizen of St. Francis and beyond;
- understand physical and environmental needs;
- develop, appreciate, and encourage creative expression; and
- fortify a personal relationship with God.

THE SPIRITUAL DIMENSION OF ST. FRANCIS

St. Francis Episcopal School has as its foundation the belief and tradition of the Anglican ("of England") Church and its commitment to the ministry of education. As an Episcopal school, we are committed to educating the whole student based on the example of Jesus Christ. Each child is affirmed and celebrated as a unique creation of God and educational efforts respect all faiths, traditions, and cultures.

Over nine hundred Episcopal parishes within the United States have a school as part of their ministry. Parish schools seek to provide quality academic instruction in an environment that fosters ethical development and an authentic relationship with God. The foundations of instruction are chapel and religion classes. St. Francis chapels and religion classes provide a place for discussion of the moral and ethical dilemmas students face in their daily lives and provide students with a basis for better understanding themselves and their relationships to God and their community.

Faith is a personal issue and the school takes seriously the delicate balance between proclaiming our faith in God as revealed in Jesus Christ and the need to respect other traditions that are a part of our school community.

- We seek to integrate religious and spiritual formation into the overall curriculum and life of the school community.
- We strive for intentional pluralism. We invite people from all denominations and creeds to work in and attend our school. We honor all persons, Episcopalian or not; strive for justice, peace, and understanding among all people; and respect the dignity of every human being.
- We exist not merely to educate, but to demonstrate and proclaim the unique worth and beauty of all human beings as creations of a loving, empowering God.
- We guide and challenge all who attend our school to build lives of genuine meaning, purpose, and service in the world they will inherit.

CHAPEL AND WORSHIP

In chapel, students are invited to celebrate the goodness of life and to discover more about themselves, the world, and God through the worship of Jesus Christ. Chapel is the heart and soul of our school community. Students have many opportunities to participate in, and to contribute to, our corporate worship. They are challenged to stretch and grow in their understanding, and to respond to God and His world with love and compassion.

AN EPISCOPAL PARISH SCHOOL

A parish school is a Christian community whose mission integrates spiritual formation into all aspects of the educational experience. All Christian communities, even the most ecumenical and diverse of Episcopal schools, are upheld by the basic principles of the Baptismal Covenant. As embodiments of the Christian faith, parish schools are created to be communities that honor, celebrate, and worship God as the center of life. They are created to be models of God's love and grace. They are created to serve God in Christ in all persons, regardless of origin, background, ability, or religion. They are created to "strive for justice and peace among all people and [to] respect the dignity of every human being." These principles are the basis on which identity and vocation are to be defined in Episcopal schools.

Parish schools are populated by a rich variety of human beings, from increasingly diverse religious, cultural, and economic backgrounds. In fact, the intentional pluralism of most Episcopal parish schools is a hallmark of their missions. It is also a distinguishing characteristic of these schools that they seek to integrate religious and spiritual formation into the overall curriculum and life of each school community. Episcopal schools are clear, yet graceful, about how they articulate and express their basic identities, especially in their religious curricula and traditions. They invite all who attend and work in them—Episcopalians and non-Episcopalians, Christians and non-Christians, people of no faith tradition—both to seek clarity about their own beliefs and religions and to honor those traditions more fully and faithfully in their own lives. Above all, Episcopal parish schools exist not merely to educate, but to demonstrate and proclaim the unique worth and beauty of all human beings as creations of a loving, empowering God.

By weaving these principles into the very fabric of the school's overall life, Episcopal schools ensure that their missions are built on the sure foundation of a Christian love that guides and challenges all who attend our schools to build lives of genuine meaning, purpose, and service in the world they will inherit.

—*Excerpted, paraphrased, and edited from the National Association of Episcopal Schools (NAES) website on July 17, 2014*

DIOCESE OF TEXAS CANON 38: SCHOOLS

Section 38.1 Relationship to the Diocese. The Rector shall be a member ex-officio and chair of the governing board of the school; provided that, in the absence of or at the pleasure of the Rector, a designee of the Rector may serve from time to time as chair.

Section 38.2 Standards of Compliance. All schools shall comply with such standards as well as the other provisions of the Canon.

BOARD OF TRUSTEES

The school is governed by a board of trustees with independent decision-making authority that is extended according to the school's bylaws. The Board is responsible for:

- employing the Head of School with the advice and consent of the Rector;
- establishing the governing policies for the school;
- maintaining the financial integrity of the school;
- fundraising; and
- charging the Head of School with the authority of the day-to-day operations of the school.

The Board of Trustees is composed of up to 30 members. At least 60 percent shall be Episcopalian, and 30 percent shall be St. Francis Episcopal Church parishioners. The Rector and the Head of School are permanent voting members. The Rector appoints a vestry member as a voting member. The Head of School serves as the president of the Board. The Board uses standing committees to review and monitor yearly and strategic matters. The chair may appoint *ad hoc* committees to address current issues. The Board is the governing body that entrusts the day-to-day business of running St. Francis to the Head of School.

Neither the Board nor the Rector hears grievance issues concerning St. Francis. Grievances brought to the Board's or Rector's attention will be passed along to the Head of School, who speaks for St. Francis Episcopal School and is the final decision-making authority for day-to-day school matters.

HEAD OF SCHOOL

The Head of School is empowered by the Board of Trustees to speak for the school and manage the affairs of the parish school.

ACCREDITATIONS

The Independent Schools Association of the Southwest and the Southwestern Association of Episcopal Schools accredit St. Francis.

SECTION II: ADMISSIONS, ENROLLMENT, AND RE-ENROLLMENT

ADMISSIONS

St. Francis is coeducational and accepts qualified students who, in the opinion of the school, will have successful experiences within the school program and will contribute to the classes for which they are applicants. The school requires each candidate for admission to undergo evaluation to enable the school, the family, and the student to determine if matriculation would be educationally appropriate and mutually beneficial. St. Francis reserves the right to place students in the grade levels or classes that, in the school's judgment, seem best for them.

Transfer students must submit final transcripts from the schools they currently attend before being officially accepted to St. Francis. Until the final transcript is received, the enrollment agreement will be marked "pending." Pending enrollment agreements may be withdrawn during the period of time they are pending.

A limited number of qualified students are placed in a wait pool. If a spot becomes available, the admissions committee will review all candidates in the wait pool. If a spot does not become available and the candidate decides to apply for the following year, he or she must reapply and go through the admissions process for the next year. St. Francis accepts applications one year prior to the date of expected entry.

Students who move into the Houston area after a school year begins may be considered for midyear entry. However, St. Francis does not normally permit midyear transfers in circumstances other than these.

Our admissions policy pertains to students seeking placement in kindergarten through Upper School, which are the official grades for St. Francis Episcopal School. When two applicants are otherwise equal, the following priorities exist when spaces are available:

- Priority 1: Qualified children of St. Francis Episcopal Church communicants in good standing for at least one year prior to seeking admission, as certified by the church
- Priority 2: Qualified siblings of students continuing in the school; children of alumni
- Priority 3: Other qualified candidates

Children of St. Francis communicants in good standing, siblings of current students, and children of alumni are not guaranteed admission; however, if all other factors are equal, they do receive preferential consideration. Our policy states that every effort is made to accommodate qualified siblings of current students and qualified children of alumni and of St. Francis communicants who have been members of the church in good standing for at least one year; however, admissions decisions are based primarily upon the composite qualifications of the individual candidate. Ultimately, the decision is based on the whole student profile, including factors such as grades, test scores, individual school assessments and recommendations, and student visits. Admissions decisions are made at the sole discretion of the administration.

Please also note that the sibling priority is not available to new students with siblings at St. Francis who do not intend to re-enroll for the following school year.

For admissions purposes, St. Francis defines someone as an "alumnus" or "alumna" when that person has attended St. Francis for at least three years.

If both biological parents (as noted on the student's birth certificate) do not reside at the primary residence, the family must submit a legal custodial agreement. The submitted custodial agreement should include the front and back pages, with signatures. It should be submitted to admissions if the student is new to St. Francis, and to the appropriate division office manager if the child is a returning student. In either case, it is required before the student can be officially classified as enrolled.

DIVERSITY STATEMENT

St. Francis Episcopal School, being a central part of an Episcopal Christian faith community, affirms the dignity and worth of each individual and celebrates the rich diversity of human society. At St. Francis, we recognize that diversity encompasses differences in gender, race, religion, age, sexual orientation, ethnicity, physical ability, family composition, and socioeconomic circumstances, as well as differences in aptitude, talent, and learning style.

Our goal is to create a school community that welcomes and embraces individuals from diverse backgrounds. We therefore strive to instill in our students a sense of dignity, of respect, and of appreciation for diverse viewpoints and individual differences in keeping with our stated mission to motivate them to be "people for others." St. Francis aims to prepare its graduates to live and thrive as citizens of an increasingly diverse nation and global society.

The Board of Trustees is committed to the implementation of this statement as a component of its Strategic Plan and long-range vision for the school. St. Francis will strive to recruit families, faculty, staff, and trustees of diverse backgrounds. The school will provide an inclusive culture in which diverse perspectives are welcome and respected. The school's implementation of this statement will be regularly evaluated.

ENROLLMENT CONTRACT GUIDELINES

For a student to be enrolled in St. Francis, a parent/guardian must sign an Enrollment Contract guaranteeing that the entire tuition for the full academic year will be paid regardless of the absence, withdrawal, or dismissal of the student for any reason, should the withdrawal occur after specified dates in the Enrollment Contract. There can only be one contract per student and the enrollment deposit and tuition may not be

transferred to another student. St. Francis requires Tuition Refund Insurance for all tuition payment plan options. *Please contact the Business Office for more information.*

The Enrollment Contract may be canceled by a parent/guardian without penalty (except for forfeiture of the enrollment deposit) by electronically completing, signing, and submitting the online **Non-Enrollment/Withdrawal Form** located on the Parent Portal **ON OR BEFORE THE SPECIFIED DATE STATED IN THE ENROLLMENT CONTRACT. (AN E-MAIL, CONVERSATION WITH AN EMPLOYEE, VOICE MAIL, OR FAX IS NOT CONSIDERED OFFICIAL NOTICE OF CANCELLATION OR WITHDRAWAL.)**

- Withdrawal after the date specified in the Enrollment Contract and on or before the last business day of June is subject to a cancellation fee as specified in the Enrollment Contract.
- It is the responsibility of the parent/guardian to ensure that the online Non-Enrollment/Withdrawal Form is electronically completed, signed, and submitted to the school on a timely basis.
- St. Francis will not refund the enrollment deposit under any circumstances.
- Signing the Enrollment Contract for the academic year constitutes acceptance of and agreement to abide by the rules, regulations, policies, and procedures of St. Francis as stated in the *School Handbook* and other written materials, including guidelines for parent/guardian behavior and the obligation concerning payment of fees referenced above.
- In making the decision to offer a place to a student, the school relies on information provided on the application for admission. The school reserves the right to void the Enrollment Contract if it learns that information provided on the admissions application is incomplete, factually incorrect, or dishonestly presented, or that substantive information has been omitted.
- Student accounts must be kept current for students to continue at St. Francis; to attend school; to receive report cards; conference information, and transcripts; and to participate in extracurricular activities for which an additional fee is required (e.g., summer travel program, School of Music, etc.).
- Any student who consistently neglects work, fails to meet academic or attendance standards, exercises poor citizenship, disregards school rules, or fails to cooperate (or whose parents/guardians fail to cooperate) may be asked to withdraw from St. Francis.
- Any student whose parents/guardians consistently speak negatively or communicate negatively in writing or through social media about St. Francis; its decisions; or its employees, families, or students may be asked to withdraw from St. Francis.
- Preference regarding re-enrollment always goes to students who have been enrolled at the school during the previous academic year.
- Families leaving St. Francis for a school within Houston are rarely re-enrolled.
- When previously enrolled students seek re-enrollment at St. Francis, their applications will be referred to the Transition Committee.
 - The Transition Committee will review the application to determine whether the student will be included in the overall applicant pool for admissions.
 - If the Transition Committee approves the student for inclusion in the overall applicant pool, the application will be forwarded to the Admissions Committee and will be evaluated in conjunction with all other applications to St. Francis.
 - Applicants seeking re-enrollment should not expect to receive priority over other applicants.

RE-ENROLLMENT THROUGH YEARLY ENROLLMENT CONTRACTS

St. Francis seeks to re-enroll students whose academic learning style and social needs can be met by the school. The school recognizes that particular environmental and academic standards may not be suited to all students' needs or capabilities. This is often evidenced by a student's academic performance, attendance, or behavior choices. Before issuing a contract for re-enrollment to a student, the faculty and administrators review the student's academic and discipline records and the family's spirit of cooperation with St. Francis staff to determine whether it is in the best interest of the student to return to St. Francis. Final enrollment for the next school year is contingent upon (1) successful completion of the current school year in good conduct, good academic standing, and good financial standing; and (2) the timely receipt of all documents and payments as set forth in the Enrollment Contract. The Head of School is the only person authorized to ask a family or student to separate from the school.

CONDITIONAL ENROLLMENT CONTRACTS

Conditional Enrollment Contracts (as defined in the exhibit in the contract) may be issued within the following monitor status areas: Academic, Attendance, and Behavior, as described elsewhere in this Handbook.

If a student receives a Conditional Enrollment Contract due to Academic, Attendance, or Behavior Monitor Status, the expectation is that the student will improve to the satisfaction of the school during the remainder of the year. Progress is reviewed again at the end of the second trimester. If the student has shown progress, the student's re-enrollment may go forward, but the student will remain on Academic Monitor Status, Attendance Monitor Status, and/or Behavior Monitor Status for at least the first trimester of the subsequent school year.

NOTICE OF NON-DISCRIMINATORY POLICY

St. Francis Episcopal School does not discriminate on the basis of race, national origin, gender, sexual orientation, disability, or age in any of its policies or administration of those policies pertaining to hiring or employment practices. Nor does the school discriminate on the basis of race,

gender, sexual orientation, or national origin with regard to admission procedures, scholarship, financial aid, or in any of the athletic or other school-administered curricular programs.

STUDENT PLACEMENT

AGES SERVED

PRIMARY SCHOOL (PRE-PRIMARY TO PRIMARY II)

St. Francis utilizes a September 1 cutoff date in all Primary School grades in order to best establish a pattern of success for its students, and offers the following Primary grade levels:

- Pre-Primary: 2 years old by September 1 of the school year entering, but has not turned 3 years old before June 1
- Primary I: 3 years old by September 1 of the school year entering, but has not turned 4 years old before June 1
- Primary II: 4 years old by September 1 of the school year entering, but has not turned 5 years old before June 1

LOWER SCHOOL (KINDERGARTEN TO FOURTH GRADE)

- Kindergarten: 5 years old by September 1, but has not turned 6 before June 1 during the summer the student will enter kindergarten

MIDDLE SCHOOL (FIFTH TO EIGHTH GRADE)

UPPER SCHOOL (NINTH AND TENTH GRADES IN 2019–20)

- One additional grade will be added in each successive year until the Upper School serves students in grades 9–12.

TEACHER AND COURSE ASSIGNMENTS

For all newly hired educators, a committee of St. Francis faculty and administrators works with the Department of Human Resources to verify college transcripts, applicable teacher certifications, successful prior teaching experiences, and work ethic; to perform background checks; and to observe teaching demonstrations.

Student course assignments and class lists are made by the head of the division in conjunction with the academic faculty. Likewise, the composition of a classroom is made by division heads in conjunction with academic faculty. Class lists are shared with parents and students after teacher in-service begins each school year. Parent requests for specific teachers are not accepted.

FINANCIAL AID

St. Francis Episcopal School recognizes that some families of qualified students cannot pay full tuition. Through the Financial Aid Program, students with financial need who are accepted for enrollment or re-enrollment into **kindergarten through Upper School** may apply for assistance.

The Financial Aid Program of St. Francis offers funds to qualified, enrolled students whose families demonstrate the need for financial assistance. It is imperative to note that a student must be accepted for the following year's enrollment to be considered for financial assistance. After such financial need is determined, the following priority guidelines apply:

- Currently enrolled students
- New students

Before an actual award is extended, **the Enrollment Contract must be returned and the student must be enrolled.**

Requests for financial assistance are coordinated through the school's controller, who can be reached at 713.458.6212. To be considered for financial assistance, all pertinent information (including IRS tax documents) and the completed application **must be submitted by the posted deadline, which will be published on the school's website.** A family's financial need is evaluated through a "blind" process, using *Financial Aid for Student Tuition (FAST)* by Independent School Management (ISM). A Financial Aid Committee then determines the amount of the award, based on the FAST recommendation.

St. Francis holds the position that separated or divorced parents/guardians retain their individual and collective obligation to finance their student's independent school education. In this instance, both parents/guardians are required to complete a FAST application, as financial awards consider the combined financial need and resources of both parents/guardians.

The Financial Aid Committee appropriately considers related issues of remarriage and stepparent obligations to other children. The school is not bound by agreements or settlements that might otherwise exist between individual parents/guardians. However, the controller may waive the requirement of financial information from the non-custodial parent when the non-custodial parent has given no financial support to the student or has made no contact with the student, or when the non-custodial parent's whereabouts are unknown.

Each family is expected to contribute financially to their student's independent school education. **St. Francis does not extend full tuition awards**, and the maximum award to a family cannot exceed the total of two Upper School tuitions. Each award is made for one school year, and there should be no expectation of tuition assistance for additional years. Families seeking assistance in subsequent years must reapply for assistance each year.

WITHDRAWAL FROM THE SCHOOL

St. Francis Episcopal School has specific guidelines regarding the withdrawal of students. The objectives of these procedures are to ensure that the student's school records are prepared and ready on the day of withdrawal, that all school property is returned, and that all due bills are paid. A parallel objective is to inform the Admissions Office of available class space.

PARENT-INITIATED WITHDRAWAL FROM THE SCHOOL

Parents who wish to separate their student from the school must notify the school by electronically completing, signing, and submitting the online Non-Enrollment/Withdrawal Form that is located on the Parent Portal. When possible, parents/guardians are to submit the online Non-Enrollment/Withdrawal Form to St. Francis with 30 days' notice, detailing the reason for withdrawal and the effective date of withdrawal. **E-MAILS, VOICE MAILS, VERBAL CONVERSATIONS, AND FAXES ARE NOT ACCEPTABLE FORMS OF WITHDRAWAL NOTIFICATION.**

The following steps should be followed for a parent-initiated separation from the school:

- Parent logs into the Parent Portal and electronically completes, signs, and submits the online Non-Enrollment/Withdrawal Form, giving 30 days' notice (**e-mails, voice mails, verbal conversations, and faxes are not acceptable**);
- The Head of School, Business Office, Head of Admissions and Enrollment Management, and other affected administrators of the school automatically receive electronic notification of the Non-Enrollment/Withdrawal Form that is submitted by the parent/guardian; and
- Records are available for release upon clearance from the Business Office. Parents must request official school records from the appropriate division office manager. The division office manager will work with the school's registrar and data analyst to provide official school documentation. Only the registrar and data analyst can approve and provide official school records, which will be sent in a sealed envelope directly from St. Francis to the requested school. Official school documents may not be handed to parents/guardians requesting them for another school. Parents/guardians must allow at least two to three business days for records processing.

Once the student is officially withdrawn from the school, he or she may no longer participate in official school activities, including field trips and trips over the summer.

SCHOOL-INITIATED WITHDRAWAL FROM THE SCHOOL

If St. Francis initiates the separation of a student from the school, the Business Office and Head of School will determine the release of records based on the parents'/guardians' financial obligation to the school. Once this obligation is satisfied, the Head of School will request official school records from the registrar and data analyst, who will provide them to the appropriate division office or administrator. Please note that records take a minimum of two to three business days to process.

Once the student is officially withdrawn from the school, he or she may no longer participate in official school activities, including field trips and trips over the summer.

FINANCIAL HOLD OF RECORDS

Transcripts, report cards, grades, and conference reports generally will not be released until all records are clear in the Business Office and all financial obligations to the school have been met related to any and all accounts for which the family is responsible. Likewise, all financial obligations to St. Francis must be met for students to participate in the school's travel program and School of Music program.

Student account statements are posted online in My BackPack each month on or before the 15th. Parents have 30 days from this posting to question charges on student accounts.

SECTION III: CAMPUS EMERGENCIES, SAFETY, SECURITY, AND HEALTH

EMERGENCY CONTACTS

If an immediate problem concerning security, health, or safety presents itself, please contact us using the following information:

Administrative Office Manager	713.458.6101
Director of Explore and Extend	713.458.6467
Primary School Office	713.458.6166
Lower School Office	713.458.6122
Middle School Office	713.458.6140
Upper School Office	713.458.6130
Director of Administrative Services	713.458.6125
Director of Facilities	713.458.6142
School Nurse (Main Campus)	713.458.6128
School Nurse (South Campus)	713.458.6167
Athletics Office	713.458.6336

All of the above offices or staff members have smartphones for use in contacting others in charge of security. St. Francis places the highest priority on campus security, health, and safety. The school has put the following related procedures in place. These procedures are not a guarantee of safety and may be amended if faculty and staff deem a change necessary.

CHECK-IN PROCEDURES

The safety and security of our students is a priority. To minimize risk, only the doors to the front entrance of each campus (main building courtyard doors on Main Campus and Administrative Building entrance doors on South Campus) are open during the school day. All other doors must remain locked and closed.

All visitors, parents/guardians, and volunteers must enter and leave through the front entrance of the Main or South Campus. St. Francis encourages all campus visitors to help keep other doors closed and to ask anyone outside the building who is seeking entrance to enter and check in at the front entrance.

Upon entering, they will be asked to present a valid driver's license to be scanned in the V-Soft Security System. The school will not access or store any additional information. Once the visitor has been added to the system, the school will ask the visitor's destination in the building. He or she will then receive a temporary name tag to wear while on campus.

Volunteers who are on campus frequently can request a plastic name tag from their division's assistant. They should display the plastic name tag upon entering the school. By utilizing this monitoring system, we hope to provide a safer environment for our students.

CAMPUS SAFETY AND SECURITY

In the Upper School, we expect that students who are not involved in athletics practices or games or fine arts enrichment classes will be picked up sometime after their last class ends at 4:00 p.m. Students will have the option of working or relaxing in the Crum Loft when their parents/guardians need a later pickup time. Students not picked up by 4:30 p.m. will be walked to the Primary School by the faculty member on afternoon duty. Supervision of students between 4:30 p.m. and 6:00 p.m. is considered extended care, and will be fee-based. All Upper School students must be picked up from the South Campus by 6:00 p.m. at the latest.

The following guidelines help facilitate the safety of our students:

- Only a parent/guardian or pre-authorized adult shall pick up and sign out the student from the division office or School of Music lessons.
- Car services, such as ride-hailing or ride-sharing (Uber, Lyft, etc.), are prohibited.
- Parents/guardians must wear a badge supplied by St. Francis while on campus.
- A non-parent/guardian visitor to the campus must report to the main school office of the pertinent campus to receive a visitor's badge before going to find the student he or she seeks.
- Parents/guardians must call the division office **and** send an e-mail to the teacher or division office when students are to go home with persons other than the adults listed on the Authorization Form for Student Release.

- Students walking home must have a parental permission letter on file in the division office, and it must be stated on the Authorization Form for Student Release.
- Police officers direct the school's carpools, patrol the campus throughout the day, and provide security for special events and at varying hours each evening and on weekends.

SECURITY GATES

Main Campus gates will open and close according to the following schedule:

- Monday–Friday
 - Morning carpool: Opens at 7:00 a.m.; Closes at 8:00 a.m.
 - Afternoon carpool: Opens at 2:40 p.m.; Closes at 9:00 p.m.
- Saturday and Sunday
 - Open

South Campus gates will open and close according to the following schedule:

- Monday–Friday
 - Morning carpool: Opens at 7:00 a.m. (although supervision for Upper School students does not begin until 7:30 a.m.); Closes at 8:40 a.m.
 - Afternoon carpool: Opens at 2:15 p.m.; Closes at 9:00 p.m.
- Saturday and Sunday
 - Closed

EMERGENCY PROCEDURES AND DRILLS

The school is required by state law to have monthly fire drills during which students practice the procedures for evacuating the school. During these drills all students are accompanied by school personnel and report to designated areas on campus, where attendance is taken. Visitors and employees on campus during a drill must evacuate the building and report to the designated areas along with employees and students.

CRISIS MANAGEMENT

LEVELS OF CRISIS

St. Francis has a confidential crisis management plan in place for the following levels of emergency:

- **Level I:** Emergency within Houston, no immediate danger to St. Francis
- **Level II:** Emergency within Houston, possible danger to St. Francis
- **Level III:** Emergency within Houston, probable danger to St. Francis
- **Level IV:** Dangerous emergency, immediate and likely danger to St. Francis

EARLY SCHOOL CLOSING

Should there be an instance when the school closes early as a result of weather or crisis, parents/guardians are asked to follow the Early School Closing Procedure. Specific details will be sent by e-mail, text, and voice mail once the decision to close school early has been made.

EARLY SCHOOL CLOSING PROCEDURE

- In the event of an unexpected or emergency school closure or early dismissal, parents/guardians will be notified through e-mail, voice mail, and text message. For this reason, it is particularly important that parents/guardians promptly notify St. Francis of changes to their contact information by updating their profile on My BackPack. In addition, an announcement will be posted on the home page (www.StFrancisHouston.org). When the school closes early, all students will leave from their normal pickup area.
- Even in the case of an emergency, students will not be released to unauthorized adults.
- Faculty members will stay until all students are picked up by parents/guardians or authorized adults.

- The designated carpool driver or parent/guardian should pick up students.
- Follow the normal traffic pattern for carpool pickup.
- Do not park to pick up your student. Stay in the carpool line.
- Above all, be patient!

Should the school close early, no School of Music lessons, athletics competitions, performances, or other extracurricular activities will take place that day.

SHELTER-IN-PLACE

The shelter-in-place procedure will be in effect should toxic chemicals or hazardous materials be released in our area. In this situation, we will expect everyone to go immediately indoors and remain there until clearance is given. The heating or air conditioning system will be turned off within the entire school and the shelter windows and doors will be sealed for extra protection. Students will be taken to the designated shelter-in-place location for the duration. Once the students are secured inside our shelter, we will not release them until permission is received from either Houston's Office of Emergency Management or local officials. Specific details will be sent via e-mail, text, and voice mail.

PROCEDURES

- Parents will be notified that we are sheltering in place via e-mail, text, and voice mail.
- Parents **must not** come to school to get their students in a shelter-in-place emergency. Students will not be released from our shelter until permission is received from the proper authorities.
- Since the entire school will be in the safe place, parents/guardians should not expect to be able to get a live person through the phone system.
- Students cannot be released from the shelter once the shelter-in-place procedure is in effect.

The school will notify parents/guardians that the crisis is resolved via e-mail, text, and voice mail.

AFTER-SCHOOL CRISIS

Should there be an emergency crisis involving sheltering in place or evacuating the building due to a fire alarm or other indicator, the program will follow our normal procedures and students will be released to parents/guardians when the situation is resolved and it is deemed safe to leave campus.

HEALTH SERVICES

ABOUT HEALTH SERVICES

“School nursing, a specialized practice of public health nursing, protects and promotes student health, facilitates normal development, and advances academic success. School nurses, grounded in ethical and evidence-based practice, are the leaders that bridge health care and education, provide care coordination, advocate for quality student-centered care, and collaborate to design systems that allow individuals and communities to develop their full potentials.” (National Association of School Nurses, 2016)

The St. Francis school nurse serves our community as a public health advocate by providing nursing services that advance the health, well-being, and academic performance of our students.

The St. Francis school nurse:

- Maintains and analyzes student health records annually
- Manages health conditions such as asthma, diabetes, food allergies, ADHD, and seizures
- Provides first aid and emergency care to students, faculty, and staff using nursing professional assessment skills
- Administers supplied medication to students per the instructions and authorization of the student's parents/guardians
- Manages student Medical Action Plans and Food Allergy Action Plans
- Maintains student immunization compliance
- Maintains emergency equipment such as AEDs and first aid bags for use on field trips

The school nursing staff will not provide medical services to parents/guardians, nor refer parents/guardians to physicians.

STUDENT HEALTH RECORD REQUIREMENTS

To complete a student's annual health record requirement, information must be submitted to the Magnus Health Student Record System, which is accessible via either the Parent Portal or My BackPack. **Students will not be allowed to attend school if this process is not completed and approved by the deadline.**

It is the responsibility of the parent/guardian to update all medical information annually. Additionally, parents/guardians should update their student's health record via Magnus in the event of changes throughout the school year. Parents are responsible for providing accurate information regarding their student's health or change of medication to the school nursing staff. Failure to provide complete and accurate information may result in harm to the student, for which the school will not be held responsible. If a parent/guardian is unavailable, the information in a student's health record allows school personnel to react quickly and accurately in calling emergency contacts and to perform or seek emergency treatment.

IMMUNIZATIONS AND/OR MEDICAL EXEMPTIONS

Every student will be required to maintain current immunization records/medical exemptions in their St. Francis Magnus Health Account. Medical exemptions are those as defined by the Texas Department of State Health Services. Upload records to your Magnus Health account for review by the school nurse.

PHYSICAL EXAM

All students require an annual physical exam.

MEDICATIONS

To protect the health and safety of all students, St. Francis Episcopal School will follow specific guidelines regarding the administration of medications.

Prescription Medications: In accordance with the Nurse Practice Act, Texas Code, Section 217.11, the school nursing staff has the responsibility and authority to refuse to administer medications that in the nurse's judgment are not in the best interest of the student.

- Medication must be provided by the student's parent/guardian. Over-the-counter medications are not available in the clinic.
- A Medication Permission Form with written instructions and parent/guardian signature must be included with each medication.
- Medication must be in its original container with a label stating the medication name, dose, and instructions.
- Prescription medication must have a pharmacy label stating the child's name, drug, dose, and instructions. A pharmacist can provide an additional prescription bottle for school.
- Upper School students are not allowed to carry or possess medication on school property, except that students may possess and self-administer medications for diabetes, asthma, and anaphylaxis if the nurse has received signed permission and authorization statements from the student's parent/guardian and physician/health care provider.
- Medications can be administered daily or on an "as needed" basis for a period of up to ten consecutive school days (two weeks) if accompanied by a Medication Permission Form signed by the parent/guardian.
- Medications that will be administered or kept in the clinic longer than ten consecutive school days (two weeks) must be accompanied by a physician's authorization form that has been completed and signed by the student's physician.
- Herbal substances or dietary supplements provided by the parent/guardian will be given only if it is required by the Individualized Education Program or Section 504 plan of a student with disabilities. In general, pure vitamins and minerals are not considered dietary supplements.
- Sample medications provided by a physician can be administered by an RN when the medication is accompanied by a written order for the medication from the student's health care provider AND written permission from the child's parent/guardian.
- Many medications prescribed for school-aged children can be administered at home by the child's parent(s) or guardian(s). For example, a medication that is to be administered three times daily should be given every eight hours. Most students are not in school for more than eight hours, and therefore, parents/guardians should give this medication before and after school and then at bedtime.
- All unclaimed medication will be destroyed after the last day of school.

Controlled Substance Medications: *Parents must hand-carry any controlled substance medication to the school nursing staff.* It must be in the original container, labeled with the student's name, the date, the number of tablets contained therein, and directions for administering. The school nursing staff or UAP (unlicensed assistive personnel) will administer all controlled substance medications.

Self-Administration of Prescription Asthma or Anaphylaxis Medicine by Students: St. Francis Episcopal School follows the guidelines provided in Section 38.015 of the Texas Education Code, as follows:

A student with asthma or anaphylaxis is entitled to possess and self-administer prescription asthma or anaphylaxis medicine while on school property or at a school-related event or activity if:

- *the prescription medicine has been prescribed for that student as indicated by the prescription label on the medicine;*

- *the student has demonstrated to the student's physician or other licensed health care provider and the school nurse, if available, the skill level necessary to self-administer the prescription medication, including the use of any device required to administer the medication;*
- *the self-administration is done in compliance with the prescription or written instructions from the student's physician or other licensed health care provider; and*
- *a parent/guardian of the student provides to the school both a written authorization, signed by the parent, for the student to self-administer the prescription medicine while on school property or at a school-related event or activity; and a written statement from the student's physician or other licensed health care provider, signed by the physician or provider, that states:*
 - *that the student has asthma or anaphylaxis and is capable of self-administering the prescription medicine;*
 - *the name and purpose of the medicine;*
 - *the prescribed dosage for the medicine;*
 - *the times at which or circumstances under which the medicine may be administered; and*
 - *the period for which the medicine is prescribed.*

The physician's statement must be kept on file in the office of the school nurse of the school the student attends or, if there is not a school nurse, in the office of the principal of the school the student attends.

Over-the-Counter Medications: If an over-the-counter (OTC) medication for ten or more days, parents/guardians must hand-carry the OTC medication to the school nursing staff. OTC medications will be administered at St. Francis Episcopal School with a medical provider's authorization and parental permission submitted on the Medication/Treatment Form.

The school clinic does not supply OTC medication to students per Section 22.052(a) of the Texas Education Code. If a student requires a medication, the parent/guardian needs to supply the medication (e.g., Advil, Tylenol, Benadryl, TUMS, Pepto-Bismol, etc.). The medication must be in the original container labeled with the student's name.

Self-Carry and Self-Administration of Medications: With proper doctor's orders that include the signatures of both the doctor and parent, a student may self-carry and self-administer inhalers for asthma or epinephrine injections for acute allergic reactions. All other medicines will be kept in the school's clinic and administered by the school nursing staff or a designated representative.

Homeopathic Treatments: The school clinic does not administer any herbal or homeopathic treatments due to the lack of FDA approval and established safety parameters.

Overnight School Trips: Parents supply the medications for overnight school trips. Medications and special medical equipment are to be given to the representative assigned for the trip. See the "Prescription Medications," "Controlled Substance Medications," or "Over-the-Counter Medications" sections, above.

ILLNESS

If members of the school nursing staff deem it necessary for the student's health or the health of others in the school that a student be sent home, parents/guardians are expected to retrieve their student in a timely manner. Parents are to follow the student's medical providers' and school nursing staff's directives about when to return to school, and provide any paperwork requested by the school nursing staff.

Students with the following symptoms should not come to school and will be sent home:

- Fever
- Vomiting and/or diarrhea
- Suspicion of a contagious illness

Students may return to school after an illness when:

- They are well enough to participate in all school programs
- They have been symptom-free for 24 hours without the help of fever-reducing medication

Absences in excess of five consecutive days require a release note signed by the student's attending physician on the office letterhead. If the absence is due to a contagious condition or disease, the student must be officially released from the attending medical provider by providing the school with a release note signed by the attending physician on the office letterhead.

Treatment of Minor Injuries: Certain topical ointments such as antiseptics and antibiotics may be used in the treatment of minor wounds. If a student has an allergy or sensitivity to any item that might be used in normal first-aid care (such as latex, tape, antiseptics, or antibiotic cream), parents/guardians are responsible for notifying the school nursing staff in writing on the student's health record.

MANAGEMENT OF STUDENTS WITH CHRONIC CONDITIONS

If a student has a chronic or lifelong condition, additional communication must occur between parents/guardians, faculty, and the nursing staff. If the student's condition requires a Medical Action Plan, one must be completed and signed by the examining physician and parent. Upload the Medical Action Plan form(s) to the student's Magnus Health record. Then, schedule an appointment with the school nursing staff to review the Medical Action Plan and deliver any necessary medications. Changes to any condition will require updates to the Medical Action Plan, and the updated form must be completed by the student's physician and uploaded to Magnus Health.

COMMUNICABLE DISEASE

St. Francis Episcopal School follows all governmental guidelines for handling a communicable disease outbreak, including coordination with local and state health departments. In the event of contagious disease exposure or outbreak, unimmunized students may be excluded from attending school until the identified disease has passed the incubation period.

Special attention should be given to developing and maintaining habits for protection from disease. For example, use good handwashing techniques, cover the mouth when coughing or sneezing, and clean toys and sports equipment frequently. St. Francis makes every effort to teach and follow these procedures in its classrooms, but cannot guarantee an environment free of illness.

By sending your student to school, you acknowledge that there is a risk your student might contract an illness or disease or injure himself or herself, and you release the school and its employees, agents, assigns, directors, officers, administration, and staff from any claim related to these conditions.

Head Lice: Notify the school nursing staff if your student has or has had head lice. Students with live head lice will be sent home from school.

The student must be treated and free of live lice before he or she will be allowed to return to school. **After treatment, the student must be checked and approved by the school nursing staff before he or she will be allowed to return to class.** Everyone has a responsibility to help eradicate the irritating problem of head lice.

More information on teaching habits that protect students from disease is available on the Centers for Disease Control and Prevention website at <http://www.cdc.gov>.

For more information regarding communicable diseases and immunizations, please review Title 25, Part 1, Chapter 97 of the Texas Administrative Code at [http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=4&ti=25&pt=1&ch=97](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=4&ti=25&pt=1&ch=97).

THREAT OF HARM TO ONESELF

If a student threatens suicide or to inflict bodily harm on himself or herself in any way, the student will be removed from class and every effort will be made to accompany the student at all times. Parents will be called to take the student to a medical facility. To return to school, the student must show evidence of release from a medical provider's care signed by the licensed medical provider. The parents/guardians will meet with the Head of Student Support Services, school nursing staff, and administrators of the appropriate division prior to the student's readmission to class to assure the school that the student is past the crisis. Further, the school may request a release that allows communication with the student's medical providers.

LOCATION OF AUTOMATED EXTERNAL DEFIBRILLATORS (AEDs) ON CAMPUSES

Automated external defibrillators, or AEDs, are invaluable portable devices that can be used to treat life-threatening cardiac arrhythmias until professional medical help arrives. St. Francis has AEDs located across both campuses. On the Main Campus, two AEDs are located in the athletics training room, and one is located beside the first-floor elevator doors for Lower School, in the hall outside the Middle School Office by the elevator, in the sextons' office next to the Scout Hut, in the hall by the teacher workroom, in the narthex of the church sanctuary near the men's restroom, in the technology building, in the human resources and events building, and in the Explore and Extend building. On the South Campus, AEDs are located on the front porch of the facilities building, in the Pre-Primary hallway of the Primary School administration building, in the lower-level hallway of Crum Gym, and in the main hallway of the Andrews House. The School makes every effort to keep the AEDs in working order but cannot be held responsible if an individual is harmed due to equipment failure.

ACCIDENTS AND SCHOOL INSURANCE

All St. Francis Episcopal School students are enrolled in an independent accident insurance plan. The premium is included in the tuition and fees. It is an excess coverage policy that pays for what the family's personal insurance does not and applies to students during school hours, while participating in school games and practices, and while attending school trips.

All accidents are reported to the school nursing staff, the division heads, and the clinic supervisor.

CHILD PROTECTIVE SERVICES

If a professional thinks a child has been or may be abused or neglected, he or she must report the concern to Child Protective Services (CPS) within 48 hours. *Professionals may not delegate or rely on another to make report.* Failure to report suspected child abuse or neglect is a Class B Misdemeanor. In addition, the Episcopal Diocese of Texas requires schools to call the Office of Safeguarding God's Children if a professional thinks the child has been or may be abused or neglected.

Child Protective Services also will be contacted in any other situations in which a professional at the school has a reporting obligation, including when a child may be a danger to himself or herself or to others.

SECTION IV: GENERAL UPPER SCHOOL PARENT INFORMATION

VISITS TO CAMPUS

NAME BADGES

As part of our crisis management plan, all parents/guardians, visitors, and non-school siblings must sign in and out of the main office and wear name badges supplied by St. Francis while visiting either the Main or South Campus.

ATTENDING CHAPEL SERVICES

Parents/guardians and family are invited to attend chapel services. Parents/guardians attending chapel are asked to remember that chapel is part of the mission of St. Francis and the curriculum of each grade. It is a religious service, not a performance, and it is important that each student experience the service. While we encourage your attendance, we ask that parents/guardians:

- Not take photos or videos during chapel service. Parents may take pictures after the service.
- Not bring food or drink into the chapel area.

Upper School parents/guardians may sit wherever they choose when visiting chapel.

USE OF FACILITIES

The following guidelines govern the use of St. Francis' facilities by campus visitors:

- St. Francis' facilities—including the Outdoor Activity Center (OAC), gymnasiums, and athletics fields—are *not* to be used for private parties, including birthday parties, etc.
- The fields, gymnasiums, and OAC exist first and foremost to be used for sports practices and games by St. Francis athletics teams, summer and after-school programs, and the St. Francis Sports Association. However, the athletics fields at the Main Campus and South Campus, along with the Main Campus and Crum gymnasiums, may be reserved and/or rented with proper communication with and approval from the St. Francis Athletics Department.
- Members of the St. Francis Episcopal School community may enjoy the use of the school's playgrounds and outdoor classroom when school is not in session and areas are not in use by Explore and Extend programs. Students must be accompanied by an adult at all times.

When St. Francis faculty is not present and supervising the use of the facilities, the school is not responsible for their use, and students and parents/guardians use these facilities at their own risk.

VISITORS AND GUESTS

The school is not prepared to host family friends or relatives from out of town during the school day. If a student wishes to bring a potential student or visitor to school, permission should be secured from the division head at least three days before the visit. All potential student visitors must be in suitable attire; act appropriately while on campus; and sign in at the division office, stating the reason for their visit. St. Francis reserves the right to refuse to allow any visitor on campus and to remove any visitor from the campus. Outside tutors, therapists, or childcare providers may not use school facilities.

SCHOOL-SPONSORED TRIPS

The purpose of school trips is to provide captivating experiential learning and unforgettable lifetime memories. Per the Enrollment Contract, unless parents/guardians otherwise notify the school in writing, they agree to allow the school to take their student(s) on school-sponsored field trips.

Students are expected to ride the provided school transportation. Every student participating in a school-approved trip must have a signed parental permission form before departure. St. Francis expects exemplary behavior of students while on trips. For out-of-town trips, the supervising teacher or adult in charge reserves the right to send a disruptive or uncooperative student home at the expense of the parent/guardian.

Please note that parents/guardians of students who take regular medication must provide the medication in the original container with written instructions before the student may depart, and the school nurse must have the student's Medication Permission Form on file. Off-campus trips are not appropriate times for parents/guardians to experiment to see if their student can manage without his or her medication.

Students on the Behavior or Attendance Monitor List may be restricted from participation in off-campus trips at the discretion of the faculty. St. Francis reserves the right to exclude any student from off-campus trips for discipline reasons, academic reasons, or any other reason considered sufficient by the faculty.

Please note, if a student officially withdraws from the school, he or she may no longer participate in official school activities, including field trips.

PARENT/GUARDIAN CHAPERONES

Parent/guardian chaperones on field trips are asked to follow the same rules as faculty sponsors. The following guidelines are for faculty, parent/guardian, and guest chaperones:

- Attend the required three-hour workshop, *Safeguarding God's Children*.
- Read all written trip documents concerning itinerary, rules, and dress requirements.
- Stay with the assigned students during the field trip.
- Follow the bus to and from the destination.
- Assume full responsibility for the behavior of the assigned students at all times.
- Do not drink alcoholic beverages or use tobacco products at any time during the entire trip.
- Adhere to strict confidentiality regarding students' actions during a trip.
- Be punctual.
- Refrain from making purchases for any students.

Other adults or younger siblings may not accompany parent chaperones on field trips.

STUDENT TRANSPORTATION

Students of St. Francis Episcopal School will leave campus on school-sponsored trips, such as field trips or sports activities, by St. Francis busses or chartered vehicles. Unless the Head of School authorizes an exception, St. Francis students will not travel to and from school-sponsored events in private cars driven by parents/guardians or school employees.

ST. FRANCIS SCHOOL OF MUSIC

The St. Francis School of Music is an extracurricular instrumental and voice program that allows students to schedule private and small-group lessons for in-depth instrument study. Students attend after-school or during-school enrichment periods. Scheduling is at the discretion of the division and the Director of Explore and Extend. Conduct expectations are the same during music lessons as during academic classes. Students serving in-school suspension or those arriving after noon on the day of a lesson may not attend lessons that day. Students on Academic or Behavior Monitor Status may be limited to after-school lessons, at the discretion of their division head. Parents register their students for private music lessons during indicated dates prior to the start of a trimester. Registration is available online via our Explore and Extend registration system.

TEACHER RECOMMENDATION FORMS

If a student applies to attend another school, any teacher recommendation forms need to be given to the division office at least one week in advance. On-time delivery cannot be guaranteed without a week's notice. St. Francis sends these recommendation forms/letters directly to the school.

ST. FRANCIS FACULTY AND OUTSIDE EMPLOYMENT/TUTORING/COACHING

All employees of St. Francis Episcopal School are considered faculty. All faculty members contribute in some way to the education of the school's students. Often a student requires an extra moment, a few minutes after class or school, or a formal tutorial organized by the division. This extra effort by the faculty is a standard in noteworthy independent schools and an expectation at St. Francis.

Therefore, St. Francis employees shall not accept employment or engage in any business or professional activity that will require or induce them to disclose confidential information acquired by reason of their official position as a school employee. ***For the safety of students and the integrity of St. Francis, the school asks parents/guardians to notify the appropriate division administration when attempting to engage any St. Francis employee in a business dealing. St. Francis employees are bound by Diocesan Policies. Even an unintentional violation could place their career in jeopardy.***

St. Francis employees and consultants are not allowed to tutor St. Francis students for a fee during the school year, and all arrangements for instruction during the summer must be considered private agreements. Employees and parents/guardians must speak with the appropriate division or department administration before engaging in any private instruction.

St. Francis athletics coaches, both full- and part-time, may only charge fees for private coaching sessions during the off-season for the sport they are coaching. Any arrangements for private coaching during the off-season may be individual or small group, and are considered a private agreement. No coach shall be alone with a single child at any time. The Director of Athletics must approve all requests for private coaching on campus.

Private coaching is not allowed on campus during June or July during summer program hours (program hours are determined by the Director of Explore and Extend) or during the season in which the coach is being paid by St. Francis. Exceptions must be approved by the Director of Athletics.

St. Francis strongly discourages the hiring of faculty and staff as babysitters, house sitters, and nannies. Should a parent/guardian decide to employ a St. Francis faculty or staff member, the arrangement is considered a private agreement between that individual and the parent. St. Francis cannot be expected to monitor private arrangements and agreements with school employees. Parents are strongly advised to avoid private arrangements and agreements of any kind. St. Francis assumes no liability whatsoever, including but not limited to liability for any claims against its employees related to private business arrangements with families or the employee's actions in any such arrangement.

ST. FRANCIS FACULTY AND ADMINISTRATIVE OR JUDICIAL PROCEEDINGS

A parent or guardian will be responsible for reimbursing the school for any and all expenses incurred by the school when the parent or guardian requires the school or an employee, in connection with a judicial or administrative proceeding to which the school is not a named party, to: (1) appear for testimony or (2) produce documents related to the student. Reimbursable expenses include, but are not necessarily limited to, the expense of an employee's absence from school, including costs associated with a substitute or temporary replacement; and cost of reviewing and preparing documents in response to a subpoena or other official request for documents. The school in its sole discretion may waive this reimbursement requirement for extenuating or other circumstances. Enrollment contracts shall be subject to termination for failure to reimburse the school as outlined above.

PARENT VOLUNTEER OPPORTUNITIES

St. Francis encourages its parents/guardians to be involved in various parent organizations, which are described in part below. These organizations are run by parents/guardians, with oversight by the school. Their purpose is to promote the general welfare and betterment of St. Francis and its students through organized volunteerism. Some of the organizations charge membership dues.

All school volunteers must attend Safeguarding God's Children training, a nationally mandated and certified course provided by the Episcopal Church. Classes are offered throughout the year on the school campus at no charge to parents/guardians.

St. Francis expects that all parents/guardians will model excellent behavior for our students and community. Inappropriate behavior by any parent/guardian (whether or not a school volunteer or a participant in a parent organization) that affects the school or St. Francis students can result in his or her student's separation from the school, as is described in the Enrollment Contract.

More information about parent volunteer opportunities is available through the division offices.

BOOSTER CLUBS

St. Francis Athletics Booster Club: The Booster Club helps support the athletics program through dues, Wolf Wear clothing sales, and concessions during home games. It also fosters school spirit at home and away games, assists with pep rallies and spirit days, and hosts hospitality rooms at tournaments held on our campus.

St. Francis Friends of Fine Arts: FOFA helps support the school's visual and performing arts programs. Members sell tickets to performances; provide refreshments during practices, performances, and exhibits; and support students during productions and shows.

DADS' CLUB

The Dads' Club meets monthly. The group sponsors and organizes guest speakers for men and participates in service projects with students.

ADVISORY PARENTS

Advisory parents/guardians work directly with the advisor to communicate, plan, and coordinate special events and volunteer opportunities for students throughout the year. They also secure parent volunteers for the advisory's Festival Day booth.

NEW FAMILY AMBASSADORS

New Family Ambassadors help welcome and orient new St. Francis families. The program offers entering students and parents/guardians a ready link to vital information resources, promoting fellowship and a smooth transition into our school community.

PARENT AMBASSADORS

Parent Ambassadors assist prospective parents/guardians through the admissions process. Ambassadors play critical roles in welcoming new students and their friends and family members to campus and in familiarizing prospective families with enrollment procedures, school programs, and opportunities. They are available to answer questions, conduct tours, and assist in hosting a variety of admissions events throughout the year.

PARENTS ASSOCIATION

The Parents Association (PA) sponsors many activities during the school year to enrich and enhance the lives of St. Francis parents/guardians and students. The primary focus of the PA is parent education. The group sponsors and organizes guest speakers and authors, small group forums, and book discussion groups on a variety of parenting issues. All parents/guardians of a student enrolled in the school are automatically members of the Parents Association.

TEACHER GIFTS AND CELEBRATIONS

Twice a year, at Christmas and at the end of the year, the Parents Association sends out a letter to all school families soliciting funds for employee gifts. The money collected is divided equitably among everyone—faculty, staff, coaches, after-school care staff, and part-time coaches—with adjustments for part-time employees. All gifts remain anonymous.

We ask that school families support this effort and refrain from other types of gift giving, including soliciting money for teacher gifts or birthdays.

Please note that during Teacher Appreciation Luncheons, faculty, and/or staff members (and not parents/guardians) monitor students during their lunch period.

CHARITABLE OPPORTUNITIES

All fundraising and the solicitation of money and gifts (regardless of the amount) must be approved by the Head of Development, who then makes a recommendation to the Head of School for final approval.

Like most private schools and universities, St. Francis Episcopal School depends on the generosity of parents/guardians and friends to provide funds not otherwise available through tuition and investments.

St. Francis and its students benefit from donor gifts in several areas. In addition, donors can make gifts-in-kind and other contributions that are earmarked for special projects.

Donors will receive an official gift receipt for tax purposes. All gifts to St. Francis are tax-deductible to the full extent allowed by law; for more information, parents/guardians should consult their own tax professional.

For more information about charitable opportunities, please contact the Head of Development.

CAPITAL CAMPAIGNS

Capital campaigns support the vision of the school as it moves forward. These campaigns help us expand and maintain our campuses, facilities, programs, and curriculum so that we may remain at the forefront of faith-based education.

ENDOWMENT

Endowment gifts are invested in a fund that provides revenue to augment the operating budget and support capital projects as needed.

GALA AND AUCTION

Held in the spring in odd-numbered years, the St. Francis Gala and Auction is a hugely popular event. It provides our community with an evening of fun and dancing—plus the opportunity to bid on various auction items. Gala proceeds fund emerging opportunities and unforeseen needs of greatest priority based on recommendations from the divisions, administrators, and the greater St. Francis community.

ONE COMMUNITY FUND

Established jointly by the St. Francis Episcopal Church Vestry and the St. Francis Episcopal School Board of Trustees, the One Community Fund offers financial support for expenditures that benefit both the church and the school. The fund supports landscaping projects, improved security measures, staffing expenses, and many infrastructure improvements that are vital to the growth of our school and church community. Funding for the initiative is provided by the St. Francis Festival Day, which is held each spring.

THE ST. FRANCIS FUND

The St. Francis Fund is the most important year-to-year fundraising initiative at the school, providing us with unrestricted funds for operating expenses that support our faculty and students. St. Francis relies on tax-deductible gifts to the St. Francis Fund to fulfill the school's mission.

SARAH W. WOOLRICH FUND FOR FACULTY

This award, named in honor of the first full-time principal of St. Francis, allows the Head of School to recruit and retain excellent teachers by providing out-of-the-ordinary learning opportunities for faculty and staff. Award winners bring the information or techniques they gain back to the school for implementation in the classroom or on campus so that the entire St. Francis community benefits.

SPORTING CLAYS CLASSIC

The annual Sporting Clays Classic benefits the Patrick Nicosia CARE Fund, which provides cultural, academic, and recreational enrichment (CARE) for St. Francis students who otherwise may not be able to participate. The fund was established in 2013 in memory of Patrick Nicosia, a passionate volunteer whose dedication to providing our students with the finest enrichment opportunities was a true inspiration to our community.

OTHER FUNDS

Charitable opportunities also exist for donating to the Graduating Eighth-Grade Class Fund for Financial Aid, the Dr. Susan Ackley Lukens Endowed Fund for Religious Education, and the General Scholarship Fund.

MEDIA RELEASE

For the purposes of communication, advertising, and archiving the school's history, St. Francis frequently photographs, videos, and quotes students. As part of the enrollment process, and unless the parent/guardian notifies the Head of School in writing of any related restrictions, **St. Francis parents/guardians consent to allow the school to use a student's image, likeness, classwork, or quotes by signing a media release** stating the following:

Unless a parent notifies the Head of School in writing of any restrictions to be placed on the following described use, parents/guardians agree and give permission for the school to record, film, photograph, audiotape, or videotape their student's name, image, likeness, spoken words, student work, performances, and movement, for use in any written materials, publications, media coverage, videos, website postings, and/or other school materials. A parent may not restrict use of images that reasonably cannot be considered private such as students in school-related activities where multiple students participate and are open to the public or parents/guardians, e.g., team photos, student recognition programs, academic and extracurricular recognition programs, athletics events, and fine arts performances. The parent releases the school, its employees, and agents from any and all claims of any type which the parent may have based upon the aforementioned taking, use, and publication of the student's likeness and/or use and publication of the student's name.

SCHOOL COMMUNICATIONS

The appropriate division head must approve all information sent home by St. Francis. To keep paperwork to a minimum, it is the expectation that the majority of the information sent to parents/guardians will appear in the school's weekly *Wolf Watch* e-mails and on the school web page. Rarely does St. Francis approve the use of flyers.

St. Francis does not provide e-mail lists to parents/guardians or other groups. Should a parent/guardian desire to send a school-related e-mail to a group, the sender must contact the appropriate division office. School e-mail lists are to be used for school-related business only.

St. Francis strongly encourages the inclusion of all-school and division-specific news in *Wolf Watch*. However, under certain circumstances, St. Francis may decide to send out a single-subject e-mail. Factors in deciding whether to send an e-mail include the urgency of the information, the number of grade levels affected, whether parents/guardians need to take action, and other means of communication being used. Parent groups requesting a single-subject e-mail to address unforeseen circumstances should contact the Director of Marketing and Communications at least 48 hours prior to the requested delivery date; however, whether the information is sent out via single-subject e-mail or is saved for that week's *Wolf Watch* is at the discretion of St. Francis. St. Francis reserves the right to send out publications and information in a manner of its own choosing to the audience of its own choosing or to refrain altogether from sending out any particular message in its publications and communications. Communication with the St. Francis community is at the sole discretion of the school.

Grade level-specific information should be sent out via the division office.

PUBLICATIONS

St. Francis sends out a variety of regular school publications and correspondence. As of July 1, 2018, St. Francis uses the following methods of regular communication with the St. Francis community:

- *Wolf Watch* weekly e-newsletters contain information pertinent to the entire school community, as well as information specific to each division and details about events at St. Francis Episcopal Church. These e-newsletters are published on St. Francis's website every Sunday throughout the school year, except during holidays. Members of the school community receive the link to that week's *Wolf Watch* via text and/or e-mail, depending on their designated communications preferences. The e-newsletter may also be accessed directly in the Academics section of St. Francis's website.
- *The Silver Wolf*, a publication for grandparents, is mailed two times a year.
- The *Annual Report* provides a list of donors, as well as information about the financial status of the school.
- Dining Hall menus and calendars—including the general school calendar, division calendars, and sports calendars—can be found on the school's Parent Portal.
- In addition to these main methods of communication, other materials are sent throughout the year.

SCHOOL WEBSITE—WWW.STFRANCISHOUSTON.ORG

St. Francis hosts a website at www.StFrancisHouston.org. Current school, sports, lunch, and division calendars are available exclusively on the website's Parent Portal. The school's website is used solely for school communication.

Teacher web pages are provided as a means for students and parents/guardians to stay current with the teacher's activities and assignments. Official weekly updates to teacher web pages are available starting at 8:00 a.m. each Monday morning. Please remember that ultimately students are responsible for listening in class and getting information from their teachers. The school and its faculty and staff make every effort to ensure that the information on the website is accurate, but the school cannot guarantee its accuracy.

E-MAIL AND THE WEB

St. Francis relies on e-mail and the website as its primary modes of communication with parents/guardians. Please make sure that the school has your correct contact information at all times.

POSTING INFORMATION ON CAMPUS

With the **prior approval** of the Marketing and Communications Department, 713.458.6175, posters publicizing school events may be placed on easels in the Andrews House, Crum Gym, and Richmond House. To keep our campus neat, information may not be posted on doors or windows. Posters or flyers must be approved and initialed by the Marketing and Communications Department. Unauthorized materials will be removed without notification.

ADVERTISING

St. Francis does not use its campus or communications to promote or support programs other than school programs or programs affiliated with the school, nor is it able to promote any specific businesses or services. St. Francis intends to be neutral politically. No signs, advertisements, or propaganda promoting an outside business, ideology, or public candidate are allowed to be distributed on campus or through school communications or to be displayed in classrooms. Additionally, no solicitation is allowed at school events.

CHANGE OF CONTACT INFORMATION

Parents should report changes of physical/mailling address, telephone number, and e-mail address to the school via our online student information system.

To update your contact information online:

1. Log in to the Parent Portal via the school's website with your assigned username and password. If you have misplaced your login information, contact Technology@StFrancisHouston.org for assistance.
2. Click on "My Backpack," found in the Quick Links section.
3. In the Settings section, click "My Profile."
4. Select "Edit."
5. Update your residential and employment information, as well as your school contacts, as needed.
For contacts that you do not want to appear in the online *School Directory* or in the printed *Mini-Directory*, place a check in the "DNP" checkbox.
6. Click "Save" to save your changes.
7. Click "Done" to submit your request for changes. (You may also use the "Send note to school" option if you want to explain any of your changes in more detail.)

SCHOOL DIRECTORY AND E-MAIL LIST POLICY

St. Francis provides its annual *School Directory* online to facilitate communication among members of the community. The use of the *School Directory* is restricted to non-commercial, private use, and the information it provides should never be used to solicit business, defame an individual or group, promote a personal agenda, or influence a political position. Use of the *School Directory* for these purposes is strictly prohibited and may result in consequences up to and including separation from the school, consistent with the other provisions of this Handbook. Further, St. Francis reserves the right to notify law enforcement officials. Any delay in response shall not be deemed a waiver, and the school reserves the right to respond in the manner it deems most appropriate.

NOTIFICATION OF SCHOOL CLOSING

Normally, if Spring Branch Independent School District closes due to a weather event or other unsafe conditions, St. Francis will close as well. In special cases, St. Francis may choose to close when Spring Branch remains open. Faculty and parents/guardians are urged to exercise their own judgment about the safety of conditions in their areas when determining whether to attempt to drive to school.

RETURNING PHONE CALLS AND E-MAILS

The St. Francis policy is that phone calls and e-mails will be acknowledged within 24 hours or one school day. (Example: Friday afternoon's message must receive a response by Monday afternoon.) Keep in mind that faculty and staff are teaching and working with students the majority of the day, and seldom have time to check their e-mail and voice mail until after students have gone home in the afternoon.

The exception to this policy occurs when the school is closed on holidays. In these instances, phone calls and e-mails will be returned within 24 hours after St. Francis resumes its regular office hours. If parents/guardians need a more immediate response, they are encouraged to call the division office and speak with the office manager to help route their call.

FAMILY AND SCHOOL RELATIONSHIP

To foster the positive spirit within each student, St. Francis believes that a supportive relationship must exist between the family and the school.

Because a positive relationship is so important, St. Francis will not tolerate parental action that interferes with the rights of others, conduct that subverts the order and discipline of St. Francis, behavior that disregards school rules and school decisions, disrespect of school employees, defamation of the school, or repeated disruptive or uncooperative behavior.

Parents/guardians are expected to support school decisions. Parental behavior deemed inappropriate or defamatory may result in separation from the school. The Head of School is the sole individual who may require a family to separate from St. Francis.

The guidelines for parent-school relationships are outlined below.

- Parents/guardians are responsible for understanding, accepting, and supporting the mission, direction, and decisions of the school.
- Parents/guardians and guests (including non-school children) are to *sign in and out* of the administrative office and wear name badges supplied by St. Francis while visiting either the Main or South Campus. Parents and guests are asked to support the school's security effort by presenting their driver's license at either campus's main entrance on their first visit. They also are asked to only enter and exit through the campus's main entrance.
- Pets from home (except guide animals) are not allowed in the building.
- St. Francis expects parents/guardians to be courteous and polite and to treat others with dignity and respect.
- Parents are expected to follow and model all school safety rules.
- St. Francis values input, suggestions, and constructive comments from parents/guardians; however, the direction of St. Francis rests with the Board of Trustees and the Head of School.
- Encouraging or allowing serious student misbehavior off campus is considered to be a violation of the parent/school agreement.
- Parents are expected to monitor their student's home usage of the Internet, cell phones, and electronic devices for the purpose of keeping student harassment away from our community and our students.
- Parents may not publicly embarrass or defame a student, family, or school employee, either verbally or in writing.
- Any other parental action that, in the estimation of the school, seriously interferes with its ability to accomplish its educational purposes may also result in separation.

PROPER LINES OF COMMUNICATION

St. Francis expects parents/guardians to practice positive problem-solving strategies involving school concerns. The proper lines of communication are as follows:

<p>Academics</p>	<ol style="list-style-type: none"> 1. Teacher/Advisor 2. Department Coordinator 3. Head of Upper School
<p>Athletics</p>	<ol style="list-style-type: none"> 1. Team Coach 2. Lead Coach of Sport 3. Director of Athletics 4. Head of Upper School
<p>Behavioral Concerns (Social and/or Disciplinary)</p>	<ol style="list-style-type: none"> 1. Teacher/Advisor 2. Director of School Counseling 3. Head of Upper School
<p>St. Francis School of Music</p>	<ol style="list-style-type: none"> 1. Teacher/Instructor 2. Director of Explore and Extend or Department Coordinator of Enrichment Class 3. Head of Upper School
<p>Parent Volunteers: Except Parent Ambassadors and New Family Ambassadors</p>	<ol style="list-style-type: none"> 1. Chair of the Organization (PA, Booster Clubs, etc.) 2. Director of Alumni & Parent Relations 3. Head of School
<p>Parent Volunteers: Parent Ambassadors and New Family Ambassadors</p>	<ol style="list-style-type: none"> 1. Chair of the PA and/or New Family Ambassadors 2. Head of Admissions and Enrollment Management 3. Head of School

PARENT ABSENCE

If parents/guardians are going to be away from home so that another adult will be left in charge of their student, they must ensure that at least two non-parental emergency contacts are on file with the school. Before leaving, they should notify the division office and provide the name of the adult left in charge as well as phone numbers where both they and the adult in charge can be reached. If the parent/guardian will be unavailable, the parent/guardian must leave information with the school allowing the adult in charge to act in the parent's/guardian's place with regard to emergencies and educational decisions.

CUSTODY ISSUES

When parents/guardians are separated or divorced, the school requires that parents/guardians file with the division office the most recent court orders specifying access to the student, student records, and school officials, as well as possession and visitation. The school's copy must contain the judge's signature and the date signed. A parent/guardian must give the division office a copy of any special legal considerations that affect the student. St. Francis will follow the information on the Authorization Form for Student Release unless other information is provided.

The school has no ability to monitor custody issues of separated or divorced parents/guardians and asks that both parents/guardians work together in the best interests of their students without involving the school in the role of intermediary.

School communications will be sent to both parents unless the court order says otherwise.

PARENTAL RESPONSIBILITY FOR DAMAGE TO PROPERTY OR EQUIPMENT

The parents/guardians of St. Francis students are responsible for the repair and/or replacement costs of any and all property or equipment damaged or destroyed by their student including, but not limited to, buildings, furniture, athletics equipment, computer equipment, software, audio-visual equipment, textbooks, or any other school property. For replacement charges, see the division office or the Business Office.

Student records such as report cards will be held until the responsibility is fulfilled. In some cases, parents may be asked to keep their child home until their financial responsibility is fulfilled.

SECTION V: UPPER SCHOOL LIFE

UPPER SCHOOL ADMINISTRATION

The Upper School administrative team consists of the Head of Upper School, the Director of College Counseling, and the Upper School Office Manager. The head makes the final decisions for the division. The Director of College Counseling manages the school's relationships with colleges and universities and the students' college search process. The Upper School Office Manager serves the entire division. If you have a question, always contact the office manager first. He or she will be able to answer your question or get you in touch with the proper person.

At St. Francis, we strive to have both genders represented in each division's administrative staff because we believe we serve our students best when they have a person of their gender to relate to.

SCHOOL LIFE

CAMPUS HOURS

Monday through Friday, from August through May, hours for the South Campus are 7:15 a.m.–6:15 p.m. Work hours for Upper School staff and faculty are 7:30 a.m.–4:30 p.m.

The School cannot guarantee adequate supervision of students whose parents fail to follow the procedures and guidelines described below. For that reason, it is imperative that parents/guardians comply with these procedures.

Grade/Class	Meets	School Starts	Dismissal
All Upper School Grades	Daily	8:30 a.m.	4:00 p.m.

GENERAL RULES

We ask for your support in making carpool a safe time on our campus. Carpool maps, car identification cards, and procedures are sent out before the start of school. Parents must follow these procedures and ensure that any individual who picks up their student on our campus knows and follows these procedures.

ATTENDANCE POLICY

STUDENT HEALTH RECORDS

The Texas Department of State Health Services mandates that schools must maintain a health record for each student. St. Francis uses the Magnus Health system for this purpose and must have an up-to-date health record on file for each student before he or she will be allowed to attend classes. **Students whose health record is not current on the first day of school will not be allowed to attend school.** Per the terms of the Enrollment Contract, the student's family remains financially obligated to the school regardless.

To participate in athletics, all student-athletes must have a new physical exam conducted by a licensed medical provider on file with the school via Magnus Health. Upper School students, without exception, must have a yearly physical, in addition to state-mandated immunizations, spinal screenings, and hearing/vision screenings. Physicals for prospective Upper School students must occur after March 1 of the current year **and are required before the student will be allowed to enroll. Physicals for current Upper School students are arranged by the school in the spring and are included in the cost of tuition.**

ABSENCES AND TARDIES

- Being present at school is paramount to a student's success. Learning happens every minute in the classroom, and many gaps can be created by being absent from school. Make every effort to schedule appointments after school or during non-academic times. If a child is ill, please do not send them to school.
- After 10 absences, tardies, or early checkouts have accumulated on the student's record, the student's parent/guardian will meet with the division administration. After 15 absences, tardies, or early checkouts have accumulated, then the student will be placed on Attendance Monitor Status.
- Arrival after 11:30 a.m. is considered absent, and arrival after 8:30 a.m. is considered tardy. Checking a student out before the dismissal time is considered Early Checkout.

- If a student is absent from school for three or more days, then the division administration will need a doctor's note before the student's return, and the absences will be considered excused.
- Upper School students who are absent from school for **any** reason for at least 20 percent of any given course in a trimester will receive an Incomplete (I) for the trimester. (Twenty percent of a course is generally 5–6 class periods per trimester, and 20 percent of a trimester is generally 10 days. However, trimesters vary in length, so please contact the division office for exact numbers regarding the trimester in question.) This Incomplete will be reported on the student's report card or end-of-grading-period assessment. The Transition Committee will inform the student and his or her parent/guardian of its expectations for the student before the Incomplete may be changed. If the Transition Committee requires makeup work, it must be completed and submitted within 10 business days after the trimester ends. Completed work must be placed in the Transition Committee box that is located in each division's office. Once the work has been completed and submitted to the Transition Committee within 10 business days after the trimester ends, the Transition Committee will work with the division. The parent/guardian will be informed as to whether the work is satisfactory. If so, the Incomplete will be changed in the student's record. If the work is not completed within the allotted time, the Transition Committee will respond. Possible responses may include the following:
 - A requirement to complete summer coursework;
 - A requirement to repeat the coursework at another school; and/or
 - Separation from St. Francis.
- Missing more than two classes or three hours in a day is considered an absence for the day.
- To participate in any after-school activities—including athletics competitions and fine arts performances—students must be at school by 11:30 a.m. and remain in school until the official end of the day. Likewise, a student must not miss more than two classes or three hours in a day to be eligible to attend a dance that same evening.

Excused Absences

Absences may be excused for illness, injury, or medical appointments that cannot be scheduled outside of school hours; for a death in the family; or for religious holidays. Failure to notify the division office of an absence may result in the classification of the absence as unexcused. *Excused absences are counted in the absence total.* Students should refer to the class or teacher web pages to obtain missing assignments.

If the absence is due to a contagious condition or disease, the student must be officially released from the attending medical provider by providing the school with a release note signed by the attending medical provider.

If the absence from class is due to a doctor's or dentist's appointment, the student must present a note signed by the attending doctor to the division office upon his or her return to school.

Makeup Work: Work may only be made up for an excused absence. There will be a 1:1 ratio for makeup work. If a student is absent one day, he or she has one day to complete the missed work; two days absent means the student has two days to make up assignments; etc. This work is not considered late. Chronic absences on major assessment days could result in an alteration of the makeup work policy.

Explained Absences

Students will occasionally miss school for family business. Each student is allowed up to three days of explained absences for family business per school year. Absences of more than three days will require a doctor's note or discussion with the division head. *Explained absences are counted in the absence total.*

At least **seven days** in advance of the absence, ***the parent/guardian must seek approval for the absence by submitting an Explained Absence Request Form to the appropriate division head.***

The following are the responsibilities of the student and parent/guardian if the parent/guardian requests an explained absence:

- The student is responsible for getting the Explained Absence Request Form from the division office or Student Portal and for taking the form to ALL of his or her teachers (including PE/athletics, specials, or elective teachers) to collect assignments **prior** to the planned absence. Teachers will write the assignments to be completed by the student on the form. The student should also consult the teacher's Google Classroom page or another student to see if the assignments have been altered during his or her absence.
- After the student has obtained all the assignments from his or her teachers and each has signed off on the form, the student will return the form to the division office. The request for the planned absence will either be approved or denied by the division head, a copy of the form will be sent electronically to the parent/guardian, and a printed copy of the form will be given to the student.
- The student is responsible for gathering textbooks, notebooks, and other materials considered essential to keeping up with missed work.
- The student will be expected to have completed missed work and to be up-to-date on material covered during the absence.
- The student is responsible for scheduling makeup for minor and major assessments.
- Teachers are under no obligation to help a student make up missed work and do so only at their discretion.
- The school calendar provides a generous vacation schedule. Therefore, we strongly discourage family trips that result in students missing school. Such absences undermine the ethos of commitment and disadvantage the student whose work is interrupted. Even if the family has arranged for an "explained" absence for the family trip, teachers are under no obligation to help a student make up missed work and do so only at their discretion.

Unexcused Absences

Unexcused absences result from truancy; class cuts; unauthorized early departures for or late returns from vacations; in-school and off-campus suspensions; absences during major assessments, semester major assessments, or standardized testing exams; participation in athletics competitions not sponsored by the school; and missing school to work professionally. The penalty for any missed class is inherent in the absence from class in that the student has missed a learning opportunity. Students with an unexcused absence are not entitled to request faculty assistance in reviewing or teaching missed material.

Makeup Work: The highest grade a student can receive on an assignment missed during an **unexcused** absence is 75 percent of the score. (Actual grade x .75 = grade received. Example: actual grade of 92 x .75 = 69 grade recorded).

Tardies

Students are to be at school and in class on time. Arrival after 8:30 a.m. is considered tardy. Upper School students tardy to school will check in at the division office to receive admission slips to classes. Excessive tardies may result in disciplinary action up to and including separation from the school.

All students late to school due to medical appointments must bring a note signed by the doctor in order for the tardy to be excused.

Reporting Attendance

Parents are to call the division office and their student's teacher/advisor/coach to report the following: excused absences, explained absences, unexcused absences, late arrivals, and the time of day a parent/guardian plans to pick the student up for early dismissal. Parents are asked to call the night before when possible and leave a voice mail message if the school is closed.

SIGNING STUDENTS OUT

Students will be released to parents/guardians and authorized adults who are listed on the Authorization Form for Student Release. If an authorized adult is not listed on the Authorization Form for Student Release, the **parent/guardian must call** the division office and send a note verifying the dismissal before the student will be released.

COMMUNICATING WITH THE DIVISION OFFICE*Reporting Significant Family Events*

Parents are encouraged to contact the Upper School Office Manager about family events such as a death or illness in the family, the death of a pet, separation or divorce, an argument before school, or significant changes at home. When faculty members are aware of circumstances that may be affecting a student at school, they are better able to understand certain behaviors at school and can assist the student with moving forward.

Messages

Emergency messages will be relayed to students through the division office or through their advisor. We will be happy to relay messages concerning appointment changes and unexpected transportation problems when necessary, but please make after-school activity plans and carpool arrangements before your student leaves home in the morning. No student will be allowed to leave class to receive a phone call. The School asks that parents/guardians try to limit messages to only those details of an urgent nature.

Delivery of Items to School

When items of clothing are delivered to the Upper School Office, the student will be notified to pick up the items. Items will not be delivered to students while they are in class, and parents/guardians should not deliver items directly to the classrooms. All items should be delivered to the division office. Students who forget work at home should discuss the issue with their teacher, and the teacher will determine an appropriate course of action. Parents are asked NOT to deliver forgotten academic work to school as this experience helps students develop a sense of responsibility and sound organizational skills.

DINING**DINING PROCEDURES**

St. Francis seeks to teach students to eat properly, in a healthful way, while displaying good table manners. Our lunch service is designed to provide a healthy meal each day, complete with options for our students. It is not a restaurant with made-to-order food choices.

Parents/guardians are asked to support the school's efforts to produce healthy meals, encourage their student to make healthy choices, and accept that students need the freedom to make choices, subject to the other policies in this Handbook.

The lunch service operates under the following guidelines:

- Students are permitted to bring lunch from home.
- Lunch deliveries or outside food are prohibited.
- All eating and drinking will be confined to designated areas, unless otherwise noted as part of a scheduled event.
- No adult or student has permission to “cut” in line.
- Students are expected to be respectful and cooperative.
- Students must clean their places at the tables and discard trash.
- Students must keep noise to a moderate level, observe proper table manners, and conduct themselves appropriately.
- Students may not go into the kitchen area without permission.
- Students should expect consequences if they do not display good behavior.

FOOD ALLERGIES/DIETARY RESTRICTIONS

Francis respects a family’s wishes for its student to avoid certain foods for medical, religious, or other reasons. Talk to your student’s division head and the school nurse. If the student has a food allergy, parents/guardians must provide the school with instructions from the student’s medical provider. The school cannot guarantee that all requests to provide specific diets will be accommodated, and school-provided dietary accommodations will be at the school’s discretion. Parents/guardians may also send appropriate, balanced, safe meals and snacks with their students, if necessary.

LUNCH

Upper School lunch is served from approximately 12:10–12:50 p.m. The school provides lunch at the Crum Gym each day for students in the Upper School division.

CHAPEL, OUTREACH, AND SERVICE

UPPER SCHOOL CHAPEL

In Upper School chapel, students are invited to celebrate the goodness of life and to discover more about themselves, the world, and God through the worship of Jesus Christ. Chapel is the heart and soul of our school community. Students have many opportunities to participate in, and to contribute to, our community worship. They are challenged to stretch and grow in their understanding, and to respond to God and His world with love and compassion.

In Upper School, students gather for chapel twice a week, on Tuesdays and Wednesdays. They begin to take more responsibility for conducting chapel. Students lead prayers and are given opportunity from time to time to share something with their classmates. Character formation is encouraged, and community service is highlighted. Chapel is held in the Andrews House, and Eucharist is held on the Main Campus once per month. Parents of Upper School students are invited to attend.

ALL SCHOOL COMMUNITY OUTREACH

The main goals of the community outreach program are as follows:

- to develop in each student a desire to serve the community and an ability to take pride in that service;
- to encourage a personal pattern of service by developing an ability to organize time and talents;
- to cultivate an awareness of human needs and differences that extend beyond the student’s normal classroom or home experiences;
- to develop a moral sense of “giving back”;
- to experience “hands on” outreach to human and environmental needs in the world;
- to develop a hopeful sense of the future; and
- to believe that change for the better is possible through individual and group efforts.

SERVICE PROJECTS

As part of St. Francis's continuing effort to create leaders who are people for others and who know the importance of supporting and influencing the surrounding community, students are given opportunities to participate in age-appropriate service activities throughout the school year. Efforts are made to connect service learning to both academic and social-emotional education objectives.

TRADITIONS, CELEBRATIONS, AND AWARDS

Upper School traditions, celebrations, and (potentially) awards will be established based on student interests and initiatives.

SECTION VI: UPPER SCHOOL LEADERSHIP AND ACADEMIC PROGRAM

STATEMENT OF PHILOSOPHY

St. Francis believes that effective leadership requires interpersonal skills and competencies that must be learned through experience, practice, and the assessment of successes and failures. Young people can only learn the skills of leadership if they are allowed to exercise leadership in meaningful ways. Faculty members help students develop mutual respect, objectivity, empathy, and understanding in order to create a safe place to test their ideas, and students are expected to follow their direction.

St. Francis reserves the right to remove a student from a leadership position or to deny a leadership position due to academic, conduct, or attendance considerations, or any other reasons considered sufficient by the faculty.

ADVISORY SYSTEM

In Upper School, each student has a faculty advisor. The advisor's oversight of the student is more than merely academic. It includes extracurricular and non-school activities, personal growth, development of worthy goals, team building, and the development of leadership skills. Advisors are particularly attentive to an advisee's well-being as a member of the school community.

RELIGION CLASSES

In the Anglican tradition (referring to the worldwide fellowship of churches having their roots in and communion with the Church of England), the Episcopal Church is grounded in what is called the three-legged stool of Scripture, the openness of free rational inquiry, and tradition. At every grade level, students are engaged in a systematic study of the entire Bible as a piece of literature and are challenged to seek and know God through worship, love, and service. Upper School students are enrolled in religion class one trimester per year.

VISUAL AND PERFORMING ARTS

The Fine Arts Department has a range of offerings within the ninth-grade course and through extracurricular performances. Tenth-grade students can select Fine Arts offerings as an elective and through extracurricular performances. Students who participate must maintain a certain level of commitment.

- Visual and performing arts presentations often require additional time outside of the school day.
- Fulfilling a commitment to a given production requires responsibility, faithful attendance, and absolute completion of duties.

All performing arts performances are cast by an audition process and are open to students participating in the fine arts program represented by the production.

UPPER SCHOOL COURSE OF STUDY

NINTH GRADE

- Engineering I
- Freshman Seminar
- Humanities I
- Integrated Computer Science I
- Integrated Math I or II
- Integrated Science I—Biology
- Performing and Visual Arts I
- Physical Education
- Religion
- Spanish I, II, or III

- Writing Seminar

TENTH GRADE

- Engineering I or II
- English II
- Humanities II—History
- Integrated Computer Science I or II
- Integrated Math I or II
- Integrated Science II—Chemistry
- Performing and Visual Arts (elective)
- Physical Education
- Religion
- Spanish II, III, or IV

EXPLANATION OF LETTER GRADES

Students are graded on the following traditional grading scale, which represents the average achieved throughout the marking period:

A+ = 97–100	B+ = 87–89	C+ = 77–79	D+ = 67–69	F = 40–59
A = 93–96	B = 83–86	C = 73–76	D = 63–66	I = Incomplete
A- = 90–92	B- = 80–82	C- = 70–72	D- = 60–62	ME = Medical Excuse

A 90–100

- Consistently completes and turns in both accurate and excellent class work and homework
- Communicates complex concepts and knowledge in unique and creative ways
- Applies outstanding study skills

B 80–89

- Performs on and above grade-level standards
- Completes and turns in classwork and homework with few errors
- Shows motivation to extend learning
- Communicates strong command of concepts and knowledge
- Applies good study skills

C 70–79

- Meets all grade-level standards
- Completes all work, but makes some errors
- Corrects work with some instruction
- Works independently in a timely and orderly fashion
- Applies appropriate study skills

D 60–69

- Works with difficulty to achieve grade-level standards

- Attempts to complete work
- Exhibits errors indicating inadequate mastery of concepts and skills
- Shows limited command of study skills
- Works with limited independence and needs reminders to focus attention

59 OR BELOW

- Works below grade-level standards
- Completes portion of work
- Demonstrates a lack of mastery of concepts and skills
- Shows gaps and inconsistencies in work
- Works with limited independence and needs reminders to focus attention

INCOMPLETE

All “I’s” must be cleared within two weeks following the close of each reporting period regardless of the reason for the Incomplete.

PROJECTS/ASSESSMENTS AND GRADING GUIDELINES

Projects/assessments are designed to allow students to demonstrate their learning, critical thinking, and application of skills and concepts. No project or assessment will be weighted more than 20 percent of the student’s overall grade in the course.

Teachers are expected to return projects/assessments to their students in a timely manner (which should never exceed two weeks). No new projects/assessments will be given until students have received feedback on previous projects/assessments (thereby enabling students to incorporate that feedback on subsequent projects/assessments).

Students are encouraged to practice self-advocacy if/when they have a question or concern about a grade/feedback they receive from a teacher. Tutorial periods provide an opportunity for students to schedule one-on-one conversations with teachers when needed.

Projects/assessments are not given early to accommodate family vacations, travel, or camp plans.

- Faculty will notify parents/guardians after two missing assignments during any grading period.
- All “I’s” must be cleared between two to four weeks following the close of each reporting period.
- No report-card grade may be changed without a Grade Change Form having been completed by the teacher and approved by the division head. Report-card grades may only be changed to correct an error in computation.
- No report-card grade may be changed after the mid-marking period.

HOMEWORK POLICY

Written homework in Upper School may be given for the purposes of review and/or practice, to extend information taught during the school day, or to familiarize students with concepts that will be discussed in more detail following the assignment. Reading assignments in novels or textbooks may also be given as homework.

All teachers are expected to keep an up-to-date Google Classroom page where homework assignments are posted. No changes will be made to previously posted assignments without an in-class discussion of the change. Teachers must post the next week’s assignments to their Google Classroom page by Friday at 4:30 p.m.

No homework will be assigned during the Thanksgiving, Christmas, spring break, and Easter holidays, or at other times designated by each division office. However, during these periods, students may be expected to complete assigned reading.

LATE WORK

Turning work in on time is important. Ten (10) points per school day will be taken off the final grade for work turned in late (unexcused).

EXTRA CREDIT

St. Francis faculty does not offer extra credit resulting in a grade above 100 percent. Report-card grades are the average of all work over a certain period of time and may not be manipulated on an individual basis. A teacher may decide to give a bonus to the entire class on a particular assignment or on a minor or major assessment. However, the highest grade a student may make is 100 percent.

REASSESSMENT

Reassessment is at the discretion of the teacher, in consultation with the Head of Upper School. Should a teacher decide to issue a reassessment, the option must be open to *all* the students in the class.

Students are given the option for rewrites on major essays in Humanities and Writing Seminar classes. The two grades are averaged together to replace the first grade.

OUTSIDE TUTORS

St. Francis recognizes that some families choose to employ outside tutors. It is our hope that students are also meeting with their teacher(s) for tutorials during the school day. Tutoring is considered an outside business and is not allowed on campus at any time. Therefore, tutoring must be conducted off campus outside of school hours, and parents/guardians should make private arrangements for payment.

COMMUNICATION WITH THE SCHOOL

Outside tutors must communicate with the school *through the Head of Upper School and not through individual teachers*. The Upper School Office will determine what information and materials are appropriate to provide the outside tutor. Under no circumstances may outside tutors receive copies of writing prompts, minor or major assessments, or answer keys prior to testing. **NOTE: Parents should not engage former school employees as tutors for a minimum of one school year after their departure. They could unintentionally cause your student an honor violation.**

OUTSIDE TESTING AND REFERRALS

There are multiple scenarios where outside testing and referrals could enhance a student's educational experience at St. Francis. If a student displays an educational pattern, classroom performance, or behaviors that indicate the need for outside testing and/or a referral, the division office will advise parents/guardians of that need. Parents must use a state-licensed evaluator preapproved by St. Francis. Parents/guardians will be given a reasonable amount of time to have the testing performed. Outside testing may also be mandated by the school's Transition Committee. **Refusal to comply with the school's requirements may result in separation from the school.**

STUDENTS WITH LEARNING DIFFERENCES

St. Francis's mission includes providing students with the developmentally appropriate prerequisite curriculum and skills necessary for success in college. Admissions are selective, and students who enroll are expected to meet the academic demands of the program. Occasionally, through professional evaluation, St. Francis becomes aware of a student it believes would qualify to receive certain accommodations for Special Education, or Section 504 if that student attended public school. St. Francis has the right to require testing, evaluation, and/or assessment of the student's needs by qualified professionals, such as an educational psychologist, whose qualifications are deemed appropriate by the administration. If needed or desired, parents may obtain a list of approved psychology professionals for such evaluations. St. Francis recognizes that in its provision of services to students, it is not subject to the Individuals with Disabilities Education Act (IDEA), the Americans with Disabilities Act (ADA), or Section 504 of the Rehabilitation Act. While being sensitive to the individual needs of specific students, St. Francis Episcopal School faculty are not trained special education teachers, and the school reserves the right to limit the implementation of the assessment professional's specified recommendations to the following accommodations (subject to the discretion of the school as to whether the student can be adequately served at St. Francis):

- Up to 50% extended time on tests and in-class written work.
- Preferential seating, defined for each student.
- Provide an alternative setting for test taking, as needed.
- **When available**, provide access to teacher notes or a written outline of the class notes, either hard copy or online.
- Allow the use of color overlays (parent provided) and/or copy worksheets in light pastel colors.
- Allow access to a keyboard as available. If student is expected to write by hand, the student may print or use cursive.
- Use of parent-provided C-Pen (with ear buds) on all assignments unless it interferes with the teaching/testing objective, with specific guidelines.
- Avoid bubble answer sheets; alternatively, allow the student to mark the original text in order to isolate answers, unless the protocols for standardized tests do not allow this accommodation.
- Allow use of spelling/grammar devices.
- Enlarge print if the document is teacher-created and font size can easily be changed and doing so does not interfere with formatting.

PROMOTION AND GRADUATION

STUDENT SUITABILITY FOR PROMOTION

St. Francis's primary concern when considering whether to promote a student to the next grade is whether we can offer the educational setting that student needs to excel. Students demonstrating difficulty with academic courses, attendance, and/or behavior may need a different or more specialized educational setting than St. Francis can provide. The division administrators, Transition Committee, and grade-level faculty will review a student's suitability for the next grade or division and make a decision about whether St. Francis is able to meet the needs of the student.

Transition Committee: St. Francis established the Transition Committee during the 2008–09 school year. The committee comprises school administrators who periodically meet to review attendance, academic, and conduct records from each division to ensure all students are adhering to rules set forth in the *School Handbook*. When conditions warrant it, the committee places students on monitor status, then monitors their improvement. The Transition Committee, along with division administrators and grade-level faculty, review students' suitability for the next grade or division and make decisions about whether St. Francis is able to meet their needs.

Generally, students who leave St. Francis for a school within Houston are not re-admitted. If a student who was previously enrolled at St. Francis seeks re-enrollment, the Transition Committee performs the initial application review. During this initial review, the Transition Committee may require further information (e.g. up-to-date educational testing, grades, teacher recommendations, etc.) from the applicant family in order to approve the student for inclusion in the overall applicant pool. If approved, the application and any supporting documentation will be forwarded to the Admissions Committee for further evaluation.

PROMOTION REQUIREMENTS

Students are promoted to the next grade level when they have demonstrated mastery of all minimum grade-level academic expectations and have maintained satisfactory conduct and attendance. Failure in one subject area may require attendance in an approved summer program to demonstrate content mastery. Once a student completes the approved summer school course, the grade will be placed on the student's transcript as a pass or fail for the class remediated. The overall grade earned during the school year will also remain on the report card/transcript.

Repeated failures in a particular academic area indicate that, in order to reach his or her full academic potential, a student may need a different or more specialized educational setting than St. Francis can provide. Therefore, this lack of demonstrated mastery may result in non-promotion and dismissal.

Likewise, failure to meet expectations in conduct or attendance requirements or in a combination of academic areas indicates a similar need for a different or more specialized educational setting, and therefore will cause a student to be denied promotion and/or to be dismissed from St. Francis.

Promotion decisions are at the sole discretion of the Head of School.

UPPER SCHOOL GRADUATION REQUIREMENTS

A student graduates when he or she has demonstrated the minimum academic mastery of all Upper School coursework and maintained satisfactory conduct and attendance. Upper School graduation requirements are as follows:

	CREDITS	NOTES
ENGLISH	4	Includes Humanities I and Grade 9 Writing Seminar
SOCIAL SCIENCES	3	Includes Humanities I
MATH	3	Through Integrated Math III
SCIENCE	3	Includes Biology, Chemistry, and Physics
WORLD LANGUAGES	2	Through Level II of the same language
ARTS	2	Required freshman strand and two subsequent trimester electives
COMPUTER SCIENCE	.66	Two trimester courses, one in grade 9 and another in grade 10
ENGINEERING	.66	One trimester course

RELIGION	4	Mandatory grade-level courses
WELLNESS/PE	1	Three trimesters of PE electives or participation in three sports (includes team management, cheer) or one full year of dance outside required freshman course
MISC.	.33 .66 - .33	Freshman Seminar Junior Seminar (College Counseling and Standardized Test Prep) Immersion and Explorations (Credit is earned each year.) Junior Internship

If a student fails to meet these expectations, and participation in a summer academic course would result in the demonstration of academic mastery, the student may participate in the graduation ceremony and receive a diploma upon completing the approved summer course. Once a student completes the approved summer school course, the grade will be placed on the student's transcript.

Failure to meet expectations in more than one class or in a combination of academic, conduct, or attendance requirements may cause a student to be denied graduation. Graduation decisions are made at the sole discretion of the Head of School.

MONITOR STATUS

Monitor status of any kind is a serious and formal statement made by the school. It should be viewed as a **serious warning**. St. Francis leadership believes that the school is ethically bound to provide the best educational environment for all students. The best environment for some students may be another school setting. Decisions about monitor status are made at the discretion of St. Francis.

Students may be placed on Academic, Behavior, or Attendance Monitor Status at any time.

- Students on Behavior or Attendance Monitor Status may be restricted from participating in school elections, class trips/field trips, and any after-school programs, including those provided through Explore and Extend and/or enrichment class offerings.
- Students on Academic or Behavior Monitor Status may be limited to taking School of Music lessons after school (instead of during school hours), at the discretion of their division head.

These decisions will be made on a case-by-case basis. In addition, a student may not run for leadership roles or council office, or serve on councils while on monitor status. Simultaneous monitor status areas or repeated monitor status is inconsistent with the school's mission and may result in separation from the school.

ACADEMIC MONITOR STATUS

Teachers and administrators regularly evaluate the performance of students, both informally in grade-level discussions about students and formally through monitoring forms and report cards. A student who has persistent difficulties with the academic program may be placed on Academic Monitor Status at any time during the school year. Students making a "D+" or below are not considered to be making appropriate academic progress and will be evaluated for placement on Academic Monitor Status by the Transition Committee. In this case, the student will be presented with certain performance goals and a timeline for making the necessary improvements in work habits and grades.

Students making a yearly average of "D+" or below in a subject may be asked to withdraw from school. In most cases, students who have persistent difficulties with the academic program will not receive an Enrollment Contract from the school for the following year. Students and parents/guardians must keep in mind that continual academic struggles point to a mismatch in the student's abilities and the St. Francis program, and St. Francis faculty are trained to accommodate minimal differences. If allowed to stay, students will be placed on Academic Monitor Status for the following year and may be required to attend a summer program to demonstrate mastery before being promoted to the next grade. At its sole discretion, the faculty may determine whether the student effectively demonstrates mastery.

BEHAVIOR MONITOR STATUS

In general, students who exhibit behavior concerns or poor conduct marks disturb the learning of others and may be asked to withdraw from school. If allowed to stay, they will be placed on Behavior Monitor Status by the division. The division head will inform the parent(s), and a formal behavioral plan will be put into action. Students on Behavior Monitor Status may not be allowed to participate in off-campus trips, attend school dances, or attend other extracurricular events as determined by the division head.

ATTENDANCE MONITOR STATUS

Students with chronic attendance problems, regardless of the reason, may be asked to withdraw from school. If allowed to stay, they will be placed on Attendance Monitor Status. Students on Attendance Monitor Status may not be allowed to participate in off-campus trips, attend school dances, or attend other extracurricular events as determined by the division head.

ENDING THE YEAR ON MONITOR STATUS

Students ending the year on monitor status start the new school year under the same status. Following the trimester, a review will be conducted and a determination will be made as to whether the student will stay on monitor status for another trimester, will be removed from monitor status, or will separate from the school. If the condition warrants monitor status for a second trimester, the student may separate from the school at the end of the second trimester or before at the discretion of the faculty and the Head of School.

SCHOOL UNIFORM

When students accept the invitation to come to St. Francis, they agree to wear the proper uniform and to conform to the spirit of proper grooming. Every student is responsible for dressing properly each day at school and for maintaining a high standard of neatness and cleanliness. All faculty members are tasked with ensuring students follow the dress code every day at all times.

Any distraction caused by a student's dress or grooming works against the school's goal to provide an optimal learning environment and will be dealt with as a disciplinary matter that could result in detention or suspension from the school. If a student continues to violate the dress code or chronically fails to conform to the spirit of proper grooming, it will result in further disciplinary action and/or separation from the school.

All components of the dress uniform (except socks and tights) and all components of the regular uniform (except socks, tights, and shoes) must be purchased from Tommy Hilfiger School Uniforms (THSU). If a parent/guardian questions the appropriateness of purchased shoes or accessory items, he or she should show them to the division office before the student wears them to school.

St. Francis asks for parent/guardian, faculty, and student cooperation with following these general requirements:

- Students are to have a neat and orderly appearance, with shirts and blouses fully tucked in.
- Clothing should fit appropriately.
- Only school blazers, St. Francis fleece jackets (navy only), school sweaters, and St. Francis sweatshirts may be worn within the school building.
- Each item of clothing (including sweaters and jackets) should be clearly marked with the student's name.
- Leather shoes should be polished and in good repair.
- Students should wear only solid T-shirts or turtlenecks under the uniform shirts.
- Commercial logos and external labels are not permitted on any items of clothing (except athletic shoes).
- Dangerous, distracting, or oversized jewelry may not be worn; earrings may be no longer than one inch from the middle of the earlobe.
- Eagle Scouts may wear the formal Scout uniform on Scout meeting days, unless a Scout meeting coincides with dress uniform day. In that case, the school's dress uniform must be worn.
- Body art (unless sponsored by the school for school-approved functions or events) is not permitted.
- Ear piercing is generally acceptable on girls, but multiple ear piercings, earrings on boys, and other body piercings are not acceptable. Students should direct questions to their division head.
- Skirt lengths should be no shorter than two inches from the top of the knee, front and back.
- Hair should be neat and naturally colored (no blue, green, pink, etc.). It should be clean, combed, and well-groomed in a style that does not hamper learning or distract other students. Boys' hair should be above the collar and well above the eyes, and boys must be clean-shaven. Girls may not wear hair adornments that unduly detract from the uniform in the judgment of the faculty.
- On Fridays, students may wear St. Francis spirit wear with regular blue jeans or regular daily uniform bottoms, and athletic shoes.

DRESS UNIFORMS

Dress uniform day is Tuesday and special announced event days. Dress uniforms must be worn on all Eucharist days, as well. Students may wear the dress uniform on non-dress days, but if a part of the dress uniform is worn, the complete dress uniform must be worn.

- Appropriateness is defined at the discretion of the Head of Upper School.
- All items (except socks and shoes) must be purchased from Tommy Hilfiger School Uniforms.
- Dress uniforms may be worn any other day of the week as long as they are worn with the prescribed dress requirements—although short socks may be worn on these days. Dress shoes will be required for certain special events.

DRESS CODE FOR UPPER SCHOOL GIRLS

DRESS UNIFORM (REQUIRED, EUCHARIST CHAPEL DAYS & SPECIAL EVENTS)

- Navy blazer or gray cardigan
- Powder blue or white oxford shirt (short- or long-sleeved)
- Khaki or navy skort (ponte or A-line)
- White crew socks
- Comfortable dress shoes

REGULAR UNIFORM (REQUIRED ON MONDAYS, TUESDAYS, WEDNESDAYS, & THURSDAYS; EXCEPTION=EUCHARIST CHAPEL DAYS, WHEN DRESS UNIFORM IS REQUIRED)

Bottoms

- Khaki or navy A-line skort
- Khaki or navy ponte skort
- Khaki shorts
- Khaki pants

Tops

- White, navy or powder blue polo shirt (short- or long-sleeved)
- Powder blue or white oxford shirt (short- or long-sleeved)

Outerwear

- Pull-over hoodie
- Pull-over half-zip fleece jacket
- Co-ed fleece pants
- Wolf Wear sweatshirts

SPIRIT DRESS (FRIDAYS)

- St. Francis spirit wear and regular blue jeans or uniform bottoms
- Athletic shoes, loafers, or topsiders in any color

DRESS CODE FOR UPPER SCHOOL BOYS

DRESS UNIFORM (REQUIRED, EUCHARIST CHAPEL DAYS & SPECIAL EVENTS)

- Navy blazer
- White or powder blue oxford shirt with button-down collar (short- or long-sleeved)
- Khaki pants
- White crew socks
- Comfortable dress shoes

REGULAR UNIFORM (REQUIRED ON MONDAYS, TUESDAYS, WEDNESDAYS, & THURSDAYS; EXCEPTION=EUCHARIST CHAPEL DAYS, WHEN DRESS UNIFORM IS REQUIRED)

Bottoms

- Khaki pants
- Khaki shorts

Tops

- White, navy or powder blue polo shirt (short- or long-sleeved)

- Powder blue or white oxford shirt (short- or long-sleeved)

Other

- Pull-over hoodie
- Pull-over half-zip fleece jacket
- Coed fleece pants
- Wolf Wear sweatshirts

SPIRIT DRESS (FRIDAYS)

- St. Francis spirit wear and regular blue jeans or uniform bottoms
- Athletic shoes, loafers, or topsiders in any color

SECTION VII: UPPER SCHOOL ATHLETICS

St. Francis Episcopal School offers an athletics program designed to support student-athletes who want to play in a competitive athletics environment. The Upper School (grades 9 and 10) athletics program strives to provide student-athletes with a variety of developmentally appropriate opportunities for individual and team skill development.

ST. FRANCIS ATHLETICS CODE

Being a student-athlete at St. Francis Episcopal School is a privilege that carries with it many responsibilities. The school expects St. Francis student-athletes to:

- conduct themselves appropriately at all times;
- be respectful to teammates, coaches, and competition officials;
- strive for the highest moral and spiritual values;
- take pride in their classroom achievements;
- reflect a positive image—one of leadership, character, responsibility, and competitive spirit; and
- take pride in doing things the right way, striving to put forth their best effort each day.

During athletics, students are representing themselves, their team, their program, their school, and the St. Francis Episcopal community, and will be held accountable to all school rules. Coaches expect good sportsmanship from their teams, and will implement strategies to correct any unsportsmanlike behavior.

Students will show respect for:

- the rules of the game;
- their opponents;
- game officials; and
- teammates, coaches, spectators, and themselves.

SPECTATORS

Spectators, whether student or adult, attending St. Francis athletic contests must display behavior that is respectful of players, officials, coaches, and other spectators. Spectators will not distract from the proper conduct of the game or cause disadvantage to a player or a team. Failure to display acceptable behavior will result in removal from the event and may result in separation from the school.

STUDENT-ATHLETE EXPECTATIONS

All student-athletes are expected to comply with the following expectations:

- To participate, all student-athletes must have a current physical exam on file with Magnus Health. All Upper School students must have a yearly physical, in addition to state-mandated immunizations and hearing/vision screenings, without exception. Upper School physicals must occur after March 1 of the current year **and are required before a student will be allowed to practice.**
- Upper School student-athletes will practice in their specified athletics attire. The Athletics Department and/or coaches will issue practice clothes. Sport-specific items may be added for certain programs (e.g., spandex for girls volleyball, reversible jerseys for basketball, etc.).
- No cleats are to be worn inside the buildings; cleats may be changed just inside the gym door or inside of the athletes' entrance on rainy days.
- Each student-athlete will be issued a competition uniform by the school; students are to wear St. Francis uniforms only when representing the school in athletics competitions and on designated team recognition days.
- Uniforms and equipment from the previous season must be cleaned and returned to the Athletics Department in a timely manner.
- Students are financially responsible for lost/damaged equipment and uniforms.
- If a student-athlete arrives at practice or a contest without the proper equipment and attire, he or she may be allowed to participate at the coach's discretion.
- It is the student-athlete's responsibility to inform the coach if he or she will be absent or tardy.

COMMITMENT EXPECTATION IN ATHLETICS

St. Francis attempts to create an environment where students learn the value of being “people for others.” A personal commitment to being a responsible and active team participant plays an integral role in athletics at all levels. At St. Francis, an Upper School student-athlete is expected to make a commitment to the athletics program at the following level.

Upper School student-athletes should:

- arrive at practice and competitions on time or early;
- be mentally and physically ready to participate;
- strive for honor and good sportsmanship at all times;
- commit to the team by attending practices and competitions; and
- commit to doing things the right way, striving to put forth their best effort each day.

Student-athletes are responsible for communicating with the coach if they have a conflict or an issue with anything sport-related. The Director of Athletics will lend assistance as needed. Since participation on an athletics team is in lieu of an Upper School physical education class, removal from the team or reduced/eliminated game-playing time are some of the options that may be considered if absences or lack of communication become an issue.

TEAM PLACEMENT

Each ninth- and tenth-grade student who is interested in participating in athletics will be placed on a team.

Students may sign up for three sports each year—one each in the fall, winter, and spring. Students generally participate in only one sport per season, unless more than one is approved by the Director of Athletics. The anticipated sport offerings in Year 1 of the Upper School are coed cross-country, girls volleyball, boys and girls basketball, coed swimming, coed tennis, and coed track and field. Other sports may be considered based on student interest. In addition, other sports programs may be considered at the club or developmental level based on student interest.

PLAYING TIME

In competitive athletics, the Athletics Department acknowledges that balancing individual playing time and remaining competitive as a team is often challenging. The St. Francis Athletics Department believes that playing time in competition is earned in practice and is not an entitlement. Regardless of the subjective nature of the process and the potential for disagreement, the coach is the only one in a position to make decisions regarding playing time, and playing time allocation is within the coach’s sole discretion. Coaches will strive to give meaningful playing time to student-athletes who earn it during practice; however, playing time will not be equal or guaranteed in every single game/competition. Playing time will be based upon practice attendance, attitude, work ethic, ability, and the ability to help the team. Students who have questions about their playing time or role on the team should communicate directly with their head coach. There will be no guarantee of playing time at the varsity level.

STUDENT MANAGERS

Students may earn a trimester credit for physical education by serving as a team manager. Students who wish to receive a trimester credit for managing a sports team will need to make a significant contribution to the team/program. Students should expect to attend all competitions and a significant number of practices. Students may not be required to attend the entire practice period or every day of practice. This will vary some dependent on the sport. However, the student will need to fulfill each of the duties assigned by the head coach of the team. Some examples of managerial duties include video-recording games, breaking down video, keeping statistics, keeping a scorebook, keeping a chart, assisting with water, assisting with timing, etc. Specific managerial duties will vary sport by sport. Managerial expectations should be discussed with the head coach or Director of Athletics prior to a student committing to the position. Students who wish to manage without earning credit are welcome to do so, and would not have the practice-attendance component of the job. Game day obligations would be the primary commitment for a student serving in this capacity.

PRACTICES AND CONTESTS

Regular daily practice will begin following the last academic class of the day. The ending time for practice for each team will be determined by the Director of Athletics in consultation with the program head coach. Some team practices may need to be scheduled in the evening due to facility availability. In addition, some practices may occur prior to the start of school. In both cases, these practices will be communicated in advance by the coaching staff. In addition, some team practices may be held off campus due to specific facility or training needs. These alternate locations will also be communicated in advance by the coaching staff. Athletic practices, games, or competitions will not be held on Sundays.

For details on how information about practices and contests is disseminated, please see the “Athletics Communications and Schedules” section on the next page.

TRANSPORTATION AND SUPERVISION

The Athletics Department arranges bus transportation to the game and back to St. Francis for away games. The school's expectation is that students will ride to away games on the school-arranged transportation. No student may be left at an away contest waiting to be picked up by the parent. In this case, the student will ride back to campus on the bus accompanied by a coach. The coach will supervise him or her until the parent/guardian arrives. **Coaches may not transport student-athletes in their personal vehicles.**

If a contest or practice is held off campus, a parent/guardian may pick his or her student up at the off-campus location. If parents/guardians attend away games, they are free to transport their own children home. If a student is to go home with an adult other than a parent/guardian or a person listed on the Authorization Form for Student Release, the coach must have written, e-mailed, or verbal permission directly from the parent.

TOURNAMENTS

Teams may participate in one or more tournaments throughout the season. The coach will know when a bus has been chartered to take the team to a tournament. Parents will be notified if they are expected to transport their son or daughter to a tournament.

INCLEMENT WEATHER

When possible, cancellations of athletics contests for inclement weather are made by 2:00 p.m. on the day of the contest. If a contest is cancelled on a school day, students will practice or attend a team meeting or workout. If the weather (or other situation which necessitated the cancellation of the contest) is of such severity that the school is closing, parents/guardians should follow the Early School Closing Procedure described elsewhere in this Handbook.

ATHLETICS COMMUNICATIONS AND SCHEDULES

ST. FRANCIS WEBSITE

Athletics schedules, information, and contest results are posted on the school's website.

- Go to the school's home page at www.StFrancisHouston.org.
- Click on the Athletics tab. Click on the appropriate season and then click on the appropriate team. The game schedule will appear on this page.

COACH COMMUNICATIONS

Coaches should communicate with players and parents as needed. Each full-time and part-time coach has a St. Francis e-mail address. Coaches are instructed to return calls, e-mails, and other messages within 48 hours or two school days. Contact the Director of Athletics if you are having any difficulty communicating with your student's coach.

MEDICAL EMERGENCIES AND INJURIES

EMERGENCY PROTOCOL

If the student is injured during a practice or a game, the coach will have the student evaluated by the Athletics Trainer. In the event of serious injuries (finger dislocation, broken nose, sprains, possible small fractures, smaller wounds requiring stitches, etc.), the Athletics Trainer will be notified, and parents/guardians will be contacted when necessary to take additional steps for medical attention.

For severe injuries (cessation of breathing; stoppage of heart; unconsciousness or seizures; head, neck or spine injuries; severe bleeding; large fractures or dislocations; etc.), the coach will first call 911 and then implement emergency action protocols. The Athletics Trainer will be notified immediately as well as the Director of Athletics.

Coaches are trained in first aid, but neither the care of the coach nor the care of the Athletics Trainer is a substitute for the parent's judgment and the care of the student's own medical provider. Parents understand that they are responsible for having any injuries sustained by their student evaluated and that the school does not take responsibility for the medical treatment of their student. Further, parents/guardians understand that all athletic activities involve some risk of injury. By allowing their student to participate in athletics at St. Francis, parents/guardians warrant that their student is in good health and is capable of safely participating in the athletic activities.

TAPING

The Athletics Trainer will coordinate taping needs for student-athletes. For liability reasons, coaches are not to tape student-athletes on a routine basis. At times it may be necessary for a coach to tape a student-athlete for a short period of time.

ENVIRONMENTAL/EXERTIONAL CONDITIONS

The information in this section has been reviewed by the Sports Medicine Department of the Athletic Orthopedics and Knee Center.

GENERAL CONSIDERATIONS FOR RISK REDUCTION

- The Director of Athletics/Athletics Trainer will provide education to ensure that coaches and student-athletes are knowledgeable regarding heat illnesses. Education about risk factors will include:
 - hydration needs
 - acclimatization
 - work/rest ratio
 - signs and symptoms of heat illness
 - treatment
 - dietary supplements
 - nutritional issues
 - fitness status
- Based on environmental conditions, the Athletics Trainer or school nurse (assigned by Athletic Orthopedics and Knee Center) may decide to alter work/rest ratios, practice schedules, and the amount of equipment used, as well as to withdraw individuals from participation.

GENERAL GUIDELINES

- No student-athlete may participate unless an up-to-date student health record, including physical exam, is on file with the school nursing staff.
- Gradual acclimatization of the student-athlete to hot/humid conditions is a must. Coaches will advise student-athletes to gradually increase exposure to hot and/or humid environmental conditions over a period of 7–10 days to achieve acclimatization.
- Clothing and protective gear can increase heat stress and interfere with the evaporation of sweat and other avenues of heat loss. Therefore, during the acclimatization process, student-athletes should practice in light-weight T-shirts, shorts, socks, and shoes. When football practices begin, each student-athlete MUST practice for three days in shorts, T-shirt, and helmet before he will be allowed to wear full football equipment for practice. Rubberized suits may not be worn.
- Any time asthmatic athletes are having complications, they may remove themselves from a workout without penalties at any time and under any heat conditions.
- To identify heat-stress conditions, regular measurements of environmental conditions will be taken daily using one of three methods:
 - The SFES Weather Bug (installed in the summer of 2013)
 - SkyScan Thermal Heat Index Indicator
 - Weather-related application (e.g., CoachSmart, MxVision WeatherSentry, etc.)
- The Athletics Trainer, or a member of the Athletics Administration Department will get a heat index reading from an approved source (see above) prior to a scheduled outdoor event (practice or competition) and adhere to the guidelines appropriate for that heat index reading, as follows:
 - **Heat index of less than 100°**
 - All activities allowed
 - Water breaks at least every thirty minutes
 - **Heat index of 100–104°**
 - Upper School workouts limited to two hours with a ten-minute break every thirty minutes
 - Cross-country must stay on campus, limit runs to half normal length
 - Unrestricted access to water at all times
 - Conditioning for football should take place without helmets/shoulder pads

- Athletes are allowed to remove helmets if not actively participating
- **Heat index of 105–109°**
 - Upper School workouts limited to ninety minutes with a ten-minute break every forty-five minutes
 - Unrestricted access to water at all times
 - Upper School conditioning moved indoors (gymnasium or fitness center)
 - Extra conditioning/running cancelled
 - Decrease repetitions and practice for overweight individuals
 - Whether or not they are having complications, asthmatic student-athletes may remove themselves from workout without penalties or repercussions
- **Heat index of 110–115°**
 - Extreme caution advised for all activities
 - Absolutely no practices will be held outside during this time

LIGHTNING SAFETY

While the probability of being struck by lightning is extremely low, the odds are significantly greater when a storm is in the area and proper safety precautions are not followed. The Athletics Trainer, head coach, and/or administrator will monitor conditions using one of the following three methods and *evacuate the field once the lightning is six to eight miles away*:

- Weather-related application (e.g., WeatherBug, CoachSmart, MxVision WeatherSentry, etc.) may be used to determine distance of nearest lightning strike. Once lightning is within a 6-mile radius of the playing field, play/practice must be suspended for at least 30 minutes after the last lightning strike within the 6-mile radius.
- SkyScan Lightning Detector
- “Flash-to-Bang” Method, in which the distance of lightning is estimated by dividing by five the number of seconds between the lightning flash and the subsequent sound of thunder; the resulting number indicates how many miles away the lightning strikes are occurring
 - Identify safe locations from lightning hazard in advance of events, such as a building where people live or work or a fully enclosed space (or car).
 - Know how long it will take to get to the safe venues and plan accordingly.
 - Be aware of unsafe locations that are partially open to the elements, such as shelters, picnic tables, or bus stops.
 - Other unsafe venues such as towers or trees can also be targets for lightning.

HEAD INJURY/CONCUSSION INFORMATION AND PROTOCOL

A concussion is a brain injury. Concussions are caused by a bump, blow, or jolt to the head or body. Even what seems to be a mild bump or blow to the head can be serious.

Students must receive immediate medical attention in the following instances:

- Signs/symptoms observed by coach, athletics trainer, or parent/guardian
- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (*even briefly*)
- Shows mood, behavior, or personality changes
- Can't recall events *prior* to hit or fall
- Can't recall events *after* hit or fall
- Signs/symptoms reported by student-athlete
- Headache
- Nausea

- Balance problems or dizziness
- Double or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish
- Feeling “foggy”
- Change in sleep pattern
- Concentration or memory problems

Signs/symptoms of a closed head injury may not appear until hours or sometimes days after the initial trauma. Thus, adults need to be aware of possible signs and symptoms that indicate a significant head injury including, but not limited to, the following:

- Persistent or repeated vomiting
- Convulsions/seizure
- Difficulty seeing
- Any peculiar movements of the eyes or one pupil is larger than the other
- Restlessness, irritability, or drastic changes in emotional control
- Difficulty walking
- Difficulty speaking or slurred speech
- Progressive or sudden impairment of consciousness
- Bleeding or drainage of fluid from the nose or ears
- Any other abnormal behavior and/or sign or symptom

HEAD INJURY/CONCUSSION PROTOCOL

When a student-athlete has sustained a possible concussion as determined by an athletics trainer, nurse, physician, athletics administrator, or coach, the following steps will be followed, without exception:

- Removal from the contest/practice following any signs/symptoms of concussion
- No return to any activity on the same day
- Medical evaluation by a medical provider following injury
- Once the medical provider gives written approval for the student-athlete to return to his/her sport, the student-athlete must still pass the stepwise return to play (RTP) protocol before she/he will be considered for release to full activity, per **House Bill 2038, Natasha’s Law**. This RTP protocol must be administered by an athletics trainer or coach who has been given approval by the Director of Athletics.

Stepwise Return to Play Protocol

Athlete will only advance ONE phase per day. If during any phase there is an increase or return of signs and/or symptoms, stop the RTP protocol and give another day of rest. If symptoms persist, a follow-up with a medical provider is needed.

- *Phase 1*—Light aerobic activity (10–15 minutes); no resistance training
- *Phase 2*—Moderate aerobic activity (20–30 minutes); light resistance training
- *Phase 3*—Sport-specific drills, no contact drills; progressive return to normal resistance training
- *Phase 4*—Sport-specific drills, light contact drills; progressive return to normal resistance training
- *Phase 5*—Full-contact drills but NO games or competition play
- *Phase 6*—Full participation in games or competition play

SPECIAL EVENTS

PRE-SEASON/EARLY SEASON TEAM AND PARENT MEETING

Prior to the start of the official season, or very early in the season, each head coach will lead a team meeting for players and parents. Team expectations, team details, season details, communication protocols, and more will be addressed at the meeting.

END-OF-SEASON TEAM EVENT

Teams may hold an end-of-season team event to celebrate the season and honor/recognize the accomplishments of individual players and the team.

SECTION VIII: UPPER SCHOOL BEHAVIOR GUIDELINES

Our aim at St. Francis is to encourage and support students in reaching their full potential academically, physically, emotionally, and spiritually. As students learn and grow, it is natural for some of them to test their established boundaries—and vital that they experience the natural consequences of their actions.

This section outlines our expectations for student behavior and the resources we make available to help students achieve a healthy social-emotional life. It also lays out the process we follow to review and address questionable behavior that occurs either on or off campus. This includes behavior that violates school rules and/or basic standards of ethics and morality; that constitutes a criminal offense; or that places students, faculty, staff, or visitors in danger.

PHILOSOPHY

According to the school's mission statement, St. Francis, in the Anglican tradition, challenges and motivates students in an academically and spiritually stimulating environment to become imaginative, critical thinkers, and people for others. Developing these traits in children and achieving academic excellence within an engaging, differentiated, safe, and inspiring learning environment is our priority.

- Safety includes the ability to learn from mistakes and to take ownership of the learning process, as well as of individual responsibilities.
- Students should make choices that promote learning, acquisition of knowledge for themselves, and the ability for the teacher to teach.
- Teaching self-discipline assists in creating individuals who are respectful, resilient, self-sufficient, and internally motivated. Self-discipline and self-management are expected of each student and are keys to every student's success. St. Francis is committed to supporting the home in teaching children self-control, respect for others, and good manners.
- Students will observe the specific guidelines established at the beginning of the school year by both faculty and students. Students who do not comply consistently with the guidelines will be assisted by several courses of action, depending on the student and situation. All consequences will be respectful, relevant, and realistic.

STUDENT SUPPORT SERVICES

COUNSELING SERVICES

Student support services are available as a resource for students, parents/guardians, faculty, and staff. The school's counseling services are primarily short-term, temporary services aimed at facilitating more effective education and socialization of our students within the school community. These services are not intended as a substitute for either a prescribed program of psychological intervention or a comprehensive psychological, educational, or medical evaluation by an outside professional; accordingly, from time to time, school administration will refer a student for outside mental-health, counseling, or other psychological services. Parents may obtain a list of suggested professionals in order to seek further support services. Students and parents/guardians are encouraged to contact the Head of Student Support Services with any concerns that may affect a student's academic, social, or emotional well-being. From time to time, the school may require compliance with directives of the counselor as a condition of continued enrollment and attendance. Additionally, the school reserves the right to contact parents/guardians, a student's outside providers, and/or state or local agencies with concerns about a student's well-being. Depending upon the nature of the concerns, they will be shared with parents/guardians on a need-to-know basis.

SCHOOL CHAPLAIN

The school chaplains serve as pastors, counselors, teachers, and liturgists, and are spiritual resources for students, parents/guardians, faculty, and staff. The chaplain program provides our community with assistance in understanding the balance of the physical, social, spiritual, and mental aspects of health; school chaplains also provide services to the church parish. Students and parents/guardians are encouraged to contact the school chaplains with any concerns that may affect a student's spiritual well-being.

PLAN AND CONSEQUENCES

The goal of responding to misbehavior is to stop the misbehavior and restore positive behavior as quickly as possible. We use a variety of strategies to respond to misbehavior, including visual and verbal cues, increased teacher proximity, reminding and redirecting language, and logical consequences. The focus is on the behavior, not the child, and the consequence is directly related to the child's actions. The consequence is relevant, realistic, and respectful. Sometimes, there is no logical consequence for the action, but there is a consequence linked to the rules of the classroom/division. The consequence must also be something the child can reasonably do and one with which the teacher can follow through.

There are three forms of logical consequences, which are responsive methods that honor our SEAL (Social, Emotional, and Academic Learning) program:

- **Reparation:** We repair what is broken.
- **Loss of Privilege/Responsibility:** When articulated expectations for a given task are not met, a corresponding privilege/responsibility may be removed.
- **Positive Time Out:** A strategy used to help children learn self-control. Used consistently, calmly, and in a non-punitive way, this is highly effective in maintaining clear boundaries while preserving the dignity of the child. This allows children to make mistakes within the guardrails of adult controls. It contributes to an environment that is safe, orderly, and conducive to learning.

The primary purpose of St. Francis and its classrooms is education. Unacceptable or disruptive classroom behavior that interrupts the learning experience of other students will not be permitted. The classroom environment should be a positive atmosphere and should not be disruptive, threatening, or detrimental to a student's learning. Any student responsible for disrupting the classroom's positive atmosphere may face various disciplinary actions based on the severity or frequency of the disruptions. St. Francis shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation. Division administration will provide to the parents of the complainant and of the accused student a summary of any investigation.

UPPER SCHOOL HONOR CODE

As a citizen of St. Francis Episcopal School, I pledge to uphold the spirit of St. Francis of Assisi by respecting my school, myself, and my community; upholding my honor; engaging in service; and striving to be courageous and faithful in all that I do and say.

STUDENT BEHAVIOR EXPECTATIONS

St. Francis has a high standard for student behavior. A St. Francis student is expected to be courteous and kind, and to treat others with dignity and respect. The St. Francis Honor Code governs our standards for appropriate behavior. Failure to abide by school rules or the Honor Code may result in disciplinary action by the Honor Council. The following behaviors are expected of every student:

- Students will live by the St. Francis Honor Code and abide by all school rules.
- Students will be respectful of faculty, administrators, staff members, substitute faculty, visitors, and other students.
- Students will help keep the campus clean.
- Students will be punctual, arriving at class with appropriate books, materials, equipment, and completed assignments.
- Students will follow proper lines of communication, which can be found in the "Proper Lines of Communication" section of this *Upper School Handbook*.
- Students will not bring any electronics or possessions that are not required for the educational process, unless that item is expressly permitted by St. Francis. *Electronics* includes anything that requires a battery or electricity. Examples include handheld games, cameras, iPods, headphones/earbuds, and other electronics typically used for entertainment. Smartphones/cell phones may be brought, but must be turned off and stored in students' backpacks from the time they exit their car in the morning to the end of the school day (4:00 p.m.). Students are not allowed to bring smart watches or other smart technology to school. *Possessions* that are not required for the educational process include, but are not limited to, chewing gum, skates, Heelys, roller shoes, or skateboards.
- Students will refrain from bringing any type of smart technology into the classroom or locker room without permission.
- Students are expected to observe all school rules and dress codes when representing St. Francis in the larger community.
- Students are expected, at all times, to refrain from using violence, harassing, bullying, or discriminating against other persons.

INAPPROPRIATE AND OFFENSIVE BEHAVIOR

St. Francis nurtures and celebrates the differences of all its students. Inappropriate behavior by groups or individuals against another student or group of students will not be tolerated. St. Francis's goal is to provide every one of its students a safe and open environment that allows each student to flourish in his or her environment. Each student at St. Francis should be safe from bullying or harassment from other students, employees, or visitors at all times. Therefore, St. Francis forbids any form of inappropriate or offensive behavior at school or at school-sponsored events. Examples of inappropriate and offensive behavior include, but are not limited to, the following:

- **Relational Aggression:** Behavior such as rumor-spreading, alliance-building, bossiness, passiveness, exclusion, isolation, shunning, and secret-telling to harm others is considered bullying and is not tolerated at St. Francis.
- **Hazing:** Initiation into a group through harassment is not tolerated at St. Francis. Joining groups is a basic human need, and forming a sense of identity and belonging is a major developmental task for our students. When groups employ humiliation and danger to "initiate" new members, it becomes hazing and is strictly forbidden at St. Francis.
- **Sexual Harassment:** Acts that may be considered unwelcome; sex- or gender-based actions; or inappropriate sex- or gender-based behavior that is offensive, hostile, and/or intimidating will not be tolerated at St. Francis. This behavior can be aimed at someone of the same sex or opposite sex. All students are assured that they will be free from any and all reprisal and retaliation from reporting any such valid complaints. Complaints of sexual harassment will be promptly and carefully investigated.

- **Inappropriate Behavior Toward a St. Francis Employee:** Inappropriate behavior directed toward any St. Francis employee is inconsistent with the school's goals and honor system.
- **Inappropriate Behavior Toward St. Francis:** Information on a student's social network profile that brings disfavor to St. Francis will result in a referral to the Honor Council.

Any of these actions on their own, or in combination with each other or other actions or violations, may lead to various disciplinary actions, including separation from the school.

REPORTING HARASSMENT

A student who has been harassed or bullied in any way is encouraged to share the experience with an employee at St. Francis or with a trusted adult, including a parent, who will report the incident to St. Francis.

If an adult experiences harassment, he or she should report the incident directly to the Head of School.

DRUGS, ALCOHOL, TOBACCO, AND WEAPONS

St. Francis has clear policies on the use of drugs, alcohol, weapons, and tobacco products. It is essential that every student, family member, parent, and other person involved in the school community understand the following:

- The use, sale, and possession of drugs or alcohol on campus, on the surrounding streets, or on any school bus or at any school function including school-sponsored trips—even during vacation time—is prohibited. Attending any school function under the influence of drugs and alcohol is strictly prohibited.
- Smoking and other tobacco use is not permitted on the campus, on the surrounding streets, or on any school bus or at any school function including school-sponsored trips—even during vacation time.
- The possession of drugs by anyone and the purchase of alcohol or tobacco by minors are illegal and against school policy.
- The use, sale, or possession of guns, knives, or weapons of any kind on campus, on any school bus, or at any school function including school-sponsored trips is prohibited.

The school may take immediate and significant action in any case where the safety of students is in jeopardy. The Head of School will, from time to time, take action to ensure school safety and may immediately discipline any students who either are on campus or are attending school-sponsored or school-approved events off campus and are suspected of the following:

- Possession, use, or sale of drugs listed in the current federal Controlled Substances Act;
- Possession of drug paraphernalia;
- Possession, use, or sale of alcohol, tobacco substances, e-cigarettes, or inhalants; or
- Possession, use, or sale of a known weapon including, but not limited to, guns, knives, fireworks, or weapons of any kind.

RESPECTING THE PROPERTY OF THE SCHOOL AND OTHERS

Respecting the property of others is expected of all students at St. Francis. Violations of these expectations will not be tolerated and will result in disciplinary action. The following are expressly prohibited; however, this should in no way be deemed an exhaustive list:

- Stealing or vandalism of any form, including the unauthorized "borrowing" of another's belongings;
- Removing athletics equipment from the gym or athletics area without permission;
- Removing books from the library or classrooms without signing them out or receiving faculty permission to do so;
- Writing or carving on desks, walls, bulletin boards, or other property;
- Selling of any items for any reason (If student groups at St. Francis would like to sell items for charitable purposes, they must see the division office for permission);
- Littering or not picking up after oneself; and
- Food or drink outside specific areas.

In addition to respecting the property belonging to the school or to others on the campus, students must respect the property of faculty, parents/guardians, visitors, and neighboring homeowners.

CAMPUS CLEANLINESS

Maintaining the attractive appearance of the campus is the joint responsibility of all members of the community. Failure to abide by these guidelines may subject a student to disciplinary consequences.

- Everyone is responsible for disposing of litter properly, whether one's own or someone else's.
- To minimize the litter on campus, students should keep all personal property secured in their lockers or cubbies.
- All students have a responsibility to respect each other's and the school's property and, therefore, must refrain from borrowing without permission, writing on, marking, decorating, or otherwise defacing school property or the property of others.

RESPECTING THE RIGHTS OF OTHERS

The following are prohibited on or off campus, during school-sponsored trips, and at all official school functions:

- Rudeness, unkindness, or malicious behavior of any sort—including physical, verbal, and written—to faculty, staff, or peers;
- Hazing or harassing of any kind, including sexual harassment and harassment by phone, mail, Internet, or e-mail;
- Profanity;
- Name-calling of any kind;
- Violating another's personal privacy, which includes entry into another's locker, book bag, or other personal effects;
- Accessing another's network folder or e-mail account without permission;
- Displays of affection that embarrass others; and,
- Academic disruption, which includes behavior outside of any class in session or in any other location on campus.

St. Francis has a zero-tolerance policy when it comes to physical violence of any kind by a student against another person. Students engaged in physical violence should expect a response of suspension from the school. Extreme violence or repeated acts of violence may be cause for separation from St. Francis.

HONOR COUNCIL

Our school rules, including those outlined in this Handbook, are designed to safeguard the well-being of all members of our community and to support an engaging, differentiated, safe, and inspiring learning environment for our students. When a student's actions violate school rules or broader societal rules or laws governing morality, ethics, and behavior, St. Francis follows an established process to review and address these actions. The ultimate goal of this process is to encourage personal responsibility in ways that help students reach their full potential and develop respect for themselves and others.

The Honor Council (HC) serves as St. Francis's review and disciplinary council. If a division head or assistant division head believes that it is in the student's or the school's best interest to have the HC review a student's performance, he or she may refer the issue to the HC to investigate, review, report, and recommend a course of action. Although there are a few issues that will probably always go in front of the HC, any issue may be reported to it; however, the HC does not have to convene in order for the division head, assistant division head, or Head of School to implement his or her own disciplinary action based on the student's or students' behavior. The HC is only convened when a division administrator of St. Francis has referred the issue to it, and it is not a tool for appealing a decision made by a school administrator.

PROCESS AND PROCEDURE

The HC will only convene when a matter is referred to it by an assistant division head, a division head, the Assistant Head of School, or the Head of School. Generally, but not always, these matters will involve serious discipline issues with a student or students and may be on one significant issue or an ongoing matter. An administrator at St. Francis is not limited regarding what student matter or matters may be referred to the HC.

Level 1: When an assistant division head, a division head, or the Head of School refers an issue to the HC, a division administrator will notify the parents/guardians of the student or students that a referral has been made to the HC and that the HC will be investigating the issues discussed in the referral. The parents will be given a description of the Council's procedures. The referral will go to the HC's Level 1, which comprises faculty chairs and is the investigatory and initial recommending body of the HC. The Level 1 chair facilitator will organize the process and schedule days and times for investigating the issues, interviewing parties, reviewing available information, and convening to make a final report and recommendation.

Level 1 will keep interviews, discussions, and the investigation confidential in order to protect the privacy of all involved parties. Level 1 will attempt to commence the investigation and issue its report and recommendations in as timely a manner as possible; however, the timeline for the HC will vary for each referral based on the availability of the faculty members at Level 1, scope of the issue, availability of the parties to interview, and time of year the HC received the referral. If the case is not resolved by the end of business during a weekday, a member of the Council will contact the student's or students' parents/guardians to notify them of the Council's schedule and progress in the case and will only divulge information about HC proceedings on a need-to-know basis. After reviewing information made available through interviews, documents, and meetings, Level 1 must come to a unanimous decision and issue a report and recommendations based on that decision.

The Level 1 chair will then send the recommendations individually to the members of Level 2, which comprises the assistant division heads of the Primary, Lower, Middle, and Upper Schools. An administrator who originally made the referral will not be a part of the Level 2 review process.

Level 2 and Level 3: When members of Level 2 individually receive the recommendation, they must review, then either agree or disagree with the recommendation. If all three members individually agree with the recommendation, then the recommendation is considered unanimous and will advance to Level 3.

If any Level 2 member individually disagrees with the recommendation of Level 1, then Level 2 and Level 1 will convene to discuss the issues. The Level 1 chair facilitator may also share additional information with members of Level 2. The Level 2 members and the Level 1 members must agree unanimously on the recommendation of the action to take. Once all members of Level 1 and Level 2 have come to a unanimous decision and approved the recommendation, the recommendation is individually sent to each member of Level 3 of the HC. Level 3 consists of the heads of the Primary, Lower, Middle, and Upper Schools. If each member of Level 3 individually agrees with the recommendation of Levels 1 and 2, then the HC's response will be put into action after providing notice to the student's or students' parents/guardians and the Head of School.

If any Level 3 member individually disagrees with the recommendation of Levels 1 and 2, then Level 1, Level 2, and Level 3 will convene and discuss the issues. The Level 1 chair facilitator may also share additional information with members of Level 3. Members of Level 1, Level 2, and Level 3 must agree unanimously on which action, if any, to take. Once all members of Levels 1, 2, and 3 agree unanimously on which action to take, an official response is provided to the Head of School and the parents/guardians of the student or students. The Head of School is considered Level 4 of the HC, is the final decision-maker in disciplinary matters, and can choose to modify the response without the approval of the other levels of the HC.

Level 4—The Final Decision-Maker: The HC can recommend to expel a student; however, the expulsion of a student is only final if approved by the Head of School, who is the final decision-maker on disciplinary matters. If expulsion is approved by the Head of School, there is no body or other entity to appeal the decision to and his or her decision is final. At all times, disciplinary decisions made by the Head of School are final even if the decisions are contrary to those of the other levels of the HC. If an expulsion is recommended and commenced by final decision of the Head of School, then the expulsion will be a permanent part of the student's transcript record.

Confidentiality: To the extent possible, interviews with students and other parties, and student information and documents will remain confidential and will only be shared with members of the HC. However, in some cases it may be necessary to share some student information with other parties being interviewed in order to ask necessary questions about the alleged events. Also, if the HC believes it is in the best interest of the student, the Council may share some of the information gathered about that student with the student's parents/guardians even before a recommendation is issued by the HC. However, to the extent possible, all proceedings of the Council are the private business of the school and are shared only on a need-to-know basis. St. Francis shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

Decisions and Process of the HC: When an administrator thinks that a student issue should be reviewed by multiple parties, the HC uses fact-finding to reach a total agreement and the most appropriate conclusion. At any time, the HC can unanimously decide that the issue has been resolved or that no action should be taken, and the Head of School may choose to make a final disciplinary decision regarding the HC referral or may choose to exonerate the student.

Once a decision has been issued by the HC, the parents of the victim and of the accused will receive a summary of any investigation, although names will be withheld. Additionally, a written document clarifying the terms of the response will be provided to the parents/guardians. The student and the parents/guardians are expected to comply with the school's response. Failure to comply with the terms of the response may result in termination of the student's contract with the school and the possible termination of the contract with any other student at the school who is also a member of the same immediate family.

Unless the response is to expel the student from the school, the response by the HC does not become a permanent part of the student's transcript record.

POSSIBLE FORMS OF BEHAVIOR MANAGEMENT

Recommendations and responses by the HC may include any of the disciplinary actions listed below. Except for expulsion, these actions may also be implemented solely by a division head or assistant division head as part of their everyday duties as decision-makers on disciplinary issues. This is not an exhaustive list of possible actions nor is its order meant to imply that the actions will be taken in the order listed. Any one of these actions may occur at the discretion of the decision-maker based on multiple factors including, but not limited to, severity of the action, the disciplinary history of the student, the events surrounding the issue, and the age of the student.

Exoneration: The HC or the Head of School can decide that an issue has been resolved.

Warning: The school may provide the student a verbal or written warning regarding the actions of the student, its behavioral expectations for the student, and possible future action against the student if he or she acts similarly again.

Detention: This is a period of reflection before, during, or after school. A warning does not have to precede a detention. Students will be allowed one day to make travel arrangements. **The fifth detention will result in an automatic one-day suspension.** Excessive detentions may affect a student's standing in extracurricular activities; precipitate extra duties; and/or result in silent lunches, a Behavioral Contract, and a hold on an Enrollment Contract. Excessive detentions or disregard of detentions may also result in additional disciplinary action.

Behavioral Contract: A document written by the student's division office based on individual disciplinary issues and containing specific measures to correct those issues. Each behavioral contract will vary from student to student. Behavioral contracts are, in essence, a plan to help correct ongoing misbehavior or disciplinary issues.

Loss of Privilege: Students who abuse a privilege on campus may have that privilege revoked. For example, students who are inconsiderate in the library or use free time inappropriately may have their library or free-time privileges revoked.

Suspension: *Off-campus suspension* restricts the student from attending school and school-sponsored activities and is considered an unexcused absence. The highest grade a student can expect to receive on an assignment while on suspension is 75 percent of the score

(example: $77 \times .75 = 58$). All work is due the day the student returns to school. The student and parents/guardians will meet with the division head on the morning of the student’s return to school. A formal letter documenting the suspension will be sent to the parents/guardians following the event and placed in the student’s file.

Monitor Status: Students whose behavior demonstrates serious or recurring disregard for the spirit of the rules and expectations of the St. Francis community will be placed on monitor status. If a student commits a subsequent major rule violation while on disciplinary monitor status, he or she may be expelled from school.

Expulsion: Expulsion is the permanent separation of a student from the school. Only the Head of School can make the final determination to expel a student. **Expulsion does not release the parents’/guardians’ financial obligation for the remainder of the school year.**

Other possible disciplinary actions include confiscation of property on campus or at a school-sponsored activity, parental notification, and a referral to counseling.

PARENTAL RESPONSIBILITY

St. Francis strives to maintain the safety of all students who attend our school; therefore, we ask all parents/guardians to observe our rules and help reinforce these rules when you and your children are on campus and at other school-sponsored activities. It is the parents’/guardians’ duty both to uphold the school’s decisions regarding student discipline matters and to prevent any future misbehavior by the student.

The school’s disciplinary rules and processes have been established through careful thought and an understanding of the day-to-day procedures at St. Francis. Our disciplinary guidelines, procedures, and directions are meant to protect students and the school’s staff and faculty; to prepare students for adulthood; to teach students self-discipline, responsibility, and personal conduct; and to support the effective and efficient operation of the school. Refusal by the parents/guardians of a student to cooperate with the school regarding disciplinary consequences demonstrates a breach of faith, and the school may use its option to terminate all contracts with the parents/guardians for students attending the school. The school may also terminate a contract, or take other action, if a student’s behavior, or a parent’s behavior, compromises the mission of the school or brings disfavor on the school in any way.

BEHAVIOR MANAGEMENT

St. Francis is committed to consistency and integrity in response to student behavior. **The following list correlates possible conduct violations with the appropriate consequences that can generally be expected as a result.**

Individual circumstances may require deviation from these options. The school reserves the right to take such circumstances into consideration when determining disciplinary consequences for any conduct violation. St. Francis also reserves the right to notify law enforcement officials in the event of a serious disruption or criminal act.

NOTE: The Head of School reserves the right to, at any time, make the final decision concerning the administration of consequences.

Violations	Upper School
<p>Distracting/Disruptive Behavior</p>	<p><u>Possible Responses</u></p> <ul style="list-style-type: none"> • Detention/circle-up conference with administration, student, and (sometimes) the parents • Removal from class/activity • In-school suspension • Off-campus suspension • Behavior Monitor Status • Separation from the school <p><u>NOTE:</u> If the violation is extreme or part of a pattern, an HC referral will occur</p>

<p>Disrespect to Adults</p> <p><i>Purposefully saying or doing something disrespectful to adults, including the use of profanity</i></p>	<p><u>Possible Responses</u></p> <ul style="list-style-type: none"> • Written and verbal apology required • Detention/circle-up conference with administration, the student, and (sometimes) the parents • Removal from class/activity • In-school suspension • Off-campus suspension • Behavior Monitor Status • Separation from the school <p><u>NOTE:</u> If the violation is extreme or part of a pattern, an HC referral will occur.</p>
<p>Disrespect to Student(s)</p> <p><i>Purposefully saying or doing something to hurt another student, including the use of profanity</i></p>	<p><u>Possible Responses</u></p> <ul style="list-style-type: none"> • Written and/or verbal apology • Detention/circle-up conference with administration, the student, and (sometimes) the parents • Removal from class/activity • In-school suspension • Off-campus suspension; Behavior Monitor Status • Separation from the school <p><u>NOTE:</u> If the violation is extreme or part of a pattern, an HC referral will occur.</p>

<p>Disrespect of Property or School</p> <p><i>Purposefully doing something to damage school property or grounds, or the property of others</i></p>	<p><u>Possible Responses</u></p> <ul style="list-style-type: none"> • Written and/or verbal apology • Detention/circle-up conference with administration, the student, and (sometimes) the parents • Removal from class/activity • In-school suspension • Off-campus suspension; Behavior Monitor Status • Separation from the school <p><u>NOTE:</u> If the violation is extreme or part of a pattern, an HC referral will occur.</p>
<p>Technology Device Violation</p> <p><i>Misuse of cell phones and electronic devices (e.g., iPods, MP3 players, smart watches, handheld games, headphones/earbuds, and cameras); Acceptable Use of Technology Policy (AUP) violation</i></p>	<p><u>Possible Responses</u></p> <ul style="list-style-type: none"> • Confiscation—Return at end of day • Confiscation—Return to parents at end of 2nd day • Detention • In-school suspension • Separation from the school <p><u>NOTE:</u> If the violation is extreme or part of a pattern, an HC referral will occur.</p>
<p>Physical/Verbal Aggression</p> <p><u>Physical Aggression</u>—<i>Hitting, punching, kicking, tripping, spitting, hair pulling, or other physically harmful acts</i></p> <p><u>Verbal Aggression</u>—<i>Criticizing, verbal cruelty, teasing, name calling, mean words, threats, or other verbally harmful act</i></p>	<p><u>Possible Responses</u></p> <ul style="list-style-type: none"> • Student sent home for the remainder of the day • 2-day off-campus suspension • Removal from class/activity • Behavior Monitor Status • Separation from the school <p><u>NOTE:</u> If the violation is extreme or part of a pattern, an HC referral will occur.</p>

<p>Relational Aggression (Bullying)</p> <p><i>Behavior such as rumor-spreading, alliance-building, bossiness, passiveness, exclusion, isolation, shunning, and secret-telling to harm others</i></p>	<p><u>Possible Responses</u></p> <ul style="list-style-type: none"> • Student sent home for the remainder of the day • 2-day off-campus suspension • Removal from class/activity • Behavior Monitor Status • Separation from the school <p><u>NOTE:</u> If the violation is extreme or part of a pattern, an HC referral will occur.</p>
<p>Bullying</p> <p><i>Intentionally targeted aggressive behavior, repeated over time, that involves an imbalance of power</i></p> <p><i>Bullying is also present in repeated instances of relational, physical, or verbal aggression</i></p>	<p><u>Possible Responses</u></p> <ul style="list-style-type: none"> • Student sent home for the remainder of the day • 2-day off-campus suspension • Removal from class/activity • Behavior Monitor Status • Separation from the school <p><u>NOTE:</u> If the violation is extreme or part of a pattern, an HC referral will occur.</p>
<p>Academic Dishonesty</p> <p><i>Including cheating, plagiarism, intentional deception related to the completion and/or submission of late work, skipping class, etc.</i></p>	<p><u>Possible Responses</u></p> <ul style="list-style-type: none"> • No credit given • In-school suspension • Off-campus suspension • Behavior Monitor Status • Separation from the school <p><u>NOTE:</u> If the violation is extreme or part of a pattern, an HC referral will occur.</p>
<p>Other Severe Violations</p> <p><i>Including public Honor Code violations</i></p>	<p><u>Possible Responses</u></p> <ul style="list-style-type: none"> • Detention/circle-up conference with US administration, the student, and (sometimes) the parents • In-school suspension • Off-campus suspension • Behavior Monitor Status • Separation from the school

SCHOOL DRESS CODE VIOLATIONS

Students in Upper School can expect the following probable responses to violations of their division's dress code:

Number of Violations	Upper School
1–2	Student informed/warned; Faculty member documents warning
3	Third violation is reported to US administration; Head of Upper School meets with student and sends follow-up e-mail to student and his/her parent(s)/guardian(s)
4	Student, parent(s)/guardian(s), and US administration conference
5–9	Supervised lunch period(s); Placement on Behavior Monitor Status; Circle-up with parent(s)/guardian(s), student, and US administration
10+	Circle-up with parent(s)/guardian(s), student, and US administration; Likely HC referral

CHILD PROTECTIVE SERVICES

If a professional thinks a child has been or may be abused or neglected, he or she must report the concern to Child Protective Services (CPS) within 48 hours. *Professionals may not delegate or rely on another to make report.* Failure to report suspected child abuse or neglect is a Class B Misdemeanor. In addition, the Episcopal Diocese of Texas requires schools to call the Office of Safeguarding God's Children if a professional thinks the child has been or may be abused or neglected.

Child Protective Services also will be contacted in any other situations in which a professional at the school has a reporting obligation, including when a child may be a danger to himself or herself or to others.

SECTION IX: ACCEPTABLE USE POLICY (AUP)

St. Francis Episcopal School provides students with a wide range of information technology to use for educational purposes. The use of these technologies is a privilege, not a right, and students are responsible for using them legally, appropriately, responsibly, and kindly (LARK). The school sets the terms for technology use and students should have no expectation of privacy or anonymity while using equipment or software provided or established by the school.

Use of information technology is governed by the same Honor Code that applies to all other aspects of life within the St. Francis community:

As a member of the community, we will continue to apply the spirit of St. Francis of Assisi by showing respect for our school, our self, and our community by upholding honor and integrity and compliance with the behavioral expectations set forth in the School Handbook at all times.
(Source: Harvard-Westlake School)

The following guidelines and rules apply to all students at all times:

UNIVERSAL RULES FOR THE ST. FRANCIS COMMUNITY

- Keep your passwords private. Maintain and safeguard password-protected access to both personal and confidential St. Francis files and folders and to all electronic resources provided by the school.
- Always obtain permission before posting or transmitting pictures or recordings of others.
- Leave other people's files alone. Removing, examining, copying, altering, or forging the files of another is no different from *stealing*, reading a personal letter, or destroying someone's personal property.
- Use your real identity when using any St. Francis system. Never use another person's account or password.

RESPECT AND PROTECT THE INTEGRITY, AVAILABILITY, AND SECURITY OF ALL ELECTRONIC RESOURCES

- Look after all St. Francis equipment. Make sure it is not damaged, stolen, or misused.
- Utilize and respect procedures for requesting or borrowing equipment or resources.
- Return all borrowed equipment promptly and in good condition.
- Support computer and network security by not interfering with the operation of any computer or network or bypassing restrictions regarding technology use.
- Use network resources, like Internet bandwidth, wisely. Excessive use hurts everyone by slowing down the network. The use of bandwidth for non-academic purposes is strongly discouraged.
- Be responsible for the safety and security of your own equipment and devices. Keep laptops and other electronic devices in your locker when not in use. DO NOT leave them in an unattended bag or backpack.
- Students are responsible for making sure their data is backed up on a regular basis—especially prior to their laptop being serviced.

RESPECT AND PROTECT THE INTELLECTUAL PROPERTY OF OTHERS

- Obtain permission before uploading or downloading software, games, videos, or music.
- Obtain the owner's permission before transmitting copyright-protected materials. Any material protected by trade secret or any other proprietary information should not be posted or transmitted. *When in doubt, assume that all digital material is copyrighted.*
- Obtain permission from St. Francis's Director of Technology, Academic Technology Chair, or Director of Marketing and Communications before copying or reposting material from the St. Francis intranet or from the school's official website (www.StFrancisHouston.org).
- Obtain permission from St. Francis before publishing a link to any St. Francis online resource (Gsites, Drive, blogs, intranet) or to the school's official website from an external site.
- Obtain permission from the author before reposting messages or e-mails to web or social media sites.
- If you intend to create an online presence for a school-related organization, you must obtain permission from the Director of Marketing and Communications before you publish.
- Seek permission from the Head of School before using the school's name, logo, mascot, or photographs.

RESPECT AND PROTECT THE PRACTICES OF THE COMMUNITY

- Each student is responsible for appropriate online behavior, both on and off campus, anytime the student represents himself or herself as a member of the St. Francis community, either as an individual or a member of a school club or organization.
- The St. Francis Honor Code should be followed at all times.
- Appropriate language, manners, and ethics are required. Ask yourself, “Will my actions reflect well on me?” and “Will my actions reflect well on the St. Francis community?”
- Communicate only in ways that are kind and respectful. Inappropriate, unkind, offensive online behavior is not acceptable and may lead to disciplinary action, including but not limited to loss of privileges.
- The posting or transmitting of any inappropriate or offensive words, images, or videos is prohibited.
- The posting or transmitting of false, harmful, or defamatory information is prohibited.
- Engaging in commercial activities while using St. Francis’s technology is not permitted.
 - Gambling; political lobbying; and the sending of advertisements, spam, chain letters, or other mass mailings are also prohibited.
 - Requests for potential exceptions to this rule should be proposed in advance for consideration by the school administration.

ST. FRANCIS’S RIGHTS AND RESPONSIBILITIES

- St. Francis makes no guarantee of any kind to provide information technology. The school is not responsible for damages suffered by users, including loss of data, delays, or other problems resulting from use of its technology. Use of any information obtained via such technology is at the user’s risk; its accuracy cannot be guaranteed.
- St. Francis reserves the right to access school e-mail and student accounts for any reason at any time.
- St. Francis may delete anything at any time from a school forum or website and may restrict students’ use of school technology.
- Any information stored on any St. Francis computer’s hard drive or on any information storage device that was purchased by St. Francis is considered property of St. Francis. (This includes loaner laptops.)
- St. Francis reserves the right to review data stored on student’s laptops in the course of normal laptop maintenance and to inspect student laptop data in the course of a disciplinary investigation.

CONSEQUENCES FOR VIOLATIONS

Any inappropriate use of technology or behavior that does not follow the above guidelines may result in disciplinary action. Students may lose their access to the school’s information resources, as well as be subject to standard disciplinary procedures. Additionally, students may be billed if hardware and/or software needs to be repaired, restored, or replaced.

REPORTING COMPUTING ABUSE AND IRRESPONSIBLE BEHAVIOR

Abuse and/or questionable behavior should be reported to a teacher, advisor, or division head. Reports can also be made electronically by sending an e-mail to TechAbuse@StFrancisHouston.org. Messages sent to this e-mail address will be forwarded by the IT department to the division heads.

REMINDERS FOR SAFER INTERNET USE

- Remember that there is no privacy online. Do not send anything that you would not be happy to see posted in the hallway or shared with your parents.
- Things posted online stay there in archives and are infinitely replicable—at St. Francis and in the outside world—even after you think they have been deleted. Do not post anything that you would not want future college administrators or employers to see.
- St. Francis cannot protect students from all inappropriate or illegal materials. If you are sent anything inappropriate, offensive, or illegal, it is your responsibility to report it to a teacher, advisor, or division head.
- When using sites that may be viewed by people outside the St. Francis community, do not communicate your full name, age, phone number, or other personal information, and do not provide such information about other people. A non-St. Francis e-mail address is recommended for all non-school use.
- Talk to your parents or guardians before agreeing to meet in person with someone you met online.

To report tech abuse, contact a school administrator or teacher or e-mail TechAbuse@StFrancisHouston.org.

The information contained in this Handbook is the most accurate, up-to-date information available and applies to the entire school unless otherwise noted. While we did our best to ensure that this document covers everything important, there may be omissions or mistakes. The Head of School reserves the right to add new school rules and information, to withdraw curricula and specific courses, to alter course content, to change the calendar, or to impose or increase fees whenever circumstances require it. In addition, Board policies may be changed or added whenever necessary. The Head of School will make final interpretations of all school documents, policies, and procedures, as well as all final decisions concerning enrollment at St. Francis.

Anywhere this Handbook refers to “school” and “St. Francis,” it means “St. Francis Episcopal School,” unless otherwise specified. To the extent that any particular section in this Handbook generally describes an activity or procedure of the school, but more specific information follows, more specific information will usually control.

St. Francis provides school families with access to a digital copy of this Handbook via the school’s website, and parents/guardians and students are responsible for understanding the guidelines in it. As members of our school family, parents/guardians and students also agree to adhere to all the rules and regulations in this Handbook—even if they choose not to read it.

Non-Discriminatory Policy—St. Francis Episcopal School does not discriminate on the basis of race, national origin, gender, sexual orientation, disability, or age in any of its policies or administration of those policies pertaining to hiring or employment practices. Nor does the school discriminate on the basis of race, gender, sexual orientation, or national origin with regard to admission procedures, scholarship, financial aid, or in any of the athletic or other school-administered curricular programs.