



STUDENT HANDBOOK

2025-2026



**EPISCOPAL
HIGH SCHOOL**

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Episcopal High School Student/Parent Handbook

Signature Page

This form must be signed by the parents or guardians and student no later than September 5, 2025, for the student to be fully registered. Be on the lookout for an email that will provide instructions for a digital signature acknowledging that you have read the Student/Parent Handbook (the “Handbook”). Parents share the responsibility for their student’s understanding of the Mission and philosophy of the School and the policies and procedures that flow from that philosophy. We ask that parents or guardians please discuss the Handbook with their student. In this way, the family is able to participate as a unit in the life of the School. Parents (both) or guardians (both) and students (if over 18) are asked to sign this form stating that they have received, read, and discussed the Handbook. Parents or guardians and students agree to be governed by the policies and regulations set forth in this Handbook.

We have read and discussed the contents of this Handbook and understand the obligations of students and parents at Episcopal High School (sometimes referred to herein as the “School” or “EHS”). We agree to comply with each of the policies and procedures set forth in the Handbook. We understand that this Handbook represents the current policies, procedures, and regulations, and that the School reserves the right to interpret, change, delete, or modify any policy, procedure, or condition at any time with or without prior notice.

Date _____ **Grade** _____

Printed Student Name _____

Student Signature _____

Parent / Guardian Signature _____

Parent / Guardian Signature _____

Name of Student’s Advisor _____

Student Media Consent and Release Liability Form

Throughout the school year, students may be highlighted in efforts to promote Episcopal High School (EHS) activities and achievements. Students may be featured in School publications and on social media.

I, as the parent or guardian of _____, hereby give EHS permission to print, livestream, photograph, and record my child's name, photograph, voice, image, and information for use in audio, video, digital, and printed School media.

I further release and relieve EHS, its Board of Trustees, employees, and other representatives from any liabilities, known or unknown, arising out of the use of this School-related material.

I certify that I have read this Student Media Consent and Release Liability form and fully understand its terms and conditions. **Please understand that failure to return this release form will constitute approval of the above requests.**

Approve Student Media Consent and Release Liability Form ☐

Opt-out of Student Media Consent and Release Liability Form ☐

Date _____ Grade _____

Student Name _____



**Episcopal Diocese of Texas
Office of the Bishop
2025 - 2026**

Dear Students and Parents,

Welcome to a new year at Episcopal High School. This exceptional family, at the heart of the Episcopal Diocese of Texas, welcomes students of all faith traditions and seeks to provide a nurturing and challenging environment as they journey with us through their high school years.

We believe that a life well-lived is grounded in personal faith and that nourishing one's spirit, along with one's mind and body, is critical to forming a well-rounded person and a true citizen of the world. Through regular Chapel attendance and community service opportunities, we believe our students' personal faith life will mature and deepen, guided by the example of our teachers and staff.

The core values of Episcopal High School were established with great care in order that the School might encourage the best in our students and ensure each of them a well-founded and well-rounded high school experience. Through the Four Pillars of academics, arts, athletics, and religion, we hope to form virtuous citizens today who will become effective leaders tomorrow. Our alumni certainly bear this out, reflected in their many different careers, in every corner of the globe. We work to nurture a student's unique, God-given gifts in every part of life at Episcopal High School, so that our students will flourish.

As we begin another season of learning within the traditions of the Episcopal Church and our School, we look forward to a year of dedicated effort, challenges faced and conquered, and life embraced and lived in its fullest.

My prayer for each of you is a memorable year, full of self-discovery with new and renewed friendships with fellow students, teachers, coaches, and the staff of Episcopal High School.

May God's blessing be yours.

The Rt. Rev C. Andrew Doyle
IX Bishop of Texas

**The Diocesan Center • 1225 Texas Ave. • Houston, Texas 77002
Phone: 713-520-6444 • Fax: 713-520-5723**



Dear Students and Parents,

On behalf of the faculty and staff of Episcopal High School, welcome to the 2025-2026 school year. For both veteran and new families, we recommend that you review this year's Student/Parent Handbook. Indeed, our expectation is that you will have done so by the end of the first week of school. Please remember to submit the signature page at the front of this handbook by September 5, 2025.

In the Handbook, you will find useful information about the School and its day-to-day operation, including a few changes since last year. These changes include clarifications related to the appropriate use of GenAI beginning on page 52, updated attendance policies related to the new daily schedule beginning on page 71, and parking guidelines consistent with those that were put in place during the last school year beginning on page 88. Finally, please see page 39 for a summary of the new Religion Department curriculum.

While EHS students and parents utilize the Handbook when the need arises, there is virtue in taking time to peruse and discuss this content in advance of a particular need and when there is time for reflection and conversation. Ask yourself, "Am I making the most of what the School has to offer? Are there areas of interest I'd like to pursue for which I haven't had time in years past? Is there support I ought to have in place before the school year begins?" These questions and their answers lie within; please take this opportunity to consider all the opportunities the School provides for students and parents.

Should you have the need, please call any of us at EHS to discuss the information within this Handbook; there is a useful list of phone extensions beginning on page 130, should you wonder whom to call. On behalf of the faculty and staff, have a wonderful new year. We look forward with excitement to our time together.

Sincerely,

Ned Smith
Head of School

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Mission of Episcopal High School

Episcopal High School, founded and guided by the Diocese of Texas, is an inclusive and joyful Christian community where students discover and develop their individual talents through the Four Pillars--academics, arts, athletics, religion--preparing for meaningful lives in service to others.

Guiding Principles

EHS provides a strong college-preparatory education, instilling excellence in the Four Pillars- academics, arts, athletics, and religion- in which each student is both challenged and nurtured, known and loved.

1. An institution of the Diocese of Texas, EHS operates within the beliefs and traditions of the Episcopal Church; furthermore, without compromising its underlying faith, traditions, and practices, the School acknowledges and respects the variety of religious experiences among its faculty, staff, and students.
2. EHS emphasizes the development of sound character, integrity, and personal honor; consequently, in every aspect of a student's experience, EHS instills the virtues of honesty, best effort, respect for self and others, fair play, appreciation of diversity, and service to the community. Students are expected to exercise good judgment, to show concern for themselves and the community, and to value the opportunity to attend EHS.
3. EHS is a joyful community in which students are inspired to seek new opportunities, to pursue personal growth, to develop leadership skills, and to identify and develop their talents and passions in each of the Four Pillars.
4. Without regard to race, religion, or social/economic background, EHS admits qualified and motivated students with a wide range of interests and talents, creating a diverse community of students who contribute to the School and benefit from the experience.

5. Supporting diversity as an essential component of a quality education that encourages respect for and empowerment of the individual and rejects stereotypes and prejudices, EHS broadens the educational experience of all students.
6. EHS recruits, sustains, and appropriately compensates a faculty and staff of the highest academic and moral standards who are fully committed to the School's mission and who will instill excellence in the Four Pillars. Faculty and staff are expected to be attentive role models. Respect and personal honor, reflected in daily attitudes and behaviors, are expected of those who belong to, serve, and support the EHS community.
7. Understanding the importance of the School/family relationship, EHS provides parent education and volunteer opportunities so that parents can be a healthy presence in and a lifelong part of the School community. Parents need to be vigilant, cooperative, and eager to honor and assist the School's efforts, endeavors, and spirit, adhering to all School expectations.

Non-Discrimination Policy

The School admits students regardless of race, color, creed, ethnic, or national origin who possess the motivation, ability, and character which would enable them to succeed in our School community to the rights, privileges, programs, and activities generally accorded or made available to students at the School and the School does not discriminate on the basis of race, color, creed, ethnic, or national origin in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

2025-2026 EHS Veracross Parent Portal

Welcome to the 2025-2026 school year. Each year, the School provides each family with a hard copy of the Family Directory and Handbook. Up-to-date directory information may be accessed through the portal. You can log in through ehshouston.org by clicking "Veracross Portal Login" at the top of the homepage. The Veracross Portal is your customized link to:

- Student Class Schedules
- School Calendar & Event Information
- Student Academic History
- Canvas (see below)
- Magnus (Health Management System)
- Student Billing
- Student Forms
- Daily Chapel Recordings
- Family Directory

If you have questions about your Veracross Portal login, please contact the EHS Help Desk at technologydept@ehshouston.org.

Canvas

Students and their parents have ready access to class grades, assignments, and resources, including a grade-to-date, through Canvas, Episcopal High School's learning management system. Quarter and final grades are reported in Veracross, Episcopal High School's student information system.

If you have any questions about Canvas, please contact canvas@ehshouston.org.

Student and Faculty Hours

Office Hours

7:30 a.m. – 4:00 p.m.

Teacher Hours

7:45 a.m. – 4:00 p.m.

Student Hours

Students will not be dismissed from attending required classes during the school day without written or phoned permission from home. Students are expected to be available on campus during tutorial daily to meet with teachers, as needed.

Library Hours

7:30 a.m. – 4:30 p.m. (Monday – Thursday)

7:30 a.m. – 4:00 p.m. (Friday)

Campus Store Hours

7:30 a.m. – 4:15 p.m. (On school days)

Weekly Schedule

Full Day 1		Block Day A		Block Day B		Block Day C		Full Day 2	
Class 1 8:00 - 8:45		Class 4 8:00 - 9:00 Chapel / Break 9:05 - 9:45		Faculty Meeting 7:45 - 8:30		Class 6 8:00 - 9:00		Class 5 8:00 - 8:45	
Class 2 8:50 - 9:35				Tutorial 8:35 - 9:05		Chapel / Break 9:05 - 9:45		Class 6 8:50 - 9:35	
Chapel / Break 9:40 - 10:20				Class 2 9:10 - 10:10				Chapel / Break 9:40 - 10:20	
Class 3 10:25 - 11:10		Class 5 9:50 - 10:50		Chapel / Break 10:15 - 10:55		Class 7 9:50 - 10:50		Class 7 10:25 - 11:10	
Class 4 11:15 - 12:00		Tutorial 10:55 - 11:25		Class 3 11:00 - 12:00		Tutorial 10:55 - 11:25		Class 1 11:15 - 12:00	
Lunch A 12:05-12:40	Class 5 12:05-12:50	Lunch A 11:30-12:05	Class 6 11:30-12:30			Lunch A 11:30-12:05	Class 1 11:30-12:30	Lunch A 12:05-12:40	Class 2 12:05-12:50
Class 5 12:45-1:30	Lunch B 12:55-1:30	Class 6 12:10-1:10	Lunch B 12:35-1:10	Lunch A 12:05-12:40	Class 4 12:05-1:05	Class 1 12:10-1:10	Lunch B 12:35-1:10	Class 2 12:45-1:30	Lunch B 12:55-1:30
Tutorial 1:35 - 2:05		Class 7 1:15 - 2:15		Class 4 12:45-1:45	Lunch B 1:10-1:45	Class 2 1:15 - 2:15		Tutorial 1:35 - 2:05	
Class 6 2:10 - 2:55				Community Time 1:50 - 2:40				Class 3 2:10 - 2:55	
Class 7 3:00 - 3:45		Class 1 2:45 - 3:45		Class 5 2:45 - 3:45		Class 3 2:45 - 3:45		Class 4 3:00 - 3:45	

2025 - 2026 Projected Major Dates

Please check the Veracross Parent Portal periodically, as the dates are tentative and subject to change.

Fall Semester

AUGUST

4 Senior College Counseling Family Night
13 New Student Computer Distribution
18-19 New Student Orientation
19 New Parent Orientation
19 Parent Volunteer Rally
20 Opening Day of School
22 Dads Club Breakfast
23 SAT
28 Back-to-School Knight
28-29 Formal Pictures (Formal Uniform)
29 Senior Class Welcome Breakfast
29 Senior Class Blessing and Pin Ceremony

SEPTEMBER

1 Labor Day (School Holiday)
3 Honor Roll Assembly (Formal Uniform)
3 Formal Picture Make-Up Day
4 Parent Breakfast Meeting for Class of 2029
6 ACT
11 Parent Breakfast Meeting for Class of 2028
12-14 EHS Onstage Fall Production
18 Parent Breakfast Meeting for Class of 2027
19 Field Knight
24 Parent Forum

OCTOBER

2 Virtual Day
3 Homecoming Game
4 Homecoming Dance
4 SAT
10 End of 1st Quarter
13 Columbus Day (School Holiday)
14 Faculty In-Service (Student Holiday)
15 Freshman Retreat – Grade 9
15 PSAT – Grades 10 and 11
17 Founders Day (Formal Uniform)
18 ACT
22 Open House for Prospective Students
24 Dads Club Breakfast
29 Hauntcert

NOVEMBER

5 JV Awards
5 Parent Forum

6-8 Fall SPC – Houston (Holiday 11/7)
8 SAT
12 Varsity Awards
14-16 EHS Onstage Winter Production
19 Fall Coffeehouse
19 Fall Music Recital
21 Grandparents Day (Formal Uniform)
24-28 Thanksgiving Break

DECEMBER

3 Visual Arts Exhibit Reception
5-6 Fall Dance Concert
6 SAT
9 Advent Chapel – evening service at Benitez Chapel, required for students (Formal Uniform)
10 Community Advent Chapel – evening service at Benitez Chapel
11-12 Review Days
13 ACT
13 Senior Style Show
15-19 Exam Week
19 End of Second Quarter (1st Semester)
20 Christmas Break (through 1/5)

Spring Semester

JANUARY

1-5 Christmas Break
5 Faculty and Staff In-Service (Student Holiday)
6-16 Senior Outreach, Interim Term
19 MLK Day (School Holiday)
20 Second Semester Begins
23 Dads Club Breakfast
28 Honor Roll Assembly (Formal Uniform)

FEBRUARY

4 Parent Forum
11 JV Awards
12-14 Winter SPC – Dallas
14 ACT
16 Presidents Day (School Holiday)
18 Varsity Awards
20 EHS Annual Auction
24 Virtual Day
27 Dads Club Breakfast
27-28 EHS Onstage Spring Production

MARCH

1 EHS Onstage Spring Production
2 Senior Retreat (Camp Allen)
6 End of 3rd Quarter
9-13 Spring Break

14 SAT
18 Knight Celebration
25 Parent Forum

APRIL

3-6 Easter Break
10 Dads Club Breakfast
10-11 Spring Dance Concert
11 ACT
15 Parents Association Appreciation Luncheon
22 Arts Awards
22 Visual Arts Exhibit Reception
23 Spring Coffeehouse
23-24 Student-Directed One-Act Plays
24 Senior-Trustee Breakfast
25 Prom
27 Dads Club Annual Golf Tournament
29 JV Awards
29 Masterworks and Spring Concert
30 Spring SPC – Houston

MAY

1-2 Spring SPC – Houston (Holiday 5/1)
2 SAT
4-15 AP Testing
6 Varsity Awards
6 Spring Music Recital
8 Senior Tribute Chapel (Formal Uniform)
11-12 Senior Exams
12 Academic and Senior Awards (Formal Uniform)
14-15 Review Days (Grades 9-11)
15 Yearbook Distribution
16 Senior Tradition
16 Baccalaureate
17 Commencement
18-22 Final Exams (Grades 9-11)
22 End of 4th Quarter (2nd Semester)

JUNE

1-26 EHS Summer School
6 SAT
13 ACT
19 Juneteenth (School Holiday)

JULY

4 Fourth of July (School Holiday)
11 ACT

The Academic Pillar

GRADES

Gradebooks

Students and their parents have ready access to class grades, including a grade-to-date, through *Canvas*, Episcopal High School's learning management system. Quarter and final grades are reported in *Veracross*, Episcopal High School's student information system. Please remember that EHS students are assessed holistically rather than on a strict numerical average. End-of-course grades are a reflection of the student's overall understanding and mastery of the material at the end of the course.

Grading Period

Episcopal High School uses a cumulative grading system, whereby each student receives a grade at nine-week intervals, but the only grade recorded on the transcript is the end-of-course grade at the end of the course term. Please remember that EHS students are assessed holistically rather than on a strict numerical average. End-of-course grades are a reflection of the student's overall understanding and mastery of the material at the end of the course. Effort grades of S (Satisfactory) or U (Unsatisfactory) will be given for each nine-week grading period. Grades are reported online.

Grade values showing their equivalent using 100-point scale as well as a 4.0-scale for calculating GPA's are as follow:

<u>Letter Grade</u>	<u>100 pt. Scale</u>	<u>4 pt. Scale</u>
A	93.00 – 100.00	4.0
A-	90.00 – 92.00	3.7
B+	87.00 – 89.00	3.3
B	83.00 – 86.00	3.0
B-	80.00 – 82.00	2.7
C+	77.00 – 79.00	2.3
C	73.00 – 76.00	2.0
C-	70.00 – 72.00	1.7
D+	67.00 – 69.00	1.3
D	63.00 – 66.00	1.0
D-	60.00 – 62.00	0.7
F	Below 60.00	-

Students are expected to maintain at least a C average.
Honors and AP courses are on a 5.0 scale.

Graduation Requirements

Subject	Required Credits	Length of Study
English	4 Credits	8 Semesters
Mathematics	3 Credits	6 Semesters
Science	3 Credits	6 Semesters
History	3 Credits	6 Semesters
World Languages	2 Credits	4 Semesters
Religion	2 Credits	4 Semesters
Arts	2 Credits	4 Semesters
Health, PE/Wellness	1 Credits	2 Semesters
Other Electives	3 Credits	6 Semesters
TOTAL	23 Credits	46 Semesters

Students must earn a minimum of 23 credits for graduation. Each year, particularly the senior year, students must take a minimum of four courses per semester from the English, Mathematics, Science, History, and World Languages curricula.

For any student enrolled at EHS, course credit may not be earned through other schools or online programs. Any courses/programs taken outside of EHS are for enrichment only and will not be included on the EHS transcript nor replace EHS graduation requirements.

Teacher Comments

In an effort to communicate information about a student's progress in each course, to provide strategies for improvement, and to emphasize the character traits necessary for high-level work, parents will receive brief comments from each teacher in October shortly after the end of first quarter.

Although progress reports will continue to be sent throughout the year for any student who is earning a C- or below or whose performance reflects broad fluctuations, we hope that the Teacher Comments will help parents to better understand their student's habits, strengths, and challenges.

Progress Reports

Throughout the school year, written progress reports are provided for every student who is making a grade of C- or below or whose performance reflects broad fluctuations. Copies of each student's progress reports are filed with the student's advisor and the Grade Level Dean.

Honor Roll

The Honor Roll recognizes students as performing with highest honor when they earn all grades of A and A- with no more than one (1) grade of B or B+ in an honors or AP course. Students perform with honor when they earn all grades of A, A-, B+, and B with no more than one (1) grade of B- in an honors or AP course.

Honor Cords

The School recognizes the academic achievements of graduating seniors by bestowing honors that are signified by cords of various colors worn with caps and gowns.

Cum laude graduates, students who have an overall grade-point average of 3.50-3.79, are designated by blue-and-white cords. *Magna cum laude* graduates, students who have an

overall grade-point average of 3.80-3.99, are designated by red cords. *Summa cum laude* graduates, students who have an overall grade-point average of 4.0 and above, are designated by gold cords.

Incomplete Grades

In the event that a student is unable to complete a course within the regular term, an Incomplete will be recorded on the student's transcript. *Incompletes must be cleared up within one week of posting grades.* Any assignments not cleared up by the one-week mark are subject to receiving a 0 and the grade will be recorded. Incompletes will be communicated by the instructor under the direction of the Grade Level Dean and the Principal. Extenuating circumstances will be reviewed on a case-by-case basis at the Grade Level Dean's and Principal's discretion.

Review of Grades

Questions regarding grades should be referred to the Grade Level Dean and addressed within the appropriate semester.

Schedule and Teacher Changes

Schedule and/or teacher changes will be initiated by the School when operational needs require or when the administration believes the change will be in the best interests of the student and/or institution. The School will not entertain requests for changes based on a parent or student's feelings toward a particular teacher or to accommodate friendships. Please understand that the School and administration often place students in particular classes to ensure a quality mix of students and to enhance everyone's learning experiences.

Course Withdrawal Policy

The School recognizes that there may be occasions when a student may wish to withdraw from a course of study. Any schedule change made by a senior must first be discussed with an EHS college counselor. If a senior has already been admitted to college(s), the schedule change must be approved by the college(s) before the change can be made so as not to jeopardize the acceptance. For students whose transcript and/or application have been submitted, the student must notify the college(s) in writing that there has been a schedule change. In addition, all schedule changes must be approved by the Grade Level Dean, and extenuating circumstances will be reviewed on a case-by-case basis. Details are described below:

Level Changes (AP/Honors to Level)

Students may transfer from a yearlong AP/Honors course to the equivalent level course if done so by the start of the second semester. Students who wish to transfer from a semester AP course to the level course, where an equivalent level course exists (e.g., U.S. Government AP to U.S. Government), must do so within the first eight weeks of the course. AP/Honors courses for which an equivalent level course does not exist are subject to the drop/withdrawal policies stated below (e.g., Biology II AP, Statistics AP).

Level changes will not be made in the week prior to the release of quarter grades.

Course Withdrawal Deadlines

A student wishing to drop a semester course must do so within the first nine weeks of the course without receiving a "W" for withdrawal or any indication of the course on the

transcript. After the first nine weeks of the course, a student will receive a “W” on the transcript for withdrawing from the course.

A student wishing to drop a yearlong course may do so before the start of the second semester without receiving a “W” or any indication of the course on the transcript. After the start of the second semester, a student will receive a “W” on the transcript for withdrawing from the course.

Students may not drop or withdraw from a class in the last two weeks of the semester.

Adding a Class

No course may be added to a student’s schedule after the second week of classes.

Students who drop a semester or yearlong course after the first full week of classes may not enroll in a new class and must instead take a free period. Students may not enroll in more than one free period per semester.

The following chart provides a summary of the drop/add/withdrawal deadlines and whether the action will result in a “W” on the transcript.

Course to Drop	Date Range	Course to Add	Result on Transcript
Semester Course	First 9 weeks of the semester	New course (if in the first 2 weeks of the first semester) or free period	No “W” (withdrawal) on transcript
Semester Course	Second 9 weeks of the semester	Free period only	“W” (withdrawal) appears on transcript
Yearlong Course	First semester	New course (if in the first 2 weeks of the course) or free period(s) and/or a 2 nd semester course	No “W” (withdrawal) on transcript
Yearlong Course	Second semester	Free period only	“W” (withdrawal) appears on transcript
Semester AP Course	First 8 weeks of the semester	Level course	No indication of AP course reflected on transcript
Yearlong AP/Honors Course	First semester	Level course	No indication of AP/Honors course reflected on transcript

Interim Term

Interim Term is a required component of the Episcopal High School curriculum.

Attendance during Interim Term is required and is not subject to the absence policies of the program year. In the event of flagrant, unexcused absence(s) and/or failure to complete the programmatic expectations of the Interim Term curriculum, students will be subject to consequences up to and including Disciplinary Council and a permanent “F” on their transcript for failure to complete Interim Term.

Summer School

Episcopal High School offers summer school courses for remediation, credit, and non-credit enrichment. Courses for 9th and 10th graders are in person. Some courses for 11th and 12th graders are online. Hybrid courses are not offered at EHS.

Students who earn a grade of D+, D, or D- in English I, II, or III; Algebra I, Geometry, or Algebra II (if they plan to go on in math); Chemistry, or Spanish I or II (if they plan to go on in the language) may remediate the course in summer school. A student who fails a course must repeat it the next year.

Attendance Policy: **100% attendance AND on time for classes** is expected for all summer school courses. A student who for any reason misses a day of a credit course or a remediation course will not receive credit for the course; three tardies will equal one absence. Zero absences allowed. A student may not miss any days or part of class for a three-week course. All summer school final exams must be taken on the day when they are scheduled. **Final exams will not be given early.**

Refunds/Cancellations: Once registration closes for academic credit courses in late May, no refund will be given. Episcopal High School will notify parents if Summer School is unable to accommodate their child's registration. **A course may be canceled if there is insufficient enrollment.**

REENROLLMENT

A pattern of low grades, poor work habits, poor conduct, excessive absenteeism or tardiness, the parents' failure to meet financial obligations, or a parent or family member causing disruption to the School or the School's educational mission can jeopardize a student's continued or future enrollment. **Excessive absenteeism, excused or unexcused, may result in termination of enrollment, non-renewal of future enrollment, denial of grade promotion or other disciplinary consequences.** Entrance into the next grade will be based on the classroom performance of the student, observations of the teacher, and appropriate testing.

HOMEWORK

Students are responsible for obtaining their homework assignments whenever they are absent from class. A student may get this information from the class Canvas page, a classmate, or the teacher. Students will have the same number of days to make up work as they are consecutively absent in connection with an excused absence. In cases of extended illness, students may email their teachers, and parents may contact the Grade Level Dean, who will forward requests for homework assignments and information regarding tests. Students should notify each teacher and coach of any planned absence and should make up all missed work as soon as possible.

Thanksgiving, winter, and spring breaks are no-homework holidays. However, students may be asked to work on long-range assignments, assigned well before the break and due well after. Because of the need to adhere to a nationally set curriculum, Advanced Placement classes will, if necessary, be exempt from the no-homework policy.

TESTS AND MAJOR ASSIGNMENTS

Students are responsible for making up tests and other major assignments such as papers or projects in a timely manner whenever they are absent from class. If a student fails to

make up a test or other major assignment and makes no other arrangements within the time period allotted by the teacher, at the discretion of the teacher, the student may not be given the test or permitted to turn in such other major assignment. *As noted herein, a student with an unexcused absence is not permitted to make up any missed tests.*

Students should communicate with their teachers in advance of their return to school when possible, regarding the make-up of tests and other major assignments.

Students with a combination of three or more tests or major assignments due on a single day are encouraged to notify their teachers of this situation as soon as they become aware of it so that appropriate support may be provided.

Students requiring extended time on tests and quizzes must coordinate a time with the appropriate teacher, at the teacher's discretion, to utilize their extended time privilege when unable to complete a test/quiz in class or when absent.

TESTING CENTER

At the teacher's discretion, students in need of extended time on quizzes/tests that cannot be accommodated in class may be asked by the teacher to complete the assessment in the School Testing Center, located in the library, at an appropriate time and day.

Teachers may also ask students who are absent on a day that a test is provided in class to report to the Testing Center, at an appropriate time and day, to complete the missed assessment.

TUTORIALS

Tutorials will be offered to students, Monday-Friday. Although not required to attend, students are strongly encouraged to take advantage of this time to meet with their teachers and enhance their knowledge of material taught in class. This time is reserved for academic advancement/reinforcement. Other school programs, clubs, or activities are not allowed to schedule meetings during this time.

TUTORING POLICY

Students are strongly encouraged to utilize the resources available on campus for academic support, especially after-school tutorials. However, in some cases, families may decide to seek additional help in the form of off-campus tutors. Private tutors are not permitted on campus, and EHS faculty members may not provide tutoring services for pay to students. Faculty and staff will not engage in direct communication with private tutors or educational consultants. All communication will be conducted with students and parents.

When utilizing off-campus tutors, parents and students should take care to ensure that tutors provide appropriate and proper assistance that is consistent with the values of Episcopal High School and the Honor Code. Tutors may assist students in reviewing key concepts and information, but they may not complete tasks for students.

The following are forms of assistance from tutors on assigned work that are considered to be inappropriate and can be treated as violations of academic integrity:

- Composing or rewriting of words, phrases, sentences, and/or sections on assignments, including essays and projects
- Writing in notes and/or “showing work” on submitted assignments
- Showing students unauthorized sources online or otherwise, such as applications, artificial intelligence, programs, and answer keys
- Providing students with access to tests and/or quizzes from previous years of the same Episcopal High School class
- Providing students with answers to assigned problems

This list of specific examples of inappropriate assistance is not meant to be comprehensive, and additional forms of assistance may also be considered to be violations of academic integrity.

Inappropriate assistance from tutors on assigned work can result in an honor violation for students. If a teacher believes that a student has submitted an assignment in which he or she has received inappropriate assistance from a tutor, the teacher will follow the procedures for reporting honor violations as described in the Honor Council section.

PLACEMENT

Faculty, department chairs, and administrators give careful thought and consideration to the placement of individual students. The School does not solicit parental requests for placing students, and parents are asked not to make special requests for certain teachers or placement. Parents who feel they have information important for the placement of their child may submit it in writing to the Grade Level Dean. The School makes the final decision about the placement of students, including honors placement.

CRITERIA FOR ADMISSION TO HONORS SECTIONS

Characteristics of Honors Students

Students successful in honors courses possess the following characteristics: a high degree of self-direction; creative problem-solving skills; strong intellectual curiosity; superior abstract reasoning ability; superior commitment to completion of tasks; persistence; great flexibility; a strong sense of responsibility; independence and self-sufficiency; attention to detail; a long attention span; superior reading comprehension; outstanding vocabulary; sensitivity and the ability to empathize; superior organizational skills; and open-mindedness. The ability of students in honors courses goes beyond knowledge of specific facts and theories and the capacity to explain, infer, summarize, generalize, and give examples. Students in these courses also demonstrate the ability to apply concepts and principles to new situations, recognize unstated assumptions and implications, and evaluate the relevance of information to a particular point or situation. They evaluate conclusions for accuracy and adequacy and test the sufficiency of evidence. They are willing to commit themselves to hard work.

All students are reviewed yearly for placement in honors courses. The curriculum for honors courses at each level and in each discipline is enriched; it is also designed to meet the needs of students who are particularly self-directed and who have demonstrated both a willingness and an ability to meet academic challenges. A grade of A or A- in a regular course does not automatically guarantee placement in the following year’s honors course.

Department of English

The English Department offers an honors curriculum in English I, II, and III and an Advanced Placement curriculum in English IV. Students in honors and AP classes demonstrate the following criteria and/or considerations: standardized test scores, a strong performance in prior English classes, a strong school record in general, and a demonstrated ability to communicate clearly and logically in written work, as evidenced by samples of their writing.

Department of History and Social Sciences

The History and Social Sciences Department offers an AP curriculum in the following courses: World History, U.S. History, U.S. Government, Comparative Government and Politics, African American Studies, Macroeconomics, Microeconomics, and Psychology. Placement in AP courses is based upon standardized test scores, a strong school record, performance in prior history classes, and the ability to communicate clearly and logically in written work, as evidenced by samples of written work.

Department of Mathematics and Computational Sciences

Students admitted into mathematics honors courses must demonstrate an aptitude in the subject and the discipline necessary to succeed. Students are placed in honors math courses based upon standardized test scores in mathematics and their performance in previous math classes. Reading comprehension scores are also considered. The department also uses the EHS math placement exam as a tool for placing freshmen in math classes.

Department of Science

The Department of Science admits students into honors and AP courses based on strong scores in science and math placement exams, standardized test scores, a strong school record, and performance in prior science and math classes. Students should be self-motivated, capable of self-directed study, and comfortable with working at an accelerated pace. In addition, students should be able to work independently or in small groups to solve complex problems through analysis, calculation, and experimentation. They should use inductive reasoning in analyzing data and evaluating the validity of results, and they should be able to integrate concepts previously addressed in mathematics and science into new applications and problems.

Department of World Languages

The World Language Department provides a rigorous curriculum in Chinese, French, Latin, and Spanish. This program includes both an honors and AP curriculum. Students are placed in honors and AP courses according to their performance in previous language classes. They must have superior skills in applying the target language both orally and in writing to receive the department's recommendation for honors placement.

Department of Wellness

Episcopal High School's Wellness Department supports the School's Mission of developing the whole person. A thoughtfully designed and varied curriculum in wellness and physical education provides students with physical experiences that help develop the whole person. The department offers the following courses: Physical Education, Health, Wellness, Strength and Conditioning, Yoga, and Introduction to Sports Medicine.

EXAM POLICIES

Students are expected to take mid-year and final exams at the appointed times on the scheduled days. Parents should make every effort to schedule family plans to avoid conflicts with exams. If a student is unable to take an exam as scheduled, the parent should contact the Grade Level Dean as soon as possible. Any pre-planned absence during exam week must be approved at least two weeks in advance by the Grade Level Dean and Principal; failure to do so may result in a student's receiving no credit for any exams given on the days of his or her absence.

Extended-Time Testing Policy: SAT/ACT

A student with a disability may be eligible to take College Board tests (PSAT, SAT, and AP tests) and ACT program tests with special accommodations. To be granted extended time on the PSAT given in October of the sophomore year, students must begin the application process in early August of that year. To be eligible, the student must meet the following requirements:

- Have a disability that necessitates testing accommodations.
- Have current documentation on file at school, obtained from a qualified specialist (the evaluation must be no more than three years old).
- Be eligible for and regularly using accommodations for classroom tests at school.

Extended-time tests are ordered according to a test schedule that meets deadlines and operates in a manner similar to that of regular testing. Tests are not given on an individual basis. Test dates are available from the Director of Academic Assistance. Both the College Board and the ACT program have their own specific criteria that must be met to obtain these accommodations. Having been granted extended time or other accommodations at EHS in no way guarantees that the student will meet the qualifications of these independent agencies.

ADVISORY PROGRAM

The advisory program at Episcopal exists to promote personal and academic growth among EHS students, to provide mentoring and support for each student throughout his or her EHS experience, and to strengthen the sense of community at School.

Advisors seek to create a personal, one-to-one connection with each of their advisees, providing mentoring, advice, guidance, and advocacy. Advisors communicate with teachers and parents as they strive to gain a sense of each advisee's academic and social progress.

The advisor's specific responsibilities include:

- Seeking to create a rapport with each advisee built upon trust and confidence
- Developing and maintaining a current understanding of each advisee's individual concerns and celebrations, extracurricular involvement, and level of academic and social adjustment at EHS
- Maintaining open communication with parents
- Guiding each advisee through the annual registration process
- Leading the advisory group with a set curriculum during weekly advisory sessions

ACADEMIC ASSISTANCE PROGRAM (AAP)

The Academic Assistance Program (AAP) provides a combination of support services including academic counseling, mentoring, organizational skills training, and increased monitoring. The School determines those students who are eligible for inclusion in AAP and facilitates the scheduling of these students so they can receive this assistance during the school day in a monitored setting.

The School strives to respond to the individual needs and capabilities of each student. Because the School accepts some students who have one or more learning disabilities or ADD/ADHD and whose educational testing reflects such learning differences, we offer some classroom accommodations, including extended time to complete tests. *We do not provide curriculum modification.*

General Policy

In general, it is the School's policy to provide accommodations or adjustments for a student's minor needs in circumstances in which the administration determines, in its sole discretion, that doing so is within the reasonable ability of the School and/or its staff and will not result in a significant disruption to the teacher's ability to instruct other students, to classroom or school order and discipline, will not pose a threat of harm to the safety of other students or employees, will not require a fundamental change to our educational environment or mission, and will not impose responsibilities on School employees for which they are not trained. We also ask parents to realize that, given the size of our School and our available resources, we may not be able to provide all requested accommodations. To the extent we agree to provide accommodations, we may require a sharing of responsibility for the accommodation.

Request and Documentation

Parents or guardians must notify the Director of Academic Assistance of the need for accommodations and submit the appropriate paperwork. The Director of Academic Assistance will then advise the parent of the type of medical documentation needed, which generally will state whether the student has an impairment, how the impairment limits the student, the recommended accommodations, and the length of time that the accommodation(s) will be needed.

Release for Communications with Qualified Professional Provider

Sometimes, the documentation received from the qualified professional may raise questions, leave out necessary information, or be unclear as to the recommendations. For that reason, the parent(s) must sign a Release of Information form, permitting the School to communicate with the professional treatment provider, when necessary to clarify documentation or seek necessary additional information. In addition, if there is any cost associated with the physician's cooperation (i.e., to answer a set of questions submitted, etc.), the parent must agree to bear the cost of such process.

Assessment of Request

Once the School has received a request for accommodation and the required medical documentation, appropriate persons within the administration will meet with the parent to clarify information and to discuss whether the School will be able to implement the accommodation requested. In some cases, the parent/guardian may be asked to provide (at the parent's/guardian's cost) any special equipment needed, training for the School's staff, or other associated matters. In addition, the School may advise the parent that the

School will allow a particular accommodation, but the full responsibility for doing so will rest with the parent. For example, if the student needs to be tested or have certain types of medicines administered during the day that the School or Nurse believe are beyond the scope of the School's responsibility, the School may allow the parent to make arrangements to visit the campus for the purpose of testing and administering.

Limitations on Requests

Please understand that the School is not a medical facility and does not have the personnel, training, or equipment to handle certain types of medical procedures best left to the student, parent, or physician. In addition, the School reserves the right to deny a request for accommodation or to modify any consent to previously granted accommodation requests.

Responsibilities for Implementing Accommodations

Depending on the nature of the request, the School may agree to provide the accommodation directly; may require the student to provide the accommodation or may require that the parent provide all aspects of the accommodation. In addition, to the extent that a student may need some type of adjustment or accommodation during off-campus activities, the School may condition the student's participation in such activities upon the parent agreeing to participate in the activity for purposes of monitoring and addressing the student's needs.

Students who have been added to the extended-time testing list must notify their teachers in advance of any test for which they intend to use this accommodation so that appropriate arrangements may be made. It is the responsibility of the student to make the necessary arrangements with the teacher.

Release and Waiver

Depending on the nature of the request and the type of the accommodations, the School may require the parent to execute a release and waiver in favor of the School as a condition to providing the accommodations.

ADVANCED PLACEMENT (AP)

The Advanced Placement program offers college-level courses and exams for secondary-school students across the nation. Many of the colleges attended by AP candidates give credit and/or advanced placement to students whose AP examination grades are considered acceptable.

Compared with other high-school courses, an AP course takes more time, requires more work, gives greater opportunity for individual progress and accomplishment, and provides greater depth of learning.

Almost all AP exams contain both multiple-choice questions and free-response questions that require essay writing, problem solving, and other skills. Most of the examinations are three hours long, but some take only an hour-and-a-half to two hours. They are given every year during two full weeks in May. Most students enrolled in an AP course will be expected to take the AP exam. The fee is \$100 for each exam taken.

***2026 AP Exam Fees**

Base Exam Fee	\$100
Late Registration Fee	\$40
Cancellation Fee	\$40
Late-Testing Fee	\$40
No Show Fee	\$100

*Subject to change

2026 AP Exam Registration Deadlines

Join AP Class Online Account/AP Exam Registration (full year and fall semester courses)	November 1
Join AP Class Online Account/AP Exam Registration (spring semester courses)	March 1

Advanced Placement Policy

- Students enrolled in AP courses will be expected to take the appropriate AP exams. Students must register for their AP class and exam through their College Board MyAP account. Registration instructions will be provided by the AP Coordinator and the AP instructor. There is an additional \$40 fee for late registrations. Please consult your teacher, advisor, Grade Level Dean, and/or College Counselor before making this important decision.
- Taking an AP exam does not exempt a student from any work or assessment required by the instructor of the course.
- Any student may take an AP exam. Enrollment in an AP course is not required.
- EHS abides by all testing policies set by the College Board. Students taking AP exams must also agree to the College Board's AP Exam Policies and Procedures.

2026 AP Exam Dates

Week 1: May 4-8

Week 2: May 11-15

The specific exam schedule will be updated on the EHS College Connections page in early fall.

NOTE: The College Board sets the dates for all AP exams. These dates are not flexible and may be subject to change. Students who wish to take exams that are scheduled for the same time slot should work with the AP Coordinator.

COLLEGE COUNSELING PROGRAM

The Episcopal High School curriculum is designed to prepare students for a successful college career. The College Counseling Program helps students with college-entrance testing, choosing colleges, and completing applications.

Three major tests (as indicated in bold below) are used for college admission at some schools. Each student is responsible for applying to take these tests and for requesting that scores be directly reported by the testing agencies to the student's college choices. The coordination of these tests (with the exception of students with learning disabilities) is handled through the College Counseling Office.

Testing might include:

- PSAT (College Board Test Program)*
- **SAT I** (College Board Test Program)
- **PreACT (American College Testing Program)**
- **ACT** (American College Testing Program)
- **TOEFL** (for non-English-speaking students)

The School Code that should be used when registering for testing is 440561.

*NOTE: All sophomores and juniors are automatically registered for the October PSAT exam. In addition, all sophomores are automatically registered for the PreACT to be taken during the spring semester.

Disclosure Policy for College Admission

As part of their application for admission, some colleges and universities may request Episcopal High School to report certain aspects of a candidate's disciplinary record. Please see the Disclosure Policy for College Admission Policy for more information.

SENIOR FINAL EXAM EXEMPTIONS

Seniors who meet specific requirements may be exempted from taking certain final exams. Eligible seniors will be exempt from written final exams only, not including projects, papers, oral exams, or take-home exams. Exemptions will take place only in full-year classes, and only at the end of the course in the spring.

To be eligible for exemptions, seniors must meet ALL of the following criteria:

- Student must have at least an A- (90.0) in the class at the end of review days.
- All required review material must be turned in.
- Student may have no more than four (4) tardy arrivals to school per year.
- Student may have no more than eight (8) total absences in a class per year, including any absences during Senior Outreach. (The Senior Dean may grant exceptions for certain circumstances.)
- Student may not have had any honor or discipline violations during their senior year.
- Student must have all library books turned in by the Librarian's set due date.
- Student-Athletes must have all athletic equipment turned in by the Equipment Manager's set due date.

STUDENT ABSENCES

Attending class is a critical component in any student's education. Thus, it is necessary that parents make every effort to have their children attend school at all times and to communicate with the Attendance Desk or the Grade Level Dean if their child is to miss school. Missing class means that a student misses the important instructions and interpretations given by a teacher. Also, the student misses critical discussions that take place in class. It is important to the success of our students that they attend classes on a daily basis. It adds an additional burden to our faculty to assist students in making up missed work and rescheduling quizzes and tests.

Students are absent when they miss more than 20 minutes of a regular class period and more than 35 minutes of a block class period. Students who accrue 18 absences in a yearlong course or 9 absences in a semester-long course may not receive course credit. School trips or school-related activities, college visits, religious holidays do not count toward the allotted maximum absences.

A student who is ill must submit a doctor's note of verification to the Attendance Administrative Assistant upon return to school. Students are expected to schedule appointments with doctors, dentists, and other health professionals after the school day or when school is out for a holiday. Missing class for such appointments, if necessary, must be accompanied by a doctor's note of verification and given to the Attendance Administrative Assistant. The Principal, and/or Associate Head of School will review Extended Absences and extenuating circumstances to determine eligibility for course credit and/or senior exam exemptions.

Any student not well enough to attend all of his or her classes during the school day may not participate in any co-curricular, extracurricular, or fine arts or athletic activity that afternoon or evening, except with the specific approval of the Grade Level Dean and Principal.

Please consult and become familiar with the Punctuality and Attendance section of this Handbook located under Student Life.

The Arts Pillar

We are a community that values the arts as part of our core, Pillars-based philosophy of education. The arts serve an essential role in our Mission and support the intellectual, social, and emotional well-being of our students.

The Arts Pillar is an exceptional component to each student's experience at Episcopal High School. Students volunteer more than 10,000 hours of service in our community, while also welcoming over 6,000 audience members to shows each year, creating 6,200 original works of art, media, and publications, and balancing an intense academic portfolio. Our complement of artistic offerings is one of the largest in Texas, including courses and ancillary clubs. Whether a student is beginning his or her artistic journey or looking for the opportunity to pursue the arts as a career, Episcopal High School transforms passions into possibilities.

GUIDING PRINCIPLES

The goal of the Arts Pillar is to provide inspiring opportunities in all artistic disciplines that will serve the greatest number of students in appropriately challenging contexts. EHS Arts courses are predicated on experiential learning, prizing hands-on creation and development of technique to help each student develop and hone their artistic eye.

Some projects require an audition to determine the appropriate placement of each student in a role. When auditions occur, many variables are taken into account, including performance skills, availability, ability to accept instruction, capacity to work with others, management of academic responsibilities, and dedication to the project.

EXPECTATIONS

Students

- Be punctual, arriving prepared and with a mindset to grow.
- Strive with vigor to improve skills and develop talents.
- Apply feedback from instructors diligently and promptly.
- Focus on promoting the project, pushing your goals toward the highest possible outcomes, and collaborating with your peers selflessly.
- Exhibit the highest respect for others, the environment, and the work.

Parents

- Support the positive and productive flow of production in all projects.
- Volunteer in some capacity.
- Help faculty and staff of EHS by fostering a dynamic and creative learning environment where students are encouraged to take acceptable risks and learn in a challenging, pedagogically rigorous environment.

ARTS AND ATHLETICS PARTICIPATION POLICY

Due to the many challenges and demands of playing a varsity team sport and performing with an ensemble, students participating in EHS Onstage productions, the fall or spring dance concert, or IMPACT Dance Ensemble or Elevate Dance Competition Team or competitive Debate during the same season when they are also participating in a varsity team sport, including football, cheer, volleyball, field hockey, basketball, soccer, baseball, lacrosse, and softball must have the approval of the Athletic Director and the Dean of Arts.

PRIVATE MUSIC LESSONS POLICIES

The EHS Music Program has established the Private Music Lesson Program as an environment in which musical talent can be discovered and flourish under the guidance of skilled and experienced specialist instructors. To gain the greatest creative enjoyment while at the same time developing lifelong habits of commitment and discipline.

For further information about Private Music Lessons, including policies, payment and scheduling options, please contact Music Program Coordinator Joe Beam, Email: jbeam@ehshouston.org, Office: 713-512-3645

ARTS PILLAR CONTACT INFORMATION

Paul Revaz, Dean of Arts

Email: prevaz@ehshouston.org

Office: 713-512-3657

Garmon Ashby, Performing Arts Department Chair

Email: gashby@ehshouston.org

Office: 713-512-3455

Japheth Storlie, Visual Arts Department Chair

Email: jstorlie@ehshouston.org

Office: 713-512-3660

The Athletics Pillar

ATHLETICS PHILOSOPHY

Episcopal High School competes in the Southwest Preparatory Conference (SPC) established for “students’ enjoyment, physical fitness, and instruction in skills and character.” Episcopal High School’s athletic program strives to support the School’s Mission of providing a superior education in preparation for college and a significant life thereafter. We believe that thoughtfully designed and directed athletic experiences contribute to the students’ development of discipline, character, respect, and confidence, all of which help prepare them for adult life. All of our students have the opportunity to participate in the Athletics Pillar. EHS has 25 programs with 46 athletic teams.

Goals

- To foster an appreciation for competition through the teaching of each sport’s fundamentals, techniques, and rules, in a progressive and planned sequence.
- To develop an understanding of the requirements for enjoying a healthy lifestyle.
- To develop proper attitudes of pride, sportsmanship, and ethical behavior in athletes, coaches, and spectators.
- To maintain a sense of balance between athletics and the demands of a school with a rigorous academic program and excellent extracurricular opportunities.
- To give students the opportunity to reach their maximum potential through extensive training, state-of-the-art equipment, and strong coaching.

Freshman and Junior Varsity Teams

On the freshman and junior varsity level, team and individual skills are honed preparing student-athletes for the extremely competitive varsity schedule. Playing time is at the sole discretion of the coach, with the focus on player development. Squad sizes will be determined by the optimum number that can be handled with consideration being given to the number of coaches and facilities.

Varsity

On the varsity level, the commitment is to put the best team on the field. Varsity selection is based on the skills and maturity of the student-athlete. At the beginning of the season, each student-athlete’s skills are re-evaluated for team membership. Scheduling and playing-time considerations are based on whatever best serves the team and the overall success of the program, as determined in the coach’s sole discretion.

CODE OF ETHICS

Episcopal High School partners with the Positive Coaching Alliance in an effort to ensure that our students, coaches, and fans demonstrate outstanding sportsmanship and respect for the game. Sportsmanship is that quality of honor that requires athletic participants always to be courteous, fair, and respectful; it is demonstrated in the conduct of the players, spectators, coaches, and School authorities.

Athletics provides more than exercise and competition. Sport, at its best, teaches the virtues of humanity: courage, grace, persistence, discipline, and greatness of spirit.

As a Christian school, EHS views athletics as being intrinsic to the spiritual, as well as the physical, well-being of young people.

Sports offers a vehicle by which young people can learn to work together toward a common goal, respect others, build confidence, and develop sound values that will remain with them for the rest of their lives. Coaches are the pivotal influence around whom student-athletes experience the positive side of competitive athletics. They have a most precious resource to mold, and they are hired because the School believes they understand this immense privilege and responsibility.

Athletic competition at Episcopal High School is guided by the following ideas:

Participants

- Play hard within the rules of the game.
- Win with humility; lose graciously.
- Respect opponents and officials.
- Respect all property and athletic facilities.
- Be positive and supportive of teammates and coaches.
- Accept coaching gracefully, respectfully, and with a desire to improve.

Coaches

- Serve as positive role models for their players.
- Show restraint and respect when dealing with officials.
- Hold players accountable for inappropriate behavior.
- Are positive and supportive of other programs and other coaches on the staff.
- Refrain from berating or publicly admonishing players for mistakes.
- Act in a professional manner at all times.

Spectators

- Appreciate and commend good effort and skill, no matter which individual or team exhibits it.
- Treat officials, opposing cheerleaders, players, coaches, and fans with respect and courtesy.
- Be good ambassadors for our School.

ISAS Sportsmanship Statement

At their athletic contests, Independent Schools Association of the Southwest ("ISAS") schools will not tolerate in any spectator (either student or adult) behavior that is disrespectful toward players, officials, coaches, or other spectators, or will ISAS schools permit any type of spectator behavior that either detracts from the proper conduct of the game or places a player or team at a disadvantage.

SPC SCHOOL ALIGNMENT

North Zone

Casady (field hockey and boys volleyball), Fort Worth Country Day, Greenhill, Hockaday, Oakridge, St. Mark's, Trinity Valley, Cistercian, Episcopal School of Dallas, and Holland Hall (field hockey), St. Andrew's and St. Stephens.

South Zone

Episcopal High School, Houston Christian, John Cooper, Kinkaid, Saint Andrew's, St. John's, St. Stephen's, Awty International, Duchesne Academy of the Sacred Heart

SPC TOURNAMENT DATES

Fall

November 6-8, 2025, in Houston, Texas
Football, Field Hockey, Volleyball, Cross Country

Winter

February 12-14, 2026, in Dallas, Texas
Soccer, Basketball, Wrestling, Swimming

Spring

TBA Girls and Boys Lacrosse

TBA, at Golf Club of Houston
Girls Golf

TBA, at Golf Club of Houston
Boys Golf

April 30-May 2, 2026, in Houston, Texas
Track, Baseball, Tennis, Softball

SPC SPORTSMANSHIP CODE OF CONDUCT

The Southwest Preparatory Conference ("SPC") is proud of the behavior and sportsmanship displayed by its players, coaches and fans. We value spirited and fair play as well as spirited and positive support for our players and teams. In order to ensure that our expected level of behavior and decorum continues each season and each game, we ask that all members of our SPC community strive to make continually renewed efforts to abide by the ideals of our league.

Athletic competition in SPC is guided by the following ideals:

Players

- They live cleanly and play hard. They play for the love of the game.
- They win without boasting; they lose without excuses, and they never quit.
- They respect officials and accept their decisions without question.
- They never forget that they represent their school.

Coaches

- They inspire in their players a love for the game and the desire to win.
- They teach that it is better to lose fairly than to win unfairly.
- They exemplify sportsmanship and respect for officials.
- They are the type of people they want their players to be.

SPC SPORTSMANSHIP POLICY

Players

- Any player who is ejected or disqualified for unsportsmanlike conduct during an SPC game will be automatically suspended for the next SPC counter-athletic contest. If a player is ejected or disqualified for unsportsmanlike conduct during a non-SPC game, the student athlete will sit out the next game.
- The name of any player who uses profanity, is disrespectful to officials, or uses obscene gestures will be sent before the SPC Commissioner, who will then notify the appropriate School Head and Athletic Director of the infraction.

Spectators

- Any spectator who acts in a disruptive or abusive manner will cause the game to be suspended until the situation is resolved or the spectator removed.

Recruiting

- The SPC recognizes that it is an unethical practice for the SPC schools to actively recruit another student from a member school. Member schools should communicate with one another when potential transfers make contact.

SPC REVIEW POLICY

The SPC Operations Committee or Board of Directors may vote to initiate an investigation into a violation or suspected violation of SPC rules, regulations, policies, procedures or bylaws as outlined in the Membership Agreement, the SPC Bylaws and this Handbook. An investigation may include but not be limited to collection of documents and data, personal interviews, and review of the Member School's practices and procedures. Documents required for an investigation may include but not be limited to Member School records and files, student-athlete admissions files, academic records, financial aid files, birth certificates, proof of residency, legal guardianship or conservatorship and any other student records or information requested by the Commissioner, Operations Committee and/or the Board of Directors. Episcopal High School will comply in full with all such SPC requests.

EHS ATHLETICS POLICIES

Physical Examinations, Insurance, Waivers, and Consent-to-Treat Forms

We do require parents to provide appropriate insurance for athletes. The School assumes no responsibility for injury to students participating in athletics or other School activities. Parents may be required to sign a waiver and release as a condition of their student participating in athletics or other School activities.

The School does not promise any particular sport or activity will be offered. Furthermore, enrollment at the School does not guarantee that a student will be permitted to participate. Among other things, students must meet athletic eligibility requirements set forth by the School's athletic league.

A physical examination and a Consent-to-Treat form are required to be filled out and signed by parents for all student-athletes before they will be allowed to practice or play with any athletic team. The permission of one parent is sufficient for the student to participate.

Students also must pass a physical exam to the School's satisfaction prior to participating in athletics. A physical exam is required annually. Student athletes are required to have the physical between April 1st and August 1st immediately prior to the upcoming school year. Student athletes will not be allowed to begin summer practices without an updated physical. Medical history/screening forms are available online at: www.secure.magnushealthportal.com.

Episcopal High School will offer athletic physicals here on campus in Crum Field House twice a year:

- First Monday evening in August
- Early May

If a family chooses, they may have the physical completed by their physician as long as they complete the EHS-provided athletic physical form.

Tryouts and Squad Selection

Under certain conditions the limiting of team size may be warranted. Several factors go into the reduction of team size, including facilities, coaching staff, and scheduling. The coaching staff will make every effort to include as many students as possible in some manner. However, when size reduction is warranted, the coach will discuss with the Athletic Director his or her plan for such actions. Areas that will be addressed include:

- Specific time for tryouts for prospective team members
- Method of team selection
- Procedure for notifying student athletes

While we make every attempt to allow students to participate in the sport of their choice, this may not always be possible. Students participate in team tryouts at the beginning of each season, and team selections are announced shortly thereafter. EHS does offer at least one sport per season that is a non-cut sport, providing all students the opportunity to join a team.

The following sports are available to all students:

- Fall: Cross Country
- Winter: Swimming & Diving and Wrestling
- Spring: Track & Field

Change of Sport Policy

Students who have chosen to participate on an athletic team at EHS are held accountable to that team commitment for the entire duration of the season. If students choose to remove themselves from their current team at any point during the season, they are not allowed to join another in-season sport team or join organized out-of-season workouts. Students will not be allowed to participate in any organized activities until the date of their final commitment from the team they chose to resign.

Students who are removed from teams due to disciplinary issues will also be held to the same standard.

The current coach, student/parent may ask the Athletic Director for exemption due to extenuating circumstances. These cases will be heard and dealt with on an individual basis and are subject to the Athletic Director's sole discretion.

Club Sports

We recognize the value of club sports for the development of sport-specific skills.

However, the Episcopal High School athletic program is our first priority, and athletes should not participate in club sports that will require them to miss required practices and games in a School sport. If conflicts occur, the School's athletic programs should take precedence.

Conflict Resolution

In the event that a conflict arises during the season that causes a student or parent to be unhappy, we recommend the following procedures. We also encourage open communication between our coaches, students, and parents and welcome parent feedback.

1. We encourage students or parents not to approach a coach immediately after an event to talk. Athletic events can be high-energy affairs on and off the field/court. If something comes up that compels you to speak to a coach, please do so at a later date.
2. We encourage our student-athletes to speak to their coaches about any issues that may be causing them difficulty.
3. If the student will not approach the coach or he or she does not feel a satisfactory answer was given, we then suggest the parent set up a telephone call or meeting with the coach.
4. If after the meeting there is still not a satisfactory response, then a meeting may be requested with the parent, coach, and Athletic Director.

The EHS Athletics Pillar has an open-door policy. However, we try to encourage our student-athletes to work on conflict resolution as a means of preparing them for life after EHS.

Conflict with Other EHS Extracurricular Activities or Events

Episcopal High School is committed to the Four Pillars (academics, arts, athletics, and religion), and we will make every attempt to provide each student with a fulfilling experience in all aspects of EHS life. At times, conflicts in students' after-school schedules may occur.

We ask that the following procedures be followed:

1. Parents and students are asked to double-check any sport, club, dance, and theatre schedules prior to trying out for a sports team.
2. If you see any type of conflict either with the practices or a game, please notify the head coach as soon as possible.
3. Students must also notify the faculty member responsible for the non-athletic conflict.
4. The two faculty members (head coach and faculty sponsor) will meet to discuss any conflicts and, if possible, resolve those conflicts.
5. In the event that no resolution can be found, the head coach will notify the Athletic Director, who will then make a decision with the coach on how to proceed.

Arts and Athletics Policy

Due to the many challenges and demands of playing a varsity team sport and performing with an ensemble, students participating in EHS Onstage productions, the fall or spring dance concert, or IMPACT Dance Ensemble or Elevate Dance Competition Team during the same season when they are also participating in a varsity team sport, including football, cheer, volleyball, field hockey, basketball, soccer, baseball, lacrosse, and softball must have the approval of the Athletic Director and the Dean of Arts.

Academics

All student-athletes must meet the academic requirements as outlined in this Handbook to participate in athletics and other activities.

Transportation

The EHS Athletic Department will provide all transportation arrangements for all athletic counter contests. Teams will always travel via bus to away contests.

Students may go home from an away athletic event with their parents as long as they have permission from their coach to do so. If the coach allows this, then verbal communication between the parent and coach must be received prior to leaving the game site. If a student is leaving with a non-parent/guardian (sibling or another family friend, etc.) written permission must be granted by the student's parents and given to the coach before the student will be allowed to depart the site.

Only varsity team members may ask to drive to certain local schools for their games since varsity games are later in the evening.

Most transportation questions can be answered by going to the EHS athletics webpage.

Lodging

EHS varsity teams travel out of the area several times per athletic season. All counter-contest lodging reservations for the teams are taken care of by the EHS Athletics Pillar.

Overnight Trip Permission and Medical Information

Students are required to complete the applicable permission form in order to attend and participate in activities during overnight and multiple-day school trips. The final page of such form provides medical information on the student participant needed by the School sponsors for overnight trips.

All Episcopal High School rules are in effect throughout the trip. For more details, please consult the Code of Conduct section located under Student Life on page 57.

If you have a question about lodging, please contact the Athletic Director at 713-512-3457.

Game Changes and Cancellations

Athletic events are sometimes rescheduled or altered in some fashion. The most up-to-date information will be found on the EHS website.

To access the most current game information, go to the EHS website, run your cursor over the Athletics tab, and then click on Athletics Calendar.

ATHLETICS PILLAR CONTACT INFORMATION

Jason Grove, Director of Athletics

Office: 713-512-3457

Email: jgrove@ehshouston.org

Chelsea Bass, Assistant Athletic Director

Office: 713-512-3664

Email: cbass@ehshouston.org

Kary Kemble, Assistant Athletic Director

Office: 713-512-3644

Email: kkemble@ehshouston.org

Marc Klinkerman, Head Athletic Trainer

Office: 713-512-3425

Email: mklinkerman@ehshouston.org

The Religion Pillar

The very fact that Episcopal High School has Religion as one of its Four Pillars tells us something significant about our founders' commitment to creating a school community that cares about more than the knowledge and skills we can pour into our students. Our School cares deeply about how our students are making their way through life's obstacle course, what our students see and believe about their own roles in God's creation and redemption of our world, and whether our students are learning to live humbly and compassionately, attentive to the needs of those around them and eager to step up to offer their hands and hearts in service. We want our students to believe that they are lovable, they are divinely loved, and they are valued for who they are and what they can bring to a world that can be both beautiful and broken.

The Religion Pillar encompasses Daily Chapel and worship, the academic Religion Department, service learning, pastoral care, and clinical services. Three Episcopal clergy – chaplains – provide pastoral care for students, faculty, and staff and work with a larger team of EHS staff to offer broader support to the school community.

DAILY CHAPEL AND WORSHIP

The chaplains and the Chapel planning team coordinate daily services for all students and faculty. Chapel draws the School community together for worship, reflection, and spiritual formation. Once a week, advisories gather for Family Chapel, which offers a small-group opportunity in an intimate setting for the reading of scripture, prayerful reflection together, and an activity.

EHS is an Episcopal institution – part of the worldwide Anglican Communion – but our faculty, staff, and students represent many religious faiths. All worship services are in the Episcopal tradition while at the same time embracing the diversity of our community in a spirit of reverence and respect for one another.

ACADEMIC CLASSES

Every EHS student takes a one-semester religion course each academic year. . The curriculum of the Religion Department is designed to help the students develop spiritually as they mature physically and intellectually. Coursework moves students through a series including: “What is the story of God and humanity?”, “Where am I in that story?”, and “How should we live?”

The goal of the Religion curriculum is to prepare students to live lives of meaning. Through increasing our students' religious literacy, training their attention, and, encouraging them to orient their love toward the Good, the Religion Department strives to prepare students to live lives of joy in community with, and service to, others.

SERVICE LEARNING

Service Learning puts faith into action, cultivates an understanding of our larger connection to and responsibility for a wider community, and promotes our respect for the dignity and worth of every human being. The Students of Service (SOS) organization is our primary vehicle for community service opportunities throughout the school year. Students serve at organizations like The Nature Discovery Center, the Nehemiah Center for at-risk children, Kids' Meals, The Beacon homeless services, the Buffalo Bayou

Partnership, the Houston Food Bank, the Humane Society, and Project Cure. Information about all upcoming service events is promoted widely through the HelperHelper app in Canvas, in Chapel, and through student emails. We want to make it easy for students to learn how to serve and encourage participation in at least one service opportunity per semester. The HelperHelper app not only provides detailed information about upcoming events but also allows students to access records of their service when completing college applications.

The Service Achievement Program

The optional Service Achievement Program offers interested students a deeper dive into service. The year-long program includes elements of learning, leading, teaching, reflecting, and serving a number of hours in different service areas. Knights in Service awards are presented in Chapel at the end of each year and are represented with an honor cord at graduation. For more information about this program, please contact Katie Samson, ksamson@ehshouston.org.

Freshman Service Experience

The Freshman Service Experience (FSE) integrates new students into the EHS service ethos. FSE will be launched in January with a workshop on service. Each student then selects one service opportunity from a menu of options to complete before mid-March to fulfill the FSE requirement. Finally, the class gathers afterward to reflect on their experiences of service and learn how they can continue to serve through the EHS SOS organization. The goals of the FSE are to help freshmen explore what "service to others" means, discover the many needs in our Houston community, learn about SOS, and understand why EHS takes service seriously. We mean it when we say we want our students to grow and prepare for meaningful lives in service to others.

Senior Outreach

Senior Outreach encompasses the host of volunteer projects undertaken by our Senior class during the first two weeks of their spring semester. During the school days in this period, each senior volunteers as a "Service Intern" at an assigned Outreach placement site helping as needed but also learning about the scope of work of the organization and why its work is important. Episcopal High School seniors have served our community for decades in schools for children with learning differences, inner-city schools, homeless shelters, food pantries, community support programs, environmental aid programs, and in other worthy venues. Seniors continue to report that this is one of the most rewarding experiences of their Episcopal High School career.

Participation in Senior Outreach is a graduation requirement. The program will begin in 2026 on Tuesday, January 6 with a commissioning service at EHS, followed by presentations from some of the organizations where we will serve and an important training session and information meeting. The volunteer work at Outreach sites will run from January 7-16, 2026. Please plan family activities accordingly.

Students who are absent for any portion of Senior Outreach will be required to fulfill their commitment as directed by the Senior Grade Level Dean and the Director of Service Learning. College visits during Senior Outreach are not permitted. Urgent and emergent conflicts must be cleared with the Dean of Religion, The Rev. Art Callahan, acallahan@ehshouston.org.

PASTORAL CARE AND COUNSELING

Two licensed mental health counselors are available to talk with students about issues like depression, anxiety, distress, and other concerns. In addition, the Dean of Religion and chaplains provide pastoral care for our students' spiritual and emotional well-being. Parents are always welcome to discuss issues and concerns with them. The enrollment of your child is consent to allow your child to receive services through our counseling office. The School does not provide students or parents with therapeutic intervention but instead refers individuals to outside medical providers.

Students and parents should be aware that conversations with the guidance counselor may be privileged and confidential, unless the nature of the communication reveals the immediate risk of harm to the student or others or a violation of the child abuse laws.

Students and parents should be aware that the mental health counselors may be required to report communications from students to law enforcement or child abuse authorities when the nature of the communication reveals the immediate or imminent risk of harm to the student or others, or an actual or potential violation of the child abuse laws.

In addition, if a student observes or receives information that another student may be struggling with personal issues or has concerns that a student may harm themselves or others, please report such information to a counselor.

The School may require evaluation and/or on-going therapy along with a reciprocal release so that the School can openly communicate with the therapist as a condition of continued enrollment if the School deems an evaluation or therapy to be necessary. The School may further require a medical assessment confirming a student's ability to return to School in its discretion and at the parent's cost.

EHS offers many other support resources for our students and families. Please see the Support Resources Listing in the Parent Information section.

PARENT EDUCATION

The parents' job of navigating the waters of high school with their children can be daunting. Beyond Back-to-School Knight and individual interactions with our faculty, EHS offers support and education to parents through a variety of means.

Parent Forums address a range of topics related to parenting, mental wellness in the teenage years, and high-risk behavior must-knows. We have a variety of speakers for these programs, bringing in guest speakers as well as using our own resources. Parent Forums are recorded and posted to the school website, so if parents cannot be present for the event, they can view the recording at their convenience.

There are also a number of **learning opportunities for parents, related to specific programs and/or specific grade levels**. In September, parents for grades 9-11 will meet with their Grade Level Deans and others, to learn what to expect in the year ahead. The EHS College Counseling Office has meetings to help parents understand the college application process. The Athletics Department sponsors the Positive Coaching Alliance program for the parents of athletes each season, as part of the effort to ensure that our students have a positive, character-building experience through their engagement in

athletics. At the Dads Club and Parent Association meetings, parents are treated to student presentations showcasing some of the things that our students are learning and doing at EHS.

In short, EHS offers a wide array of support and education to parents. Parents can learn about upcoming events in the weekly *Windows* newsletter.

CHOICES PROGRAM

Choices is a partnership between Episcopal High School and The Council on Recovery. A part-time Choices Education Specialist joins us on campus a few days each week to work with the counseling team and a student advocacy group to provide a comprehensive program of education about high-risk behaviors. From lunchtime learning activities to Chapel presentations to providing resource materials, the Choices Education Specialist supports all members of the School community: students, parents, and faculty.

For questions about the Choices program, contact Dean of Religion, The Rev. Art Callaham, acallaham@ehshouston.org, 713-512-3610.

Technology

LAPTOP COMPUTER ACCEPTABLE USE POLICY

Digital learning at EHS provides the School community with tools to expand our students' learning opportunities. While this access provides nearly limitless possibilities, it also comes with great responsibility. Use of the EHS network and its related technology facilities is a privilege afforded to members of the School community. The School provides a set of guidelines for security and acceptable use, and violations of these guidelines will be handled by the Discipline Council, the Honor Council and/or the administration. The manner in which students use their computers is a reflection of their character; as such, all members of the EHS community must acknowledge the expectation that these tools should be used with good judgment, common sense, and integrity.

GENERAL COMPUTER GUIDELINES

All computers and devices should be used in a responsible, ethical, and legal manner. Violations of the following guidelines may result in the revocation of access privileges and possible disciplinary responses, including expulsion for serious offenses.

School Purchase

All student computers must be purchased and configured by EHS. We do this so that our students and faculty can share a common platform and applications. This commonality allows our teachers to focus on the curriculum and not on dissimilar applications or unfamiliar computer designs.

Internet Filtering

To ensure the most beneficial learning environment, Episcopal High School filters the on-campus internet connection for inappropriate and/or distracting content. Although Episcopal High School has a high-quality web filter for use on campus, please know that the system does not filter beyond the school campus. No filtering system is foolproof, however. Therefore, we expect students to act responsibly in their searches and to immediately disengage from any materials that are inappropriate and to report the situation to the faculty member or administrator in charge of the activity.

The School's web filter does not protect our students at home or in any areas off campus, but there are home-network options available. If you would like to know more, please feel free to email us at technologydept@ehshouston.org.

Chatting

During class, students are required to participate in class activities and be on task. While chat capability is provided through Microsoft Teams, these features are to be used in ways that do not disrupt learning.

Audio

Because computer audio can be distracting and disruptive, the volume setting on the laptops should be completely turned off or headphones should be used while students are on campus.

Games

Although too numerous to list here, allowable games on campus include only school-appropriate material. Games that include violence or inappropriate content are strictly prohibited on campus. Games should never be played during class time unless specifically directed by a teacher.

Pornography

The possession, viewing, or distribution of pornography on campus, in either electronic or hard copy form, is a violation of School rules. Students who violate this rule will appear before the Discipline Council. The School reserves the right to determine what material is pornographic.

Network Access and Passwords

Students may not access information on the School's private network without permission from the administration,

Accessing or attempting to gain access to passwords or files of others is prohibited. Attempting to impair the network, to bypass restrictions set by the network administrator, or to create links to the School's website is prohibited. Obtaining another's password or rights to another's directory or e-mail on the network is a violation of School rules as well as a form of theft. Taking advantage of a student who inadvertently leaves a computer without logging out is not appropriate. Using someone else's password or posting a message using or purporting to be using another's log-in name is a form of dishonesty, just as is plagiarism or lying, and will be treated as a violation. Students must guard their password. They will be responsible for any activity done on the School's system under their password.

School Software Information

Students need to maintain a certain amount of space on their laptop's hard drive for school software and information. Please leave approximately 20GB of space free for additional School installations at all times. Any space beyond the reserved School space may be used for any purpose, as long as it is not illegal, inappropriate, or dishonorable. Keep in mind that the Help Desk will erase everything on the hard drive and reinstall the default School programs if software problems or conflicts are found.

Backup and Storage

Students should be in the habit of regularly backing up all work to a cloud service such as Microsoft OneDrive or Google Drive, as well as keeping local backups on an external hard drive. Students should also be mindful that personal use of software or content not provided by the School without permission of the rights holder (usually in the form of a license) is expressly prohibited. This means no pirated or illegal software may be installed on the student's computer.

Printing

In keeping with the School's commitment to our environment, students should print only essential material. Please print responsibly! Students should retrieve their printed material immediately, as the pages are recycled within a certain amount of time. Students should include their names at the top of all pages printed.

INTERNET USE

Cellular Hotspots

Students are not allowed to use personal hotspots while on campus as they circumvent our security posture.

Inappropriate Use

The internet is to be used for scholarly research and as a means of obtaining needed information. Although possible, students should never access inappropriate sites including but not limited to those that are pornographic, extremist, racist, or gambling related.

Evaluation

Since websites can be created by anyone, no information or content should be taken at face value. Students need to determine the source of the information before deciding if it is a worthy or credible source. Fact-checking extensions such as [NewsGuard](#) can easily be leveraged for this purpose.

Documentation

Students must properly document all material obtained through internet research for use in academic work.

Safety and Security

The owners of a website can obtain any information that is entered into websites; however, a website cannot get an email address or name unless it is provided. Students should be careful when giving out their email and full name and should not give out their home phone numbers or addresses to anyone. Similarly, avoid accessing sites or clicking on links with which you are not familiar if you are unsure of their safety.

Disclosing Information

Students should never give out their own personal information or that of their friends or family (address, telephone number, name of School, address of School, date of birth, Social Security Number, credit card number, etc.) over the Internet. Students also should not meet with someone that they have contacted online without prior parental approval. Safety is the responsibility of the parent and student. No student should ever disclose anyone's information without his or her express consent. In addition, email addresses of students, alumni, faculty, and staff should not be published or shared without explicit consent. The School is not liable in any way for irresponsible acts on the part of the student.

Parental Controls

Each student computer in the EHS Laptop Program has the capability to enable parental restrictions. Recognizing that there could be instances in which a parent would like to govern a child's use of the laptop, Apple's Parental Controls can help parents manage

various aspects of a student's online life, such as how much time students spend online with social networking versus homework-related applications. Please contact the Help Desk for more information about enabling and utilizing Parental Controls.

Sexting

"Sexting" is the term used to describe a sharing of photos of persons (themselves or other individuals regardless of age) engaging in sexually related behavior, or touching private body parts over or under clothes, or of persons partially or wholly nude, typically with private body areas uncovered through any form of electronic distribution. Students are prohibited from engaging in sexting, whether over the School's systems or using their own electronic devices regardless of where the student was when the sexting occurred. Any student receiving or with knowledge of such a photo must immediately report the situation to an Administrator. Even seemingly joking or flirtatious sexting behavior is wrong and will not only lead to disciplinary action but could lead to a report to law enforcement. The School will comply with all state and local laws regarding sexting.

Social Media

Social media encompasses a broad array of online activity, including social networks/media such as Twitter, TikTok, Instagram, Facebook, GroupMe, and Snapchat, blogs, and other similar online or Internet communications.

The power and reach of social media cannot be overstated. EHS encourages its young people to be civically engaged; much of our culturally relevant thinking – as well as misinformation – is generated and traded there. As mentioned previously, the importance of source-checking is paramount. While engaging on social media, students should keep these practices & principles in mind:

- Constantly ask yourself: Who is the person making this comment? What weight do they carry in their comments? What biases might they have? Who do they work for or represent?
- Always consider whether you *should* get involved in a conversation before you engage. Pick your battles and be thoughtful and kind when you choose to engage. Let your voice be heard but remember that social change happens most effectively through peaceable means.
- Kindness is a key to effective writing, especially when you are feeling passionate. We are indeed called to love our enemies: *But I tell you, love your enemies, bless those who curse you, do good to those who hate you, and pray for those who mistreat you and persecute you. (Matthew 5:44)*
- When making comments, re-read your writing several times before you post. If there is something that you're not sure about in what you are about to post – you probably should not post it. Trust your gut on this!
- If you write something while you are emotional, take some time before actually posting. You'll be surprised how pausing to take a breath and calm down can help you to think more clearly. Don't rage post. Writing while angry or hurt often results in less persuasive arguments and potential damage later.
- Never use profanity in your posts.
- You should ensure that your online activities do not violate a School policy regarding bullying or harassment, or other similar policies pertaining to how students interact with each other. If you post or say something online that

makes another student feel uncomfortable, your activity may result in an investigation and possible discipline.

We strongly discourage students from accessing social media and/or social networking sites while on School property or at a School-related event, unless such use is on a School social media platform or School-sanctioned site and the use is for School-related work.

It is not our goal to regulate a student's personal online activities when not on School property or at a School-related event. Please understand, however, that certain activities might impact a student's relationships with other students or School employees, impact the School rights, or disrupt the School's mission or activities, and we do reserve the right to regulate those activities. All students should ensure that they are familiar with School's conduct policies to avoid any online communications that might violate those policies.

Students should not "follow" or be "friends" with any faculty member or other adult member of our community (other than the student's parent) on any of these social networking sites. Any violation of this prohibition must be reported to the administration immediately.

Students are not permitted to use the School's name, logos, trademarks, service marks, or other similar School property in online activities without the permission of the School. Students are not permitted to post photographs of the School, its locations, activities, students, parents, or employee-related activities online without the permission of the School. Students are not permitted to create websites or social networking profiles to rate teachers, discuss aspects of the School, or otherwise disclose information online that the School would find offensive or inappropriate if posted in the School's newspaper. Finally, students are not permitted to disclose any confidential information of the School, employees, students, parents, or activities online.

EHS will not tolerate bullying of any type, including online bullying. Remember that information lasts forever online; there is no such thing as "deleting" a post or "taking down a website" anymore. Here are a few other important facts to remember as we move into the future:

- Colleges, universities, and your future employers will look at all facets of your social media footprint to get a better idea of who you are. Make sure there is nothing that you post or subscribe to that you don't want everyone to see.
- Security settings should be set appropriately on each of your social media accounts. Consider making all of your information and privacy settings "private" in order to keep your photos and data out of the wrong hands.
- Students should also be aware that teachers and administrators may periodically check such sites and may determine that off campus behavior violates the School conduct code. For example, a student making disparaging or negative comments about the School administration, or faculty members in a manner that is disruptive to the School's educational mission or activities would be considered a violation of the School's policy.
- Posts on social media or other Internet sites of students engaging in inappropriate behavior (such as drinking, smoking, vaping, sexual actions, etc.) are prohibited.

- Students and parents who identify themselves as School students or parents on their personal social media account(s) or when posting on a School-affiliated account must not engage in political or social actions or commentary reflecting personal views. Political messages that may be associated with the School are not authorized. Students and parents must be moderate and professional when sharing social media posts, tagging the School's social media accounts, or when making any references to our School or programs.
- You are responsible for any of your online activity, including but not limited to activity conducted with a School email address, which can be traced back to the School's domain, which uses School resources or assets, and/or which is contained on your personal devices or accounts.
- The School reserves the right to inspect all electronic data and usage occurring over the School's network or on School property without prior notice. We also reserve the right to assess information in the public domain on the Internet or on private social media sites brought to the School's attention, and to discipline students for any violation of these guidelines.

Email Etiquette

As a rule, one should never say something through email that he or she would not say in person or would be embarrassed to see printed in a newspaper. In addition, personal or highly charged exchanges are best handled in person. EHS email should be reserved for the exchange of School-related information and not for personal correspondence.

Bulk Email

Users should not send out bulk email, including chain letters, advertisements, or any other message that includes many different recipients without their consent. The Principal must approve beforehand all student email that is being sent to the entire school or the appropriate Grade Level Dean for an entire class.

LAPTOP SECURITY AND MAINTENANCE

Laptop Computer Security and Policy

Students are responsible for their computers. They must keep their laptops with them or locked in their hallway lockers at all times. Students involved in after-school activities need to ensure that their computers are secure. Laptops may remain locked in their owners' hallway lockers, but not in their athletic lockers. Students should make arrangements for their computers to be monitored by an adult at all off-campus events. The computers must be kept in approved cases, and it is recommended that students use a special padded backpack made for carrying a laptop. Students must notify the School immediately if a computer is missing. Unattended computers in the halls will be picked up and taken to the attendance desk for safekeeping, including during Chapel and after school. Do not leave your laptop in a car; this is where most theft occurs. Heat can also be dangerous for the computers, so don't leave your laptop in a hot car or any other place that stays hot. Any intentional acts of vandalism will be result in discipline and students will be held responsible for replacement or repairs.

Viruses and Other Risks

Although the School takes steps to keep its system virus-free, even with the best techniques computer viruses can be transmitted to and from any computer. Further, students use the School's computers and systems at their own risk. Such risks may

include loss of data resulting from delays, "mis-deliveries", or service interruptions, whether caused by the School's negligence or by a student's errors or omissions. The School bears no responsibility for the accuracy or quality of information obtained through its computer services. Students use such information at their own risk. Users will be responsible for any repercussions, which may include civil actions or criminal charges, resulting from their activities. The School is not responsible for any damages or expenses students incur while using its computers or systems or for the transmission of any virus or for damage suffered from a virus.

Lost or Stolen Computers

It is vital that students bring their computers to class consistently. If a computer is lost or stolen, students must initiate the process to replace the missing computer.

1. First, the student should go to his or her local police department to file a "lost or stolen item" report.
2. Next, the student must bring the police report case file number, the date of loss, the police officer's name, and a brief description of how the loss occurred to the EHS Help Desk.
3. Finally, after a replacement fee is collected, the EHS Help Desk will issue a new computer.

Replacement computers must be purchased from EHS. EHS will install and configure all software on replacement computers.

The new MacBook allows a student's laptop to be located through his or her iCloud account. Once the account is set up and the Find My Mac service is configured, the parent or student can use another computer, iPhone, or iPad to sign in and activate the Find My Mac app, and the next time the student's Mac accesses the Internet, the student or parent will be notified with its location on a map. Please contact the EHS Help Desk for more information about enabling and utilizing Find My Mac.

Help Desk

The Help Desk is located on the first floor of the Jack T. Trotter Academic & Sciences Building, as well as in the library. The purpose of the Help Desk is to provide technical assistance to our users. We have multiple Apple-certified technicians on staff who are able to diagnose problems, make repairs, and install replacement parts. The Help Desk will answer all student software and hardware questions. Repairs not covered by the manufacturer's warranty will be billed to the user; however, there is no charge for labor. Please avoid taking your laptop to the Apple store for repairs or troubleshooting.

Software Updates

Each student is responsible for ensuring that his or her computer is running up-to-date applications. The Help Desk will assist students by loading updated versions of software. We advise each student to be mindful of the software update messages that the EHS Help Desk pushes out and to follow their guidance. EHS maintains current licenses on the software that we have installed.

Damage to or Failure to Return Devices

Parents are responsible, and will be billed, for any damage to School devices or if their student fails to return the device at the end of the School year or when requested by the School.

PRIVACY

Laptop

The School reserves the right to look at a student's laptop, including but not limited to any data contained therein. In such case, the School reserves the right to inspect the device, including all contents. Students must provide any and all passwords to inspect the device and its contents upon request by a School administrator. In addition, information stored on a student's laptop will be accessible to the support crew/faculty if the laptop is turned over for repair.

Electronic Communications

All electronic communications are available to the EHS System Administrator. When users are connected to the network, all activities are logged. School officials can and will be able to view any such log.

The School reserves the right to review electronic communications. Electronic communication must not include personal attacks, inappropriate language, or commentary that is inconsistent with the mission and values of the School and should follow the normal rules of appropriate public language. They should not contain any language or content, which the author would not be willing to share from the podium at a School meeting. Students should be made aware that deleted e-mails, messages and browsing histories can be retrieved.

Students must respect the image, voice, and identities of community members by refraining from using software, such as artificial intelligence tools, to manipulate or misrepresent them, whether on social media, in electronic communications or otherwise.

Honor or harassment issues resulting from misuse will be addressed by EHS administrators and may carry strong disciplinary consequences, up to and including expulsion. Any person who believes that they have been harassed or threatened by any email or other electronic communication should immediately report the concern to a faculty member or a member of the administration.

Monitoring

The School will monitor online activity, including logging website access and bandwidth usage. Students should have no expectation of privacy when using school-provided networks or devices and are encouraged to behave accordingly.

Any personal mobile device—such as iPads, iPhones, or comparable devices—that is configured with school credentials is subject to monitoring through our Office 365 account monitoring system. Additionally, all school-issued MacBooks are equipped with Microsoft Defender for Endpoint to enhance security and ensure compliance with School policies.

Consequences for Inappropriate Computer Use

Failure to adhere to the technology conditions and rules of Episcopal High School as outlined above can result in disciplinary action. The use of school computers and servers to gain access to the internet is a privilege, and unacceptable use may result in the

termination of those privileges, the student's appearance before the Discipline Council, and disciplinary consequences, up to and including expulsion.

Faculty/Staff and EHS Students Texting Guidelines

Texting between faculty/staff and students is not allowed. When messaging is necessary, students and teachers should always use MS Teams, which offers a chat feature that will protect and record all messages from faculty/staff to students. For their protection, students and teachers should never exchange personal phone numbers. Additionally, students and teachers are not allowed to communicate on any other third-party platform including (but not limited to) texting, FaceTime, Facebook, WhatsApp, Discord, Snapchat, Instagram, or any other platform.

For any questions or concerns regarding technology, please email us at technologydept@ehshouston.org.

Online Learning Management Systems and COPPA Information

The importance of teachers and students engaging, collaborating, learning, and sharing in digital environments is a part of modern learning and provides students the opportunity to develop as literate and technologically competent individuals. Educational standards are now requiring the use of online education tools and our School uses several computer software applications and web-based/cloud-based education technology services operated not by the School, but by third parties. These applications include, but may not be limited to, Google Drive, Discovery Education, Schoology, Explain Everything, See Saw, Scratch, MineCraft, Kodable, Zoom, Canvas, Code Monkey, and other similar educational programs. A complete list of the programs with the privacy policy for each can be found on our School website.

In order for our students to use these programs and services, certain personal identifying information—generally the student's name and school email address—must be provided to the website operator. Please note that any personal information provided by the School is for educational purposes only and is used by the School solely to communicate with the service provider. Students will receive a School email address to participate in certain of these computer software applications and web-based/cloud-based services. Under federal law entitled the Children's Online Privacy Protection Act (COPPA), certain website providers must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. For more information on COPPA, please visit <https://www.ftc.gov/tips-advice/businesscenter/guidance/complying-coppa-frequently-asked-questions>.

Such information may include your child's first name, last name, email address, username, profile picture and other information your child has added to their profile; contacts and calendar information; settings, such as audio and video settings and screen sharing settings; device information such as IP address, Wi-Fi information, and device features; product usage, such as mouse movements and keystrokes, whether your child sends message and with whom they message, actions (using mute/unmute, video on or off, etc.) and other user actions; and school-related information, such as school name, class, and teacher name. Your signature on the Handbook acknowledgment will also reflect and constitute your consent for your child to participate in these programs and services, which may also include video conferencing, podcasts, and live chats, which means that their identity will be revealed, their voice will be heard, and their image

displayed to others and both may be recorded. The recording may also include images, messages, Q&A, and other content shared by your child and other participants. The recordings of your child's image, voice, identity, and content may be used for any purpose deemed appropriate by the School, including for educational, disciplinary, and marketing purposes. If you do not want your student to participate in these programs, please contact: technologydept@ehshouston.org.

Students are reminded that they should not place any confidential or sensitive information into cloud storage.

GENERATIVE ARTIFICIAL INTELLIGENCE (GENAI)

Publicly available applications driven by GenAI, such as chatbots (ChatGPT, Google's Bard, and Meta's LLaMA), search engines (Microsoft Bing), or image generators (DALL-E, Midjourney) ("GenAI Programs"), are impressive and widely popular. This policy applies to the use of any third-party or publicly available GenAI Programs that mimic human intelligence to generate answers, work product, or perform certain tasks. Certain of our courses and curriculum may explore GenAI programs so students are aware of and understand these important tools. However, while these content-generating tools are important for students to be aware of and understand, there are a number of concerns associated with this new technology:

- GenAI Programs do not always produce accurate or complete information and results can include fictional people, places, facts, or events;
- The information entered into GenAI Programs is not confidential, is used by the GenAI Programs to continue to evolve, and is a potential target for hacking or other cyberattacks; and
- The results produced by these GenAI Programs do not cite two sources, so there is a serious risk of plagiarism.

Most importantly, the purpose of school is to allow students to grow, to be challenged intellectually, and to think critically about the material they are learning. As such, students are not allowed to use GenAI Programs, such as chatbots or image generators, either in school or at home in connection with any schoolwork, including, but not limited to homework, projects, examinations, tests, quizzes, or as a substitute for reading assigned materials, unless expressly permitted by a teacher and attribution to artificial intelligence is provided by the student.

The specific requirements for its use and citing will be directed by the teacher but will likely include a citation of the GenAI Programs used, a description of the prompt(s) used, and a statement about how it was used in relation to the final draft of the assignment.

When a student is suspected of improperly using GenAI Programs, using them without their teacher's permission and/or failing to properly cite their use, the student may be subject to disciplinary action, up to and including referral to the School's Honor Council or immediate dismissal.

Students will also be subject to disciplinary consequences for using GenAI Programs for any activities that are illegal, harmful, disclose confidential information, or infringe upon

the privacy or intellectual property rights of others. Prohibited conduct includes using artificial intelligence to manipulate the images of others.

Intellectual Property

By enrolling the student in the School, the parent and student acknowledge that during the student's attendance at the School, all student Intellectual Property (defined below) related to or used in connection with the student's participation in any joint or group School activity (classroom, homework, athletic, artistic, scientific, etc.) is the exclusive property of the School. Intellectual Property includes all inventions, creations, videos, audios, writings, prototypes, discoveries, developments, formulas, techniques, and improvements and all works of original authorship or images that are fixed in any tangible medium of expression, whether or not copyrightable, patentable or otherwise protectable, which are conceived, designed, created or developed by any of the School's students in conjunction with other students and/or School personnel. To be clear, if a student works on a project alone (such as a painting or music), such project is not Intellectual Property covered by this policy. Any parent or student who believes that he or she is eligible for a waiver to this policy should contact the Head of School to discuss the specific circumstances.

The Honor Code and Honor Council

MISSION AND STATEMENT OF CODE

At Episcopal High School, we believe that academic and personal integrity are essential elements in creating a comfortable and trusting educational atmosphere for students, faculty, and school family. We encourage all students to extend their educational experiences beyond textbooks and academics. The School is responsible not only for developing students' minds, but also for developing character, strong morals, and social responsibility. To accomplish this goal, each student must uphold and follow the School's Honor Code. Our Honor Code is based on a system of mutual trust among students, faculty, and staff; it dictates that as members of the Episcopal High School community, we will not lie, cheat, steal, or plagiarize. Consisting of students and faculty who are elected or appointed, the Honor Council exists to demonstrate and ensure that honor and integrity are fundamental principles of our school. The primary focus is educational, not punitive.

Plagiarism

Plagiarism is the use of ideas or words that are not one's own without adequately acknowledging their source (books, magazines, and other print media; internet and other computer-related electronic media; any language produced or edited by an artificial intelligence system; television; audio materials or another student or tutor's work). Such appropriation, whether through unaccredited, direct quotation or paraphrase, violates academic honor in two ways: by stealing intellectual property and by misrepresenting the origin of concepts or distinctive phrasing. Students must indicate any idea that is not their own with a footnote, endnote, or internal reference, and enclose exact language (words, phrases, clauses, whole sentences, or paragraphs) in quotation marks. All borrowed material must be cited appropriately, and any reader must be able to locate the borrowed material. Students who plagiarize will be deemed in violation of the Honor Code and be subject to an appearance before the Honor Council.

Cheating

Cheating is obtaining (or attempting to obtain) something by dishonest or deceptive means. Students who cheat on any assignment will be deemed in violation of the Honor Code and be subject to an appearance before the Honor Council.

Sharing of or Collaborating on Assignments

In order to help students reach their full potential and to better understand where students need help, students should turn in only work that they have completed themselves unless explicitly authorized by their teacher to collaborate on an assignment. Further, to prevent inappropriate use by another student, students should not share their assignments with others, either electronically or in-person. Students who share coursework that is copied by another student will be deemed in violation of the Honor Code and be subject to an appearance before the Honor Council.

The School reserves the right to utilize essay-checking or other anti-plagiarism software to monitor potential plagiarism.

Responsibilities of the School Community

For the Honor Code to work, students, faculty, and administrators must share the responsibility for promoting honor and for creating an atmosphere of trust. Therefore, we ask both students and faculty to sign the Honor Code Pledge as a symbol of their commitment to the Honor Code. Additionally, any students or faculty who learn of honor violations or have reason to believe an honor violation has occurred should immediately report the violation to the relevant Grade Level Dean or Principal.

Honor Code Pledge

As a member of the Episcopal High School community, I pledge that I will not lie, cheat, or steal, and that I will uphold the values of honesty and integrity.

HONOR COUNCIL

The Honor Council is comprised of faculty and appointed or elected students. They hear cases involving infractions of the Honor Code. When the Grade Level Dean believes an appearance is warranted, the Council convenes to educate the student through a reflective exercise, and then recommends to the Head of School a course of action that may include detention, community service, suspension, expulsion, and academic sanctions.

Honor Council Qualifications and Membership

The Honor Council is composed of up to 10 students. After receiving recommendations from the faculty, the Head of School appoints the permanent student members: three seniors, three juniors, two sophomores, and two freshmen. Each of the four student body officers may serve as a standby member, in case one of the original 10 members is unable to serve on a particular day. Any member who violates the Honor Code or Confidentiality Policy may be removed from the Council. The three faculty members are selected by the Head of School and serve at his discretion.

Guidelines and Procedures

If a member of the Episcopal High School community believes that an honor violation has occurred, he or she should discuss the incident with the appropriate Grade Level Dean. After consideration, the Grade Level Dean will determine whether the case should be sent to the Honor Council or be dealt with in another way. For special cases as determined by the Head of School, student members of the Honor Council may be excluded from a hearing. An admission of guilt does not preclude an Honor Council hearing. If a hearing is necessary, the student will be notified quickly, and an Honor Council meeting will be scheduled as soon as possible. The student is not permitted to communicate with members of the Honor Council about his or her case at any time and has the option of having his or her advisor and/or class president present during the hearing as a non-participating observer. At the meeting, the members will hear a brief description of the incident and any previous disciplinary concerns or extenuating circumstances. After this procedure, the Council will hear the descriptions of the events from all involved. During this session, the Council's primary responsibility is educative.

Recommendations

The Honor Council maintains the right to view each case as an individual situation while at the same time respecting precedent. After the Council has reached a consensus, members will make a recommendation to the Head of School, who, in reaching his final decision, may alter the decision for whatever reason he deems appropriate. After the

Head of School has reached a decision, the Principal, Grade Level Dean and/or the Faculty Chair of the Honor Council will inform the student of that decision. The Head of School has sole discretion in treating the situation as he sees fit. Once a student has been found guilty of a second offense, the Council will be instructed to consider possible expulsion.

Confidentiality

Members of the Honor Council are obligated to keep all cases confidential. Violations of confidentiality by a member will result in his or her dismissal from the Council and possibly in further disciplinary actions as determined by the Head of School. Violators of this section must keep their own cases confidential.

Communicating with Community

To educate Episcopal High School students and to promote an atmosphere of integrity, the Honor Council will inform the community of the resolution of cases, while protecting the confidentiality of those involved. In addition, the Honor Council will provide timely feedback to any teachers who have reported violations of the Honor Code. If a breach of the Honor Code results in a suspension, withdrawal, or dismissal, the Head of School may, at his discretion, orally inform the faculty or community at large about such events.

Code of Conduct

The School's clearly stated Mission is to operate as a Christian community; to understand and respond to the individual needs and capabilities of each student; and to provide an opportunity for each student to reach his or her maximum spiritual, intellectual, social, and ethical potential. In keeping with this Mission, Episcopal High School sets the following Code of Conduct, in addition to the Honor Code, as the standard by which all students of the School community should govern themselves. The Code's intent is to encourage students to develop self-control and respect and to conduct themselves with civility, responsibility, and an awareness of the safety and worth of others in the community. The faculty and administration will render the final decision on the interpretation of the Code of Conduct.

The School has a common disciplinary approach to enforce the Code of Conduct that is graduated, consistent, and developmentally appropriate. Consequences will be determined by a number of factors including the age of the student, conduct history, number of offenses, severity of incident, and past history of all parties involved. The primary goal is to end the behavior and to ensure a safe learning environment for all students. Possible consequences include a conference with or without a parent; documentation; written apology with facilitated communication; behavioral contract; suspension; counseling; probation; non-renewal for future academic years; and expulsion. Students and parents must respect the School's decisions in all matters of discipline and enforcement of the Code of Conduct even if they disagree with them.

EXPECTATIONS AND POLICIES REGARDING CONDUCT

To promote these personal virtues and foster a healthy educational environment, Episcopal High School holds each student to the following expectations of personal conduct:

Punctuality and Attendance

- Students will attend all required classes each day.
- Students will arrive on time for classes, Chapel, and other appointments.

Safety and Order

- Students will act responsibly, with concern for both their own safety and that of others.

Respect

- Students will show respect toward all members of the community and toward the learning environment.
- Students will show respect toward personal property, School property, and School grounds. For example, they will not litter; waste supplies; mistreat furniture, computers, or other property; or deface desks, lockers, or books. Students will not commit vandalism or theft. Students are expected to clean up after themselves during break and lunch.

- Students will use appropriate, respectful language. For example, they will not use profanity; put-downs; sexually suggestive or graphic words; derogatory comments; or any other language that is hurtful, disrespectful, or unkind.
- The School reserves the right to expel a student at any time, if, in the judgment of the Head of School, the effort, progress, conduct, or influence of the student, or of anyone directly associated with the student, including but not limited to his or her parent(s) or guardian(s), in or out of the School, is not in keeping with the School's accepted standards.

Bullying, Harassment, and Hazing

The Episcopal High School community is committed to providing a safe, positive, learning and working environment in which every individual is treated with dignity, respect, and compassion. The School will not tolerate bullying, harassment, or hazing or any other action that infringes upon an individual's ability to learn or participate fully in the life of the community.

Bullying is the act of intimidating another person through a pattern of intentional electronic, written, spoken, non-verbal or physical antagonism. Bullying behaviors can be carried out, physically (hitting, kicking, pushing), verbally (calling names, taunting, teasing, threatening, ridiculing, spreading rumors, etc.), electronically, sometimes called "cyber-bullying" (posting defamatory remarks or photos, sending threatening emails, creating fake profiles, taking over an account and posting as someone else), or through relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion) or emotional aggression (teasing, threatening, intimidating others). Examples of bullying include but are not limited to unwanted touching, pushing, pulling, tripping or restraining others, destroying, defacing, or hiding another's property, and verbal abuse of any kind. Students should contact the administration if they believe they have witnessed or experienced bullying.

When bullying occurs outside the physical School grounds, these actions may still impact the physical and emotional safety of our students as if they had occurred during the school day. The School will address any bullying behavior that impacts our community.

Examples of bullying outside the School include, but are not limited to:

- Electronic communication that includes physical threats and/or malicious gossip and slander
- Hit lists or polls via email, texting or social networks naming specific students or teachers
- Sending humiliating or obscene photographs electronically or through phones
- Stealing passwords and misrepresenting oneself
- Changing other people's profiles online

Hazing is *"doing, requiring, or encouraging any act, whether or not the act is voluntarily agreed upon, in conjunction with initiation or continued membership or participation in any group, that causes or creates a substantial risk of causing mental or physical harm or humiliation"* (Used with permission from Ohio State University Office of Student Life). Hazing activities include, but are not limited to, acts of personal servitude (i.e., forced labor or service), sleep deprivation, restrictions on personal hygiene, yelling, swearing, insulting or demeaning verbal abuse, being forced to wear embarrassing or humiliating attire, requiring certain haircuts or styles, consumption of vile or other non-

food substances, consumption of alcohol, smearing of skin with vile substances, brandings, writing or marking on one's skin or clothes, physical beatings, paddling or other physical abuse, performing sexual simulation or sexual acts, stunts or dares that could result in physical injury or harm to a person's mental, emotional or social well-being, any act in violation of the law or School policy, and any other activity that could fall within the definition of hazing. A student violates this policy whenever the student engages, assists, or attempts to engage or assist in the planning or committing of any hazing activity, whether on or off School property. If you think a particular activity could possibly be hazing, then it probably is. Students should contact the administration if they believe they have witnessed or experienced hazing. The failure to make such a report is also a violation of this policy.

Harassment is broadly defined to include unreasonable conduct or behavior that is personally offensive or threatening, impairs morale, or interferes with the educational environment of students and includes, but is not limited to, slurs, jokes, comments, teasing, and other offensive conduct relating to race, religion, color, sex, gender identity, sexual orientation, national origin, citizenship, or disability.

Bullying or harassment can occur through any type of communications method, including face-to-face communications, phone, text, email, postings on social media (Facebook, Instagram, Snapchat GroupMe, etc.), camera phones, or other forms of technology. The communications can be direct or indirect, such as through friends or others. Any type of offensive conduct, whether on or off campus, on a school bus, online or at a School-related event, can create an uncomfortable school environment.

It is the responsibility of all members of the community to ensure that their words, actions, and interactions with others always reflect the intent to promote respect and trust. Attempts to justify behavior as a "prank" or "joke" do not change its harassing or bullying nature if the object of the joke or prank is not a willing participant. Whatever the basis for the harassment or bullying, it is prohibited.

All concerns relating to harassment, hazing, or bullying should be reported immediately to the appropriate Grade Level Dean or Principal. We also expect that anyone, whether student, faculty, staff, or family member who witnesses, or has knowledge of an incident of bullying or harassment, will report the incident to the appropriate individual identified above. Delays in reporting may compromise the School's ability to appropriately investigate.

When the School administration becomes aware of harassment, hazing, or bullying, the situation will be investigated. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from the School for serious violations, even in the case of a single expression, act, or gesture. Conduct need not meet any legal definition of harassment, hazing, or bullying to violate the School's expectations for appropriate behavior and be actionable. No adverse action will be taken against any person who makes a good faith report of harassment, hazing, or bullying. Retaliation in any form against anyone for making a complaint under this policy or for participating in an investigation is strictly prohibited. Any retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action.

All members of the EHS community commit to upholding the Code of Conduct and the Honor Code, and therefore, it is incumbent on each individual to report acts of bullying, harassment, or hazing whenever they occur. All reports made to any adult member of the EHS community will receive prompt and thorough attention. Violations of the bullying policy will be referred to the Grade Level Deans' or Principal's office and may be considered a major violation of the Code of Conduct with consequences up to and including dismissal from school.

Sexual Harassment Policy

Episcopal High School is founded on a philosophy that values individual dignity. To support that philosophy, the School's policy is to maintain a working environment free from all sexual harassment of any student, employee, or applicant for employment. Conduct that constitutes sexual harassment includes but is not limited to sexual propositions, unwanted touching, lewd or sexually suggestive comments or conduct, jokes of a sexual nature, displays of sexually explicit materials, and offensive language, writing, drawing, or physical conduct related to gender or sexual identity.

Sexual harassment in any manner or form is expressly prohibited. All reported or suspected occurrences of sexual harassment will be promptly and thoroughly investigated in confidence, to the extent practicable. When sexual harassment is determined to have occurred, including any physical contact of a sexual nature without consent, the School will immediately take appropriate disciplinary action. No adverse action will be taken against any person who makes a good faith report of sexual harassment.

Sexual Misconduct Policy

We are committed to creating a learning environment characterized by safety, trust, and respect for all. Sexual misconduct whether between students or adults and students is contrary to the standards and ideals of our community and will not be tolerated. Sexual misconduct includes any of the following types of activities:

- Any sexual activity between students and adults;
- Any sexual activity between age-appropriate students for which clear and voluntary consent has not been given in advance or in which consent has been exceeded;
- Any sexual activity with someone who is incapable of giving valid consent because, for example, that person is under the age of consent, sleeping, or otherwise incapacitated or impaired;
- Any act of sexual harassment, intimate partner violence, or stalking;
- Any digital media stalking and/or the nonconsensual recording of sexual behavior and the nonconsensual sharing of any recording, including the use of artificial intelligence to create inappropriate images; or
- Non-consensual sexual advances and propositions, or other undesirable verbal or physical conduct of a sexual nature. (See the School's Harassment/Bullying policy for additional information on sexual harassment).

Consent is defined as an affirmative, unambiguous, informed, and voluntary agreement to engage in specific sexual activity. Consent can be revoked at any time.

It is not our intent to discourage dating between students or physical contact between or among students that is intended and perceived to be by those involved as positive, healthy, and appropriate to their age and experience. However, sexual conduct between

or among students that is unwanted, offensive, or makes a student uncomfortable, whether it occurs on or off campus, and affects the student's ability to be comfortable in the school environment is a violation of our School values.

Reports of sexual misconduct or sexual assault are taken seriously; the safety and well-being of our students is our first priority. Parents and students who become aware of any form of sexual misconduct, whether on or off campus, should immediately report the information to the appropriate Grade Level Dean or the Head of School. In accordance with state law, the School reports suspected instances of sexual misconduct to the Texas Department of Family and Protective Services and may also report such instances to local law enforcement.

Upon a report of student-to-student sexual misconduct, including harassment, the School will provide interim support and reasonable protective measures to support the complainant and/or the accused party and the safety of the community. Until all procedures have been completed, the complainant and the accused must avoid all unnecessary contact. If the School determines at any stage that a student poses a threat of harm or disruption to the school community, the School may take immediate action, including removing the student from School, restricting the student's movement on campus, and so on.

As stated elsewhere, the School expects that students will treat all persons with dignity both at School and beyond. The School reserves the right to act if it learns that a student's actions violate the School's rules and expectations, regardless of when and where the conduct occurred or who was affected by the student's inappropriate behavior.

Reporting Racism or Bias

The School does not tolerate racism or bias based on race, color, national origin or ethnicity at the School. Examples of racist comments and conduct include, but are not limited to:

- Notes, cartoons, graffiti containing racially offensive language or pictures
- Name calling, jokes or rumors involving race, color, national origin or ethnicity
- Threatening or intimidating conduct directed at another or a group of individuals because of the other's race, color, national origin or ethnicity
- Racial slurs, negative stereotypes, and hostile acts which are based upon another's race, color, national origin or ethnicity
- Written or graphic material, including on social media or circulated electronically, containing racial comments or stereotypes that degrade individuals or members of protected classes
- A physical act of aggression or violence upon another because of, or in a manner reasonably related to, race, color, national origin or ethnicity
- Other kinds of aggressive conduct such as theft or damage to property which is motivated by race, color, national origin, or ethnicity.

This policy applies to students, parents, employees, and visitors. Any student who is the victim of this type of conduct or who becomes aware of it must report it to the Grade Level Dean or a trusted adult who will report it to the Director of Diversity, Community, and Inclusion. Any employee or other adult who is the victim of this type of conduct or who becomes aware of it must report it to the School's HR Manager or Director of Diversity, Community, and Inclusion.

You will not be penalized in any way for making a good faith report of improper conduct. If you believe that you have been retaliated against for making a report under this policy in good faith, please immediately contact the School's HR Director or Director of Diversity, Community, and Inclusion. Please do not assume that the School is aware of the improper conduct.

Child Safety from Sexual Offenders and Predators

Because of our concern for student safety, all employees, and those parents who volunteer for School activities with unsupervised access to our students, are screened through the School's criminal background process. Although the School performs such screenings, the School cannot attest to the background of the various parents whom their child may associate with away from School.

To keep their children safe, parents should talk openly to their children about safety issues. Parents should know their children's friends and be clear with their children about the places and homes that their children visit. Children should be taught that they have the right to say no to any unwelcome, uncomfortable, or confusing touching or actions by others and to get out of those situations as quickly as possible.

Parents should regularly visit the public registry to check out individuals for prior criminal records and sex offenses. Information concerning registered sex offenders and predators may be obtained by visiting the Texas Department of Public Safety: <https://publicsite.dps.texas.gov/SexOffenderRegistry/Search>). To view a map of registered sex offenders living within a five mile radius of any given address, parents should visit: <http://www.familywatchdog.us>.

Parents who are registered sex offenders must notify the School.

Criminal Activities

A student engaging in conduct that is defined under law as a civil infraction, a misdemeanor, or a felony (whether charged by law enforcement or not) is grounds for expulsion. Violations of law that occur off-campus during the school day will be subject to review under School rules. Violations of law that occur after the school day may also be subject to review under School rules. In the case of offenses that occur at the end of the school year, the School may require punishments to be served during the summer or the following fall. Transcripts and other reports pertaining to the student's academic standing will be withheld until the completion of the assigned punishment. All decisions involving suspension or expulsion are subject to the final approval of the Head of School.

Use of School Name/Non-Sponsored Activities

In order to, among other reasons, ensure that any implied association with the School is accurate and to protect the goodwill and value of the School's name, logos, trademarks, service marks, and other similar School property, parents and students are not authorized to use or cause to be used by others the School's name, any likeness or reference to the School's name, and/or the School's crest, logos or mascot in any way ("School Property") without express prior written permission of the Head of School or Director of Communications. This restriction on the use of School property, includes without limitation, online activities, use of School Property on merchandise, and attaching School property (whether in print, online, or other medium) to a project, event, outing, club, sports team, group, or other activity ("Activity") or when describing such Activity that

the student or parent may organize or lead or in which the student or parent may participate that is not School sponsored.

Parents and students should also understand that no Activity is sponsored or endorsed by the School unless the parents and students receive written notice from the Head of School or Director of Communications stating that the Activity has been recognized by the School, even if the Activity is utilizing School Property, and even if the Activity is organized or led by another parent or other individual, including current and former employees. If a parent or student has any questions about whether an Activity is School sponsored, please contact the Director of Communications or Head of School.

EXTRACURRICULAR CODE OF CONDUCT

Episcopal High School encourages student participation in the extracurricular activities of all four of its Pillars. Consistent with expectations for all EHS students, individuals involved in extracurricular activities are expected to conduct themselves at all times in accordance with the EHS Code of Conduct. Violations will be referred to the appropriate Grade Level Dean.

Students engaging in extracurricular activities represent not only themselves, but also other students and the School. For this reason, conduct violations that occur when a student is involved in extracurricular activities offered by EHS as a member of an athletic team, a cast member of a play, a member of Student Council, or a member of any other extracurricular organization, may result in disciplinary consequences specific to that activity, in addition to any disciplinary consequences in connection with the School's regular disciplinary processes. The coach, director, or faculty member in charge of that activity, in consultation with the Pillar Head, shall have discretion to determine the disciplinary consequences.

Discipline System and Discipline Council

The purpose of the discipline system is to provide a safe, orderly, and respectful environment conducive to learning. The Mark System and the Discipline Council address violations of the Code of Conduct; they are meant to support and maintain the Code of Conduct after the student has received reasonable instruction and warning about inappropriate behavior. Disciplinary consequences may range from counseling, work detail/community service, or Saturday detention to in-house reflection, suspension, or expulsion.

Mark System

Discipline marks may be issued for offenses that result from one or more of the following:

- Blatant and offensive behavior that disrupts the learning environment
- Repeated negative behavior

Order of Consequences

Mark	Consequence
1	Warning
2	Block A school day or Block C school day lunch detention and letter home to parents
3	Meeting with the Discipline Council or discretion of the Grade Level Dean

Marks, issued by faculty, will be sent electronically by the Grade Level Dean to the offending student, the student's advisor, the parents, and placed in the student's file.

Dress Code Citations

Citations may be issued for any dress code violation.

Order of Consequences

Citations	Consequence
1	1
2	Block A or Block C school day lunch detention
3	2 Weekday Lunch Detentions
4	Saturday Detention
5	2 Saturday Detentions
6	Meeting with the Discipline Council

Citations will be issued to the student electronically as an attachment to an email or by hard copy. One copy of the citation will be sent to the student's advisor, one copy will be sent to the parents, and a third copy will be placed in the student's file.

Detentions

- Detentions are generally served on Block A or Block C school days and on Saturdays when required.

- Students serving lunch detentions are not to use laptop computers, to work on homework, to talk to their peers, to use their cell phone, or to sleep at their desks.
- If a student misses a detention (or is late by more than 10 minutes) without permission from the Grade Level Dean, he or she will be issued two additional detentions, one of which will be a Saturday detention. If a student misses either of those detentions, he or she will be required to appear before the Discipline Council.
- If a student is issued a second detention for the same offense, it must be served on a Saturday, or a day designated by the Grade Level Dean.
- Students are allowed to reschedule one Saturday detention if they have a valid conflict. A second attempt to reschedule will result in a Day of Reflection.

In-School Reflection

The student will spend the school day under the supervision of the Grade Level Dean during which time the student will complete several reflective essays, an important step in setting expectations for future behavior and, whether implicit or explicit, part of a behavioral contract. The student will be allowed to complete academic work during that time, or another assignment given by the Grade Level Dean. On the day when an in-school day of reflection is assigned to the student, the student will not be allowed to participate or be a spectator in the extracurricular life of the School. Teachers, advisors, and after-school supervisors will be notified of the in-school reflection and its duration but will not be notified of the reasons. The purpose of notifying teachers is to allow them to communicate with the student about his or her work so that the student will not be penalized academically.

Suspension

A student who is suspended will not be allowed on the School premises for a specific period of time. On the day(s) when a day(s) of suspension is assigned, the student will not be allowed to participate or be a spectator in the academic or extra-curricular life of the School. Affected teachers, advisors, and after-school supervisors will be notified of the suspension and its duration but will not be notified of the reasons. Teachers of suspended students are not expected to make special arrangements for them. Any suspended student is subject to expulsion in the event of another offense.

Expulsion

Removal of a student from the EHS community is not undertaken lightly. A student who is involved in a particularly serious offense or who is engaged in repeated, flagrant behavior contrary to the Code of Conduct or the Honor Code should be aware that expulsion from EHS is a real possibility. Students who have been expelled are not welcome at EHS events without the permission of the Head of School.

DISCIPLINE COUNCIL

The Discipline Council is comprised of faculty members and appointed or elected students. They hear cases involving infractions of the Code of Conduct. When the Grade Level Dean, in their discretion, determines a hearing is warranted, the Council convenes to recommend to the Head of School a course of action that may include detention, community service, suspension, or expulsion.

Guidelines and Procedures

The purpose of the discipline system is to provide a safe, orderly, and respectful environment conducive to learning. The Code of Conduct, along with the Honor Code, serves as the standard by which all students of the School community should govern themselves. The Discipline Council hears cases involving students who have committed either repeated or major violations of the Code of Conduct. The primary intent of the Discipline Council remains educational, as it recommends to the Head of School courses of action geared toward preventing such behaviors from occurring in the future.

The School may in its sole discretion investigate matters of concern. The School may interview students without parental permission and without a parent present. A student may be suspended during an investigation. During an investigation, the School expects all students and parents to be honest and forthcoming and to work cooperatively and in partnership with the School.

If a student refuses to participate or cooperate at any stage of an investigation, or is unable to do so for whatever reason, including without limitation, pending criminal charges, the School reserves the right to act, including proceeding without a statement from the student, to require the student to withdraw from the School, or dismissal. A withdrawal from the School during the pendency of the investigation does not preclude the School from completing its investigation and reflecting in its records the outcome of such investigation and the fact that the student withdrew prior to the completion of the investigation, which may be shared with other schools, colleges, and universities, as well as the NCAA if applicable.

Discipline Council Qualifications and Membership

The Discipline Council is composed of up to 10 students. After receiving recommendations from the faculty, the Head of School appoints the permanent student members: three seniors, three juniors, two sophomores, and two freshmen. Each of the four student body officers may serve as a standby member, in case one of the original 10 is unable to serve on a particular day. Any member who receives excessive marks, commits a serious violation of the Code of Conduct, or violates the Confidentiality Policy may be removed from the Council. The three faculty members are selected by the Head of School and serve at his discretion.

Procedures

The Discipline Council may convene after a student has either received excessive discipline marks or committed a major violation of the Code of Conduct. In either event, the appropriate Grade Level Dean or Assistant Grade Level Dean will meet with the student and conduct any relevant investigations. The Grade Level Dean or Assistant Grade Level Dean will then determine whether to convene the Council or to resolve the matter in a different way. When convening the Discipline Council, every effort will be made to include all members. Busy schedules often prevent full attendance, so meetings generally proceed when the Principal determines, in their discretion, that an appropriate group is available.

For special cases as determined by the Head of School in their sole discretion, student members of the Discipline Council may be excluded from a hearing. In serious cases, the Grade Level Dean, with the approval of the Head of School, has the discretion to bypass

the Council process. If a meeting is necessary, the student and his or her advisor will be notified quickly, and the meeting will be held as soon as possible. The student is not permitted to communicate with members of the Discipline Council about his or her case at any time, whether before or after the meeting, and has the option of asking his or her advisor and/or class president to attend the proceedings. Depending on the nature of the offense(s), the Council will evaluate the violation(s), discuss the situation, and make a recommendation to the Head of School that will serve both to educate the student and to discourage similar behavior from occurring in the future.

Repeat Appearances Before the Discipline Council

A student appearing before the Honor and Discipline Councils more than twice will be subject to dismissal.

Observation of a Major Offense

If a member of the Episcopal High School community observes a major violation of the Code of Conduct, he or she should report the offense to the Grade Level Dean or the Principal. When it is determined that the Discipline Council will meet to consider such a situation, the members will review the incident thoroughly before making a recommendation to the Head of School. As necessary, the Council may consult any member(s) of the School community who observed the incident.

Off-Campus Behavior

The School does not seek to unnecessarily involve itself in a student's off-campus behavior. However, off-campus behavior that brings discredit to the individual and thereby to the School will be dealt with as a major offense via the Discipline Council. Criminal or unlawful behavior, inappropriate conduct that draws widespread community focus, or any behavior that is contrary to the intellectual, physical, and emotional well-being of EHS students, is unacceptable.

The School's policies and standards apply at all times a student is enrolled in the School, including when a student is on campus or in the immediate vicinity of campus; any time a student is participating in or attending a School-sponsored event on or off campus; any time a student is officially representing the School; any time a student is traveling on behalf of the School; and in the evenings, on weekends, and during school breaks, including summer break.

If a student possesses, uses, and/or is under the influence of drugs or alcohol on this campus, he or she may be expelled from EHS without prior notice. In addition, if a student is detained by the police in the surrounding area of campus and is determined to possess, use, and/or be under the influence of drugs or alcohol, he or she may also be expelled from EHS without prior notice. If the student or his or her family needs help regarding drugs or alcohol, they should meet with the Associate Head of School for Academics and Student Life prior to a disciplinary situation. This help will remain confidential to the extent possible.

Recommendations

The Discipline Council maintains the right to view each case as an individual situation while at the same time respecting precedent. In each case, the Council will consider any

previous disciplinary concerns or extenuating circumstances relevant to the situation. After the Council has reached a consensus, the members will make a recommendation to the Head of School, who, in reaching his final decision, may alter the decision for whatever reason he deems appropriate. After the Head of School has reached a decision, the Principal, Grade Level Dean, and/or the Faculty Chair of the Discipline Council will inform the student of that decision. The Head of School has sole discretion in treating the situation as he sees fit.

Confidentiality

Members of the Discipline Council are obligated to keep confidential all information regarding the individuals involved in any cases. Violations of such confidentiality by a member will result in his or her dismissal from the Council and possibly further disciplinary actions determined by the Head of School. We ask that the violators keep their own cases confidential.

Communicating with the Community

To educate members of the Episcopal Community and to promote a safe, orderly, and respectful environment conducive to learning, the Discipline Council will inform the community of any sanctions imposed, while protecting the confidentiality of those involved. In addition, the Discipline Council will provide timely feedback to any teachers who have reported serious violations of the Code of Conduct. If a breach of the Code of Conduct results in a suspension, withdrawal, or dismissal, the Head of School may, at his discretion, orally inform the faculty or community at large about such events.

Disclosure Policy for College Admission

As part of their application for admission, some colleges and universities may request Episcopal High School to report certain aspects of a candidate's disciplinary record. When directly asked, Episcopal High School will report disciplinary actions on a college's Secondary School Report or on the Common Application's Counselor Report form and will do so in a manner that is transparent and truthful. This includes discipline and/or honor violations that occur any time during the senior year, regardless if the student has already applied and/or been admitted to the university.

When sanctioning students for disciplinary offenses, Episcopal High School employs a wide range of consequences to ensure that the ultimate outcome of any negative behavior on the part of a student is the greatest possible degree of personal growth. The result is a flexible and highly personalized discipline system that, while fair and consistent, responds as much to the individual student as it does to the offense.

To prevent students from being unduly penalized by a particular disciplinary consequence, and to recognize the redemptive value of learning from one's mistakes, Episcopal High School will not report to colleges any disciplinary action that results from a minor offense (where the consequence of the behavior is a day of self-reflection). However, we also recognize that colleges and universities seek to maintain healthy and safe residential learning communities. Therefore, Episcopal High School – if asked – is compelled to report disciplinary actions resulting from any behavior that admission officers may deem relevant in their decision-making.

Colleges and universities may also ask applicants themselves to report their own disciplinary records. In the spirit of the Honor Code, Episcopal High School expects that students will be truthful and forthright in answering the questions that are posed to them on college applications. Students who are unsure about whether a certain disciplinary sanction warrants reporting on a college application should seek advice from the appropriate Grade Level Dean. In all cases, if an explanation is needed, the School will work with the student to present the situation in a manner that highlights what the student has learned from the experience.

Students and parents are responsible for understanding the obligation to report and update information in a student's college application pursuant to the college's or university's reporting guidelines, and for athletes, obligations imposed by the NCAA. Students and/or their parents must also provide the School with a copy of the letter or other information disclosed.

Punctuality and Attendance

A student may arrive after the start of the school day and may leave prior to the end of the school day if the student has a scheduled free period at the start or end of the school day, unless a required commitment is scheduled during this time by a faculty or staff member. Student attendance begins at the start of the first required school commitment/class, each day. Students may leave after their last required school commitment for the day. All students are expected to attend all required classes each day and will arrive on time for classes, Chapel, and other appointments.

If the Principal or the Head of School's Office conclude that a student's absences have become excessive, the student may be dismissed from the School, denied grade promotion, denied future enrollment, or otherwise disciplined.

Absences Defined

Absence:

Students are absent when they miss more than half of a class. *Students who accrue 18 absences in a yearlong course or 9 absences in a semester-long course may not receive course credit.* School trips and School-related activities, college visits, and religious holidays do not count toward the allotted maximum absences.

Extended Absence

An Extended Absence may be required when a student has a physical or mental medical condition that requires him/her to be homebound or only to attend school on a part-time basis not to exceed two weeks. Physician documentation must be submitted to the Director of Clinical Services before the approval of an Extended Absence is granted by the Principal or Associate Head of School. An Extended Absence allows a student grace from school commitments to focus on the medical conditions at hand. Return to school will require the endorsement of the medical provider, and the conditions of return will be coordinated among the student's on-campus support team including the Director of Clinical Services, Mental Health Counselor, Grade Level Dean, and Principal. While out, the Grade Level Dean will work with the student's teachers to create a temporary plan to manage make-up work. Extended Absences do not contribute to the student's absence total. However, the School may recommend changes in the student's course load or withdrawal from the School if the student is absent longer than two school weeks.

Medical Leave

Physical or mental medical conditions requiring a student to be under a medical professional's care, which includes in-patient or intensive out-patient care for up to four weeks, may result in a recommended or required Medical Leave. In coordination with the student's parent(s)/guardian(s), the Director of Clinical Services, and a Mental Health Counselor, Medical Leave may be granted by the Principal or Associate Head of School with the proper documentation and a plan for a student's readiness to return agreed upon by the School. Upon return, the Grade Level Dean will work with the student's teachers to create a temporary plan to manage make-up work. While absences during a Medical Leave do not contribute to the student's absence total, the School may recommend changes in the student's course load or a withdrawal from school if a student is on medical leave for greater than four weeks.

The School will handle these situations on a case-by-case basis. The Head of School's Office approves and coordinates any final medical leave. The School will request a release of medical information before the student returns, along with permission to communicate with relevant health professionals to ensure a smooth and healthy reintegration into School.

Attendance Policies

Parents are asked to notify the School when a student will be absent or late to school. Please call the School by 8:00 a.m. (713-512-3407) or send an email to attendance@ehshouston.org. Please note that this number also has a 24-hour voicemail, so if you know the night before that your child will not attend school, please call as soon as possible.

Parents are encouraged to schedule appointments with doctors, dentists, and other health professionals after the school day or when school is out for a holiday. Missing class for such appointments, if necessary, must be accompanied by a doctor's note of verification and given to the Attendance Administrative Assistant.

For any student who is to be dismissed from the School at any time during the day, parental permission must be sent to the Attendance Desk. You may call, email, or have your student bring written permission. If students leave campus without permission, their parents will be notified, and the student will be referred to the Discipline Council. Additional off-campus violations will be reviewed by the Grade Level Dean for further appropriate action.

Tardies

- All faculty members will take class attendance (including Chapel) within the class period.
- Students who arrive after the start time to their first class of the day will be considered tardy to School and are required to report to the Attendance Desk to receive a tardy pass to enter/return to class.
- Parent notifications of late arrival to class will not excuse students from receiving a tardy.
- Extenuating circumstances will be reviewed by the Grade Level Deans.
- To participate in after-school activities, including games, performances, and practices, students must be in school by 11:00 a.m., unless excused by the Principal, Associate Head of School, or Head of School.

Order of Consequences for Tardies

Tardies	Consequence
3	Block A or Block C school day lunch detention
6	Saturday Detention
Additional	Every additional 3 unapproved tardies beyond 6 will result in an additional Saturday detention.

A listing of student tardies and absences will be available from the Grade Level Deans or the Attendance Administrative Assistant.

Truancy

A student is truant when he or she is on campus but does not attend class, is absent from School without permission from a parent or guardian, or leaves the campus after reporting for class without proper authorization.

First Offense:

- F on any work due that period
- Two detentions, one will be a Saturday
- Letter of reflection to teacher (or Chaplain if Chapel)
- Meeting with teacher of class (or Chaplain if Chapel)
- Call home from Grade Level Dean

Second Offense:

- Discipline Council

If a student misses a detention without permission from the Grade Level Dean, he or she will be issued two additional detentions, a lunch detention, and a Saturday detention. If a student misses either of those detentions, he or she will automatically be issued an in-school reflection day.

Senior Off-Campus Privileges

Seniors who meet the following qualifications may be eligible for senior off-campus privileges:

- All academic grades of “C” or better with no unsatisfactory (“U”) effort grades
- No appearances before the Honor and/or Discipline Councils during the school year
- Have not had privileges revoked by their Grade Level Dean or Assistant Grade Level Dean due to disciplinary reasons.

Seniors who meet these standards are able to receive off-campus privileges during lunch, tutorials, community time, and free period during the school day, beginning in late September. Chapel is not included in off-campus privileges. While off campus pursuant to this program, students are expected to represent EHS honorably and must conduct themselves in a manner consistent with the Code of Conduct. Seniors who are off campus unexcused before this date will have their off-campus privileges suspended until after the conclusion of the first semester.

Seniors who are late returning from off-campus lunch will lose their off-campus lunch privileges for two weeks.

Seniors who fail to return to a class after an off-campus period will fall under the violation of attendance policy. Therefore, it is vitally important that if seniors are leaving for the day and missing a class period, they must sign out at the Attendance Desk. In all other cases, seniors with off-campus privileges do not need to sign out.

Students in independent study meet regularly, once a week, with their project advisor, and have been selected for the program partially based on their academic achievement and motivation. Therefore, the period designated as their independent study time is considered a “free” period for purposes of considering senior privileges.

The Senior Grade Level Dean, Principal, Associate Head of School, or Head of School reserves the right to revoke off-campus privileges at any time for any reason for the class or for an individual.

College Visits and On-Campus College Presentations

- Seniors and juniors are allowed to attend five on-campus college presentations each year. Additional ones may be approved by the Director of College Counseling according to their discretion.
- Parental permission is required two days prior to visiting a college.
- For juniors, college visits during Interim Term will not be approved. Absences will fall under guidelines for Interim Term.
- For seniors, college visits during Senior Outreach will not be approved. Absences will fall under guidelines for Senior Outreach.
- For an absence to be considered as a college visit day, a student must provide dated proof of the visit to the Attendance Administrative Assistant. This document must be obtained from the Admissions office of the college or university.
- Juniors may not meet with the representatives from any school in Texas; they will have this opportunity as a senior.
- All college representative meetings will take place in the College Counseling office unless otherwise announced. This office is located on the second floor of the Crum Field House.

To be excused from class for such meetings, seniors must:

1. Pick up an Admit One Pass (from the College Counseling office or the Attendance Desk)
2. Have the pass signed by the teacher at least 24 hours prior to the class
3. Present the pass at the College Counseling office for admission to the meeting.

Visitors to EHS

- All student guests wishing to visit EHS during the school day must have permission from the Principal at least 24 hours prior to the visitation.
- Upon arrival, student visitors must receive a Visitor’s Pass from the Attendance Desk, located in the Crain Hall of the Trotter Academic Building. They must wear their Visitor’s Pass at all times and must bring a valid photo ID.

- Student visitors will be expected to abide by the regulations governing our student body. Visitors may not bring food to students on campus.
- Visitors are to be dressed appropriately. Please check with the Principal for visitor dress-code guidelines. No shorts or jeans of any type are permitted.

School-Related Trips

All students are subject to trip-specific policies set forth by the School or sponsors/chaperones, as well as the guidance and authority of the chaperones accompanying the trip. All School rules apply throughout the trip. Students who disregard trip rules are subject to the following:

- A call home to parents regarding their behavior.
- If serious breaches of discipline occur, a student may be separated from the program and sent home at the parents' expense.

Upon the student's return, all breaches of the Code of Conduct are subject to immediate review and further disciplinary action by the Discipline Council and/or Head of School. The School may at any time require parent(s), at their own expense, to arrange for return travel for a student due to injury, illness or behavior.

The School may require students to complete a field trip participation waiver and release form.

Parents who are interested in volunteering to assist on field trips must have been cleared to the School's satisfaction through the School's criminal background process. This process is for the protection of all students and is not intended to hinder volunteerism or embarrass any family. We sincerely hope that you understand our concern for student safety and well-being.

EHS Uniform

To ensure the students' neat, safe, well-groomed appearance and to avoid dress competition and classroom distractions, Episcopal High School adheres to a uniform policy. Within the uniform guidelines, however, students are offered a variety of options.

All students are expected to comply with these uniform guidelines, which will be strictly enforced through the Dress Code Citation system.

The uniform dress code has been established to remind students of their participation in a community greater than themselves. The uniform helps to remind us daily that belonging to such an educational institution requires effort and allows for enhanced respect, personal enrichment, and the achievement of maximum potential.

BOYS' UNIFORM

Shirts

- Button-down, oxford-cloth short- or long-sleeved shirts with the EHS logo on the left side (Lands' End catalog, only). Acceptable colors: white and blue.
- Collared, short- or long-sleeved 100% cotton-knit (interlock polo or mesh polo) or dry-fit shirts with the EHS logo on the left side. (Lands' End catalog). Acceptable colors: maize, white, chambray blue, cobalt, burgundy, evergreen, navy, and pink. Dry-fit option: white or royal blue.

Pants/Shorts

- Pleated and/or classic plain-front chino pants and chino shorts. Belts must be worn at all times.
- Shorts must be 9" inseam or longer. Acceptable colors: khaki or navy.

GIRLS' UNIFORM

Shirts

- Button-down, oxford-cloth short- or long-sleeved shirts with the EHS logo on the left side (Lands' End catalog, only). Acceptable colors: white and blue.
- Collared, short- or long-sleeved 100% cotton-knit (interlock polo or mesh polo) or dry-fit shirts with the EHS logo on the left side. (Lands' End catalog). Acceptable colors: maize, white, chambray blue, cobalt, burgundy, evergreen, navy, and pink. Dry-fit option: white or royal blue.

Pants/Shorts

- Pleated and/or plain-front chino pants and chino shorts. Belts must be worn at all times. Shorts must be 5" inseam or longer. Acceptable colors: khaki or navy.

Skirts

- Solid pleated skirts are required. Lands' End catalog acceptable colors: khaki or navy.
- Girls are required to wear shorts underneath their skirts.

FORMAL UNIFORM

- Students are to wear formal uniform on the following days, as well as on any other days that may be added: Honor Book Signing, Honor Roll Assemblies, Formal Pictures, Founders Day, Grandparents Day, Advent Chapel, Senior Tribute, and Academic Awards. Students must wear the formal uniform for the duration of the academic day; they may not change into regular uniform.
- Students must wear white or light-blue long-sleeved, oxford-cloth shirts with the EHS logo on the left side.
- A navy blazer may be purchased from Lands' End or from any store of your choice. The EHS Campus Store sells used blazers at a nominal cost.
- Attire below the waist must be long pants or skirts (no shorts) and must comply with the regular uniform guidelines.
- Footwear must be leather, closed-toe and closed-heel shoes.
- Boys may, but are not expected to, wear ties.

UNIVERSAL REGULATIONS REGARDING UNIFORM

- Students are to wear the uniform from 7:30 a.m. through the last period of the school day and for other school events, as required.
- Students are not permitted to make alterations, additions, or omissions to the EHS uniform.
- Shirrtails must be tucked in at all times.
- Footwear must be closed toe and closed heel. No heels allowed.
- Undershirts must be a solid color with no writing. Long-sleeved undershirts may not be worn with short-sleeved uniform shirts.
- Boots may be worn only with pants. Girls may not wear boots with skirts.
- Hats are never allowed indoors or outdoors, except on an athletic field and as part of an athletic uniform.
- Undergarments and buttocks should not be revealed. Ultimately, appropriate short or skirt length is up to the discretion of the School.

OUTERWEAR GUIDELINES

- Solid colored sweatshirts, hoodies, cardigans, pull-overs, zip-up, and crew neck sweaters may be worn over school attire. Acceptable colors: solid black, solid white, solid gray, or solid navy blue.
- With the exception of brand/manufacturer's logos/labels, outerwear may not contain insignias, logos, labels, graphics, embroidery, words or pictures. Outerwear logos may not be larger than the size of a quarter.
- Outerwear cannot be longer than a student's skirt or shorts, or hips if wearing pants.
- Hoodies and hooded jackets may not have the hood covering the head while in school buildings.

PURCHASING PROCEDURE

When ordering, use the Fall 2025 Lands' End School Catalog. To ensure a proper fit when ordering, please use the size chart in the center of the catalog. Simply measure as directed; then use the chart to determine and order the proper size.

Ordering Options

Mail	Lands' End for School 1 Lands' End Lane Dodgeville, WI 53595-0640	Risse Brother School Uniforms 10516 Old Katy Rd Houston, TX 77043
Phone	1-800-469-2222	346-319-4176
Internet	www.landsend.com/9000056557 There is a link on the EHS homepage.	www.rissebrothers.com

NOTE: When placing an order at Lands' End, be sure to mention the EHS Preferred School number: 9000-5655-7. Although the School requires all above-the-waist garments to be embroidered with the EHS logo, it is not automatically done when placing an order. For this reason, when contacting Lands' End, you must specifically request that the EHS logo be applied to every shirt, sweater, and sweatshirt that you order. Please remember to request this service, since students will not be permitted to wear any above-the-waist garments that are not embroidered with the EHS logo.

Families typically can expect to receive their orders within 7 to 10 days after placing them with Lands' End. To ensure that your student is in proper uniform on the first day of school, however, please place your order early in the summer.

VIOLATIONS OF THE EHS UNIFORM POLICY

If an EHS student is out of uniform, he or she will be issued a dress code citation and sent immediately to the Campus Store to purchase the proper article of clothing. Such purchases will be directly billed to the student's account.

Dress Code Citations

Citations may be issued for any dress code violation.

Order of Consequences

Citations	Consequence
1	Warning
2	Block A or Block C school day lunch detention
3	2 Weekday Lunch Detentions
4	Saturday Detention
5	2 Saturday Detentions
6	Meeting with the Discipline Council

Citations will be issued to the student electronically as an attachment to an email or by hard copy. One copy of the citation will be sent to the advisor, one to the parents, and a third copy will be placed in the student's file.

Safety, Order, and Communal Space

- Students are required to abide by the following regulations throughout the School: Students will act responsibly, with concern for their own safety and the safety of others. For example, they will not fight, roughhouse, or throw things.
- Students are not permitted to congregate in academic hallways or the Learning Resource Center.
- Wednesday mornings, students are permitted only in the Underwood Student Center (USC), USC outdoor seating area, Trinity and Hexagon Courtyards, and the Underwood Library.
- Students who elect not to attend tutorials or participate in community time are permitted only in the above-mentioned locations.
- Food and/or drink are permitted only in the USC, USC outdoor seating area, Trinity and Hexagon Courtyards. Violators will be issued a mark.
- Students are expected to clean up after themselves after break and lunch.
- Candy sales at the EHS Campus Store will be permitted only after 3:45 p.m.

LIBRARY BEHAVIOR

The Library staff expects students to observe proper decorum consistent with the rest of the school day. Students should respect the right of others to have a quiet place to study and conduct research. Library computers facilitate research and the location of materials; they should not be used for computer games or other forms of entertainment. Similar to all other classrooms, the library does not allow food and drink inside. Failure to follow library rules results in consequences consistent with the School's discipline policies: Librarians will issue marks or ask the offending students to leave the Library. Library books must be checked out at the Circulation Desk and returned on time. Students are responsible for taking care of and returning any book checked out to them. If a book is lost or damaged while checked out to a student, that student will be expected to pay for it.

CHILD ABUSE AND COOPERATION WITH GOVERNMENTAL AUTHORITIES

School teachers and other personnel are mandatory reporters under the Texas child abuse reporting laws. Please understand that we must take our obligations seriously and if we assess that a situation requires it, we will make a report to child abuse authorities if we reasonably suspect abuse, neglect, or abandonment. Depending on the circumstances, we may not be able to communicate with parents about the report unless authorized by child abuse authorities to do so. We ask for your understanding as we do our best to protect the children under our care. If you have any questions regarding the School's mandatory reporting obligations, please consult with the Head of School.

The School also may contact and/or cooperate with law enforcement personnel or other governmental agencies if the School, in its sole discretion, believes it is warranted in a particular situation. Students and parents should further be aware that the School will cooperate with governmental authorities and provide requested information, which may include but is not limited to, recordings, such as of virtual classes, and surveillance video, and will allow students to be interviewed if requested by government authorities or law enforcement. The School may assess disciplinary consequences for student conduct, even if a criminal investigation or other legal action is ongoing.

STUDENT/ADULT INTERACTION AND COMMUNICATION

Our students and adults (teachers, administrators, staff members, parents, and visitors) are expected to interact with each other in a professional and respectful manner based on mutual respect and trust with an understanding of appropriate boundaries between adults and students. Although our adults can and should be friendly with the students, becoming too friendly with each other sometimes results in confusion and anxiety.

If a student or the student's parents become aware of any adult's communications or actions toward one or more students that seems unusual, overly friendly, or otherwise inappropriate, such information should immediately be reported to the guidance counselor or administrator of the division.

Further, students and their parents should promptly notify the guidance counselor or administrator of the division if they believe an employee has engaged in any of the following prohibited behaviors or similar activities (regardless of the age of the student):

- Initiating or continuing communications with students for a non-School matter, including oral or written communications; telephone calls; electronic communications (emails, texts); social media communications, etc.
- Touching students or their clothing in non-professional ways or inappropriate places, or touching a student with aggression or in frustration;
- Making comments that are too personal (about a student's clothing, hair, personal habits, etc.);
- Giving gifts to a student or exchanging cards and letters;
- Inviting a student into their home;
- Taking students off School property other than for approved field trips and School activities;
- Flirting or asking a student on a date;
- Excessive attention shown toward a particular student or students or calling or referring to students by pet names or inappropriate nicknames;
- Visiting students to "hang out" in their hotel rooms when on field trips, performing arts events, or sporting events;
- Visiting a student in their home or another location;
- Socializing or spending time with students (including but not limited to activities such as going out for meals, movies, shopping, traveling and recreational activities) outside of class or School-sponsored events;
- Asking or allowing students to sit on a teacher's lap;
- Telling secrets or telling the student not to tell something that's a secret;
- Swearing, making inappropriate sexual, racial/or ethnic comments;
- Inviting students to visit the employee's social networking profile or become a "friend" or "follower" on a social network;
- Telling off-color or other inappropriate jokes or stories, or showing pornography to students;
- Providing students with alcohol, tobacco, drugs, or other mind-altering substances; or
- Vaping, smoking, or drinking with students.

Please note that the above list of actions and behaviors is not exhaustive—if a family is in doubt as to whether the conduct is appropriate, the family should contact the student’s guidance counselor or administrator of the student’s division.

PREVENTION OF DRUG AND ALCOHOL USE BY STUDENTS

The Episcopal High School Board of Trustees, in keeping with the School’s Mission of preparing students for “a significant life,” approved the adoption of a program aimed at achieving a drug- and alcohol-free environment on campus for our students. The EHS program provides for the health and safety of all students. It is based on the premise that random drug testing serves as a deterrent to the use of alcohol and/or illegal drugs and gives students a credible means to resist peer pressure to try, thereby reducing drug experimentation and use. As a proactive and constructive program of prevention, it is not designed to be punitive. Involving both counseling and grace, it provides a ready resource for support and assistance to any student who may be using illegal drugs. Administering a testing program does not imply that our students are not trusted or respected, and while separation from the School community may be the ultimate consequence of a positive test result, the program is not intended to identify students for dismissal. Rather, it provides the School the framework to help our students and their parents get counseling and treatment when necessary.

Therefore, recognizing that student drug abuse is a significant health and safety problem impacting adolescents, a Random PLUS Student Drug Testing plan (RPSDT) of deterrence has been instituted as a parallel endeavor to the EHS Parent programs and the Choices high-risk education and counseling program. Among the many problems, substance abuse negatively affects students’ health, behavior, learning, reflexes, and overall development. Substance abuse includes, but is not limited to, the use of illegal or counterfeit controlled substances, the misuse of legal drugs and medications, including alcohol. It is our expectation that with these two proactive, complementary programs, and a united community, Episcopal High School can be a drug-free school.

Random PLUS Drug and Alcohol Testing Program Overview

The School will conduct random hair-testing for drugs at the School’s expense for all students through the EHS Random PLUS Drug Testing program. Students who are signed up for alcohol testing will be tested using the same snip of hair if they are randomly selected for drug testing. The procedure is accomplished in conjunction with an independent drug- testing vendor selected by EHS. This program operates separately from and parallel to the School’s disciplinary system and Discipline Council.

Random Drug Testing

- Students will be assigned unique ID numbers.
- Using a computer-generated random selection program, the School will produce a list of students to be tested for each testing period.
- The testing service will provide interpretation and verification of results.
- The test results will be reported to the Associate Head of School for Academics and Student Life by the testing company.
- Refusal to test for any reason will be considered a positive result.
- Any attempt to manipulate the test or to present for testing with no head or body hair will be considered a positive result.

Random Alcohol and Nicotine Testing

- Students who are signed up for alcohol and nicotine testing will be tested only if they are randomly selected for drug testing.
- The test results will be reported only to the student's parents by the testing company. No disciplinary actions by the School are attached to such testing. Alcohol and nicotine testing will be conducted at the expense of the parents.

Random PLUS

As a part of the PLUS portion of the program, suspicion-based testing of students (at parents' expense) may be conducted when there is a reasonable suspicion by School personnel that the student is under the influence of illegal drugs, alcohol, or other substances at School or at a School-related event, on or off campus.

A student placed in the PLUS group may be tested as a part of a regular, random specimen collection or parents may be required to transport the student from EHS directly to the testing center. For the latter,

- Testing must occur on the same day that EHS requires the test.
- Results of these tests will be sent to the School from the EHS-approved test facility.
- Refusal of the student or family to cooperate with required testing will result in disciplinary action, including dismissal. Any attempt to manipulate the test will be considered a positive result.

RESULTS OF TESTING

First Positive Result

A meeting will be held with student and parents, and the student will be placed on a Contract for Success, which will include:

- Evaluation by a certified medical professional approved by EHS. Ongoing counseling may be required. A release to the Associate Head of School for Academics and Student Life so that student progress can be monitored.
- Discontinued drug use verified by further testing as part of future PLUS testing.

Second Positive Result or if Contract for Success is Not Followed

Student will face dismissal.

Alcohol and Nicotine

Results of alcohol and nicotine testing are sent only to parents. There are no School consequences.

Confidentiality

All information received by EHS through the Random PLUS Student Drug Testing program is confidential and will be maintained by the Associate Head of School for Academics and Student Life. Access to this information is limited to the Associate Head of School for Academics and Student Life, who will retain the records in a secure file, and the Head of School.

Appeal Process

Students who test positive for drugs may request a second test. Within 72 hours of being notified of a test result, parents/guardians of any participant testing positive may request a confirmation test in writing to the Associate Head of School for Academics and Student Life. The student's family is responsible for any costs associated with the re-test of the original sample collected. If the re-test is negative, the participant will remain in good standing. If the re-test is positive, the participant shall be subject to consequences under this policy. If a parent fails to make a request for a re-test within 72 hours of receiving notice of a positive test result, the appeal process will no longer be available.

Help for Substance Abuse Problems

If a student voluntarily seeks help from a faculty member or administrator for substance use or abuse prior to any testing required by EHS, the School will refer the student to one of the EHS Mental Health Counselors or a chaplain who will assist the family in finding appropriate treatment, provided the substance use did not occur at School or at School-related activities. This type of help will remain confidential.

- The student will be required to have a treatment plan deemed appropriate by a Licensed Chemical Dependency professional and EHS counselors. A designated EHS counselor must be given permission to speak to the student's treatment professional to monitor the student's progress.
- In addition, the student will be required to take random drug tests at an EHS-approved test facility as requested by the School at the parents' expense. Refusal of the student to permit testing or refusal of the family to cooperate with testing will result in disciplinary action, including dismissal.

TOBACCO, ALCOHOL, ILLEGAL DRUGS, AND FIREARMS

Episcopal High School is a tobacco, alcohol, and drug-free campus, including all sporting venues and parking lots. Alcohol may be consumed by adults (21 years or older) on campus only with the written permission of the Head of School.

Tobacco and E-Cigarettes

Students may not solicit, use, or possess—on their persons, in their vehicles, or anywhere else—tobacco on or adjacent to School property or at a School-related event. Violations of this policy will be referred to the Principal and Head of School, and may result in discipline, up to and including dismissal from EHS.

Electronic cigarettes (also referred to as e-cigarettes, electronic vaping devices, personal vaporizers, or electronic nicotine delivery systems) are growing in popularity among teens. Bringing e-cigarettes or any other smoking device or implement on campus is strictly prohibited. Students may not solicit, use, or possess on their person or in their vehicles e-cigarettes, or any other nicotine or smoking devices or related products such as lighters, e-liquid, atomizers, rolling papers, etc. Violations of this policy will be referred to the Principal and Head of School, and may result in discipline, up to and including dismissal from EHS.

Alcohol

Students may not solicit, use, or possess—on their persons, in their vehicles, or anywhere else—alcohol on or adjacent to School property or at a School-related event. Students may not provide or help to provide alcohol to other students. In addition,

students may not be on the EHS campus or attend any off-campus school-related event, having consumed any amount of alcohol. Violations of this policy will be referred to the Principal and Head of School, and may result in discipline, up to and including dismissal from EHS.

In order to safeguard the individual and general welfare of all students, Episcopal High School reserves the right to administer a Breathalyzer test during the school day or at a School-related activity to any student or his or her guests. If a student refuses to take the Breathalyzer test, it will be assumed that the test is positive for alcohol, and the School will contact the student's parents and follow up with disciplinary action.

Illegal Drugs

Students may not solicit, use, or possess—on their persons, in their vehicles, or anywhere else—illegal drugs on or adjacent to School property or at a School-related event. Students may not provide or help to provide drugs to other students. Violations of this policy will be referred to the Principal and Head of School, and may result in discipline, up to and including dismissal from EHS. In addition, if a student is detained by the police in the surrounding area of campus and is determined to possess, use, and/or be under the influence of drugs, he or she will also be subject to the disciplinary action above. “Illegal drugs” include controlled substances, the use of which are illegal under state and/or federal law, as well as unauthorized use of prescribed drugs in a manner inconsistent with a valid prescription.

Medical Emergency Protocol

When a student is, in the judgment of the school nurse, other faculty or staff, or other medical personnel, thought to be under the influence of substances at a level that creates a community concern or that endangers the health and safety of the student or others, the student will be transported by ambulance to the nearest appropriate medical facility at the expense of the parent.

In such cases, the School will require a blood toxicology screen to be performed within three hours of the incident. Results must be provided to the School within 72 hours of the test. Failure to produce official results to the School in a timely manner may result in immediate dismissal.

Weapons and Threats

Students and parents may not solicit, use, or possess—on their persons, in their vehicles, or anywhere else—firearms, ammunition, or weapons on or adjacent to School property including in all buildings and on driveways, streets, sidewalks or walkways, parking lots, parking garages, or other parking areas or at a School-related event. Violations of this policy will be referred to the Principal and Head of School, and may result in discipline, up to and including dismissal from EHS.

Weapons include but are not limited to: Knives (all types including, without limitation, pocketknives, even those that are part of a key chain), guns (all types), tasers, pepper spray, firecrackers, matches, lighters, smoke bombs, stink bombs, any type of explosive device, or any lookalikes or toy versions of the same. Any such item may be confiscated and, if appropriate, reported to and turned over to law enforcement.

Employees, students, parents and visitors shall not interfere with normal activities, occupancy, or use of any building or portion of the campus by exhibiting, using, or threatening to exhibit or use a real, look alike or toy firearm, gun, explosive, knife, taser, or other weapon. Campus security officers may be allowed to be armed on campus.

All members of our community are required to immediately report any comment, posting, text, or other form of communication or information that they receive or learn about that reflects that someone has made a threat toward or about another student, an employee, or the School. If there is any communication or behavior that concerns you, report it to one of the deans or to any administrator.

Threats of violence or acts of violence by a student, employee, parent, or other individual may be reported to law enforcement and any other authorities the School deems appropriate. The School will cooperate with investigations by law enforcement, and the School may also conduct its own investigation. With respect to such threats or acts by students, the School may report such threats or acts of violence to future schools, camps, athletic programs, and other organizations in which the student participates. The student's transcript or report card may also note the threat or act. In determining whether to report such threats or acts of violence, the School may consider, among other factors, the gravity and nature of the threat or act of violence, the disciplinary history of the individual, academic or work performance, behavioral history, social profile, other information available to the School (i.e., access to weapons, mental health information, family situation, etc.), and/or the outcome of any investigations.

The School takes all threats seriously, even when students or parents make comments in jest, on the Internet, by text, or away from School toward or about another student, employee, or the School. Violators of this policy will be subject to disciplinary consequences from the School, up to and including, expulsion, as well as subject to penalties imposed by governmental authorities.

Cell Phones and Other Electronic Devices

Silent cell phones or other electronic devices may be used before/after school, during passing periods, free periods, break, and lunch except in classrooms, Chapel, or the theater. It is expected that all phone calls be made outside of buildings. Silent cell phones are permitted in the library unless the student is in the library for a class.

Cell phones or other electronic devices are not to be used in the classrooms unless authorized by the classroom teacher. Cell phones and other electronic devices are to be silenced or turned off during class. Students should keep these items in their backpacks or purses or in an area designated by the teacher.

Unauthorized use of these devices in the classrooms, Chapel, or theatre, or while driving is a violation of this policy. Violators of the policy will be subject to confiscation of the device and disciplinary action based upon the circumstances.

- First Offense: Weekday Lunch Detention
- Second Offense: Saturday Detention
- Third Offense: Discipline Council

Students bring cell phones and other electronic devices to campus or to School-related activities at their own risk. The School will not be responsible for the theft, damage, or loss of such devices.

Students may not use electronic devices, whether on or off campus, in any way that is inappropriate, harassing, or disruptive to the educational environment. The visible/audible content stored on an electronic device, such as images, wallpapers, and ringtones, are to be school-appropriate. Students are not permitted to use electronic devices to make threats, use camera features to take inappropriate pictures or videos, videotape or record classes, send text messages to other students in class, or in ways that would otherwise violate a School rule. Students are not permitted to use electronic devices in restrooms, locker rooms, or any dressing area. Students are responsible for any information contained on their personal cell phones, including text messages and other media. Any student found to have an electronic device in their possession and turned on during a test or examination will be presumed to have used the device to cheat and will receive a zero for the test/examination and may be subject to additional disciplinary consequences.

Students must provide any and all passwords to inspect the device upon request by a School administrator. Students and their parents' consent to the School logging into the device and its contents and applications, as well as accessing all communications, including, without limitation, stored communications. Parents may be required to come to the School office to pick up confiscated items but must understand that even if the device is registered or paid for in the parent's name, its ownership and contents will be attributed to the student in whose possession the device was found. The School may also turn any such devices over to law enforcement if necessary.

Lockers

In an effort to increase the security of students' belongings, particularly laptop computers, all EHS students must purchase their locks from the EHS Campus Store, and all students will be expected to use these locks consistently.

- EHS owns all locks and lockers and reserves the right to inspect all contents at any time without prior notice or consent.
- The only locks that may be used on any locker at any time must have been purchased at the EHS Campus Store. Any other locks will be cut off and removed.
- If a student chooses not to buy or use an approved lock, the burden and responsibility for not having a secured locker will rest with the student and his or her family.
- All lockers are to be emptied by the last day of school. Any items or books left after that time will be given away or discarded as appropriate.
- It is the student's responsibility to keep the locker secure and locker locked. The School assumes no financial responsibility for items taken from lockers.

Laptop Computer Security

Although EHS has a very trusting and open campus and will continue to maintain such a community, reality dictates that our students must take responsibility for ensuring the security of their laptops. All too often, students either leave their laptops unattended or misplace them. A time of special concern is after the academic day, when students are engaged in after-school activities. All unsecured laptops will be picked up by School

personnel and may be reclaimed at the attendance desk with permission of the appropriate Grade Level Dean.

To promote student responsibility and to increase laptop security, the following policy is in effect:

- The first time a laptop is picked up, the student will be issued a detention.
- The second time a laptop is picked up, the student will be issued a Saturday detention, and the appropriate Grade Level Dean will place a phone call to the parents.
- The third time a laptop is picked up, the student will meet with the Discipline Council.

Inspection Policy

Parents and students authorize the School to inspect and conduct a search of any place or item on the School campus or at a School-related event including, but not limited to lockers, purses, book bags, backpacks, vehicles, computers, or personal electronic devices, at any time and without prior notice. Students may also be required to empty pockets and remove outer layers of clothing for inspection. Inspections and searches may be conducted on a routine or random basis or as deemed necessary. Students must provide any passwords or other access required to inspect such places or items upon request by a School administrator or if on a field trip or other away from campus activity, the trip or activity leader. Inspection of electronic devices includes laptops, phones, tablets, cameras, and any other electronics, including the contents of the same (texts, emails, photos, images, address books, applications, etc. whether such message or information was sent over the School's system or any personal account such as Facebook, Instagram, Snapchat, Yahoo, AOL, Gmail, etc.). Students and their parents' consent to the School logging into the device and its contents and applications, as well as accessing all communications, including, without limitation, stored communications. Further, the parents authorize the School to seize and permanently retain property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, or inappropriate, or the possession of which is a violation of the School's rules, community standards, and/or local, state, or federal law. If a student or parent interferes with, fails to cooperate with or otherwise impedes an inspect by the School, the student will be subject to disciplinary consequences up to and including immediate dismissal.

Video Surveillance

To provide for the safety, health, and welfare of students, faculty, staff, and visitors to Episcopal High School, video surveillance without audio capability is utilized in various areas on campus. Aside from bathrooms and locker rooms, the School retains the right to conduct video surveillance of any portion of the School's property, which includes all persons and property located anywhere on School property, including, without limitation, parking lots. Therefore, please be on notice that activities may be recorded and may be monitored. The use of surveillance equipment primarily serves to protect property, but may also serve to deter instances of misconduct, including but not limited to vandalism, theft, or other unacceptable misconduct. To protect the confidentiality of all students, only designated School personnel may view video recordings that include more than one student. These video recordings are the property of the School, and the School generally does not make these recordings available to parents or students. In a criminal investigation, law enforcement representatives may view video surveillance.

Authorized Use

Unauthorized use or misuse of any surveillance equipment or disabling or tampering with video cameras or related equipment by unauthorized personnel or students is grounds for disciplinary action. The Head of School will determine the authorization of individuals to use, view, retrieve, or copy images or data from video surveillance equipment in the school.

Public Awareness

Notification of the use of video surveillance cameras will generally be posted at or near their points of use.

CARE OF SCHOOL PROPERTY

EHS has spent incalculable human effort, planning, and funds in carrying out the Mission of EHS. In so doing, we are continually maintaining and refurbishing School facilities, as well as creating new spaces to enhance the School's material identity and promote a positive learning atmosphere. Respect for School property is essential to maintaining the common welfare. We expect care and respect for every aspect of the School's physical nature. Willful destruction of the physical plant is viewed as a serious violation of School spirit, is contradictory to constructive community life, and may lead to disciplinary action. Students who disfigure property, or otherwise damage School property or equipment, will be required to pay for the damage done or replace the item

DRIVING AND PARKING

To drive on campus or obtain hanging tag parking permits, students must have valid Texas driver's licenses and current automobile insurance in place. They must drive safely, obeying all local ordinances, posted regulations, and must park in designated student lots.

Students may not drive between lots or move their cars at any time during the day, particularly before rehearsals and athletic practices.

The speed limit on the EHS campus is 10 miles per hour. Pedestrians and maintenance vehicles have the right of way on campus at all times. ***Driving in excess of the speed limit, texting while driving, or talking on the phone while driving constitute unsafe driving and are all disciplinary offenses that will be referred to the Discipline Council.***

Students may not drive other students on behalf of the School to or from any School-related event or activity.

Students are not to be in or around the parking garage during the school day without permission from the appropriate Grade Level Dean or the Attendance Desk. Violators will be issued a mark.

1. Hanging tag permits may be obtained from the Attendance Desk.

All sophomores will be required to park in the off-campus satellite location. All juniors and seniors are eligible to purchase a parking permit to park in the EHS garage. Only students with a valid driver's license and proof of vehicle insurance are eligible

to receive a parking permit. Students who become eligible to drive later in the year can purchase a parking permit at the Attendance Desk.

- **August 11-15** – 10th, 11th, and 12th grade parents will be able to apply for and purchase a student parking permit online. Students may pick up their permits on August 18 & 19 from 9:00 a.m. - 12:00 p.m. and August 20 - 22 from 9:00 a.m. - 4:00 p.m. at the Attendance Desk.
 - 10th grade satellite parking location: **4800 Fournace Place, Bellaire, TX, 77401**
Students should enter from Fournace Place just past the Shell gas station and continue past the first parking lot and past the underground parking garage to the backlot. The lot will be toward the end of the driveway on the left.
 - For all eligible students, it is important to purchase and pick up parking permits before the end of the school day, Friday, August 22.
 - **August 25** – All EHS parking policies will go into effect.
2. The number on the hanging tag parking permit will not correspond to any specific parking space.
 - Students may not park on campus or in the off-campus satellite location without a hanging tag parking permit clearly visible on the vehicle's rearview mirror. Violators will be subject to the parking violation policy stated below.
 - These hanging tags can be transferred to other vehicles within the household.
 - Families will be charged for the expense to replace a lost or broken hanging tag.
 3. Hanging tag parking permits cannot be resold to other students or households.
 - If it is determined that a permit has been resold or lent to a family that has not purchased a parking permit, both families will lose the parking permit for the remainder of the school year and may face additional disciplinary action.
 4. All student parking will be batch parking inside of the parking garage, and only in spaces that have white rectangles with blue numbers.
 - The black rectangles with yellow numbers are reserved for faculty, staff, and guests.
 - Students who park in the spaces with black rectangles and yellow numbers will be subject to the parking violation policy stated below.
 5. No freshmen will be allowed the opportunity to drive and/or park on campus.

Student Dropoff and Pickup

Turn off of Fournace Avenue at the closest entrance to the 610 Feeder Road. Take an immediate right and travel toward the 610 Feeder Road. Follow the parking lot driving lane, which will turn toward the parking garage, and then U-turn at the flagpole toward the Academic Building. *During student pick-up times, please pull up to the front of the line near the steps of the Trotter building and pull over to the right as close to the curb as possible.* If your student is not immediately available, please do not park, idle, or block other parents from pulling through the pick-up line. Instead, please pull through the drive, safely U-turn back toward the Fournace entrance, and park in an available parking space. Once your student has arrived in the pick-up area, you can either pull through the line again or allow the student to walk to where you are parked.

Students can also be dropped off and picked up along the Ellipse Drive. Enter the campus from Bissonnet Street and drive along the driveway to find a suitable area to drop off or pick up your student. Gate hours vary, especially during the spring sports season, so please be mindful of the changes as they are communicated to the EHS community.

Student Parking on Campus

Arrival	West and North Gates (610 and Fournace entrances)
Departure after school hours	West Parking Lot or North Gate (Fournace exit)
Departure during school hours	North Kiosk onto North Gate (Fournace exit)

Students in grades 9-11 will not be permitted to leave campus unless they sign out at the Attendance Desk and then stop at the security kiosk to confirm they have been approved to leave campus. Only the Attendance Administrative Assistants, Grade Level Deans, or School Nurse may issue approval to leave campus. *Students who attempt to leave campus without permission will be required to appear before the Discipline Council.* Senior off-campus privileges do not require them to sign out or back in when returning to campus.

Violations of Safe Driving or Parking Policies

A student who violates the safe driving or parking policies herein will be required to appear before the Discipline Council.

In the event that a student parks in a fire zone, restricted area (including the Faculty Lot), or in a space assigned to an EHS employee, the consequences will be:

- First Offense - Warning sticker placed on vehicle; notify the student and parents, if EHS can identify the owner
- Second Offense - Additional warning stickers placed on vehicle; notify the student and parents, if EHS can identify the owner
- Third Offense - Vehicle is towed at the owner's expense and student will be referred to Discipline Council
- Fourth Offense - Vehicle is towed at the owner's expense and student will be referred to Discipline Council; possible dismissal from EHS

Verification of Enrollment Forms

EHS provides this service for students who are applying for driver's licenses. Under the law, Texas Department of Public Safety V.O.E. forms must be signed/dated by the student at the time the form is picked up. Forms are available at the Attendance Desk.

Policy for Students Who Turn 18 Years Old

Both students and parents/guardians of those who reach 18 years of age while enrolled in the School are bound by all student and parent/guardian obligations in this Handbook. Student's continued enrollment after reaching 18 years of age evidences the student's agreement with this requirement. Students are to remain under parental/guardian care (but not limited to) the following instances: Continuing to live in the same household as parents/guardians; parents/guardians responding to school communications and requests and helping ensure students meet their academic and extracurricular obligations while continuing to be enrolled in School. In addition, even after the student turns 18, the School will continue to share all health/medical, disciplinary, grades, progress reports, and other information with the student's parents/legal guardians throughout student's enrollment at the School. Should a student have a concern about particular information being shared with his/her parents/legal guardians, the student should consult with the Head of School.

STUDENT RETREATS

Freshman Retreat

The Freshman Retreat is vitally important to connect freshmen with one another and with faculty who will guide them through the transition to high school and the EHS community ethos. These faculty advisors will continue to mentor their students throughout their EHS experience. This one-day retreat is scheduled for Wednesday, October 15, 2025. Freshmen meet at the school at 7:30 a.m. and are transported by bus to Camp Allen in Navasota, Texas, for team-building exercises, education sessions led by EHS faculty, small group discussions, and worship time. All freshmen are required to attend this retreat.

Senior Retreat

The Senior Retreat provides a "bookend" experience – with Freshman Retreat – for seniors to reflect on how far they have come on the EHS journey and to focus on the transition ahead. This retreat scheduled for March 2, 2026, is at Camp Allen. All seniors are required to attend this retreat.

Students attending retreats must abide by all School rules during the trips.

Facilities and Services

SCHEDULING

Physical spaces, rooms, and facilities, as well as all events, must be scheduled through the Office of the Head of School. The Executive Assistant to the Head of School is responsible for determining times, dates, and locations for various events and venues. Reservations should be made 72 hours, at a minimum, prior to the start of the event. The EHS campus is to remain alcohol- and tobacco-free at all times. Alcohol may be consumed by adults (21 years or older) on campus only with the written permission of the Head of School.

UNDERWOOD LIBRARY

The resources of the Underwood Library are available to students, faculty, and the EHS community. The library is open from 7:30 a.m. to 4:30 p.m., Monday through Thursday, and until 4:00 p.m. on Friday.

BUSINESS OFFICE

As stipulated in the Enrollment Contract, an obligation to pay tuition and fees in strict accordance with the Tuition and Fee Schedule for the full academic year is unconditional. Student accounts with a balance past due for more than 30 days are assessed late fees of 1.5% per month. Student accounts that become delinquent may result in suspension of educational services to the student, including attending classes and participating in examinations. Students whose accounts are delinquent may not be allowed to sit for final examinations.

RED FLAG RULES

The School has implemented an identity theft prevention program that complies with regulations issued by the Federal Trade Commission known as the “Red Flag Rules.” The program is intended to minimize the risk of identity theft. The School has always, and will continue to, take the highest care when handling sensitive, confidential, and personal information belonging to our students, employees, and other constituents.

CAMPUS STORE

The Campus Store is open 7:30 a.m. to 4:15 p.m. on school days. The store carries school supplies, physical education clothing, and spirit items. Purchases may be charged to student accounts.

STUDENT ACCIDENT INSURANCE

The School carries Student Accident Insurance covering all students. This insurance provides secondary medical coverage for any accidents that require medical attention and have been sustained during the school day or at any school-related event. Parents are required to report accidents to the Business Office within 30 days of the occurrence.

FOOD SERVICE

The School offers breakfast for purchase from 7:00 a.m. – 8:00 a.m. As part of the pre-paid meal plan, EHS offers snacks during break as well as lunch each day of the school year. All students participate in the meal plan and must eat only in the designated lunch areas. If your child has specific dietary requirements, please arrange a time with our Food Service Director to discuss the student's dietary needs. The lunch menu is available on our school website under Quicklinks.

LOST AND FOUND

Found items will be kept in the lost-and-found located by the attendance desk. Books and dress-code items unclaimed for more than a week will be transferred to the Campus Store for resale. Valuables will be kept in the Principal's office until claimed.

PARENT CONFERENCES

If parents desire a conference with a Grade Level Dean, they should make an appointment through the Administrative Assistant to the Deans or email or call the appropriate Dean and a meeting will be arranged.

Parents may request a conference with their child's teacher by planning in advance with the teacher. In consideration of the great demands placed on teachers, the administration requests that you refrain from engaging teachers in a discussion at times when their attention needs to be on their class. Parents and students may not call teachers or the administrator at their home and should refrain from communicating with them on personal email addresses or cell phone numbers.

VISITORS POLICY

During the school day, all visitors must check in with campus security at a kiosk to receive a visitor's badge before entering the campus. Visitors will be directed by campus security to the appropriate building after receiving their visitor's badge.

SUBSTANCE-FREE CAMPUS

Episcopal High School is a tobacco, alcohol, and drug-free campus, including all sporting venues and parking lots. Alcohol may be consumed by adults (21 years or older) on campus only with the written permission of the Head of School.

Emergency Closings and Crisis Communication

If the School closes because of an emergency, notification will be made in the following ways:

- Notifications will be made by the Veracross communication system.
- An announcement will be posted on the School's website:
www.ehshouston.org.

In a crisis, the Head of School is the official spokesperson for Episcopal High School. In the Head of School's absence, the Associate Heads of School, the Director of Communications, and then the Executive Chair of the Board of Trustees will serve as spokespersons.

From time to time the School will conduct fire drills and other emergency response training with students. We encourage parents to speak with their students about the importance of taking these drills seriously, to follow directions in emergencies, and to remain quiet.

Enrollment Agreement

The School may take all action necessary to ensure the effective operation of the School in all matters as it may apply to the Student. A positive and constructive relationship between the School and Parent or other adults interacting with School and/or School community by virtue of their relationship with the Student is essential to the mission of the School. The School welcomes constructive criticism from and dialogue with parents so long as such interactions remain positive, productive, and professional. If the behavior, communication, or interaction on or off campus (including during School-sponsored events) of Parents or other adults interacting with the School and/or School community by virtue of their relationship with the Student is disruptive, intimidating, or overly aggressive, Parent understands and agrees that the School has the right to dismiss the Student and/or the Student's family from the School community and or the right to place restrictions on that party's involvement with or activity at the School, on School property, or at School-related events.

If the Parent fail(s) to make any payment(s) under this Enrollment Contract when due, and School undertakes collection efforts to collect the payment(s) (including but not limited to efforts in house, with the assistance of third parties, or through legal action), the Parent agree(s) to pay all expenses incurred by the School, including collection costs and/or legal fees, in the event the School prevails. In the event of a dispute between the School and Parent regarding tuition, fees, or charges of any kind, the School shall be entitled to recover the costs incurred due to the collection of payments including but not limited to School's attorneys' fees and costs incurred in such a dispute. In addition, the School reserves the right to withhold academic transcripts of students whose families are in arrears with respect to tuition, fees, or other financial obligations owed to the School.

If, as a result of the School's relationship with the Student, the Parent, or other person(s) interacting with the School and/or School community by virtue of their relationship with the Student, the School or any member of its faculty or staff is required to testify, provide information for, or otherwise participate in a legal dispute to which the school is not a party, the School shall be entitled to recover from the Parent the School's attorneys' fees and costs incurred in such legal action and costs incurred by the School as a result of the collection of documents, coverage of faculty, staff or others absent from classrooms or other School responsibilities or other associated costs.

The School strongly encourages Students to advocate for themselves throughout their years at EHS. Students should be aware, however, that the School will continue to communicate and share School-related information with Parents even if requested not to by the Student after reaching the age of eighteen.

FORCE MAJEURE

The School's duties and obligations under the Enrollment Contract shall be suspended immediately without notice during all periods that the School is closed because of force majeure events including, but not limited to, any fire, act of God, hurricane, war, governmental action, act of terrorism, epidemic, pandemic or any other event beyond the School's control. If such an event occurs, the School's duties and obligations in the Enrollment Contract will be postponed until such time as the School, in its sole discretion, may safely reopen. In the event that the School cannot reopen due to an event under this

clause, the School is under no obligation to refund any portion of the tuition paid. Further, the School has discretion to modify its curriculum, schedules, length of school year, means of learning, teaching methods, and use of distance learning, and any such changes do not excuse payment obligations under the Enrollment Contract, including future payment obligations.

Health and Medicine

STUDENT HEALTH RECORD

Magnus Health software collects, tracks, and manages student health information. Magnus Health allows our School Nurses and Athletic Trainers to securely and efficiently track student medical information and provide accurate documentation of medications, treatments, and clinic/training room visits. It also provides features to highlight personal medical alerts, individual emergency action plans, and teacher access while on school trips. Parent access to Magnus Health may be found on www.secure.magnushealthportal.com.

The student health record must be updated annually. This includes physicals, immunizations, medication administration forms, and emergency action plans, all of which need to be re-submitted annually. All Magnus Health student records will be reviewed for approval. EHS students are required to have an approved health record before the first day of each school year. If a student has submitted an Asthma, Allergy, Diabetic, or Seizure Action Form indicating the need for a medication, the listed medication must be provided to the clinic before the first day of school.

The clinic nurses will review the Physician's Physical and Medical History forms, immunization records, and all other Magnus Health requirements.

HEALTH INFORMATION SHARING

Parents and student agree, as a condition of continued enrollment, to consent to the release of any of the student's health related information, including information relating to drug treatment, testing, medical and mental health records, to employees or agents of the School, as determined by the Head of School or the Head of School's designee, to meet the medical or safety needs of the student and the community or the legal responsibilities of the School.

While the School strives to safeguard student medical information, it must also balance matters of privacy and confidentiality with safeguarding the interests and well-being of our students and our community. Parents/guardians and students consent to allow employees and agents of the School, who have a need to know, to receive and/or share medical and/or psychological information necessary to serve the best interests of the student and/or community.

IMMUNIZATIONS

In accordance with the Texas Department of Health immunization requirements, all Episcopal High School students must maintain a complete and up-to-date immunization record as part of their student health profile. Episcopal High School does not accept conscientious exemptions. Immunization records must be verified by a physician or health clinic. Students failing to submit to Magnus Health proof of up-to-date immunizations (or documentation reflecting a valid medical exemption as defined below) will not be allowed to attend school. Immunization records must include:

- Diphtheria, Tetanus and Pertussis (DTap/DTP/DT/Tdap/Td)
- Tdap/Td booster - A current booster is required within the last ten years.
- Polio

- Measles, Mumps, and Rubella (MMR)*
- Hepatitis B*
- Varicella*
- Meningococcal (Menactra, MCV4MeningococcalConjugateVaccine)

https://www.dshs.texas.gov/sites/default/files/LIDS-Immunizations/pdf/pdf_stock/6-14.pdf

NOTE: Serologic confirmation of immunity to measles, mumps, rubella, hepatitis B, varicella, or serologic evidence of infection is acceptable in lieu of a vaccine.

MEDICAL EXEMPTION

The Texas Department of State Health (DHS) recognizes that a small number of people may have valid reasons for which they cannot receive certain vaccines. EHS accepts medical exemptions signed by a United States licensed MD or DO that specifically states the basis for the exemption and that the required vaccines would be medically contraindicated or pose a significant risk to the health and well-being of the child or a member of the child's household. The document must clearly state the medical reason that causes the student to be unable to receive specific vaccines. The document is valid for one year unless the exemption states that the condition requires a lifelong exemption.

If an outbreak or suspected outbreak of any vaccine-preventable disease occurs, any student who for whatever reason is not immunized may be excluded from School and all School-related activities.

CLINIC POLICIES AND PROCEDURES

Each student entering the School Clinic must have a pass signed by the teacher. Students are required to return the pass, which will also be signed by the nurse. Except in emergency situations, students must obtain a clinic pass from the teacher whose class they will be missing before coming to the clinic. If it becomes necessary for a student to remain in the clinic for more than one period, the Attendance Desk will be notified.

A note will be posted on the clinic door if the School Nurse is away from the clinic. Students can send a Teams message to the school nurses indicating their medical needs and location.

Students who need to rest in the clinic will be allowed to do so at the discretion of the School Nurse. If a student cannot return to class after a reasonable amount of time, a parent will be notified,

If a student becomes ill or is injured, the parents will be notified as soon as possible. If it is necessary for the student to leave school, he or she will be kept in the clinic until a parent or person designated by the parent is able to pick up the student. Without parental permission, the nurse will not send a student home or away from campus. If the nurse deems it unsafe for the student to drive, a parent or a person designated by the parent must pick the student up. Students who have a temperature of 100.4 or higher should be kept home. Students should stay home until they have been fever-free without fever-reducing medication for 24 hours. Students with acute cases of diarrhea/vomiting or

suspected communicable respiratory illness should not come to school, regardless of the student's temperature.

If emergency care is required, the student will be transported to the hospital designated on the student's Episcopal Health Record, unless otherwise indicated by the parents. If a hospital is not specified in Magnus Health, the student will be transported by ambulance to Texas Children's Hospital in the Texas Medical Center.

Students who are absent from school for the following reasons require a physician's statement confirming the student's ability to return to School and any necessary limitations or restriction:

- Measles, mumps, chicken pox, ringworm, scarlet fever;
- Strep infection, mononucleosis, hepatitis, pink eye; or
- Absence due to an extended illness, surgery, or mental health crisis

Students who return to school after an extended illness or surgery or who may not participate in sports or physical education classes following an extended illness or surgery require a physician's statement confirming the student's ability to return to school, specifying any necessary limitations or restriction.

Parents are responsible for informing the School Nurse of any changes in their child's medications, health status, behavior, family dynamics or other factors that may affect their child's well-being during the school day. In addition, parents must immediately contact the Director of Clinical Services or School Mental Health Counselor regarding any behaviors, comments, or other concerns that may indicate that their child could harm himself or herself or others.

MEDICATION POLICY

All medications, prescription or non-prescription, must be arranged through the School Nurse. No student may have prescription or non-prescription medications in his or her possession on school grounds during school hours.

Students who have emergency medication and have made arrangements with the School Nurse to carry that medication while at school will need to complete the Prescription Medication Form on Magnus Health. It must be signed by the parent and physician, along with an Emergency Care Plan. Forms and care plans may be downloaded from the Magnus Health website www.secure.magnushealthportal.com.

Prescription medications must be accompanied by a Medication Administration form, completed by a parent and signed by the physician.

- The emergency medication form may be obtained by accessing the Magnus Health Portal at https://www.ehshouston.org/uploaded/nurse/Request_to_Administer_Meds.pdf.
- Please upload the completed medication form to Magnus Health under the Prescription Medication requirement or email it to the campus clinic.

In the event of a medical emergency or suspected opioid overdose, the EHS Clinic has physician-prescribed Narcan, glucagon injection, epinephrine, and albuterol readily available to administer.

The School has trained and authorized School personnel and School volunteers to administer an epinephrine auto-injector to a person who is reasonably believed to be experiencing anaphylaxis on the School's campus. School personnel and School volunteers who are authorized and trained may administer an epinephrine auto-injector to a person who is reasonably believed to be experiencing anaphylaxis at an off-campus School event or while in transit to or from a School event. The School has also authorized and trained School personnel and School volunteers to administer medication for respiratory distress to a person reasonably believed to be experiencing respiratory distress on a School campus, or at a School-sponsored or school-related activity on or off School property. Additionally, the School has authorized and trained School personnel and School volunteers to administer an opioid antagonist to a person who is reasonably believed to be experiencing an opioid-related drug overdose.

The School will have one or more School personnel members or School volunteers authorized and trained to administer an epinephrine auto-injector present during all hours the campus is open. The School will have one or more School personnel or School volunteers authorized and trained to administer medication for respiratory distress present during regular School hours. The School will have one or more School personnel or School volunteers authorized and trained to administer an opioid antagonist present during regular School hours.

If a student with respiratory distress receives medication without prior notification from the parent or guardian regarding a diagnosis of asthma or a severe allergy, the School Nurse will contact the parent to pick up the student or initiate EMS immediately.

The School will report the administration of an epi-pen, medication for respiratory distress, or an opioid antagonist as required by law. The School will maintain a supply of epinephrine auto-injectors and medication for respiratory distress on the School's campus which will be stored in a secure location and be easily accessible to authorized school personnel and school volunteers. The School will also maintain a supply of opioid antagonists on campus. Training will be provided either in a formal training session or through online education and the School will maintain records on the training.

Designated personnel on campus are certified in cardiopulmonary resuscitation (CPR) and basic life support (BLS) techniques.

All prescription and non-prescription drugs must be sent in their original containers. The date on the prescription bottle must have a current expiration date. The medication label must reflect the same dosage as the medication form, and medications may not be combined in one bottle. All medications will be stored in the School Clinic.

Any medication that has not been picked up from the clinic within two weeks of its expiration date, or within two weeks after the last day of school, will be properly disposed of by the campus nurse in accordance with medication waste guidelines. The School is not responsible for storing or returning expired or unclaimed medications beyond this timeframe. Emergency medications are kept in the clinic and are administered by our clinic nurses between 7:30 a.m. and 4:00 p.m. Please note that our nurses are not available to administer medications for students participating in sports, after-school activities, or field trips. If your student participates in after-hours activities at school or off-campus, we have advised the teacher, coach, or chaperone to call 911 in

case of a medical emergency. Please contact the School Nurse if emergency medication will need to be carried by the student at all times.

Over-the-counter medications are available in the EHS Clinic. The permission list will be checked each time students visit the School Nurse, and appropriate medication may be dispensed at the Nurse's discretion.

Parents may provide over-the-counter medications for their student; a parent note with the student's name and date of birth, medication name, and dosage to administer must be uploaded in Magnus Health under prescription medications. Please label the medication with the student's name and grade.

Possession of prescription or non-prescription medications without the nurse's approval is prohibited. Students should never accept medication from fellow students or offer medications to fellow students. Students should not request medication from teachers or other School personnel.

ACCIDENTS

Any accident/injury in a School building, on the School property, at athletic practices, or at any athletic event sponsored by the School must be reported to the person in charge immediately. Students and parents should not assume that someone in authority knows there was an accident or injury. Additionally, the school may have a student accident policy under which the family needs to make a claim within a certain period of time.

ANIMAL POLICY

Due to concerns about the health, safety, and welfare of people in the School community, no animals are allowed on School property or at School-related events without the express, written permission of the Head of School. This means that animals may not be brought onto School property for any reason (even if the animal remains in a vehicle or on a leash), including drop-off, pickup, parties, games, and activities, and may not be brought to School-related events on or off campus. If you require a service animal, please contact the Head of School to make this request and the School will determine what accommodations can be made.

STUDENT ILLNESS AND COMMUNICABLE DISEASES

The School has a responsibility to provide a safe and healthy environment for employees, parents, students, and visitors. In the case of global or local threats of a communicable disease, the School will take all reasonable measures that may be necessary to protect the safety and health of members of the School community. These may include implementing infection control guidelines designed to stop or slow the spread of infectious diseases. The School will apply guidance from federal, state, and local health departments, and other agencies and resources as appropriate. Each communicable disease is unique. The School's response depends on public health guidance for the specific communicable disease, the nature and stage of the disease, whether mitigation methods are or can be used, and public health guidance on the risk and exposure. Response may include, without limitation, a determination that no risk exists or that no action is required, immunization programs may be put into place, mandatory health screening may be implemented, mitigation steps may be needed such as a student refraining from some activities, utilizing bandages, masks or other barriers, enhanced

housekeeping, cancellation of field trips, a medical exam and release, and being sent home from school. Depending on the event, the School may require parents to disclose upcoming travel plans and to self-quarantine their child upon return. School closure may be necessary or the School may need to modify its curriculum, schedules, length of the school year, and/or means of learning and teaching methods. During certain communicable disease events, threat levels may change rapidly and the School may need to modify various measures as additional information becomes available.

We rely on our parents as the first step in preventing infection in the school environment. We count on them to use good judgment in protecting our school community. A sick child should not be in school but should remain at home in an environment where proper care may be given. To prevent the spread of infection through direct contamination (coughing, sneezing, talking, sharing articles, etc.) students must be asymptomatic without the aid of medications before returning to school. In other words, students must have no fever, vomiting, etc. for 24 hours prior to their return to school.

Parents/students who know or have a reasonable basis for believing that a student has a communicable disease that may pose a threat to other students, parents, School employees, visitors, or the public should immediately contact their health provider. For the health and safety of the School community, parents should report to the School Nurse if their child has a confirmed communicable disease that poses a risk to others in the School community. The School will follow state law in determining when the Department of State Health Services is notified due to a student being sent home because of a communicable disease. In case of student absence due to the reportable communicable disease, a release card from the Department of State Health Services or a letter from the family physician indicating that the Department of State Health Services regulations have been fulfilled may be required when the student returns to school (indicating that the student is no longer infectious).

The School will generally not identify an infected student to School employees or other students or their parents, although public health guidance will guide the School's communications. It may be necessary to alert others in the community who were in certain areas or at certain times that exposure could have occurred. The School will disclose sensitive medical information of students no further than is necessary to ensure the health and safety of our employees, students, parents, and visitors in a manner consistent with applicable law. The School will comply with all federal and state laws regarding confidentiality and privacy requirements.

Parent and students are reminded that anyone who takes deliberate action which endangers the health or safety of the school community, including coming to the School campus with a dangerous viral infection, will face disciplinary action, up to and including expulsion.

CONCUSSION DIAGNOSIS

If a student sustains a **sports-related** head injury with the possibility of a concussion during EHS Athletics, you will be contacted by the EHS Athletic Trainers. If the trainers are unaware of the injury, please contact them immediately to ensure they are aware of your child's condition.

If a student sustains a **NON-sports-related** head injury with the possibility of a concussion, please contact the clinic nurses.

Any student diagnosed with a concussion must provide written clearance from a physician or athletic trainer before returning to any EHS sports or physical education classes.

RESIDENCY POLICY

A student enrolled at EHS must reside with his or her parent(s) or legal guardian.

PASTORAL CARE and MENTAL HEALTH COUNSELING

At Episcopal High School, we prioritize the mental, emotional, and spiritual well-being of our students. Our School has in-house mental health counselors available on campus to support students facing challenges such as anxiety, depression, stress, and personal difficulties. Additionally, the Dean of Religion and chaplains provide pastoral care, addressing the spiritual and emotional needs of our student body. Parents are always welcome to reach out with concerns regarding their child's well-being.

The mission of the Mental Health Counseling Program is to assess, address, and advocate for each student's needs while fostering open communication between counselors and the School community. Our School mental health counselor collaborates with teachers, administrators, School staff, parents/guardians, external counseling agencies, and other educational stakeholders to support students' holistic development.

Student mental health counseling sessions occur in a confidential, welcoming, and supportive environment that encourages students to express themselves freely. This atmosphere allows them to discuss their concerns and challenges, ultimately aiding them in making informed decisions about their personal and academic lives. The counseling program helps students adapt to their current circumstances while guiding them in planning for their future based on their interests, abilities, and social needs.

Recognizing the importance of proactive mental health support, the School has established clear policies and procedures for addressing mental health concerns, particularly regarding suicide risk among students. All School staff, including the Mental Health Counselor, Nurses, Chaplains, Grade Level Deans, administrators, and teachers, are trained to recognize warning signs of suicide and other mental health issues. Appropriate steps are taken to assess the student's needs if concerning signs are observed. The results of any screenings or assessments are reviewed, and necessary follow-up actions are implemented to ensure the student's safety and well-being. Guardians are informed as part of this process.

EHS is dedicated to creating an environment where students feel supported. Whether they are facing academic, personal, or emotional challenges, our mental health counseling program, faculty, and staff are always available to help. We urge students and parents to reach out whenever they need assistance.

For more information about mental health support, please refer to the **Support Resources Listing** in the **Parent Information** section.

If you are concerned about your child, visit the [Texas Suicide Prevention website](#) or contact the EHS Mental Health Counselor for information on local suicide prevention services. You may also contact the National Suicide Prevention Lifeline at 1 (800) 273-8255.

Prevention and Intervention Resources
National Suicide Prevention Lifeline— 988 or (800) 273-TALK(8255)
24/7 Free Crisis Support—Text HOME to 741741
www.suicidepreventionlifeline.org
Dial 911 (for an emergency)
Harris Center Crisis Line— (713) 970-8210

SUPPORT RESOURCES

EHS offers a number of different pastoral care and counseling resources. Each student is assigned an Advisor who will consistently meet with the student, providing guidance throughout the four years at EHS. Our students benefit from the continuous support of our dedicated team of teachers and coaches. Furthermore, the following support resources are readily accessible:

- The Dean of Religion and Chaplains are known to the students through Daily Chapel and from their presence around campus. They are always available to meet with students and/or their families, to talk and to listen. Whether in responding to extraordinary personal crises or to the ordinary grind of daily issues, the Chaplains offer pastoral care to our EHS community.
The Rev. Art Callaham Dean of Religion acallaham@ehshouston.org
713-512-3610
The Rev. Tori Gilliland tgilliland@ehshouston.org 713-512-3484
- The Grade Level Deans are available to assist parents and students with the daily life of students inside and outside the classroom. Parents and students can receive help addressing all the trials and tribulations students face in high school. The Deans' offices are always open to students and their families.

Grade Level Deans:

- 12th Grade – Tom Bove (tbove@ehshouston.org; 713-512-3637), 11th Grade – Isaiah Coleman (icoleman@ehshouston.org; 713-512- 3499), 10th Grade – Mark Mitchell (mitchell@ehshouston.org; 713-512-3475), 9th Grade – Shelly Canella (scanella@ehshouston.org; 713-512-3495)
- The School Mental Health Counselors support students by providing short-term counseling to address emotional and psychological challenges. They help students develop coping strategies, manage stress, and improve their mental well-being. Additionally, mental health counselors collaborate with parents, Grade-Level Deans, campus nurses, and off-campus healthcare providers to create a supportive environment for students' mental health needs. Molly Nevins, M.S. School Mental Health Counseling mnevins@ehshouston.org 713-470-5045.
- Our School Nurses provide expert medical care and management for students, proficiently addressing both routine and emergency health needs. They ensure a safe and healthy environment, enabling students to thrive academically and personally. With their advanced training and experience, our school nurses are critical in maintaining the well-being of the student body.
- Tiffany Thoman, RN, BSN, Director of Clinical Services (tthoman@ehshouston.org) 713-512-3403,
Chandler Williamson, RN, BSN, Clinic Nurse (cwilliamson@ehshouston.org) 713-512-3473

- Academic Assistance: The Academic Assistance Program (AAP) provides support, as determined by the School, for students who need help with academic skills. From general difficulty with motivation or organization to specifically diagnosed learning disabilities, AAP can help students with skill training, mentoring, and monitoring. Contact Director of Academic Assistance Landrey Myers or lmeyers@ehshouston.org.

DIVERSITY, COMMUNITY, and INCLUSION

The Office of Diversity, Community, and Inclusion, led by Director Wayne Jones, supports students as they navigate community life at EHS, both in the classroom and throughout the campus. The DCI Office provides empathy, recognition, and strategies as students build relationships with peers, teachers, and advisors, facilitating conversations and solutions to challenges. The door is always open. Contact DCI Director Wayne Jones (wjones@ehshouston.org) or 713-512-3469.

Faculty and Staff Gift Policy

All of us at Episcopal High School greatly appreciate the support our parents give to the faculty and staff of the School. However, our strong sense of community and Mission guides us to provide the best for our students without further remuneration than what we receive in our compensation. While we appreciate the many occasions when parents provide us with tickets to cultural, social, and athletic events, we find that giving large gifts to individuals presents difficulties for the individuals involved and undermines the community spirit in which we all work.

Therefore, the Board of Trustees has passed a policy prohibiting any cash gifts and any in-kind gifts (tickets, vacation homes, etc.) worth \$500 or more to any faculty or staff member (or any group of faculty or staff members) without the express written approval of the Head of School and the Executive Committee of the Board of Trustees, or the Head of School and the Board of Trustees as a whole.

Parent Organizations

PARENTS ASSOCIATION

The Parents Association of Episcopal High School was organized to support and enhance the school program. Membership is open to all parents, and annual dues are collected in the fall. Officers are elected each spring to serve a one-year term. In addition to the two official meetings during the school year, the Parents Association meets regularly to present topics of interest to parents and hear updates on committee work.

The EHS Parents Association supports a wide variety of activities, including the following:

- Parent Networking and Education
- Academic Recognition
- School Receptions
- Student/Parent Directory
- Faculty and Staff Appreciation
- The Four Pillars - Academics, Arts, Religion, Athletics
- Care Committee
- Moms in Prayer
- Mentor Moms
- Volunteer Parent Rally

This group also endorses and supports major fundraising activities, including the annual Auction and class projects.)

The volunteer program is coordinated through the Parents Association under the direction of the Director of Parent Programs. EHS welcomes parents and friends who volunteer to help in the following ways:

- HANDS
- Freshman Concessions and Poinsettia Sale
- Christmas Décor
- Staff Relief
- Break Cookie Moms
- Hospitality and Cookies
- Luncheons and Special Events
- Handing out afternoon treats to students
- Welcoming the parents of new students
- Working in the library

Parents Association Event

April 15, 2026 - Parents Association Appreciation Luncheon

For more information about the Parents Association, go to the EHS website and select “Parents” from the Campus Life menu or visit www.ehshouston.org/campuslife/parents.

THE DADS CLUB

The EHS Dads Club was created to provide support and fellowship for the EHS fathers and the school community. Membership is open to all EHS dads, and dues are collected each fall. Breakfast meetings, at which the Four Pillars are highlighted, are held five times a year and are open to all EHS parents. The Dads Club supports the school community through generous funding in the following areas:

- The Four Pillars—Academics, Arts, Athletics, and Religion
- EHS Community
- Got Blue Spirit Shirts
- Faculty and Staff Appreciation
- Student Appreciation
- New Student T-Shirts
- New Student Orientation
- Annual EHS Auction
- Senior Leaving Tree Luncheon
- Grilling at Athletic Events
- Annual Alumni Golf Tournament
- Faculty and Staff Budget Requests
- Fine Arts Production Dinners
- Cafeteria and Staff Appreciation Dinners
- Episcopal Bus Purchase

The Dads Club has allocated over \$2.5 million to the EHS school community since 1994.

The Dads Club holds an annual golf tournament at Westwood Country Club to help raise funds to enhance and support EHS. The 2026 outing will be held on April 27, 2026.

Dads Club Breakfast Meetings – August 22, October 24, January 23, February 27, April 10 - will highlight the Four Pillars/College Counseling. (Open to all EHS Dads - Breakfast underwritten by the Dads Club – All breakfasts in the USC at 7:00 a.m.)

For more information about the Dads Club, go to the EHS website and select “Parents” from the Campus Life menu or visit www.ehshouston.org/campuslife/parents.

***Safeguarding God’s Children* and PARENT VOLUNTEERS**

EHS is committed to the health and well-being of the students entrusted to our care, and our campus is a place where students are safe and treated with respect and dignity. To that end, and in keeping with diocesan requirements, parent volunteers who assist six or more times a year must be certified in *Safeguarding God’s Children*, a training designed for the prevention of child sexual abuse.

Administration, Faculty, and Staff

SCHOOL MANAGEMENT

Ned Smith, Head of School

A.B., Princeton University

M.A., Bread Loaf School of English, Middlebury College

Evelyn Cambria, Associate Head of School for Finance & Operations

B.A., Texas State University

M.A., Birmingham Southern College

The Rev. Tyler Montgomery, Associate Head of School for Academics & Student Life

B.A., University of Pennsylvania

M.Div., Yale University

Antonio Avalos, Principal

B.S., University of Texas – El Paso

M.Ed., Stephen F. Austin University

Ed.D., University of Houston

The Rev. Art Callaham, Dean of Religion

B.S., Virginia Tech University

M.S., Virginia Tech University

M.Div., University of Chicago

Jason Grove, Director of Athletics

B.S., Toccoa Falls College

M.A.A., Ohio University

Wayne Jones, Director of Diversity, Community, and Inclusion

B.A., Prairie View A&M University

Jessica Morales, Director of Communications

B.S., Lamar University

Nguyet Xuan Pham, Dean of Faculty

B.A., Rice University

M.A., University of Houston – Clear Lake

Paul Revaz, Dean of Arts

B.A., Western Connecticut State University

M.F.A., University of Memphis

Margaret Young, Chief Development Officer

B.A., Queens University

FACULTY

Department of English

Brad Telford, Department Chair

A.B., Princeton University

M.F.A., Columbia University

Ph.D., University of Houston

Mariana Alarcon

B.A., Southern Methodist University

M.A., University of Colorado at Boulder

M.A., Cornell University

Ph.D., Cornell University

Chelsea Bass, Assistant Athletic Director

B.A., University of Texas – Austin

M.A., DePaul University

Kasye Beza

B.A., Truman State University

M.A., Truman State University

Michael Codrington

B.A., Howard University

Ellen Devaney

B.A., University of Texas – Austin

M.Ed., University of Houston

Matt Fox

B.A., Rice University

David Framel

B.A., University of Tulsa

Jordan Harris, Director of Mentoring and Instructional Support

B.A., Spelman College

M.Ed., Liberty University

Courtney Lindloff, Director of Campus Life

B.A., Texas A&M University

M.A., Texas A&M University

M.A., Gonzaga University

Bob Matthews, Director of Summer Programs

B.A., University of Texas – Austin

M.L.S., Rice University

Mark Mitchell, 10th Grade Dean
B.A., Asbury College
M.A.T., Duke University
M.A., University of Texas – Austin
J.D., University of Houston

Brittney Pike
B.A., Florida Gulf Coast University

Tennessee Hill
B.A., Stephen F. Austin State University
M.F.A., North Carolina State University

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B.A., Rice University
M.A., University College of London

Abby Wyllie
B.A., William Jewel College
M.Ed., Sam Houston State University

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M.A., University of Houston

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B.A., Wofford College

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B.A., Denison University
M.A.A., Ohio University

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B.L.A., Harvard Extension School
M.Ed., Harvard University

Hannah Fisher
B.A., Davidson College
M.S., Central Michigan University

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B.A., University of North Texas
M.A., University of North Texas

Jack Jacobsen
B.A., Brown University

Wayne Jones, Director of Diversity, Community, and Inclusion
(See School Management)

Kary Kemble, Assistant Athletic Director
B.S., University of Texas – Austin

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M.Ed., Lehigh University

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M.S., Pace University

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M.S.T., Pace University
M.A., American University, Cairo

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M.A., Rice University
Ph.D., Rice University

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(See School Management)

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B.S., University of Houston
M.S., University of Houston
Ph.D., University of Houston

Craig Smart
B.S., University of California – San Diego
M.S., University of Houston

Department of Performing Arts

Garmon John Ashby, Department Chair

B.Mus., Rhodes University, South Africa

L.R.S.M., Royal Schools of Music – U.K.

F.R.S.C.M., Royal School of Church Music – U.K.

M.Mus., A.D., Yale University

Joe Beam, Music Program Coordinator

B.Mus., Sam Houston State University

M.Mus., Sam Houston State University

Lexi Blake

B.A., Point Park University

Peter Hutcheson, Audio-Visual Technician

B.A., Texas Christian University

John Magalhaes

A.D., The American Musical and Dramatic Academy

B.A., The New School

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B.B.A., University of Houston

Paul Revaz, Dean of Arts

(See School Management)

Department of Religion

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M.Div., Princeton Theological Seminary

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M.Theol., University of St. Andrews

M.A., Regent College

Ph.D., University of St. Andrews

The Rev. Art Callaham, Dean of Religion

(See School Management)

John Drexel, 11th Grade Assistant Dean

B.A., Davidson College

M.A., Denver Seminary

The Rev. Tori Gilliland, Chaplain Precentor

B.A., University of New Mexico

M.Div., Abilene Christian University

The Rev. Brett McCleneghan, Curate
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M.Div., Andover Newton Theological School
Ph.D., Center for Theology and Human Sciences

The Rev. Tyler Montgomery, Associate Head of School for Academics & Student Life
(See School Management)

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M.A., Southeastern Theological Seminary
M.A., University of Houston
M.A., Rice University
Ph.D., Rice University

Corey Tuttle
B.A., Moody Bible Institute
M.A., Whitworth University
Ph.D., University of Aberdeen

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B.S., University of Houston

M.S., Texas Tech University

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M.Ed., Saint Thomas University

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M.Ed., University of Texas – Arlington

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M.S., University of Illinois at Urbana Champaign

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M.F.A., Louisiana State University

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M.Ed., Houston Baptist University

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(See Department of English)

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M.F.A., Houston Christian University

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B.A., University of Texas – Austin

M.Ed., University of Houston

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M.S., Texas Tech University

Jason Grove, Athletic Director

(See School Management)

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M.S., Southeastern Oklahoma

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M.S., Indiana University

Jasmine Rhodes

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M.S., Bethune-Cookman University

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Jacob Tatum

B.A., Stevenson University

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M.A., University of Pittsburgh

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B.S., Abilene Christian University

M.Ed., Lubbock Christian University

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M.A., Texas State University

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B.A., Michigan State University

M.Ed., Michigan State University

Carlos Martinez

B.A., Texas A&M University

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M.A., University of Texas – San Antonio

Ph.D., University of Houston

Sole Toriello

B.S., Pontificia Universidad Catolica de Chile

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(See School Management)

Cyndi Boren, Executive Assistant to the Principal

B.S., Lamar University

Maureen Myers, Attendance Administrative Assistant

B.A., University of Texas – Austin

Academic Assistance

Landrey Myers, Academic Assistance Program Director

B.S., Texas Tech University

M.Ed., Texas Tech University

Courtney Smith, Learning Specialist

B.S., University of Houston

Grade Level Deans and Assistant GLDs

Shelly Canella, 9th Grade Dean
(See Department of History and Social Sciences)

Cydryce McMillian, 9th Grade Assistant Dean
(See Department of Wellness)

Mark Mitchell, 10th Grade Dean
(See Department of English)

Elizabeth Pitts, 10th Grade Assistant Dean
(See Department of Science)

Isaiah Coleman, 11th Grade Dean
(See Department of Science)

John Drexel, 11th Grade Assistant Dean
(See Department of Religion)

Tom Bove, 12th Grade Dean
(See Department of History and Social Sciences)

Dan Murphy, 12th Grade Assistant Dean
(See Department of Mathematics and Computational Sciences)

Administrative Assistance

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Laurie Mann, Executive Assistant to the Head of School
B.S., University of Houston

Admissions

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B.S., Boston University
M.Ed., Boston University

Casey Titus, Assistant Director of Admissions
B.B.A., Austin College
M.A., Austin College

Bernadette Cortes, Admissions Associate
B.S., Springfield College

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Paul Revaz, Dean of Arts
(See School Management)

Athletics

Jason Grove, Athletic Director
(See School Management)

Chelsea Bass, Assistant Athletic Director
(See Department of English)

Kary Kemble, Assistant Athletic Director
(See Department of History and Social Sciences)

Business

Evelyn Cambria, Associate Head of School for Finance & Operations
(See School Management)

Stephanie Carrasco, Director of Human Resources
B.A., University of Wisconsin – Eau Claire

Brianna Garcia, Business Office Accountant
B.B.A., University of Houston – Downtown

Jenilee Gobeia, Campus Store Assistant

Donna Gongora, Campus Store Manager and Purchasing Agent
A.A., San Jacinto College North

Lauren Newton, Assistant Controller
B.S., Virginia Polytechnic Institute and State University
M.B.A., Virginia Polytechnic Institute and State University

Kimberley Pavalock, Controller
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B.A., University of Houston

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B.A., Richland College
B.Ed., University of North Texas

Deborah Trent, Accounts Payable Accountant
B.S., LeTourneau University

Chaplaincy

The Rev. Art Callaham, Dean of Religion
(See Department of Religion)

The Rev. Tori Gilliland, Chaplain Precentor
(See Department of Religion)

The Rev. Brett McCleneghan, Curate
(See Department of Religion)

College Counseling

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Chief Achilefu, College Counselor
B.A., University of Houston

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B.A., Flagler College
M.S., University of Florida
M.Ed., University of Florida

Mike Hodgson, College Counselor
B.S., Central Missouri State University
M.B.A., City University of Seattle

Jamie Kim, Associate Director of College Counseling
B.S., Vanderbilt University
M.Ed., Vanderbilt University

Jeanette Martinez, Administrative Assistant
B.A., University of Houston

Hope Toussant, Associate Director of College Counseling
B.B.A., Texas State University

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(See School Management)

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M.Ed., University of Houston

Charlie Holt, Web Designer

Diana Mumford, Senior Graphic Designer
B.F.A., University of Houston

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Reynol Gongora, Interim Director of Technology

Lee Feller, Associate Director of Technology

Ahmad (KZ) Koochekzadeh, Technology Resource Manager
B.S., University of Houston

Melanie Seva, Technology Resource Specialist
A.S., Houston Community College

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Margaret Young, Chief Development Officer
(See School Management)

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B.A., University of Georgia

Colleen Kearns, Director of Alumni Affairs
B.A., The University of Maryland
M.S., Fordham University

Debbie Kelley, Stewardship Coordinator

Steve Leisz, Director of Parent Programs
B.B.A., Houston Baptist University

Mandy Loper, Auction Coordinator
B.A., Southern Methodist University

Jodie Thorne, Database and Information Systems Manager
B.A., Louisiana State University

Lauren Turner, Director of Annual Giving
B.S., Texas State University

Diversity, Community, and Inclusion

Wayne Jones, Director of Diversity, Community, and Inclusion
(See School Management)

Kanika Clark, Coordinator of Diversity in Action
(See Department of History and Social Sciences)

Courtney Lindloff, Director of Campus Life
(See Department of English)

Engineering and Technical Maintenance

Robert Buckelew, Director of Facilities
A.A., Alvin Community College
B.S., Western Governors University

Mike Alford, Director of Security and Safety
Law Enforcement Specialist – U.S. Navy
Chief of Police – U.S. Navy

Patrick Wyche, Campus Security Officer
A.A.D., San Jacinto College North

Jeff Adair, Maintenance Technician

Jose Argueta, Maintenance Technician

Cody Garcia, Maintenance Technician

Sheila Kelly, Campus Security Officer

Jeff Singleton, Maintenance Technician

Henry Valadez, Maintenance Technician

William Warren, Maintenance Technician

Health Services

Tiffany Thoman, R.N., Director of Clinical Services
B.S., Utah State University

Chandler Williamson, R.N., School Nurse
B.S., Texas Christian University

Alexia Cabrerias, Mental Health Counselor
B.S., University of Houston – Downtown
M.S., University of Houston – Clear Lake

Molly Nevins, Mental Health Counselor
B.A., Texas State University
M.S., Capella University

Library Services

Kate Hall, Head Librarian & Director of Educational Technology
B.A., Taylor University
M.Ed., SUNY Buffalo State

Registrar

Erin Russe, Registrar
(See Department of Science)

Academic and Student Life Resources

Whom do I contact for questions regarding academics and student life?

Topic	Contact
Academic Counseling	Grade Level Deans
ACT, PSAT, SAT AP Testing	College Counseling
Advisory	Advisory Faculty Chairs Justin Hickey, Courtney Lindloff, Robin Owens, Tennessee Sipe, or Principal, Antonio Avalos
Arts	Dean of Arts, Paul Revaz
Athletics	Director of Athletics, Jason Grove
Attendance (absences and tardies)	Grade Level Deans
Clubs and organizations	Director of Campus Life, Courtney Lindloff
Concern regarding a class (teacher first; then department chair)	Grade Level Deans
Daily Schedule	Attendance Assistant, Maureen Myers
Diversity, Community, and Inclusion	Director of Diversity, Community, and Inclusion, Wayne Jones
Emergency Closing, Crisis Communication	Associate Head of School
Honor and discipline issues	Grade Level Deans
Honor Roll	Grade Level Deans
Honors classes	Grade Level Deans
Interim Term	Interim Term Chair, Kylee Welch
Learning differences, educational testing, extended time (Director of AAP)	Director of Academic Assistance, Landrey Myers
Lockers	Grade Level Deans
Lost and Found	Executive Assistant to the Principal, Cyndi Boren
Midterm and final exams	Grade Level Deans
Parking	Attendance Assistant, Maureen Myers
Placement in classes	Grade Level Deans or Department Chair

Progress Reports	Grade Level Deans
Random Plus Student Drug Testing	Associate Head of School for Academics and Student Life, The Rev. Tyler Montgomery
Retreats	Director of Campus Life, Courtney Lindloff
Senior exam exemptions – absences	12 th Grade Deans
Senior exam exemptions – grades	12 th Grade Deans
Special schedules	Attendance Assistant, Maureen Myers
Summer School	Director of Summer School, Bob Matthews or Principal, Antonio Avalos
Student Council and Student Senate	Director of Campus Life, Courtney Lindloff
Student life outside of classroom	Grade Level Deans
Technology	Interim Director of Technology, Rey Gongora
Tutoring	Grade Level Deans
Uniforms	Grade Level Deans
9th Grade Level Dean Shelly Canella Assistant 9th Grade Dean Cydryce McMillian 10th Grade Level Dean Mark Mitchell Assistant 10th Grade Dean Elizabeth Pitts 11th Grade Level Dean Isaiah Coleman Assistant 11th Grade Dean John Drexel 12th Grade Level Dean Tom Bove Assistant 12th Grade Dean Dan Murphy	

Telephone Numbers and Locations

Main School – Receptionist.....	713-512-3400
Fax (Academic Building).....	713-512-3601
Admissions Office.....	713-512-3444
Development Office.....	713-512-3439
Athletics Office.....	713-512-3673
Attendance Desk.....	713-512-3407
Auction Office.....	713-512-3442
Business Office.....	713-512-3447
College Counseling Office.....	713-512-3450
Computer Help Desk Office.....	713-512-3477
School Nurse.....	713-512-3403

Faculty and Staff Contact Information

EMAIL ADDRESSES

Type first initial of individual, last name, @ehshouston.org. (Example: “Jenny Aldstadt” would be jaldstadt@ehshouston.org.)

The following faculty/staff members have unique email addresses:

- Matt Fox (mattf@ehshouston.org)
- Jordan Harris (jpharris@ehshouston.org)
- Scotty Johnson (sljohnson@ehshouston.org)
- Mark Mitchell (mitchell@ehshouston.org)

NOTE: In the case of two people with the same first and last names, obtain the email address directly from the individual you wish to contact.

The email address for any member of the EHS faculty and staff may be found on the website in the Faculty and Staff Directory.

DIRECT-LINE PHONE NUMBERS

Dial 713-512-XXXX. Exception: If ext. begins with a “5,” dial 713-470-5XXX

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Alarcon, Mariana.....	3474
Alcala, ReBecca.....	3430
Aldstadt, Jenny.....	3693
Alford, Mike	5025
Ashby, Garmon.....	3455
Avalos, Tony.....	3690
Avera, Eric.....	3420
Barham, Robert.....	3417
Bass, Chelsea.....	3664
Beam, Joe.....	3645
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Bradshaw, Alan.	3641
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Welch, Kylee.....	3678
Williamson, Chandler	3473
Wyche, Patrick	3489
Wyllie, Abby	3608
Yen, Avis	3486

Young, Margaret 3600

Attendance Desk.....3407
Bissonnet Guard Kiosk. 6663
Cafeteria Staff.....3492
Campus Store 3441
Choices.....3443
EHS Onstage 3602
Food Service Director 3424
Fournace Guard Kiosk. 6664
Library Desk.....5021

Mission

Episcopal High School, founded and guided by the Diocese of Texas, is an inclusive and joyful Christian community where students discover and develop their individual talents through the Four Pillars – academics, arts, athletics, religion – preparing for meaningful lives in service to others.

Accreditation and Memberships

EHS is accredited by the Independent Schools Association of the Southwest. The School also holds memberships in the National Association of Independent Schools, the National Association of Episcopal Schools, the Council for the Advancement and Support of Education, the Educational Records Bureau, the College Board, the National Association for College Admission Counseling, the Texas Association for College Admission Counseling, and the Southwest Preparatory Conference.

Founded in 1983, Episcopal High School of Houston is a four-year coeducational day school within the Episcopal Diocese of Texas. The School community is faith-centered and provides instruction to more than 800 college-bound students with a wide range of abilities. The strong academic program is complemented by extensive offerings in arts, athletics, and religion.

Episcopal High School admits students of all races, colors, and national/ethnic origins to all the rights, privileges, programs, and activities accorded or made available to students at the School. The School does not discriminate on the basis of race, color, or national/ethnic origin in the administration of its educational and admission policies, scholarship and loan programs, or athletic and other school-administered programs.

Episcopal High School

4650 Bissonnet
Bellaire, TX 77401

713-512-3400

Ned Smith – Head of School