EPISCOPAL
COLLEGIATE SCHOOL

Lower School
Community Handbook
2026-2027

Jackson T. Stephens Campus
1701 Cantrell Road
Little Rock, AR 72201
501-372-1194
episcopalcollegiate.org

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SCHOOL PRINCIPLES

Our Mission
Episcopal Collegiate School prepares students to live principled and fulfilling lives of leadership and service through the pursuit of academic and personal excellence in a challenging and supportive environment.

Our Vision
To inspire life-long learning, citizenship, and excellence.

Our Values
Respect, Reverence, Responsibility

Rooted in the Episcopal tradition and affirming people of all faiths, Episcopal Collegiate strives to develop in its students a respect for all persons, a reverence of God, and a sense of moral responsibility.

Our Educational Philosophy is guided by two connected principles: a press toward academic achievement and a culture of care and support.

Our Guiding Principles
Through a vibrant student body, rich in diversity, students learn to live and honor the School's core values of Respect, Reverence, and Responsibility and are inspired to carry those values beyond the School community into their futures.

Through the pursuit of excellence in academics, fine arts, and athletics, students develop the skills and understandings essential to leadership, service, and success:

- depth of knowledge in the arts, sciences, and humanities
- strong skills of analysis and expression
- critical, creative, and independent thinking
- intellectual curiosity and joy in learning
- cultural competencies and global understandings
- strength of body, mind, and character
- discipline, teamwork, and sportsmanship
- self-awareness and self-efficacy

Our Episcopal Identity
Episcopal schools have been established not solely as communities for Christians, like a parish church, but as ecumenical and diverse ministries of educational and human formation for people of all faiths and backgrounds. Episcopal schools are populated by a rich variety of human beings,

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

Our Episcopal Identity is, in practice, expressed through:

School Worship that is creative, inclusive, draws fully upon the liturgical resources of The Episcopal Church, and is a regular part of school life for all faculty and students.

Community Life, in which reflection, prayer, and matters of the spirit are honored and cultivated and the physical, mental, and emotional health of all are supported and nurtured.

Religious Formation and Study that is meaningful, academically substantive, and age-appropriate; and in teaching the Christian tradition, fosters dialogue with other faith traditions.

Social Justice, which is the integration of the ideals and concepts of equity, justice, and a just society throughout the life of the school; the embracing and honoring of diversity; and the inclusion of community service and service-learning as an integral part of the life of the school. *

*From National Association of Episcopal Schools

Our Prayer

Almighty God, be with the Episcopal Collegiate community as we begin this new day of teaching and learning. Keep us ever mindful of the honor of our callings so that we act with integrity. Turn our eyes inward to focus on the spirit and outward to see our obligations in the world. And bring us to the end of this day with a sense of fulfillment in our tasks well done. Amen.

Our Philosophy on Religion

In keeping with the long-standing Episcopal school tradition of pursuing academic excellence while embracing diversity, Episcopal Collegiate School serves a wide range of religious, cultural, and socioeconomic backgrounds. At Episcopal Collegiate, we honor each person as an individual

and respect his or her spiritual journey and background. The religious element of campus life, be it in the classroom or in worship, is intended to complement one's religious life outside of the School. In other words, we invite all to seek clarity about their own lives. We affirm all students as children of a loving God, and we challenge them to realize this more fully in their own lives and to share it with others.

Wildcat Pledge

A Wildcat is kind, honest, hardworking, a curious learner, a dependable friend, and one who strives to grow in mind and spirit every day.

Non-Discrimination

Episcopal Collegiate School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. We do not discriminate on the basis of race, color, national and ethnic origin in the administration of our educational policies, admissions policies, financial aid programs, and athletic and other school-administered programs.

Independent School

Episcopal Collegiate School is an independent school. As a member of the National Association of Independent Schools (NAIS), the National Association of Episcopal Schools (NAES) and the Southwest Association of Episcopal Schools (SAES), and the Serving & Accrediting Independent Schools (SAIS), Episcopal Collegiate takes its place among the nation's leading college preparatory schools. The term "independent" refers to schools that are NAIS members: non-profit organizations, governed by self-perpetuating boards of trustees that represent no particular interest group, other than the school itself. Episcopal Collegiate School is independent of control by any government or church agency, and, therefore, is not a parochial school. Independent schools are free to choose excellence, establish their own goals, and select curricula, teachers, and students that align with their unique mission. NAIS membership is a privilege accorded only to schools meeting specific standards of governance, inclusion, accreditation, and operation. Members of NAIS pledge to follow detailed Principles of Good Practice (see NAIS.org) and are non-discriminatory in their hiring of faculty and staff, their admission of students, and their administration of programs.

NAIS schools pursue excellence in a number of ways. Most importantly, they elect to offer smaller classes, excellent teaching, and academics appropriate to the school's mission. Episcopal Collegiate defines its mission in terms of educating in the Episcopal tradition college-bound students. Episcopal Collegiate strives to be an educational leader, embracing both innovative and traditional programs and respecting intellectual challenge and the full development of each child.

NAIS schools carry accreditation from approved regional accrediting organizations. Episcopal Collegiate is accredited by the Southwest Association of Episcopal Schools (SAES), the Serving & Accrediting Independent Schools (SAIS), and the Arkansas Nonpublic School Accrediting Association (ANSAA). Accreditation requires a school to undergo detailed and in-depth self-evaluations of curriculum, programs, employee procedures, facilities, and finances. Every five years, SAES and SAIS schools are subject to evaluative scrutiny by peer educators to ensure they follow prescribed standards of good practice in administration and operation. Regular interim reports and updates are further required of each accrediting body to ensure ongoing dedication to the stated mission and compliance with the standards established by the School and accrediting bodies.

Governance

Episcopal Collegiate School is a 501(c)(3) not-for-profit organization as defined by the Internal Revenue Service. A voluntary, self-perpetuating Board of Trustees includes members nominated by the Board's Committee on Trustees and elected by the Board of Trustees. The Head of School serves as an ex officio, non-voting member of the Board. Trustees are elected for three-year terms and normally may not serve more than two consecutive terms. According to the NAIS Principles of Good Practice, "The board is the guardian of the school's mission. It is the board's responsibility to ensure that the mission is relevant and vital to the community it serves and to monitor the success of the school in fulfilling its mission."

The Board of Trustees is charged with the responsibility of the long-term health and stability of the school, including adopting a clear statement of the School's mission, vision, strategic goals, and establishing policies and plans consistent with these statements. The board is responsible for hiring and publicly supporting the Head of School and reviewing his or her performance, overseeing effective organizational planning, ensuring adequate financial resources, and enhancing the School's public image through the support of its people and programs. Much of the Board's work is done at the committee level where issues and initiatives can be analyzed comprehensively. Because the Board's work is focused on strategic issues and policies, it is *not* involved in daily operational matters regarding specific management, personnel, disciplinary, or curricular issues. Trustees separate the interests of the school from the specific needs of any particular child or constituency. The Board, however, is kept apprised of current operations and major issues by the Head of School. (Excerpts from the NAIS PGPs).

Families and the School

As members of the Episcopal Collegiate School community, families should know, understand, and support the school's Mission, expectations, and policies as outlined in the Community Handbook. As a community, each family should engage other constituencies with the same

decorum and respect they would expect to be accorded. Families should refrain from discussing other students or involving other families by any communication or conversation device when they have a concern particular to their own child/ren or their relationship with the School. As a close-knit, family-focused school, Episcopal Collegiate seeks to protect the family atmosphere that each employee and family have come to expect and enjoy, so families with any concerns, questions, or issues should speak directly with the appropriate teaching or administrative faculty member closest to the matter and as outlined below.

As a rule, Episcopal Collegiate School maintains an "open door" policy. Families may contact faculty and other members of the staff through telephone, email, or personal meetings that are scheduled ahead of time. Families can expect a reply to email and phone calls within 24 hours of receipt. If an urgent matter arises, it is best to contact the appropriate Division Head to seek an immediate appointment. Please understand that school personnel, like families, have many responsibilities, and as a result, are usually unavailable for "walk-in" meetings. Arriving at school unannounced or without an appointment is often a disruption and fails to allow proper planning to address concerns or issues. When parents visit the School, however, they must check in and out at the appropriate Division Office during their stay on campus.

Scheduled parent-teacher conferences are held twice each year for Pre-Kindergarten through grade twelve. If parents would like to request a conference at any other time, they should contact the teacher directly. The teacher will then set up an appointment for a personal conference at a mutually convenient time. Appointments are necessary in order to make the best use of time for all concerned.

BOARD OF TRUSTEES

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SENIOR LEADERSHIP TEAM

The **Head of School** is responsible to the Board of Trustees for good order and daily operation of the School. The Board of Trustees, acting solely as a unified whole, oversee the mission of the School and broad policy issues, but have no individual oversight nor any group oversight of the daily operation of the School, which is delegated to the Head of School and his representatives on the Senior Leadership Team, which is made up of members of the faculty whose duties transcend the traditional role of classroom faculty. The Senior Leadership Team for 2025-2026 includes:

The **Assistant Head of School** is responsible to the Head of School for overseeing all aspects associated with school enrollment, strategic initiatives and planning, and working closely in partnership with the Division Heads.

The **Director of Finance and Operations** is responsible to the Head for administering the School's accounts, maintaining the School's physical plant, overseeing Institutional Technology, Dining Services, and for safety and security. He is assisted by the Controller, Assistant Controller, grounds, security, and housekeeping personnel.

The **Division Heads** (Head of Lower School, Head of Middle School, and Head of Upper School) are responsible to the Head for the general behavior and morale of the student body and for the support and development of teaching faculty. In this role, they handle all academic matters and discipline in their respective division. Division Heads assume designated oversight of their respective areas of campus knowing they are a part of the singular whole of Episcopal Collegiate School.

Division Heads oversee the daily academic operation of the school and are responsible to the Head for the academic direction of the School. In this role, they work closely with Department Chairs, the MS/US Academic Dean, and the Head in the appointment of new faculty, the supervision and evaluation of existing faculty, and direction of the School's curriculum and course of study. Division Heads in collaboration with the MS/US Academic Dean oversee and direct the Department Chairs in the supervision of their respective departments, maintain good behavior in their respective buildings, and oversee the academic honesty and integrity of the School in conjunction with the Head. They serve as the primary liaison in academic matters with students and parents in matters that transcend usual classroom issues.

The **Director of Advancement** is responsible to the Head of School for administering all aspects of development-- fundraising, donor stewardship, alumni relations, Parents' Auxiliary, and special events related to fundraising.

The **Director of Admissions** is responsible to the Head of School for overseeing all aspects of the admissions process for prospective and returning families.

The **Director of Marketing and Community Outreach** is responsible to the Head of School for coordinating and communicating messaging and marketing efforts specifically designed to enhance the reputation and appeal of the School, increase prospective student/family interest, and leverage that interest into inquiries, applications, and enrolled students.

The **Director of Athletics** is responsible to the Head of School for the direction of all athletics, health and wellness, and physical education programs of the School PK-12. He or she appoints all coaches, supervises their coaching, and schedules all practices and matches. He or she directs the students' athletic participation and is responsible for student behavior in the Athletic Center and on the field.

The **Director of Student Support Services** is responsible to the Head of School for the oversight of School Counselors, the Academic Achievement Center, internal and external tutors, and documented, Mission-appropriate accommodation and support coordinated with Division Heads and classroom teachers.

The **Director of Technology** is responsible to the Head of School for the oversight of all instructional and institutional technology needs of the school, technology integration in the curriculum, the Middle School Maker Space program, and research, planning, and implementation of educational innovations that will enhance the school's academic rigor while preparing students for the expectation of college and life beyond.

The **Director of Entrepreneurial Studies** leads the design, development, improvement, and implementation of curriculum and instruction in business and social entrepreneurship and associated experiential education opportunities.

The **Academic Dean** works to support the work of the Head of School and Division Heads to cultivate a robust academic environment in grades PreK-12 and to maintain congruence between the mission of the school and the academic activities in those grades.

The **Head Chaplain** is responsible to the Head of School for the spiritual life and well-being of the community, its faculty, staff, and students. The Chaplain oversees and safeguards all elements of the School's Episcopal Identity within the Mission and in consultation with the other Chaplains and the Religious Studies Department.

HISTORY OF EPISCOPAL COLLEGIATE SCHOOL

In 1996, a group of dedicated parents and community leaders spearheaded an effort to establish a new middle school with a similar Episcopal educational experience as The Cathedral School, K-6. As a result of this effort, The Cathedral Middle School was established in 1997 as an independent and separately incorporated school.

In the fall of 1998, The Cathedral Middle School opened its doors at a temporary location at the Quapaw Quarter United Methodist Church at 1601 South Louisiana. Shortly thereafter, The Cathedral Middle School Board of Trustees purchased 31 acres at 1701 Cantrell Road to build a middle school with a vision to expand to an upper school. In the fall of 2000, the doors opened for grades six through nine at the newly-named Jackson T. Stephens Campus. The campus was named in honor of Jackson T. Stephens for his lifelong support of education and his significant role in making The Cathedral Middle School a reality.

The Middle School was dedicated on November 3, 2000. Construction of the Upper School began shortly thereafter and was completed and dedicated on December 7, 2001. In July 2003, the Board of Trustees unanimously voted to change the name of The Cathedral Middle and High Schools to Episcopal Collegiate School to better reflect the heritage, identity, and mission of the School.

On May 11, 2004, Warren A. Stephens, President of the Episcopal Collegiate School Foundation, announced that his father, Jackson T. Stephens, along with he and his wife, Harriet Stephens, President of the Board of Trustees, made a gift of $30 million to establish a permanent endowment for the Episcopal Collegiate School Foundation, which will assure the School's financial security in perpetuity. Additionally, Harriet and Warren Stephens made gifts in 2007 and 2013 during times of important growth for the School.

In December 2006, the Board of Trustees voted to expand the program of Episcopal Collegiate School by constructing and developing a Lower School Division on the Jackson T. Stephens Campus. This exciting new addition to the School provides a cohesive Pre-Kindergarten through 12th-grade program on one campus. Episcopal Collegiate School's Lower School Division opened in August 2009.

The Run Wild Capital Campaign was initiated in the Fall of 2018 to fund significant enhancements to the athletic facilities. The Smith Family Track and Blass Field athletic complex opened in August 2021 and the Mourot Stadium in August 2023.

On August 17, 2023, a special Founders' Day Chapel was held to commemorate the official 25th anniversary of the School's establishment. In concert with Founders' Day and to advance the School's mission for future generations, the Harriet and Warren Stephens Family Foundation generously gifted $25 million to the Episcopal Collegiate Foundation. Mr. and Mrs. Warren Stephens wanted to honor and thank those "leap-of-faith" families and faculty members who have wholeheartedly devoted their time, energy, and resources to the School.

The vision of Episcopal Collegiate School is to have not only first-class facilities, but also the finest faculty and administration, the best and broadest curriculum, and to make this education available to a diverse population of students.

FINANCIAL POLICIES

The financial policies of Episcopal Collegiate School are outlined below. Your cooperation in adhering to these policies is appreciated. Any questions concerning these policies should be directed to the School's Business Office.

Billing and Payments

Episcopal Collegiate School uses FACTS Management Company for billing and payment processing services. Each family will have an account with FACTS that they can access online using the username and password provided. New families will have a username and password provided via email. FACTS allows families the convenience of checking the status of their account and making payments online at any time. Families with multiple students will have a single FACTS account, but charges for each student will be identified and billed separately within the family's account.

Each family account will have separate sections:

Tuition and Fees: Tuition (net of the enrollment reservation deposit) and New Student Fees are set up in FACTS and each family is required to establish a payment plan for the year by selecting one of the following options.

- Single payment – The full balance is due by July 31, 2025.
- Semester Payment – Payable in two equal installments. The first installment is due July 31, 2025. The second installment is due December 31, 2025.*

- Monthly Payment - Payable in 10 monthly installments from July 2025 through April 2026. Monthly payments are due by the end of the month and families can determine which day of the month the payment will be processed. *
- Semester Payment and Monthly Payment options incorporate a small cost of funds fee in addition to the base tuition charge. These charges are reflected in amounts shown on the published tuition and fee schedule and will appear as a monthly pay option fee or a semester pay option fee when establishing your payment plan in FACTS.
- Payment can be made via automated bank draft or credit card. A small "convenience charge" is applied for credit card transactions. Also, please be aware that FACTS will apply a charge for non-sufficient fund (NSF) situations. The School does not receive either of these fees.

Tuition Protection Coverage (TPC)

The Enrollment Agreement with Episcopal Collegiate School is a legally binding contract that financially obligates families to pay tuition for the upcoming school year after certain dates. The School must enforce this financial obligation because enrollment numbers drive School staffing needs, as well as other preparatory commitments that the School must make well in advance of the beginning of the school year. The School makes these financial commitments based on student enrollment and the assurance that family tuition payments will support the financial commitment that the School must make.

Tuition Protection Coverage (TPC) offers families the option of minimizing the financial risk associated with executing the Enrollment Agreement. Families that elect to take advantage of the TPC will be relieved of all or part of the remaining (prorated) tuition obligation should they elect to withdraw a student from the School. Depending on the reason for the student withdrawal, TPC will cover either 100%, 75% or 50% of the remaining obligation.

Education Freedom Account (EFA) Tuition Vouchers

The LEARNS Act, which became Arkansas law in 2023, authorizes state funded tuition vouchers that qualified and approved parents may use to help pay tuition at private schools, including Episcopal Collegiate. Parents must apply through the Arkansas Department of Education and meet certain criteria to be approved for and receive a voucher. The tuition vouchers are in the name of the student/family, rather than the School. Receipt of voucher funding does not in any way reduce the parent responsibility for their tuition obligation, but rather, parents can use the voucher funding to pay a part of their tuition obligation. Voucher payments are scheduled quarterly and require the School to verify ongoing enrollment of the student and parents must provide documentation of tuition charges to the Department of Education via the EFA Portal.

Parents must reapply each year to receive voucher funding in subsequent years.

All Other Charges: Charges for any items other than the tuition and fees covered by the family's payment plan will be billed through FACTS monthly as they are incurred and will typically be due within 30 days. An email notification will be sent any time an invoice is charged to a student's account. Payment can be made via automated bank draft or credit card.

Families may choose an "auto pay" option, where these incidental charges are automatically paid on the due date. Families that do not take advantage of this option will need to log in to the online account and authorize payment for each invoice received.

Examples of these other incidental charges include such items as:

- Non-Refundable Enrollment Deposits: Enrollment deposits are billed through FACTS and are due by April 30, or 10 days after being invoiced in the case of late-season enrollment. The Enrollment Agreement, which is executed through the online enrollment process, and this enrollment deposit secure that student's place at the School.
- Dining Hall Charges: Students that participate in the lunch program will have the monthly fee billed to their family's account through FACTS.
- After School Care: After school care charges are billed monthly.
- All Other Incidental Items: The School's administration attempts to centralize and automate all billing. As a result, charges for such incidental items as athletic wear, t-shirts for certain events, purchases from the Wildcat Warehouse (school store), etc. are billed on a monthly basis as incurred.

Past Due Accounts

Accounts that are still outstanding past their due date are considered delinquent.

- A late fee of 1.5% of any past due balance will be applied monthly to any account that is considered delinquent as of the end of each month.
- The School will not release grades or transcripts for any student whose account is delinquent.
- Any student whose account is delinquent will not be allowed to re-enroll for the subsequent year until the account is brought to current status.
- Any student whose account is delinquent and is receiving financial aid is not eligible to receive financial aid for subsequent years. Further, they are at risk of having financial aid for the current year rescinded.
- Families that may be having difficulty meeting their financial obligation are encouraged to contact the School's Business Office.

School Property

Families will be held responsible for the financial cost of damaged or missing school property. This includes school facilities and equipment as well as library books, laptops, and laptop equipment.

Confidentiality

All financial transactions with the School are considered confidential and will be discussed only with the person or persons identified as financially responsible on the student's Enrollment Agreement.

ACADEMIC STANDARDS

Episcopal Collegiate offers its students the opportunity to become independent learners by providing a curriculum based on high expectations, academic achievement, personal responsibility, and spiritual development. Our students are expected to participate actively in discovering and creating their own solutions to problems, to think critically, and to write analytically. They develop personal responsibility, values for engaged citizenship, a healthy regard for human worth and dignity, tolerance of ideas and experiences different from their own, empathy for those around them, and an appreciation for human diversity. The spiritual foundation of Episcopal Collegiate encourages students and faculty to value each other as children of God worthy of dignity and respect.

ACADEMIC POLICIES AND PROCEDURES

Classroom and Course Placement

As a rule, Episcopal Collegiate neither encourages nor accepts parental requests for or expectations of particular faculty or friend cohorts when scheduling students, assigning teachers or creating class lists. Parents may express to their division heads key elements of their own child's learning styles, personalities, and any other personal concern for use by the School when making the final determination for all such assignments. This policy is recognized as a "best practice" in education, respects the professionalism of the faculty in making the best educational decision possible, and helps to ensure a positive and effective learning climate within each classroom.

Knowing the importance of diversity in the social development of children, the School endeavors to distribute pupils across respective grade levels to create heterogeneous groups on the basis of gender, past academic performance, personality, social skills, and work habits. Consideration is given to the needs of students who will benefit from being together or from being separated.

The School maintains final authority in all decisions regarding teacher and classroom placements.

Veracross and Canvas

Veracross and Canvas are password-protected, web-based student information systems that give parents and students access to real-time information including grades, attendance, detailed assignment descriptions, class bulletin boards, discussions, classroom resources, media, and more. Grades for students in grades 4 and 5 will be updated regularly in Canvas as assignments are completed and graded. By using a password, parents and students are able to log on to their individual accounts from any location where Internet access is available.

Grading

Episcopal Collegiate uses a quarterly grading schedule. All grades are posted in Canvas and in Veracross at the end of the grading period. Parent conferences will be held each spring and fall.

To promote skills necessary for success in future years, emphasis will be placed on academic performance including work habits, social development, and motor skills linked to our Learning Expectations. Performance is evaluated for all grade levels through the use of narrative reports by teachers and/or according to the following scales:

Pre-Kindergarten through Fifth grade Learning Expectations

(3) Meeting or Exceeding Grade Level Expectations
(2) Progressing Toward Grade Level Expectations
(1) Not Meeting Expectations at this Time
/= Indicates an Area Not Assessed at this Time

Grades Four and Five:

Grading Code

A	**100-90**	Superior Achievement
B	**89-80**	High Achievement
C	**79-70**	Satisfactory
D	**69-60**	Unsatisfactory
F	**Below 60**	Failing

Responsibility for obtaining missed work rests with the student. The general guideline for completing work following an excused absence for illness is one day for every day absent. Students with Planned Absences will discuss makeup work with their teachers and confirm specific plans and due dates for make-up work.

Homework

Episcopal Collegiate School believes that homework is an essential component of a rigorous college-preparatory education. The School encourages teachers to utilize homework to the greatest effect in all classes, without requiring it on a daily basis. Research indicates that homework related directly to classroom lessons and curricular expectations, reviewed daily by teachers, and of reasonable length can have a positive impact on student results, but especially in mathematics and reading comprehension.

Episcopal defines homework as work that is assigned by the teacher to be completed outside of class time. Homework can include but is not limited to, written assignments, preparation for tests and quizzes, intermediate work on long-term projects or assignments, research, reading, or preparation for classroom discussions. Assignments are posted on a weekly basis, but may be adjusted as necessary.

As a rule, Episcopal Collegiate School adheres to the longstanding recommendation of the National Parent Teacher Association, guided by researcher Harris Cooper of 10 minutes per evening, per grade-level beginning in first grade. Some evenings there will be more work, and some evenings there will be less. Homework assignments are based on an average amount of time for completion, thus some students may find their assignments take more time and still others less time. There are many factors that may affect the time students spend on homework including the specific course, personal learning styles, varying levels of focus and distraction, effectiveness of time management, demands of the school calendar, and student productivity during the academic day. If a student is spending more time than this on a consistent basis, the students, parents, and faculty members should communicate and families should review good study practices with regard to the demands of the material, the forms of assessment, and other factors related to the specific course as well as the available space, distractions, and other factors to ensure the student has a conducive environment in which to study.

No homework should be assigned over long weekends or holidays, except for long-term assignments, which may not be due within two days of return from any break. If concerns arise regarding assignments or quantity of homework, students should seek advice from the classroom teacher first. If there are concerns across multiple classes, seek advice from the Director of Student Support Services or the Division Head.

Academic Standing and Academic Probation

The School reviews a student's academic standing on an ongoing basis to determine if his/her performance is meeting the academic standards of the School. Successful completion of all required courses is necessary to continue attending the School.

Any student in danger of failing a course or not being promoted may be placed on probation and will receive an academic plan from the Division Head in conjunction with the Director of Student Support Services. In some situations, it may not be in the student's best interest to be invited to return to the School. The Division Head will have the final decision on the placement and promotion of students.

The faculty will review all students and their academic progress at the end of each quarter, semester, and year. The faculty may recommend a change in status for students to their respective Division Head and the Senior Leadership Team. Any change in status, up to and including withdrawing contracts, will be communicated after a thoughtful, deliberate, and exhaustive analysis of all pertinent information by the Senior Leadership Team. Appeals of any change in status must be made to the Head of School.

Textbooks and Supplies

Lower School

Tuition and fees cover all textbooks, workbooks, and most school supplies for Lower School students. Tuition and fees do not cover the cost of backpacks or lunch boxes.

Standardized Testing and Assessments

The School's principal testing program for grades three through five is the Comprehensive Testing Program (CTP-V) designed by the Educational Records Bureau. The CTP-V achievement testing is used by most of the nation's leading independent schools and by many public school systems.

This type of testing serves two purposes: to understand the general abilities and needs of individual children and groups of children which are considered when designing curriculum and providing appropriate academic expectations, encouragement, and opportunities, and to check both the appropriateness of the curriculum and the effectiveness of instruction.

Occasionally, the School may suggest specialized testing, educational, medical, or psychological, for a particular child. This occurs when a child is experiencing difficulty in the educational program and the School's regular testing is either insufficient or inappropriate for identifying the

child's academic strengths or needs. Requests for such testing may be made to parents by the Division Head or the Director of Student Support Services. Sometimes parents may initiate professional testing. The School needs to be an informed participant with the parents and professional diagnosticians.

Tutoring / Help Sessions

All faculty members will provide reasonable extra help for their students when necessary. A teacher may require a student's attendance at a help session, which would take priority over any other activity in which the student may be involved. Students who have unexcused absences, or have been suspended should not expect teachers to re-teach or to provide extra help.

To avoid a conflict of interest, teachers may not accept any form of compensation for tutoring students in their own grade level during the academic year. Faculty may not tutor any students during the regular school day (7:30 a.m. to 3:45 p.m.) and outside those times must arrange tutoring through the Director of Student Support Services.

Students and their families may engage outside (non-employee) tutors for academic assistance, but these tutors must coordinate their efforts with the Director of Student Support Services and with individual teachers. Outside tutors must coordinate their efforts with the teachers to make the tutor's work more effective. Episcopal will work with all such professionals to meet the individual needs of students. It is recommended, when possible, that tutoring occurs before or after school and away from campus. When outside professionals tutor students on campus, the following procedures must be followed:

- Each professional shall schedule any such on-campus sessions(s) with the Director of Student Support. The Director will assign the professional a location in which to work with the student. Any changes to the tutoring schedule throughout the school year will go through the Director of Student Support Services.
- The professional must sign in at the School Office each time he/she is on campus and sign out when leaving.
- If it is necessary for the professional to observe the student in the classroom or when the student is with other students, the professional may not interact or have contact with the student without the permission of the teacher, and the professional may not interact or have contact with other students without written permission of the other students' parents.
- Outside tutors will be expected to communicate at a minimum on a monthly basis with the classroom teacher and/or the Director of Student Support Services to provide information about student progress.

- All outside professionals shall be required to abide by the rules and regulations established by the Board of Trustees. Episcopal reserves the right to impose reasonable restrictions on such outside personnel in order to further the educational mission of the School.

Academic Support

The Academic Achievement Center staff provides support to students with learning differences and to all students who may need help in achieving academic success. The AAC is available to any Episcopal student experiencing academic difficulty and who has been recommended to the Center as a result of discussions among Center staff, teachers, parents, and/or the appropriate division head. In order to receive accommodations, parents must meet with the AAC staff and submit a current psycho-educational evaluation. To be current, an evaluation must have been completed within the last three years.

Services provided by the AAC include but may not be limited to the following:

- Assessment and interpretation of academic performance
- Assessment of standardized and diagnostic test results
- Academic monitoring
- Classroom observations
- Pre-screening for reading and language difficulties
- Consultation services for teachers and parents for the purpose of enhancing learning for those students who learn differently
- Assistance in the development and implementation of an AAP
- Coordination of on-campus tutors
- Regular communication with a student's support system (parents, faculty, tutors, administrators, diagnosticians, therapists, and counselors)
- Sourcing of tutors, therapists, and evaluators
- Sourcing of professional development resources for classroom teachers

STUDENT CONDUCT: HONOR AND DISCIPLINE AT EPISCOPAL COLLEGIATE

Episcopal Collegiate School believes that every student has a right to study, to learn, and to enjoy all that the School offers each day free from behavior that is detrimental to that experience. The School's policy on discipline is based upon the understanding that students will treat the School, its physical property, all employees, and all students with dignity and respect at all times.

Student behavior that is deemed in any way detrimental to the best interests of the Episcopal Collegiate School community will be subject to disciplinary action by the School. It is incumbent upon students to report any and all abuses of the student code of conduct, even if they are not directly involved in the matter. Failure to report incidents in a timely manner may prevent the School from taking complete action. If parents report an incident to the School, the School will

investigate with the expectation that the student who witnessed or knows of the violation must come forward and discuss truthfully and completely the incident with the Division Head or Head of School.

The student code of conduct is based on the school's motto of Respect, Reverence, and Responsibility as we seek to encourage self-discipline, self-respect, and constructive independence.

RESPECT: All members of the School community will treat others with respect at all times. Each student, employee, or visitor has the right to an environment of respect. Similarly, students are expected to act with respect towards their surroundings and physical resources.

REVERENCE: The School expects behavior consistent with the Episcopal traditions of hospitality and reverence for each person as individuals worthy of respect, regardless of their background: race, creed, and culture. This requires the exercise of acceptance and inclusion, the practices of forgiveness and redemption, and the rejection of all forms of prejudice and discrimination.

RESPONSIBILITY: Ultimately, the responsibility for respectful and reverential conduct lies with the individual; the highest form of self-discipline is that which is internalized and practiced gladly and freely of one's own volition.

In all cases, student conduct and the School's response will be interpreted and applied in an age-appropriate manner, will be made only after full consideration of a student's entire record as a member of the community, and with the understanding that the philosophy outlined above is the guiding force.

The Head of Lower School, in partnership with the Head of School, is responsible for disciplinary matters in the Lower School.

The Honor Code

Trust forms the foundation of a community that lives out the Episcopal Collegiate Code and this trust is built on the expectation that each member of the community strives to live a life of honor. The Honor Code is simple:

As members of the Episcopal Collegiate School community, we are dedicated to maintaining a bond of trust and committed to holding ourselves to the highest standards of personal honor and integrity.

Upholding the code involves a daily, even moment by moment, choice to represent one's work,

actions, and self with honesty; to be above reproach on matters of integrity; to avoid unauthorized and/or undocumented use of ideas, possessions, or property of others; to work towards strengthening our community of trust and honor by not accepting efforts of others that undermine this trust. Any violation of the Honor Code is a serious infraction of school rules. In all actions, the School urges students to use good, common sense before acting. If an action seems "wrong," chances are that it is "wrong."

What is the Honor Code?

The Honor Code represents the moral and ethical values of the school.
The Honor Code creates a community of trust, integrity, and respect. All students and staff of the school pledge to uphold the Honor Code.
The Honor Code demands that every member of the community acts and lives honorably.

What is Honor?

Honor is creating and upholding integrity in our community.
Honor is upholding the moral standards of our school, ourselves, and our classmates.
Honor is respecting the work, effort, and dignity of all individuals.
Honor includes forgiveness and reconciliation.
Honor is maintaining integrity even when tempted to compromise it.
Honor is doing what is right, even though no one else is watching.
Honor is trusting yourself and others.

What are the Advantages of an Honor Code?

The Honor Code fosters positive leadership within the student body.
The Honor Code creates an atmosphere of trust and mutual respect.
- Students take greater responsibility for their educational experience.
- Students and teachers trust each other.
- Students can leave personal property in the open without it being stolen or pilfered.

The Honor Code fosters personal growth.
The Honor Code is a covenant, or promise, that calls upon the good in everyone.
The Honor Code ties us to a centuries-old academic tradition.

Infractions

Infractions of the Honor Code include, but are not limited, to all forms of academic dishonesty (cheating, plagiarism, unauthorized aid on assessments, unauthorized aid on the completion of work, etc.), facilitating the academic dishonesty of another (providing information or aid before or during an assessment, allowing a student to copy one's work, etc.), lying about school matters or to members of the faculty, stealing or vandalizing the property of another, using the property

or possession of another without consent, falsifying records or forms, and infringing upon the dignity of others. Students in possession of electronic or paper "cheat sheets" or found to be accessing unauthorized aid during an assessment are also considered to be in violation of the Honor Code.

A more descriptive list of infractions can be found in the Honor Code Constitution in Appendix A.

Lower School Procedures for Handling Honor Code Violations

The student who committed the violation, a student or family member who is aware of said violation, or the classroom teacher reports the alleged violation to the Division Head in Lower School, in person or in writing. This must be done with full disclosure of the incident, those involved, and with the name of the person who reported the incident – the incident may not be reported anonymously.

The Division Head will investigate the matter with the assistance of classroom teachers and other members of the Leadership Team as appropriate, students, and families. Once an investigation has been completed, the Division Head will communicate any decision or action to the accused and his/her family.

Lower School Consequences for Honor Code Infractions

Examples of the consequences that may be applied to address an Honor Code infraction include, but are not limited to:

- School/Family/Student Conference
- Academic penalty
- Community service
- Exclusion from extracurricular activities
- Restitution as applicable
- In-school suspension
- Out-of-school suspension
- Required Withdrawal
- Dismissal/Expulsion

Discipline Code

In accordance with Episcopal Collegiate School's philosophy and objectives, the school community has high expectations for student conduct. Students are expected to be honest, to be responsible for their behavior, to demonstrate self-discipline, and to respect all members of the School community and any guests of the School. Knowing that students make mistakes as well as poor decisions and that this is an educational environment, division-appropriate, fair, and

consistent responses will take place while also emphasizing the need to educate students for a productive and positive future.

The explicit goal of the Lower School's behavior policy in early childhood and early elementary is to use a positive approach for behavior guidance and to limit the use of exclusionary measures for addressing challenging behavior. When ongoing challenging behavior must be addressed, the School will work closely with families to assess the function of the behavior in order to develop an individualized behavior plan that includes positive behavior support strategies. If exclusionary measures must be taken, it is only done so after all other possible interventions have been exhausted and it is determined to be in the best interest of the child. In this event, the School will provide resources to the family in accessing appropriate services and in finding an alternative placement.

Disciplinary matters related to lying, cheating, stealing, or plagiarism are handled under The Honor Code section of this Handbook. The Discipline Code will be interpreted and applied in an age-appropriate manner with oversight in Lower School by the Division Head.

General Guidelines for Discipline

Joining a community such as Episcopal Collegiate School is far more than attending school five days a week – it is membership in a community that holds its ideals and philosophy dear and applies such on any given day. The School, therefore, expects the highest moral, ethical, and legal behavior of students regardless of location, time, or day of the week. The School does not seek to control behavior, but to work with families to graduate productive and contributing citizens. Therefore, school rules apply to any and all activity directly or indirectly related to enrollment at the school, including but not limited to all daily school activities, school trips of any kind, and off-campus events and programs tied to the school. For life beyond the School, if the School determines that actions by students or families are detrimental to its good name, its reputation, the safety and security of other members of the community, or simply undesirable, the School may at its discretion, take disciplinary action.

Before school authorities administer disciplinary measures, a reasonable investigation is made to determine the facts of the infraction. The nature of this investigation may vary according to the seriousness of the offense and the level of likely consequences. For minor infractions where the classroom teacher takes corrective measures, no formal procedure is required. An inquiry into the incident to ensure that the offender is accurately identified, that he/she understands the nature of the offense, and that he/she knows the consequences of the offense for which he/she is subject may be sufficient.

Under extraordinary circumstances, if the Head of School and Division Head believe the situation so warrants, the School reserves the right to depart from these written policies and guidelines. All appeals must be brought to the Head of School in writing.

Student and Family Cooperation

Following the School's Mission, Motto, and Philosophy, students and families are expected to cooperate fully and without omission of any kind in disciplinary investigations. Students are expected to be honest and forthright at all times, but honesty is not necessarily a mitigating factor and students' own statements may be used against them. Failure to cooperate with an investigation or any untruthful response, including by omission, may be cause for disciplinary action under the Honor Code or through traditional disciplinary measures. The School may meet with any student at any time regarding matters of conduct.

Students may be subject to interviews by licensing staff, child maltreatment investigators, and/or law enforcement officials for the purpose of determining licensing compliance or for investigative purposes. Student interviews do not require parental notice or consent.

Classroom faculty have the primary role of monitoring student conduct and maintaining a positive learning environment in their classrooms and throughout the building, with the support of the Division Head and Head of School. All issues and concerns regarding matters specific to a particular classroom should first be directed to that teacher. Issues that move beyond the scope of a particular classroom or teacher should be brought to the attention of the Lower School Administration before contacting the Head of School. In all matters, cooperation, honesty, safety and security, and the unhindered education of all students shall govern conversations and decisions by the School regarding student conduct.

Search Policy

The safety and security of every member of the community, including guests, is of the utmost importance to the School. To that end, the School works closely with Little Rock PD, has established a Security Team and is constantly working to educate students regarding their health and the healthy use of social media. Upon entering the gates of the Jackson T. Stephens Campus, students agree that their physical and electronic belongings including, but not limited to, backpacks, vehicles, lockers, bags or satchels of any kind, outerwear, pockets, personal electronic devices (including phones, iPod, iPad, surfaces, etc), and computers can be searched at any time at the discretion of the School through the Division Heads or Head of School.

Any physical element of the School, including, but not limited to lockers, closets, classrooms, etc., constitute property of the School and may be opened, viewed, searched, or emptied at any time under the direction of the Director of Security, Division Heads, and Head of School. Students may also be requested to empty their pockets, raise their pant leg, remove his/her coat or jacket, and turn over his/her belt buckle to ensure their safety and the safety of others.

In all matters of discipline, searches, or other related cases, students and families are expected to cooperate immediately and failure to do so is considered a violation of school rules.

Minor Infractions

Basic rules of daily life are important for success in school. As previously stated, students should arrive on time, be prepared for class, and treat people respectfully. Minor issues of discipline are the responsibility of each classroom teacher or any employee that observes a student acting in a way contradictory to common courtesy and decency in our community. Repeated minor violations will be referred to the Division Head for appropriate disciplinary measures that may include Demerits, Detention, In- or Out-of-School Suspension, Probation, Mandatory Required Withdrawal, or Expulsion. Students will also meet with the Division Head to review and assess their progress and to address any concerns.

Examples of minor infractions of the Discipline Code include, but are not limited to the following:

- Tardiness to any required appointments, including, but not limited to, all classes, homeroom, Chapel, arranged extra help sessions, clubs, meetings, co- and extracurricular programs, etc.
- Failing to follow basic expectations of decorum and respect in and outside the classroom
- Refusing to participate in classroom activities
- Running, excessive noise or other disruptions deemed inappropriate by any employee
- Violating the dress code

Disciplinary Options for Minor Infractions

Examples of consequences that may be applied include, but are not limited to:

- Verbal correction
- Cooling-off or time-out
- Positive behavior modification
- Teacher/student or Division Head/student conference
- Parent conference or call
- In-class disciplinary action as approved by the Division Head
- Loss of student privileges
- Counselor/student conference
- Confiscation of contraband

- Supervised campus service assignment
- Sending the student to the office or other assigned area.

Serious Infractions of the Discipline Code

Serious Infractions of the Discipline Code involve behaviors that threaten the community and its commitment to the core values of Respect, Reverence, and Responsibility. The list is neither complete nor exhaustive, as no list can be. The list does, however, offer guidance for students, families, and the School when reviewing disciplinary cases. In all cases, the Head of School or his assignee makes the final determination.

Any behavior that infringes upon the safety and well-being of any member of the school community: Each person attending the School has a right to feel safe and valued. Harassment of any type violates personal rights and creates an atmosphere that is intimidating and demeaning to the parties involved. Verbal abuse, written abuse, physical abuse, hazing, fighting, threatening words or actions, vandalism, cyberbullying, taking and posting unauthorized images (photos, movies, etc.) and sexual harassment are unacceptable. Any instance of harassment must be reported immediately to the Division Head or Head of School for appropriate investigation and action.

Absences from academic commitments or other required school commitments or functions: Students are expected to attend and be prompt for all scheduled classes, be prepared for class, and attend all required school functions and other School commitments, including Chapel, practices and rehearsals, and scheduled appointments with teachers. All tardies and absences are recorded in Veracross as part of the student's permanent record. Unexcused absences will be reviewed to determine whether a student is penalized.

Dishonesty: Violations of the Honor Code as discussed and defined in the Honor Code section are considered serious infractions.

Firearms, knives, and weapons: Firearms, knives, and weapons of any kind as determined by the school are prohibited in any school setting. Possession of firearms, knives, and weapons on campus may be reported to the Little Rock Police Department in accordance with the law.

Retaliation: Retaliation is not tolerated at Episcopal Collegiate. Students are protected from any retaliation for making a good-faith complaint regarding disciplinary, honor, or student health concerns or for participating in an investigation.

Tobacco/E-Cigarette (vapor): Any use of tobacco products is harmful to one's health. The School is therefore a tobacco product-free campus for students, families, and guests, including in personal vehicles when traveling on campus. Smoking, chewing tobacco, e-cigarette, etc. are not permitted anywhere either on or off the campus or while students are attending any school function.

Open Flame: Any type of open flames such as a candle, incense, cigarette, lighter, or lighter fluids in any building are strictly prohibited.

Alcohol and Drugs: The use of illicit drugs and alcohol in the School community are threats to the safety and health of students, faculty, staff, and the community as a whole. Their use compromises the quality of educational programs and can cause physical and emotional harm. Episcopal Collegiate School strives to maintain a substance-free environment to foster a healthy, safe, and drug-free academic community.

No student may possess, use, be under the influence of, or provide to any other student, by sale or any other means, any substance that is, or is represented to be, a narcotic drug, a hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, inhalant, legend drug, a synthetic drug, depressant, or intoxicate of any kind, or any kind that closely resembles, or is represented to be any of the foregoing items or any item that could be considered drug use paraphernalia. Students are also prohibited from possessing, ingesting, transmitting, or selling caffeine-based pills or substances containing pseudoephedrine or other over-the-counter stimulants.

Unauthorized access: to school areas including locked buildings, offices, fire exits, emergency stairwells and locations that are known or determined by the School to be off-limits, is prohibited. Students are not to be behind locked or closed doors on campus without direct supervision or permission.

In addition, possession or use of an unauthorized key, password, computer database, network, or tampering with a school lock or security system is prohibited. Any tampering with fire extinguishers, sprinklers, heat sensors, smoke detectors, or any fire preventative equipment is a serious infraction.

For reasons of safety and security, students are not to go to the parking lot or to any other unsupervised off-limit areas during the school day or while participating in extra-curricular activities.

Inappropriate Language and Behavior: Students are expected to behave in a manner that exhibits respect for themselves, others, and the School. The School does not accept the use of foul or offensive language. Students are expected to show restraint and good manners in their relationships with other students. Forms of sexual profanity, including sexually profane gestures, and explicit sexual language are always inappropriate. Verbally or physically forcing oneself onto another is simply intolerable. Inappropriate sexual or other physical behavior while under the jurisdiction of the school is considered a serious infraction.

Disciplinary Options for Serious Infractions

Serious Infractions will result in significant consequences as determined by the Head of School or his assignee. Some violations may result in immediate separation from the school. Depending on the student's behavior record and the severity of the offense, any of the following consequences may be applied.

- Any discipline option, or a combination thereof, outlined for minor infractions
- Exclusion from extracurricular activities
- Restoration or restitution as applicable
- Loss of student privileges
- Any combination of required counseling, random drug testing, and drug-free agreement as determined by the School
- Supervised campus service assignment
- Confiscation of contraband
- In-school and/or out-of-school suspension
- Withdrawal
- Mandatory Required Withdrawal/Expulsion
- Involvement of law enforcement personnel

ATTENDANCE

All students who are enrolled at Episcopal Collegiate School will reside with a parent or legal guardian. Students are expected to be in attendance and on time when school is in session.

- Lower School classes begin at 8:00 a.m. and conclude at 3:15 p.m. When a child is absent from or tardy to school, a parent must contact the Lower School Office by 8:30 a.m. Lower School students who arrive later than 8:00 a.m. must be signed in at the Lower School Office by a parent/guardian.

When a student has five (5) total absences during a semester, the parents will be notified. At that point, a meeting or discussion may be advised between the School and the family to discuss the impact of the absences. In the case of multiple absences due to illness, documentation from a

physician supporting the absences may be required. In the case of an extended absence of two weeks or more, the School will communicate to the parents and student the conditions for making up work.

Lower School students accumulating an excessive number of absences may jeopardize promotion to the next grade level. After excessive absences, a meeting or discussion may be advised between the School and the family to discuss the impact of the absences. In the case of multiple absences due to illness, documentation from a physician supporting the absences may be required. In the case of an extended absence of two weeks or more, the School will communicate to the parents and student the conditions for making up work. An attendance record will be maintained in the appropriate Division Office detailing each absence.

In all cases of absence (other than pre-approved planned absences), parents or legal guardians of students must **call the Lower School division office before 8:30 a.m. on the day of the absence.** If the School does not receive a call by 8:30 a.m., the School will phone the parent/guardian to verify the reason for the absence.

In the event that a child needs to be dismissed early, a parent or guardian should notify the Division Office and the classroom teacher in writing prior to the time of departure. All parents or guardians are required to park and come inside to sign their child out in the Division Office before leaving the campus and sign back in if returning for the day. Lower School students may not leave the building or return unless accompanied by a parent or guardian approved in Veracross.

If a student is absent for more than half of the school day, other than for academically excused purposes (arriving later than 11:35 am), he/she may not participate in an after-school practice, competition, or other extracurricular activity that day.

Tardiness

Lower School students who arrive later than 8:00 a.m. must be signed in at the Lower School Office by a parent/guardian. The student will be issued a tardy slip upon arrival and a tardy or absence will be determined according to the attendance guidelines. The tardy slip must be presented to the teacher when the student enters the classroom. A tardy will be recorded for each unexcused tardy. Continued tardiness will result in further disciplinary action by the Administration.

Check-In and Check-Out Procedures

When your child will be checked out during the school day for any reason, please email your child's teacher and copy the Lower School Administrative Assistant well ahead of time. When it is necessary for a student to arrive at school late or leave school early, the parent/guardian must come in to the Lower School Office to sign the student in/out noting the time and the reason for the check-in/out. If a student will be checking in after 8:30 am, please inform the School by calling the Lower School Office. Calls will be accepted only from the parents or those persons who have been authorized by the parents (as recorded on the Transportation Form) to participate in the attendance procedures for the student.

When checking out early, students will remain in class until a parent or guardian has arrived to check them out. The teacher will be called when a parent has arrived to sign the student out. All parents or guardians are required to park and call the division office to sign their child out.

Planned Absences

Notification and Approval

In keeping with the belief that students must be in attendance to fully benefit from their education, it is imperative that parents make every effort to ensure that their child is at school unless he/she is ill or there is a family emergency. Planned absences would include but are not limited to religious holidays, medical appointments, and special family events such as weddings, graduations, etc.

Parents must submit a request, in writing, for a planned absence to the appropriate Division Head(s) at least one week in advance of the absence explaining the reason for the absence and the dates the student will be away from school. Please do not ask a Division Head to excuse a planned absence without proper notification beforehand. Division Heads will consult one another regarding students in multiple divisions. Division Head(s) will complete a Planned Absence Form, if approved, and ask teachers to add assignments, where possible.

Medical Appointments and Family Emergencies

Parents should call or send a note to the appropriate Division Office to report an appointment/check-out time as soon as possible. When possible, parents should avoid scheduling medical appointments during the school day. With regard to family emergencies involving serious illness, injury, or death, parents should call the appropriate Division Office as soon as possible. If this is not possible, the student should bring a note from home upon his/her return.

Unexcused Absences

Unexcused absences may include, but are not limited to:

- Skipping or cutting classes: classes missed without permission. The School does not sanction any sort of "skip day." There will be disciplinary consequences for skipping and/or cutting classes.
- Extending vacations: extending any school-wide vacation or holiday period
- Family Trips
- Failure to provide at least one week's notice to request an excused planned absence

Unexcused absences have academic ramifications due to missed work and missed contact time with teachers. The Division Head will determine accountability, in conjunction with teachers.

Family Trips

A variety of holidays are scheduled throughout the school year. Families should, therefore, plan vacations to match the School's scheduled holidays, as missing any amount of school is difficult for students and may jeopardize their academic performance. When families plan a family trip during the school year, it is important that the appropriate Division Head be notified in advance. Generally, teachers are not expected to prepare an individualized "vacation study package" of work.

Makeup Work

If a student is absent, it is his or her responsibility to complete all missed assignments. Makeup work should be completed and returned in a timely manner. As a general rule, students have one additional day to complete an assignment for every day absent. Work is sent home to absent students only after two days (or more) of absence. Parents can call the appropriate Division Office and request assignments after that time. Assistance will be given to those who are absent for an extended period of time.

All long-term assignments, as defined and specified by a teacher, are due no later than the deadline unless extenuating circumstances warrant an extension. A student who fails to submit a long-term assignment may be penalized by receiving a lower academic grade on the assignment.

In the case of an excused absence due to illness, the responsibility for obtaining and planning the completion of missed work rests with the student. Upon the student's return to school, the student will communicate with the teacher to establish the due dates for the work in question.

In the case of an excused planned absence, the Division Head will give the student a form to take to his/her teachers. At that time, the work missed and a schedule for making up the work will be agreed upon.

Incomplete grades must be removed and a grade recorded by the interim of the following quarter. Any exceptions must be approved by the Division Head (Refer to "Grading" section).

COMMUNICATION

Communication is vital to a successful partnership between school and home. The School will keep parents informed of student activities through Wildcat Weekly, parent/teacher conferences, newsletters, telephone messages, emails, the School website (episcopalcollegiate.org), Veracross, Canvas, meetings, and informal gatherings.

Successful communication begins with trust and mutual respect. In order to grant privacy and respect to both parents and teachers, the following suggestions regarding communication are listed:

- All messages from parents to teachers, including requests for conferences, should be sent to an individual teacher's email. Email, not text, is the appropriate form of communication between families and the School. Faculty email addresses may be found online or in Veracross. Emergencies should be directed to the appropriate Division Office.
- Parents are asked to contact teachers and staff at home only when necessary. It is important to be sensitive to the need for family time. If messages are left at school for the teacher, he/she will attempt to contact parents at a convenient time for both parties.
- The School encourages all constituents to use problem-solving strategies involving school or classroom concerns and to use the proper lines of communication. All issues and concerns regarding the classroom should first be directed to the teacher before contacting the Division Head or the Head of School. Many minor issues can be resolved by speaking directly to a faculty member. If a solution cannot be found or the problem persists, then the Division Head should be contacted.
- Episcopal Collegiate School prohibits the use of any school distribution lists (electronic or non-electronic) for any non-school or personal purposes.
- All members of the School community are expected to be courteous, polite, and treat others with dignity and respect.
- Direct all matters regarding School policy to the appropriate Division Head or Head of School.

Because student use of personal phones is not allowed in the Lower School between 7:30 a.m. and 3:45 p.m., parents should call the appropriate Division Office to speak with or to leave messages for their child. If a student needs to call a parent during the school day, a phone is provided in the Division Office for student use.

Use of Episcopal Collegiate School Logo and Shield

An important aspect of Episcopal Collegiate School's marketing is the "brand" created by the standardization of the School's shield and any use of the School's name. Any use of the School logo and/or School name must comply with the approved version as documented in the Style Guide, which is available from the Director of Marketing and Communication. This applies to printed communications, as well as the use of the School's name and shield on clothing used as "spirit wear", for athletic purposes, or for any other reason.

Additionally, the branded School logo is the property of the School and should not be given to any third party, including parents, vendors or others doing business with the school, without the permission of the Director of Finance and Operations.

Any use of the School logo must be approved in advance. To request approval, contact the Director of Advancement.

STUDENT LIFE

Academic Support

Our Academic Achievement Center staff provides support to students with learning differences and to all students who may need help in achieving academic success. The AAC is available to any Episcopal student experiencing academic difficulty and who has been recommended to the Center as a result of discussions among Center staff, teachers, parents, and/or the appropriate division head. In order to receive accommodations, parents must meet with the AAC staff and submit a current psycho-educational evaluation. To be current, an evaluation must be no older than three years.

Services provided by the AAC include but may not be limited to the following:

- Assessment and interpretation of academic performance
- Assessment of standardized and diagnostic test results
- Academic monitoring
- Classroom observations
- Pre-screening for reading and language difficulties

- Consultation services for teachers and parents for the purpose of enhancing learning for those students who learn differently
- Assistance in the development and implementation of an AAP
- Coordination of on-campus tutors
- Regular communication with a student's support system (parents, faculty, tutors, administrators, diagnosticians, therapists, and counselors)
- Sourcing of tutors, therapists, and evaluators
- Sourcing of professional development resources for classroom teachers

Auxiliary Programs / Wildcat Club

Lower School students must be supervised at all times while on campus. The After-School program is provided until 6:00 p.m. and is billed to families based on the time the student spends in the program. Students are **REQUIRED** to be in the after-school program in the following circumstances:

- When **Lower School** students are not picked up by 3:40 p.m., students must be in the after-school room unless involved in a supervised activity. Unsupervised students failing to report to the after-school room may be subject to disciplinary action.
- When Lower School students participate in school activities that do not start by 3:40 p.m. they must be in the after-school program unless supervised by a coach or faculty member.

Students who are not picked up immediately after participating in school activities should remain with the supervising teacher or coach.

There is a fee for the After-School care that is provided. Students must be picked up by 6:00 p.m. (Please refer to the published fee schedule on the School website.)

Athletic and Extracurricular Eligibility

The Lower School offers students in grades 3 – 5 the opportunity to play basketball, football as a part of the Private School League. The School has teams at each grade level with boys and girls participating on separate teams. Fourth & Fifth graders are also eligible to participate in cheerleading. Fifth graders may participate in Volleyball. Students may not participate in athletic contests on the day of a suspension or during the time assigned to detention.

Dining Program

The School has contracted with SAGE Dining Services to manage the School's dining program. SAGE Dining Services serves well over 200 independent schools, including some of the most respected independent schools in the country. The independent school market is the only business segment SAGE serves. The company is known for its reasonable costs, its high-quality food that is cooked and prepared on-site, its use of fresh vegetables and fruits that are cut and

prepared daily, and its wide variety of daily food choices. Charges for the dining program will be billed to the family's FACTS account.

Lunch

The lunch program is all-inclusive, offering a wide variety of nutritional options at a reasonable cost. Students may have all they care to eat and can go back for additional helpings if they desire to do so.

Participation in the program is optional. Students will be enrolled in the program by default and families must notify the School if they elect for a student not to participate. A form is included in the registration process that may be used to notify the School of intent not to participate.

Election to participate in the lunch program must be made no less frequently than by the semester. Day-to-day, week-to-week, or month-to-month decisions to be in or out of the lunch program cannot be accommodated.

Students not participating in the program should bring a lunch each day. Those meals are required to adhere to the following set of expectations:

- Parents are asked to provide well-balanced and nutritious lunches.
- Meals must be brought in a lunch box /sack lunch format.
- No glass containers or metal knives are allowed in lunch sacks or lunch boxes.
- No sodas should be included with lunch. Bottled water is suggested.
- Meals should be brought by the student when they come to school in the morning. Delivery of meals to students during the day is disruptive to the school learning environment and is not allowed. If a meal is forgotten or otherwise not able to be brought with the student, the student is allowed to eat in the dining hall according to the guidelines below.
- Parents should provide meals only for the students in their family unless written authorization is provided by the parents of any other students for which a meal is being provided.

Students not enrolled in the lunch program are not allowed to eat food from the dining hall during lunch, as this is considered stealing and is an Honor Council offense. Additionally, students that participate in the all-inclusive lunch program may not provide food to those students that are not in the program.

Accommodations will be made in the event that a student not in the program forgets to bring a lunch and the family will be billed accordingly. Students that are not in the lunch program but forget lunch may visit the Division office to get a lunch pass for that day. The student's account will be billed as follows:

- 1st request $6.50
- 2nd and all subsequent requests are $10.00 each
- A maximum of 4 times per semester is allowed. Upon the 5th occurrence, the student will be enrolled in the lunch program and the family will be billed a prorated amount for the semester.

Lunch Visitors

Parents and guests are welcome to join their students for lunch in the dining hall. Visitors are required to check in in the Lower School office. Visiting parents and guests may bring a meal with them for themselves and the student that they are visiting and should remain with their child for the duration of lunch. No sodas, please. If they choose to eat the meal provided by SAGE Dining Services, a meal ticket will be issued and the $6.50 cost per person will be charged to the family's FACTS account. Guests may not arrive until the host's lunch period and must depart promptly at the end of the lunch period.

Daily Schedule

The school day for Lower School students begins at 8:00 a.m. and ends at 3:15 p.m.

Chapel and Religious Studies

At the center of our Episcopal Identity is our Chapel Program. In chapel, we affirm that all students are beloved of God, and, as our School Prayer suggests, we challenge students to realize this more fully in themselves and to acknowledge it in others. Chapel is a time for the School community to come together to practice being the community God calls us to be. Our Chapel Program includes homilies from our Chaplains, faculty, students, celebrations of student accomplishments, student performances, and guest speakers.

In the Lower School, all students attend Chapel once a week; all Chapel times are mid-morning. All students also have religion instruction once a week in their classrooms. In this class, students are introduced to the stories of the Bible through the *Godly Play* curriculum.

Our chapel program includes periodic celebrations of Holy Eucharist (Communion) including our all-school Convocation each fall. We welcome everyone to participate as they are comfortable and their conscience allows. For Lower School students, parents should fill out a Eucharistic Preference Form to help us honor your family's religious tradition.
Any questions about Chapel or religious studies may be directed to the Chaplains.

Dress Code

The Episcopal Collegiate School Dress Code is intended to develop consistency in dress and to minimize the importance of "dress competition." Should clothing not fall within the following guidelines, a student may be required to leave class until the situation is corrected. Should a

student have any clothing that might be questionable, he/she should ask first rather than risk being instructed to change attire. All clothing must be neat, clean, and in good repair. The School reserves the right to determine if clothing, jewelry, or grooming matches the spirit of our Dress Code.

Students wear the "Dress Uniform" on all days designated by the School as "Dress Uniform Days" such as field trips or special events. On days not so designated, the student will have a choice of wearing the "Dress Uniform" or wearing the "Standard Uniform." The official Episcopal Collegiate School plaid is the Black Watch plaid.

Students must be in dress code on campus and remain in dress code through dismissal.

All dress uniforms and daily wear clothing can be purchased at the Toggery or the School's used uniform inventory. Approved outerwear can be purchased at the Wildcat Warehouse.

Required Items	***Lower School Dress Code*** **Standard Uniform**
Shirts	Embroidered School logo pique knit polo shirt, short- or long-sleeved, in hunter green, navy, and white. Dri-fit shirt, short-sleeved, in hunter green and navy. Girls cut polo is an option.
Bottoms	Elastic waist or fitted shorts or slacks in navy and khaki. *Style, color, and material must be consistent with those found at the Toggery.* Girls may also choose a navy skort or Episcopal Black Watch plaid pants. Athletic skirts/skorts are not permitted.
Socks	White crew socks which cover the ankle.
Belt *Updated 2019*	Brown belt OR Episcopal branded belt from the Wildcat Warehouse for shorts, skorts, or slacks with belt loops
Shoes— *Updated 2019*	**Primarily white**, laced, or Velcro, athletic shoes with white shoelaces Girls may also choose a Navy and white Keds athletic saddle Oxford *NOTE: Small navy, hunter green, gray, or black stripes or logos allowed with "primarily white" shoes*
Optional Items	
Outerwear *Updated 2019*	ONLY items marked "uniform approved" in the Wildcat Warehouse. Those items include: 1. Printed logo crewneck sweatshirt in gray or green. Gray sweatshirts have three lettering options (traditional, navy block, and athletic). Fourth and fifth graders may also choose the hooded version of these sweatshirts. 2. Embroidered logo fleece in green or navy 3. Embroidered logo hooded all-weather jacket in green or navy 4. Embroidered logo quarter zip, athletic pullover in green or navy

	5. Embroidered logo puffer coat or vest in navy 6. Episcopal issued team sports hoodies for 3rd-5th
Other options	(1) White or navy tights (2) Headbands, bows, and other hair accessories in Black Watch plaid, solid navy, solid hunter green, or solid white. *NOTE: Decorated, patterned, or bedazzled bows may be worn only on Spirit Days.*

Pre-Kindergarten, Kindergarten, and First Grade Dress Uniform Option A or Option B will be designated for all field trips and special events.			
Pre-K, K and First Grade Girls		**Pre-K, K and First Grade Boys**	
Option A:	#50 Episcopal Black Watch plaid jumper, piped Peter Pan short-sleeved blouse, white crew socks, and navy T-strap or Mary Janes	**Option A:**	Embroidered School logo hunter green vest with white knit, short-sleeved polo shirt, navy pants, navy socks, and dirty bucks *(Brown belt – if wearing pants that are fitted with belt loops)*
Option B:	#50 Episcopal Black Watch plaid jumper, piped Peter Pan short-sleeved blouse, white tights and approved navy T-strap or Mary Janes, and embroidered School logo crewneck button-front cardigan in green	**Option B:**	Embroidered School logo hunter green vest with a white knit long-sleeved polo shirt, navy pants, navy socks, and dirty bucks *(Brown belt – if wearing pants that are fitted with belt loops)*
Optional Items:	Plain white-long sleeved blouse Headbands, bows, and other hair accessories in Black Watch plaid, navy, or hunter green		

Second through Fifth Grade Dress Uniform Option A or Option B will be designated for all field trips and special events.			
Second through Fifth Grade Girls		**Second through Fifth Grade Boys**	
Option A:	#90 Episcopal Black Watch plaid jumper with plaid tie, white middie blouse, white crew socks, and navy Mary Janes.	**Option A:**	Embroidered School logo hunter green vest, solid white, Oxford cloth long-sleeved button-front

			shirt, navy pants, navy socks, brown belt, and dirty bucks *(Brown belt – if wearing pants that are fitted with belt loops)*
Option B:	#90 Episcopal Black Watch plain jumper with plaid tie, white middie blouse, white tights, navy Mary Janes and embroidered School logo crewneck button-front cardigan in green	**Option B:**	
Optional Items:	Headbands, bows, and other hair accessories in Black Watch plaid, navy, or hunter green		

General Guidelines for Student Appearance

Episcopal Collegiate School teaches its students the importance of maintaining an appropriate appearance and decorum for certain activities. **The administration and faculty reserve the right to determine the appropriateness of any dress or student appearance at School or at all School events on campus or not.**

Shirt Tails and Waistbands

- Shirts and blouses must be tucked in at all times. (Please purchase shirts long enough for your child to keep them tucked in.)
- The top of the waistband on pants and skirts must be no lower than the top of the hipbone.

Jumpers/Skorts/Shorts

- Jumpers, skorts, and shorts must be no shorter than the fingertips when the arms are relaxed at the side.
- Girls can wear bike or gym shorts underneath the jumper. These shorts cannot hang below the skirt hem.

Outerwear

- No other outerwear except that which is a part of the School uniform may be worn inside the building during the school day. See the dress code section above for a list of approved outerwear.

Wildcat Wear

- Spirit/Wildcat Wear cannot be worn except on designated days.

- Wildcat wear must be consistent with the School's color code: gray, dark green, or navy, with the exception of Field Day where students will wear shirts of various colors provided by the School.
- School athletic uniforms with the Wildcat insignia and approved special event shirts are acceptable only on designated days.

Jewelry

- No visible body piercings will be allowed, except for pierced ears for girls.
- Students may wear jewelry in moderation.
- Only girls may wear earrings to School or while representing the School at a School-sponsored event. Only one pair of moderate-length earrings may be worn in the ears.

Undergarments

- Only solid white short-sleeved undershirts may be worn beneath the uniform shirts.
- Undergarments, including undershirts, should not be visible.

Hair and Make-Up

- Boys must wear their hair, when applicable, pulled back and above the collar, and in a generally neat way. Boys must be clean-shaven with sideburns no longer than the earlobe.
- Only natural hair colors are acceptable. Students may not dye their hair unnatural colors, such as pink or blue, or wear hair tinsel.
- Extreme haircuts or hairstyles are not permitted.
- Girls may wear make-up as long as it is not excessive.
- No visible tattoos.

Headwear

- Students may not wear head coverings such as hats, caps, scarves, or bandanas. Appropriate hair bows or headbands are white, Black Watch plaid, navy, or hunter green.
- Head coverings worn for religious purposes are permitted with approval.

Socks

- Socks (or hose or tights for girls) must be worn at all times. Girls may not wear leggings.

Shoes

- Shoes must be worn at all times. Shoes must be in good condition and without graffiti. Shoe style and color must follow uniform guidelines. Shoes with lights, rollers, or neon colors (including shoelaces) are not appropriate on regular and dress uniform days.

Logos

- Students may not wear clothing or carry items on campus or at any school event (on campus or not) that endorse or advertise alcohol, tobacco, or illegal drugs. No other school logos are permissible except on senior college t-shirt day.

Spirit and Special Dress Days

Fridays are designated as spirit days. Students will be notified of additional spirit days on which the student has the option not to wear the School uniform.

Other special occasions will give students the opportunity to wear special clothes that are related to specific themes. The specific options will be given to students on those occasions. These days are not casual-dress days, and students who do not choose to wear the thematic clothing must wear the School uniform. **The Administration reserves the right to determine any item inappropriate for School.**

On these occasions students ***may not*** wear the following items:

- Open-toed shoes or sandals, boots, house slippers, Docksiders, Crocs, Uggs, or Birkenstocks
- Bike pants, spandex clothing items
- Inappropriate length shorts or skorts
- T-shirts with offensive language, boxers, tank tops, or sleeveless shirts.
- Any backless dress, top, or cutoff shirts that expose any part of the midriff or back
- Mesh type or see-through shirts
- Clothing that has revealing necklines and sleeve openings (tank tops, spaghetti straps, etc.)
- Leggings
- Jeans or pants with holes, rips, or fraying

Dress Code and Uniform Violations

All parents and students are expected to support and comply with the Dress Code. Failure to adhere to the Dress Code will result in disciplinary action.

Families have one week after initial notification in which to purchase needed clothing items and/or comply with other Dress Code requirements such as hair length. Continued non-compliance with Dress Code will result in further disciplinary action. Students who are not in compliance on required Dress Uniform days will be asked to call home so parents can bring appropriate clothing items to School as soon as possible.

Electronic Devices

The use of electronic devices is expected to remain consistent with our Honor Code, the Technology Code of Conduct, and the core values of Respect, Reverence, and Responsibility. While we view many forms of technology as potential tools for learning, they also hold the potential for distraction, social aggression, and isolation. In an academically focused school environment, it is incumbent on each student to hold himself or herself to the highest standards of behavior, to direct personal energy and electronic resources towards academic efforts, and to use technological tools to collaborate and bring us together rather than to divide and separate us. It is incumbent on the school to provide the developmentally appropriate balance between freedom and responsibility and to support and shape the decisions of students by providing the right forms of accountability. In that spirit, our approaches, guidelines, and

definitions for responsible and acceptable use of cell phones and other personal electronic devices are designed to be developmentally appropriate, and are, therefore, differentiated across the divisions.

As a courtesy and consideration to others, students will not bring electronic personal entertainment devices to school. Any technology, even that approved for academic purposes, including, but not limited to, cell phones, smart watches, cameras, iPods, unapproved laptops or tablets, laser pointers, and similar items may not be used during the school day. If these items are brought to campus, they must remain off and stored out of public sight. Students using authorized technology may not use said technology for any purpose other than that for which it is intended at school. Please note that the School is not responsible for the loss or theft of any of the above-mentioned items.

Disciplinary procedures in the Lower School are as follows:

- The first offense will result in a student being asked to turn the electronic device off and place it in his or her locker.
- The second offense will result in the item being taken from the student and the classroom teacher notifying the parent to pick up the item at the end of the school day (Items will be released to parents or guardians only).
- The third offense will result in the item being taken from the student and kept by the Division Head until the end of the school year

Food in Areas of the School Other Than the Dining Hall and Classrooms

Food, candy, and chewing gum are problematic in educational settings as they can create disruptions to the good operation of the school, including attention issues, rodents and insects, offensive smells, and costly clean-up of school property. Therefore, the school sets clear standards regarding both food and gum.

Food should not be removed from the dining hall at lunchtime (except to eat lunch in designated areas). Food is not to be eaten in any other area of the School except during break or unless given permission by the Division Head or Head of School. No chewing gum is allowed at Episcopal Collegiate.

All Lower School students are encouraged to bring a nutritious mid-morning snack. Sodas, candy, or items with high sugar content and low nutritional value should not be sent to school. This includes coffees and energy drinks.

Fund-Raising Activities
No collections, offerings, or fund-raising activities, whether School-sponsored or sponsored by an organization or individual not related to the School, may take place without the approval of the Director of Advancement or Division Head.

Library
All students, families, and staff are welcome to use the Lower School Braunfisch-Stella Boyle Smith Library. We request only that you follow check-out and return procedures and policies set by the Library Services staff. Students can check out and/or return books at any time, with their teacher's permission. Parents are welcome to visit the library with their children before school, beginning at 7:30 a.m., and after school until 3:45 p.m.

Students who fail to return library books at the end of the year will be charged for the cost of the book. In addition, report cards and/or enrollment contracts may be withheld until fines are paid.

Lockers
Each fourth and fifth-grade student will be assigned a locker at school. This locker is intended as a place for keeping personal property and should be well maintained. Lower School lockers do not have locks on them so students should not keep valuables and/or money in their locker. Students should not enter other students' lockers for any reason. Should this occur, disciplinary action may be taken.

Students are responsible for the care of their lockers. There are to be no markings or writing on lockers (inside or out) nor damage of any kind. If this occurs, the student will be charged for painting or repair work. Lockers are to be cleaned out by the last day of school. Any items left in lockers after the last day of school will be discarded.

Lost and Found
Each Division has its own Lost and Found area. Found items that are clearly labeled with the children's names will be returned to the owner. Unmarked items will be added to the Lost and Found area and eventually donated to the Used Uniform inventory. **Please mark all clothing, lunch bags, water bottles, and equipment with children's names.** This will eliminate the number of items lost at school.

Parties at School
In the Lower School, special arrangements may be made with the classroom teacher to acknowledge a student's birthday. Teachers request that birthdays be celebrated simply. Parents

should check with classroom teachers first to determine a date/time and what treats are acceptable. Birthday treats should be provided only for the child's homeroom class and should be shared inside the classroom, not at lunch or when other classes are present.

Please keep sweets minimal, with one small treat per child. Excessive sweets will not be passed out or shared with students. (This includes all treats sent to school that are not specifically for a birthday celebration.) Such snacks will either be sent back home or placed in the teacher workroom for teachers. Where nutrition and diet is concerned, it is important that we keep the preferences of individual families in mind.

The School has a program whereby parents can donate a book to the library in honor of their child's birthday. **Parents are not to bring or send birthday or party invitations, flowers, balloons, or other gifts to be distributed at school.**

During the school year, some holidays will be observed with special parties in which parents are requested to participate. As we have many students with allergies, please do not send treat bags with food for your child to pass out in class. The Room Parents will be made aware of all allergies in the classroom and will plan and arrange for all food, drinks, and crafts for class parties. Unapproved food, treats, and favors will be returned home.

Student Activities and Organizations

All students are encouraged to become involved in extracurricular activities. No matter what their particular interest—music, theatre, clubs, publications, etc.—students will be happier at Episcopal Collegiate and will feel more a part of the life of the school if they are contributing members of our school community. The number and variety of extracurricular activities available at Episcopal Collegiate and the size of the student body create an opportunity for leadership positions for any student who is interested and willing to assume the responsibility. Membership in clubs and organizations is voluntary.

Lower School Clubs and Organizations (examples):

Chess Club, RoboCats, Little Rockers, Quiz Bowl, Kindness Club, Wildcat Chorale, Pride Patrol

Physical Education

Episcopal Collegiate School provides a comprehensive Physical Education program for students in pre-kindergarten through grade twelve. The program strives to meet the physical needs of each child and to create experiences that focus on health and wellness while introducing a wide variety of athletic skills, competition, and life-long physical fitness. Students should have tennis shoes

with laces or Velcro closures. If students have Physical Education on a day where they are required to wear dress uniforms, students must bring athletic shoes.

Students are expected to participate in all Physical Education activities unless excused by a physician.

School Telephone Use

Parents who need to communicate with their child during the school day should call the Division Office. The message will be delivered as soon as possible. Students may not use the Office or classroom phones except in emergency situations. Forgotten items such as books, homework, lunches, *etc*., are not emergency situations. Cell phone and smartwatch use is not permitted during the school day. If a student brings a cell phone or smartwatch to school, it must remain in the off position and stored in the student's locker. Students wishing to make phone calls for emergency situations may use the Office phone with permission from school personnel.

Visitors to Campus

All visitors to the campus, including parents, must report to the appropriate Division Office upon their arrival. Students are not allowed to have unannounced or "drop-in" visitors during the school day. Students from other schools may visit for a day *only* if they are potential Episcopal Collegiate School students who are "shadowing" one of our students. The guard at the gate will then be notified to admit the visitor. Visitors must sign out in the appropriate office before leaving campus.

HEALTH SERVICES

While illnesses remain a part of our everyday lives, we ask that you not send your children to school when they are displaying symptoms of illness, no matter the end diagnosis. **Fever, diarrhea, vomiting, uncontrolled coughing** are all reasons for your child to be kept at home. To return to school your child must be free of these symptoms for at least 24 hours without the aid of medication. With vomiting and/or diarrhea the student must also return to a normal diet. The exception is a cough, if this is the only symptom and medication will control the cough, then they can be sent to school. A fever at Episcopal is considered anything greater than 100° F. In the Lower School, if your child is coughing, congested, with a snotty nose they may be asked to wear a mask while at school to control the spread of viruses to others.

Students that become ill at school will be sent to the Health Room. If it is determined that the student is too ill to remain at school, the nurse or office personnel will call the parents. Parents are required to pick up sick students as soon as possible.

A doctor's note may be requested for the student to return to school.

Reporting an Absence

It is the parent's responsibility to notify the school of any absences. Please call the front office of their division at 501-372-1194 before 8:30 AM on the day of absence, unless other arrangements have been made. If the school does not receive a call by 8:30 AM the student will be marked with an unexcused absence. The school may phone the parent to verify the reason for the absence.

Injuries

When a student incurs an injury at school that needs further treatment, the parent will be notified immediately by the School Nurse who will also notify the student's Division Head. If the parents cannot be reached, the School Nurse, the Division Head, or the teacher will do what is expedient and safe for the injured or seriously ill student, which may include transportation of the student to the preferred hospital listed in Veracross, via 911. If no hospital is listed the student will be taken to Arkansas Children's Hospital.

Health Information and Medication Approval

Parents have the opportunity to fill out health information during the online enrollment process. If updates need to be made for issues like: changes in contact information, permission for your student to take Ibuprofen or Tylenol, a new diagnoses, or update daily medications, follow the steps below:

Please follow these directions to add Ibuprofen and/or Tylenol to Veracross:

- Open your **Veracross Parent Portal** by going to the school website: Episcopalcollegiate.org and click on the **Parent and Student Quick Link** tab, click on **Veracross** (you might have to sign in to your Veracross account)
- Update Family Profile tab
- Medical Profile tab
- Click on the drop down box next to "Add a New Request"
- From the drop down box select Allowed Medications
- Type Ibuprofen and/or Tylenol ok to give
- SUBMIT

Note: Do not include immunization records in Veracross as a copy of the Official State Immunization Record is needed.

Reminder: Please update Veracross when your contact information changes so we may reach you in case of an emergency.

Administering Medication to Students

It is the policy at Episcopal Collegiate that students are not to carry prescription or over-the-counter medication with them while attending school or school functions.

Parents or another adult must bring the medicine to the Health Room and fill out the appropriate forms. These forms are located on the school's web page under Quick Links.

All medications brought to school must be picked up by noon on the last day of school, or the medication will be destroyed. This includes epinephrine auto injectors and Inhalers.

Prescription and Over-The-Counter Medication Administration

A physician's order is required for all prescription medications taken at school and on field trips. The label on the current prescription vial may serve in place of the physician's order/signature if the following information is clearly presented on the label:

- Current Prescription Date
- Legal Name of Student
- Name of Medication
- Dose
- Time to be taken,-"four times daily" or "TID" does not provide adequate information for the school to know when the next dosage is due
- Name of Physician or Provider

A Prescription Medication Administration Form must be completed on each medication brought to school. These forms are time-limited to one school year.

All medications must be in their original vials and specify special storage instructions if applicable. All medications will be given according to the label directions. At least two doses of a new medication must be given by the parent/guardian outside the school setting. Any reaction to medications should be included in the student's health folder.

All medications must be taken in the presence of the school nurse or staff member who has been designated to administer medications. Students are not allowed to give medication to other students. Parents are encouraged to administer medications at home whenever possible. It is the student's responsibility to come to the Health Room for his or her medication.

Field Trips and Prescription Medication Form

For students who take Rx medication and attend field trips and extra-curricular activities, the following apply:

1. Use the guidelines for administering prescription medication above.
2. A Field Trip Prescription Medication Administration Form must be filled out and accompanied by the student. The medication must be in a current prescription vial or blister pack with only the amount needed while on the trip.
3. The form for overnight and day field trips is a time-limited form and must be signed by the parent. These forms will be sent out to parents prior to the field trip.
4. Paperwork and medication need to be turned in at least one day prior to the field trip. The person administering the medication must be aware of the event so that arrangements can be made to meet the student's needs.
5. The person assigned to administer the medication is responsible for documenting the following information on the Field Trip Medication Administration Form adjacent to the medication record: ***the dose, time given, and the administrator's signature***.
6. The faculty or staff member delegated, by the school nurse, to administer medications will complete the necessary training.
7. A student fact sheet must accompany the student. This contains emergency contacts, addresses, physicians, allergies, medications, etc.

*Note that this policy may be adjusted if circumstances of a particular field trip warrants and parents will be notified in advance of the changes.

Over-The-Counter (OTC) Medication

OTC medication, brought to school by the parent, can be given for 5 days consecutively without physician orders as long as two doses of the medication have been given previously. A Medication Administration Form must be completed and signed by the parent. Label directions will be followed. If OTC medication is to be given longer than 5 days, or if directions differ from what is listed on the label, a physician's order will be required.

Immunizations

Immunization requirements are published by the Arkansas Department of Health. A record of immunization is required for all students and must be presented to the school before the student begins classes. A list of required immunizations is available at www.immunizear.org/vaccine-information .

Parents will provide the School with an updated copy of the immunization record after each new inoculation. If an appointment is pending for immunizations, parents should provide a letter from the physician's office stating the child's appointment date and time. Students may attend classes pending a confirmed scheduled appointment with a physician. To matriculate and attend Episcopal Collegiate School, students must meet all Arkansas State Laws governing immunization.

Immunization Exemptions

- Students that are seeking exemption for medical, philosophical, or religious reasons must receive approval from the Arkansas State Department of Health.
- An application can be picked up at the Health Department at 4815 W. Markham, 501-661-2169. It can take up to two working weeks for processing once all paperwork has been initiated.
- Proof of application or the approval letter from the Arkansas State Health Department must be provided prior to the child's admission.
- Students may attend school pending a decision by the Arkansas State Health Department regarding exemption.

Health Screenings

Health screenings (including vision, hearing, height, and weight) are provided in grades Pre-K4 through Grade 2 and Grade 4. Parents will be notified only if the screening results indicate follow-up with a physician is needed. Otherwise, parents may contact the School Nurse for screening results.

SAFETY PROCEDURES

Emergency Drills

Fire, tornado, earthquake, and lockdown drills will be held on a regular basis. Drills will be scheduled at random times so students, faculty, and staff have an opportunity to practice evacuation or lockdown procedures from various locations within the building.

Transportation Policies

In order to keep our campus safe and maintain accurate records of vehicles allowed on campus, parents and drivers must register their vehicles annually. For your protection and convenience, we recommend registering all vehicles that may come on campus.

Parents are responsible for arranging transportation to and from the School for their children and are responsible for their safety and well-being to and from school and while driving on campus.

With so many moving vehicles on campus, particularly during the morning and afternoon carpool times, we need your help keeping everyone safe. The procedures below are designed to effect an orderly arrival and dismissal and to ensure that students leave campus safely. It is imperative that parents follow the following procedures for the welfare of the School community. Failure to follow all safety policies will result in a written warning and possibly result in limiting campus access during regular carpool hours.

- Between the hours of 7:00-8:30 a.m. and 2:30-4:00 p.m., our campus is designated one-way only for vehicular traffic. You must turn to the right upon entering campus and go around the outer lanes on campus. Do not enter campus, drive around the cones, and turn left. You may not enter the parking lot between the fields or the parking lot directly in front of the Lower School from the front of the campus during these hours.
- Please do NOT enter the campus from the gates on North Street, either in your vehicle or on foot. The North Street gates are for exiting vehicular traffic only.
- **Cell phones should not be used while driving on campus**. When moving on campus, please watch carefully for pedestrians or other drivers.
- Please do not exceed 10 miles per hour while driving on campus.
- If you arrive for carpool early, please do not leave your car parked in the carpool line and come into the building. If you need to come into the building for any reason, you should park in the parking lot.
- Under no circumstances should parents leave a running vehicle in the carpool line. Please park in the parking lot.
- Under no circumstances should lower students be dropped off in the parking lot to cross the carpool line without an adult escort.
- Under no circumstances should students be in the building unsupervised.
- If you are transporting students from multiple divisions please drop them off in this order: Upper School, then Middle School, then Lower School.
- If you are picking up students from multiple divisions please pick up Lower School students first, then Upper School, and finally Middle School. You can also pick up your Lower School child first and then park in the parking lot just north of the football field and wait for your Middle and Upper School students.

Your cooperation and support are greatly appreciated and help ensure the safety of all members of our Community.

Arrival

Lower School

Morning drop-off will begin at 7:00 a.m. At 7:30 a.m., faculty members and Pride Patrol students will assist children as they exit their cars and enter the building. All Pre-Kindergarten students

must be signed in by parents using the Brightwheel app. (Please remain in the right lane until you reach the appropriate drop-off spot, using the left lane as an exit lane only after dropping off your child.) For the sake of safety, **Lower School students will not be allowed to walk to or from the Middle/Upper School without supervision.**

All students arriving before 7:45 a.m. will remain in their holding stations until they are released to their classrooms. After 7:45 a.m. students entering the building may go directly to their classrooms. Students arriving after 8:00 a.m. should enter through the main (North) entrance, accompanied by a parent or authorized person, sign in at the Lower School Office, and receive a tardy slip before reporting to class.

The drive in front of each School building is designated for carpool loading and unloading only. No vehicle should be left unattended in these areas at any time. If you need to come into the building, please park in the parking lot.

Dismissal

We ask that parents not disturb classrooms to pick up children at the end of the day. If you have an appointment and must come in to pick up your child at the end of the day, please let your child's teacher know and pick up your child in the Lower School office.

Afternoon pickup for all Lower School students will begin at 3:15 p.m. At 3:40 p. m., all remaining students will be taken to Wildcat Club, where after-school care charges will apply. If a child is in Wildcat Club and a parent comes through the carpool line, the driver must park and come inside to pick up their child as staffing is not available to leave the carpool to retrieve a child from Wildcat Club.

Every driver, including sitters, parents, grandparents, neighbors, etc., authorized to pick up your child must display, **every day**, a carpool sign *provided by the Lower School* **in the front passenger side dash with the names of all carpool students.** When a staff member reads the sign, the appropriate children will be brought to the car. For efficiency, signs should continue to be displayed until a teacher loads all children into the car. As you leave campus, for security, please remove your carpool sign from view. If you do not have a carpool sign provided by the School, you will be asked to park and pick up your child in the Lower School Office where you will also receive another carpool sign.

If members of your carpool are in Middle or Upper School, which dismisses at 3:35 p.m., please pick up Lower School students first, any Upper School students next, and Middle School

students last. Parents can also exit the Lower School carpool line and wait for US and MS students in the parking lot north of the football field.

For the sake of safety, **Lower School students will not be allowed to walk to or from the Middle School without supervision.** Parents are responsible for arranging transportation to and from school. These procedures are designed to effect an orderly dismissal and to ensure that students leave campus safely. **It is imperative that parents follow these procedures for the welfare of the School community.**

Lower School Carpool Arrangements

All Lower School students will go home with their assigned carpools unless the homeroom teacher or Lower School Office receives a signed note or call from parents stating alternative arrangements on the morning of the proposed change. **If it is necessary to call with a last-minute change of plans, please phone the Lower School Office before 2:45 p.m. to ensure that the message is received.** Please do not leave messages or emails with your child's teacher concerning late changes to carpool plans as they often do not have the opportunity to check voice mail or email prior to dismissal.

Field Trips

Whenever possible, the School will use its buses to transport students to and from a field trip. While it is recommended that all students ride the bus when provided, parents may transport their child only to and from field trips. When the buses are not available, the School will either rent buses or use parent drivers. The Office may check driving records and personal insurance for each driver who transports students for a field trip.

Parents or guardians must fill out a permission slip for each activity with all required information for each student. A student may not participate in any activity covered by this permission slip until it is properly completed. Dress Uniform is worn on all field trips unless otherwise designated by a teacher.

Automobiles

All automobiles transporting students must be registered and display a current Episcopal Collegiate automobile sticker. If a vehicle does not have a clearly posted sticker located on the driver's side windshield, the operator should expect to be stopped by security and held until determined to have an appointment and receive a visitor's pass or allowed to enter the campus to drop off or collect students. Students who are late due to a security check are considered tardy in accordance with attendance policies. At all times, families and students must obey directives from Campus Security.

Usual traffic regulations are required of automobile drivers while on campus. **The speed limit on campus is 10 mph. Cell phone use while driving on campus is not permitted, in accordance with Arkansas Law. Possession of firearms or firearms in any part of the vehicle is prohibited, in accordance with Arkansas Law.**

The School is not responsible for stolen or damaged property; therefore, everyone is encouraged to lock their vehicles while on campus.

Weather-Related Events

School Cancellation and Campus Closures

If there is a need to close campus, Episcopal Collegiate will determine whether to cancel all classes for the day or to implement a virtual learning day and hold classes online. We understand that many students may come from areas where conditions are not safe for travel. We will be sensitive to the parent's decision concerning this matter. The administration at Episcopal Collegiate will notify the designated television stations as soon as its administration knows whether or not school will be in session. This could be early or late evening or first thing in the morning.

The designated television stations that will be contacted are KARK Channel 4, KATV Channel 7, and KTHV Channel 11. In addition to notification of the television stations, the School will send out an SMS text message to cell phone numbers provided to the School at registration and an email will be sent via Veracross to email addresses listed in Wildcat Web. Also, information will be posted to the School website. Please refrain from calling the School.

Virtual Learning Days

Episcopal Collegiate has been approved by the Arkansas Nonpublic School Accrediting Association to use alternative methods of instruction on days when we have inclement weather or exceptional circumstances and must cancel school on campus. The School will implement these "Virtual Learning Days" when necessary, as determined by the School's administration. When campus is closed and it is considered to be a Virtual Learning Day, students will be expected to follow the Virtual Learning Schedule. The Virtual Learning Schedule will be shared by the classroom teacher and posted on the class Canvas page. Students and parents will receive notification that it is a Virtual Learning Day through Veracross text and email notifications. It is our goal that Virtual Learning Days enable us to continue learning despite the uncontrollable elements of the weather or any unforeseen event.

Emergency Early Dismissal

When the decision is made to dismiss school, the School will notify families as soon as possible. The school will send an SMS to the cell phone number and an email to the address provided during registration, using the contact information on file in Veracross. Also, information will be posted to the School website. Please refrain from calling the School. Any time a parent is concerned about weather conditions, he/she is welcome to check out the student at the appropriate Division Office.

As mentioned above in *Emergency Drills*, fire, tornado, earthquake, and lockdown drills will be held on a regular basis. Drills will be scheduled at random times so students, faculty, and staff have an opportunity to practice evacuation or lockdown procedures from various locations within the building.

TECHNOLOGY CODE OF CONDUCT

All persons using computers, tablets, or other digital devices are expected to use the devices in accordance with the School Mission and Guiding Principles for the promotion of learning, creating, and connecting.

Children's Online Privacy Protection Act (COPPA)
Under the COPPA, verifiable parental consent is required for students under the age of thirteen (13) if accounts containing personal information are created for them on third-party websites or online services. The list of software that adheres to these requirements can be found at Software List for Coppa .

Internet Access
As Internet access is a part of everyday learning at Episcopal Collegiate School, all members of the School Community are expected to use it responsibly and within the framework of the class lesson or task. Students and faculty should use the Internet to expand their knowledge and to enrich and support the curriculum. While the School uses a firewall and content filter to restrict certain access, the tools are not 100% guaranteed. The curriculum and culture of Respect, Reverence, and Responsibility are used to determine what is and what is not acceptable.

Internet Safety
Internet Safety and Digital Citizenship are part of technology learning and practice at Episcopal Collegiate School. Specific skills and content areas are introduced and reinforced at appropriate age and grade levels throughout the curriculum. Please note, however, safety is the responsibility of the student, and the School is not liable in any way for irresponsible acts on the part of the student.

Acceptable Use

Laptops, tablets, phones, etc. are intended to aid in learning. Certain uses are considered unacceptable because they are unethical, security risks, obscene, or inconsistent with our mission.

Examples of inappropriate uses of the School's network include, but are not limited to:

- Impairing, bypassing, or damaging network
- Unlawful Acts
- Plagiarism, Copyright infringement, and Piracy
- Cyber-Bullying and harassment
- Any other activity the School deems inappropriate

Use of AI

Any use of generative A.I. on assignments or assessments requires instructor permission as well as acknowledgement when signing the honor pledge. Failure to disclose the use of generative A.I. is considered a violation of the Honor Code.

Presenting work created by **any** generative A.I. tool as one's own is also considered a violation of the Honor Code.

Viruses and Malware

Every effort is made by the School to keep our systems free of viruses and malware. Even with the best techniques, however, viruses and malware can be transmitted to and from any computer. The School is not responsible for the transmission of any virus or malware or for damages suffered from them.

Student Use of Technology

Lower School students in grades 1-5 will be provided a Chromebook. 4th and 5th-grade students are allowed to take their Chromebooks home every night and will be responsible for their care.

Technology Support and Repair/Replacement Policy

Limited service and support are available to students through Divisional Tech Centers during school hours. Loaner laptops are available to students that have their laptops in for service. Use of a loaner laptop should be limited to two weeks.

Although Chromebooks used in Lower School and Middle School remain the property of Episcopal Collegiate School, students are responsible for the care of this device. Any needed repair that is a result of an accident, like a broken screen or liquid spill, will be billed $85 for the

repair through FACTS. Additionally, families will be responsible for $225 for the replacement of any device that is stolen, lost, or excessively damaged. Replacement chargers for school-owned Chromebooks can be purchased from a tech center for $25.

Monitoring of Network and Computer Transmissions

The School respects the right of privacy of all the School's network users. However, the School reserves the right to review any and all network transmissions or files on the School's network, including email content and Internet usage, to ensure the efficient and effective operation of the network. Additionally, the School reserves the right to monitor computer use and to take appropriate action if needed.

Participation in Remote Learning

Student responsibilities and guidelines for remote learning are no different than our accepted and understood campus teaching and learning protocols. Episcopal Collegiate School's Technology Code of Conduct, Community Handbook, and the Episcopal Collegiate School Honor Code remain applicable to all students and community members.

Delivery of Remote Learning

The school will utilize GSuite, Google Chat, Google Classroom, Google Meet, Zoom, SeeSaw, Canvas, Veracross, and other online platforms/tools deemed appropriate by the school to conduct meaningful teaching and learning.

Utilization of Episcopal Collegiate School Remote Learning Platforms

Remote learning platforms utilized by Episcopal Collegiate School are understood to be for school and educational use only. The use of these platforms for any other purpose without written consent by Episcopal Collegiate School is prohibited.

Acknowledgment of Remote Learning Policies and Procedures

The Episcopal Collegiate School community understands and acknowledges remote learning is a continuation of daily teaching and learning, not only for our staff and students but also for their parents and guardians. It is critical to share that platforms utilized during remote learning involve the following:

- When in a video conference, members of the meeting may be asked to turn on microphones and cameras. Participants (including their image, voice, and background/surroundings) are viewable to other members of the conference.
- Participants in a video conference (or any other aspect of remote learning) are expected to conduct themselves as they would on campus. Students need not be in dress code or uniforms; however, they should be wearing school-appropriate attire. Similarly, backgrounds in a video recording or conference should be appropriate for sharing with the school community.

- Participants' images, likenesses, or voices may be recorded while utilizing Zoom or Google Meet. In some cases, such as recording synchronous teacher-led lessons, these recordings will be made available for student review.
- As is the case with in-person learning, one-on-one interactions between students and teachers supplement in-class learning and serve an important role in the education of our students. At the same time, the School works to establish protocols and policies for the safety of our students. The same underlying principles apply in a remote learning environment. In general, private interactions between students and teachers should remain professional and be visible to others. One-on-one sessions should be open to parents or other adults. To that end, teachers are directed to include a parent or other adult in the invitation and to conduct any conferencing in public spaces in their homes. A session may be recorded as a means for providing "visibility" of the session to others. If at any time a student, parent, or faculty member becomes uncomfortable with the nature of the interactions or the manner in which they are conducted, those concerns should be reported to the school counselor, the Division Head, or the Head of School.
- Without express and written permission from a Division Head or Head of School, users (including students) may not record, screenshot, share, re-post, or otherwise capture or disseminate digital content created via any of these platforms. Only representatives of the school may capture or post such content. Failure to comply with this directive may result in disciplinary action.
- Each platform that Episcopal Collegiate School is employing for teaching and learning has specific user agreements. Please review these agreements. While minimal, there may be risks related to the use of online platforms. Parents and guardians recognize and accept those risks as we move to remote learning. **A student's participation in school activities via remote learning serves as a student's and parent's or guardian's acknowledgment and acceptance of Episcopal Collegiate School's remote learning program and adherence to the full Episcopal Collegiate School Handbook and Technology Code of Conduct, including this addendum.**

Social Media Policy

Students, faculty, and staff should exercise caution when engaging in any form of social media or electronic communication.

Students, faculty, and staff who participate in online interactions must remember that their posts reflect on the entire Episcopal community and, as such, are subject to the same behavioral standards set forth in the Community Handbook and Episcopal Collegiate School Honor Code.

A student's participation in any form of social media or electronic communication should always be governed by our core values of Respect, Reverence, and Responsibility. The school reserves the right to impose disciplinary consequences when that participation impacts the school and/or relationships within the school in negative ways regardless of whether the actual use occurred on or off-campus.

Students are expected to abide by the following:

- To protect the privacy of Episcopal students and faculty, students may not, under any circumstance, take pictures or create digital video recordings for online publication or distribution of Episcopal faculty, staff, or students either on campus or at off-campus events without the individual's express permission. Students may not use likenesses of individuals to post content online
- Students may not use social media sites to publish disparaging or harassing remarks about Episcopal students, faculty, or staff, or athletic or academic contest rivals, etc.
- Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the school.

Failure to abide by this Policy, as with other policies at Episcopal Collegiate School, may result in disciplinary action.

Securly

Episcopal Collegiate School partners with Securly to offer cloud-based content filtering on the internet to deliver safer online experiences for students while they are off campus. Securly works for all students using school-owned chromebooks or for students that are logged into Google Chrome with their school account. Securly offers advanced filter control to families that want to be added to the service. Those features include additional filtering by content category, time limits for use at home, and notifications for blocked searches and searches that might be seen as a safety concern. If you are interested in being added to the family account for notifications and parental control, please contact Katie Robinson at krobinson@episcopalcollegiate.org.