



**St. Cyprian's**  
— *Episcopal School* —

**Parent and Student  
Handbook**

**2018-2019**

## **MISSION STATEMENT**

**The mission of St. Cyprian's Episcopal School is to be a community of learners where students are challenged to achieve their highest academic, spiritual and physical potentials in a Christian setting.**

In order to ensure the fulfillment of this mission, the faculty and staff of St. Cyprian's Episcopal School pledges the following:

### **As teachers we believe it is our job to:**

- Act as facilitators who develop effective teaching strategies so that each and every student learns
- Present material in an interesting and relevant manner that will generate true enthusiasm for learning
- Track student learning with appropriate assessments and evaluations and then re-teach content as needed until mastery results

### **We will support our colleagues by:**

- Working as a team and putting the students' interest first
- Communicating in a timely manner
- Encouraging and supporting each other
- Cooperating across areas of study in an effort to create exciting learning opportunities
- Leading by example with enthusiasm and integrity

### **When our students leave us, they will be:**

- Confident, responsible, creative, risk takers who respect themselves and others
- Engaged, interested students who possess a desire to learn and to change the world around them
- Independent thinkers and doers who strive to make good choices
- Valued by their teachers and know they are loved by God

Family commitment to a challenging, educational program is critical to any school's success. A school is not merely a collection of administrators, teachers and students. It is a community based on trust, respect and cooperation that enables each part to perform to its highest potential. Students respond best to a caring staff that demands academic excellence within the framework of personal strengths and weaknesses. This type of support is one of the primary assets of private education in general and of St. Cyprian's Episcopal School in particular. Our school has a long history of providing an exciting, challenging, positive, educational environment through the use of small classes, college preparatory as well as specialty curriculum and a superior teaching staff.

## **SCHOOL PRAYER**

Our Father, pour out your Spirit upon St. Cyprian's School that it may be a community of your Son Jesus Christ. Grant that those who teach and those who learn may grow in knowledge and love of you, the source of all truth, through Jesus Christ our Lord. Amen.

## **WHO WAS SAINT CYPRIAN?**

St. Cyprian was a loyal citizen of the Roman Empire who served as an attorney in the Roman Courts of Justice. He converted to Christianity late in life and became a leader in the Christian church. Cyprian was chosen to serve as bishop of the church at Carthage in North Africa where he led and served in the name of Jesus Christ. Although he remained a faithful Roman citizen, St. Cyprian would not deny his faith in Christ in order to please the government. He refused to give to Caesar or any government the worship and devotion that belong to God alone. Cyprian was executed in the year 258 and his life is celebrated each year on "Feast Day" which is September 13th. His life and death have inspired generations of people throughout the years. Our school is named for St. Cyprian and his example calls us all to be servant leaders who are good citizens and faithful followers of God.

## **SCHOOL HISTORY**

St. Cyprian's Episcopal School was chartered in 1955, but several years prior to that, kindergarten and first grade classes were offered in the St. Cyprian's Parish House. The school was originally organized to offer a religious foundation for learning and to provide personal attention to students in small classes. As a ministry and mission of St. Cyprian's Episcopal Church, the school is an integral part of our community. Our educational philosophy is focused upon "educating the whole child" and providing opportunities for each child to grow academically, spiritually, physically and socially.

In 1969 St. Cyprian's Episcopal Church (then located on Second Street in Lufkin, TX, where the Museum of East Texas stands today) was heavily damaged by fire, which resulted in the construction of a new facility in 1972. Both the church and the school shared the new sanctuary and classrooms, thereby realizing the best use of one physical plant. As the school continued to grow, it became apparent that new, separate facilities were needed in order to meet its academic and functional space requirements. A Capital Funds Steering Committee led by Mr. Arthur Temple raised \$1,800,000 and a new freestanding facility for St. Cyprian's Episcopal School was ready for occupancy in February 1984 at its current location.

## **PHILOSOPHY**

St. Cyprian's Episcopal School believes in a strong academic presence using strategies and skills allowing each child to work at their maximum potential. SCES also believes in guiding children in their spiritual growth, facilitating a love of learning, and nurturing a healthy respect for themselves and others. We intend to provide this growth within a Christian context where each person, whether student, teacher, administrator, or staff member, is valued as a child of God.

## **POLICY REGARDING NON-DISCRIMINATION**

St. Cyprian's Episcopal School admits qualified students of any race, color, creed, national or ethnic origin, and sex to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, creed, national or ethnic origin, or sex in administration of its educational policies, financial aid programs, or other school-administered programs.

## **ACADEMIC POLICY**

St. Cyprian's Episcopal School strives to provide each student with an education based on the highest possible academic standard. Therefore, administration and staff give serious consideration when choosing suitable curricular materials. The curriculum is reviewed annually by staff at each grade level. This review is coordinated and approved by the school administration.

## **ENRICHMENT PROGRAMS**

Environmental Science, Music, Art, Physical Education, and Technology are all a part of the elementary curriculum. Our campus operates under a semi-departmentalized alignment. Classes in the enrichment block are taught by separate teachers in a different classroom setting.

## **RenWeb**

St. Cyprian's School utilizes an online grade reporting program called RenWeb. This program has a parent component which allows parents to monitor their child's assignments, attendance and grades. In order to view a student's information, parents must set up access in advance. Information for this may be obtained from the school's Technology Director.

## **HOMEWORK**

Students will often receive assignments that are done outside the classroom. There will be many hands-on projects over the course of the school year, as research indicates an overwhelmingly higher percentage of information is retained by students that can put their learning into practice. Students should be encouraged to plan and utilize their time wisely as they develop homework habits. As we stress for all our students to grow into responsible citizens, please work with your child to become organized so that no books or homework are left at home.

Generally, homework should not take more than 10 minutes per grade level number to complete, depending on the student. Rarely, there may be times that homework would require a bit more time to complete. If your child is taking longer than this to complete their after school work, talk to his/her teacher to find out where the issue may be.

## **HONOR ROLL**

Students who qualify for the All-A and A-B Honor Roll list will be recognized each six-weeks during Chapel service. These distinctions will be for 1<sup>st</sup> – 8th graders only, as our PreK and Kindergarten levels use a grading scale different from the upper grades. All A Honor Roll students will have successfully achieved A's in all classes, including Enrichment classes, as well as Behavior and Study Habits. A-B Honor Roll honorees will have earned no grades lower than one B in one class including Behavior and Study Habits.

## **REPORT CARDS**

Report cards will be emailed home each six weeks. There will be a student holiday after the first six weeks each year for parents to conference with teachers about their child's academic progress. Additional conferences with teachers are welcome, and will need to be scheduled with the individual teacher on his/her conference period. A second scheduled school holiday to allow for teacher conference will take place in May to discuss progress made during the school year.

## **ADMISSION POLICIES (see also RIGHTS RESERVED TO SCHOOL)**

**Preschool: Students applying for the three (3) year old kindergarten and four (4) year old kindergarten programs must reach those respective birthdays by September 1<sup>st</sup> of the year of admission. The Student must be toilet trained, communicate effectively for his/her age and be of sufficient maturity to derive benefit from the Preschool Program. Students will take part in an admission process which includes a play date with the teacher which includes a skills assessment.**

If a student is admitted to the Preschool Program and found to be unable to meet any one or more of these admission criteria, then the student will be placed on probation for a 30 day period while remaining in the classroom and the student's parents will be promptly notified of the same. If the student remains unable to meet these admission criteria at the end of the probationary period, then he/she must remain at home until he/she can adequately prove that these criteria are being consistently met in a classroom environment. The Head of School will have the sole authority to determine whether or not the student is eligible to return to the Preschool Program. The student's place in his/her classroom will be held up to one month. Parents of any student whose place is being held in a classroom shall remain fully responsible for their financial obligations to the school during that time period. If the parent instead decides (or is required) to remove the student from the classroom on a permanent basis for the reasons outlined in this section, then their financial obligations to the school shall be prorated up to the date of withdrawal in accordance with the terms of the Enrollment Agreement.

**5-K: Students applying for the five (5) year old kindergarten program must be 5 years of age by September 1<sup>st</sup> of the year of admission.** After submission of the application, admissions tests and an informal visit with one of the kindergarten teachers for the purpose of determining admissions eligibility will be required.

**Grades 1-8: Students applying for these grade levels must submit report cards and the results of all standardized testing from previous school.** Attendance and discipline records will be solicited from the applicant's previous school(s). Admission may be denied on the basis of information from previous records that indicate any one or more of the following:

1. Excessive absences
2. Habitual or severe discipline problems
3. Failure to meet standards on STAAR
4. Grades on report card that reflect lack of progress

The Head of School has the sole discretion and authority to waive an applicant's denial on the basis of this information for extenuating circumstances.

**Students with learning disabilities:**

Professionally identified learning disabilities will not be the basis of declined admission to the school. It is the intent of the school to provide students the opportunity to be successful and supported in the learning environment. If the student meets all of the other requirements for admission, he/she will instead be admitted on the following basis: The first six weeks of school will be an observation period for the student. Only qualified and pertinent persons such as teachers and the Head of School will be allowed to conduct the observations. The purpose for these observations is to ensure that the school is able to meet the needs of the student. At the end of the first six weeks, a conference will be held with the parents, teachers and the Head of School to determine if the student is succeeding academically and socially. The teachers will give a report on the student's academic progress, social interactions and behavior. If this report indicates that the student is having difficulty in any of these areas, then he/she may be placed on probationary status for the second six weeks.

The Head of School has the sole discretion and authority to place or to not place a student on probationary status. If the Head of School determines that the school is unable to meet the needs of the student, then the student must withdraw from the school immediately and the parents' financial obligations to the school will be prorated up to the date of withdrawal in accordance with the terms of the Enrollment Agreement. If the Head of School instead determines that the school may be able to meet the needs of the student, then the student will be placed on probation for the second six weeks and an Individual Instructional Plan ("IIP") will be developed and implemented during that probationary period. The IIP will be written with input from the teachers, parents and the Head of School. The IIP will define the classroom management and instruction for the student. Specific expectations and outcomes for the student will be determined and set forth in the IIP. The IIP will also include anything else that has to do with the welfare of the student. The IIP is a signed agreement between the student's parents and the school and both parties will have obligations that must be met. At any time either the parents or the school can call for a review of the IIP if there is a need for adjustment. At the end of the probationary period, a conference will be held between the teachers, parents and the Head of School. At this meeting a review of the IIP will be conducted for the purpose of determining whether the IIP was fulfilled and successful. If it is determined that the IIP was successful, then the Head of School has the sole discretion and authority to remove the student from probationary status. If the Head of School instead determines that the IIP was not successful and that the student needs more assistance than the school can provide, then the Head of School will convey to the parents the need to place the student in another educational institution. The parents' financial obligations to the school will be prorated up to the date of withdrawal in accordance with the terms of the Enrollment Agreement.

**SCHOOL VOUCHER POLICY**

Should the State of Texas legislate school vouchers, St. Cyprian's Episcopal School reserves the right to accept or deny school vouchers.

## **HEALTH REQUIREMENTS**

**New students cannot be admitted to the school unless an updated, valid immunization form is submitted to the school office prior to the beginning of the school year.** The office will notify parents of returning students if an updated immunization form is needed and this form must be submitted to the school office within thirty (30) days of such notification. The Texas Board of Health requires all students to be immunized against diphtheria, rubeola (measles), rubella, tetanus, poliomyelitis, HIB (up to age 5) and mumps. Each student must also have a current TB test.

## **COMMUNICABLE DISEASES**

**Exclusion:** The primary criterion for barring a student's attendance is the likelihood that the disease will spread from person-to-person. **The Head of School shall exclude from attendance any student suffering from a "reportable disease" (as defined by the Texas Board of Health) until the criteria for re-admittance is satisfied.** The Head of School will request removal from the school day for any student suffering from scabies, impetigo, ringworm, common cold, infectious forms of conjunctivitis, lice, undiagnosed skin rash or fever in excess of 100 degrees. **Any student with an infectious disease that requires hospitalization must submit a written doctor's statement prior to returning to school.** This includes diphtheria, bacterial and viral meningitis, poliomyelitis and pulmonary tuberculosis. **Students must be free of fever in excess of 100 degrees for twenty-four (24) hours without medication prior to returning to school.**

**Re-admittance: Students excluded from attending school due to a communicable disease shall be re-admitted if one (1) or more of the following criteria is met:**

1. Certificate of the attending physician attesting to non-infection presented;
2. Permit for re-admission issued by the local health authority presented; or
3. Passage of a period of time that corresponds to the duration of the communicability of the disease as established by the Commissioner of Health. A list of all communicable diseases, their duration and re-admission qualifications are available in the school office.

**The school cannot administer medication without the following:**

1. Parent's written permission; and
2. A clearly printed pharmacy label.

**All medication must be sent to the school office where members of the office staff will dispense it.**

## **ASSEMBLY DAYS**

End of School awards ceremonies will be scheduled with dates and times posted on the school website as well as parent notification through school/teacher communication. From time to time during the school year, students will assemble for various presentations and guest speakers.

## **ATTENDANCE**

The cornerstone of any academic community is consistent daily attendance. **Students are therefore expected to be in school on time every day that school is in session.** All school days are clearly noted on the official school calendar, which is published annually. When possible, the school attempts to set a calendar that is compatible with the Lufkin Independent School District (LISD) calendar.

**Excused absences: Excused absences are given for personal illness and for death, illness or emergency within the family.**

When a student is absent, parents must notify the school office by 8:30 a.m. in the morning on the day of absence. In order for a student's absence to be excused, the parent must give a written explanation to the school office at the time of the student's return to school. **The State of Texas requires students to attend 90% of all class sessions in order to be eligible for promotion. A St. Cyprian's student can have no more than ten (10) unexcused absences during the course of a single school year.** Parents and students are expected to assume full responsibility for all class work that a student misses. In an effort to protect students' instructional time, parents are urged to make all medical appointments for after school hours.

**Perfect attendance: In order to receive recognition for perfect attendance, a student must be in attendance every school day, with one tardy or less, per six weeks.** The only exception is when the school requests diagnostic testing. The days of actual testing will be exempt, but extra days will not be exempt. **Seven (7) tardies per semester will equal one (1) absence for the purpose of perfect attendance.**

**Pre-arranged absence: When a student expects to be absent from school, the student's parents are required to notify the Head of School in writing two (2) days in advance of the absence.** It is the student's responsibility to obtain all assignments prior to the absence and to present them completed on the day they return to school.

**Tardies:** Students shall be at school at 8 a.m. when the school day begins. Arrival after 8 a.m. will result in a tardy being recorded for that day. **For a student to receive credit for attending school for the day, St. Cyprian's School requires arrival by 10 am AND attendance for at least 50% of that child's school day.** The school will offer supervision of students arriving at 7:15 for early drop off. Students will move to their assigned classrooms at 7:45 and class instruction begins at 8:00. St. Cyprian's Episcopal School takes seriously the care and supervision of students. **If a student is not picked up within fifteen (15) minutes after dismissal, parents will be billed accordingly for student to attend Creative Care.**

**Sickness during the school day:** If a student becomes ill during the school day, the classroom teacher will send that student to the school office. Parent will be notified if the student needs further medical attention than cannot be provided by the school.

### **BACKPACKS**

Parents are not allowed to open and/or search through backpacks belonging to anyone other than their own children.

### **ST. CYPRIAN'S SCHOOL BOARD MEMBERSHIP**

Fr, Ralph Morgan, Rector  
St. Cyprian's Episcopal Church  
Rebecca Brightwell, President  
Mary Virginia Casper, Secretary  
Chris DeVore, Treasurer  
Lynell Stover, Vestry Representative  
Ervin McWilliams  
Sally Darmstadter  
Dr. Patricia McKenzie

Laura Logan  
Bill Killam  
Dr. Brian Spore  
Val Dobrec  
Ex-officio:  
Dr. Sherry Durham, Head of School  
Kael Nerren, Finance Director

### **CHAIN-OF-COMMAND**

- Give the staff the benefit of the doubt. Realize that what your child tells you will likely be emotionally based and is usually presented in such a way as to keep them out of trouble. You will also likely hear only one side of the story.
- Please realize that there is a reason we have rules at SCES. Every effort will be made to enforce them as consistently and as reasonably as possible. Please do not criticize the school or the staff in front of your child. It will likely reduce his/her respect for authority.
- PARENT CONCERNS WILL BE HEARD. Parents are always urged to discuss issues with their child's teacher first, as that clears up the vast majority of misunderstandings. If satisfactory results are not obtained, parents should proceed directly to the Head of School.
- Concerns pertaining to the overall operation of the school should be addressed to the Head of School.

### **FINANCIAL POLICIES**

The Board of Trustees of the school sets tuition rates and other fees on an annual basis. These amounts are published prior to registration for the next school year. A current tuition and fee schedule is available from the school office.

**It is school policy that a student be enrolled for the entire year. If a student is withdrawn during the school year for any reason, the full amount of outstanding tuition and fees remains due and payable to the school.** An exception may occur if a family is transferred by an employer or moves from the county. The Executive Committee of the Board of Trustees handles exceptions to this policy on a case-by-case basis. Enforcement of

this policy allows the school to continue to meet its financial obligations to faculty, staff and service providers.

### **Tuition Adjustments**

St. Cyprian's Episcopal School shall offer the following tuition adjustments for students:

#### Multiple Student Enrollment Discount:

- 1) When a family/payor has two (2) students enrolled at the school at the same time, the second student shall be entitled to a 10% discount on the annual tuition amount due. If the tuition amounts for each student are not identical prior to applying the discount, the discount shall apply to the lesser tuition amount.
- 2) When a family/payor has three (3) or more students enrolled at the school at the same time, the first student shall not be entitled to a tuition discount, the second student shall be entitled to the discount cited in (1) above and the remaining student(s) shall be entitled to a 20% discount on the annual tuition amount(s) due. If the tuition amounts for each student are not identical prior to applying the discount, the 20% discount shall be applied to the least tuition amounts due and the 10% discount shall be applied to the next to least remaining tuition amount due.

#### Scholarships

If a family/payor applies for and accepts any type of financial need based scholarship offered by the school, they shall not be entitled to receive either the Multiple Student Enrollment Discount or the Faculty/Staff Scholarship. This restriction shall not apply to students who receive honorary/academic scholarships.

#### Prepayment Discounts:

If a family/payor elects to make tuition payments in one (1) annual installment on the date specified in the school's enrollment contract, they shall be entitled to a 4% discount on the tuition amount due.

If a family/payor elects to make tuition payments in two (2) semi-annual installments on the dates specified in the school's enrollment contract, they shall be entitled to a 2% discount on the tuition amount due.

#### Electronic Funds Transfer Opt-out Fee:

Notwithstanding any approved tuition discounts that may apply, if any family/payor elects to make monthly tuition payments but fails to agree to do so by automatic electronic funds transfer, then a 3% administrative fee shall be added on to such monthly payment.

### **General Provisions**

The Board of Trustees shall have the right to amend and/or eliminate the foregoing tuition adjustments by affirmative vote on an annual basis no later than the January Board meeting, to be effective as of the next upcoming academic school year.

A family/payor may take advantage of one or more of the above discounts to the extent that they qualify. Payment incentives are available to families who elect to pay tuition either in one (1) annual payment or in two (2) semi-annual installments. Monthly statements are not mailed or sent home. Monthly tuition accounts are debited by automatic bank draft the 15<sup>th</sup> of each month. If you prefer not to pay by automatic bank draft, a 3% handling fee will be assessed to your account. Accounts not paid by the 10<sup>th</sup> of each month are subject to a late payment charge of \$25.00. Accounts not paid by the last day of each month may result in the suspension of the student until the account is paid. **Academic records, report cards, transcripts and all other information relating to a student will be held until all financial obligations are paid in full.**

### **DELINQUENT ACCOUNTS POLICY**

It is the policy of St. Cyprian's Episcopal School to report all delinquent tuition accounts to the School's Board of Trustees at its regularly scheduled meetings. An account is considered to be delinquent on the 10<sup>th</sup> day of the month in which it is due. On the 15<sup>th</sup> day of the month in which it is due, a letter shall be sent to the family notifying them that the account is delinquent and that a late charge will be added to the amount owed if the account is not paid in full by the 30<sup>th</sup> day of the same month. If the account remains delinquent as of the 15<sup>th</sup> day of the following month it shall be considered thirty (30) days past due. On the 15<sup>th</sup> day of that month, a second letter shall be sent to the family notifying them that, if the account is not paid in full by the 25<sup>th</sup> day of that month, the school will report the delinquent account to the Credit Bureau of Lufkin. The Head of School shall have the authority and discretion to waive all or any part of the foregoing policy on a case by case basis if he/she determines that extenuating circumstances merit doing so.

### **SCHOLARSHIP PROGRAM**

A tuition scholarship program is offered and funded through foundation grants and special gifts to the school. In awarding these funds, the school attempts to meet the need of any student who is financially and academically qualified for the program. **No assurance is made that a scholarship will be renewed for successive school years because monies available for scholarships vary from year to year depending upon the individual gifts and foundation grants received.** For further details concerning the Scholarship Program, please contact the Head of School.

### **MEMORIAL FUND**

The Memorial Fund is maintained in order to assist individuals who wish to make financial gifts to the school in memory of a loved one or in celebration of birthdays, anniversaries, births, teacher appreciation, etc. Notes of acknowledgment are sent to the recipient or the family of the recipient and to the donor. Gifts to the Memorial Fund are used for library acquisitions, the Scholarship Fund, the Dyslexia Therapy Program and other special needs of the school or special areas of interest of the donor. Gifts made to the Memorial Fund are tax-deductible.

### **BIRTHDAY CELEBRATIONS**

In addition to gifts to the Memorial Fund, parents may present a book to the school library in honor of their child's birthday. A nameplate bearing the student's name and date of birth will be placed in the book. Suggestions for appropriate books are available from the school librarian.

## **ANNUAL FUND**

The Annual Fund provides financial support to the annual school budget, which enables the school to strengthen existing programs and to initiate new programs. Gifts made to the Annual Fund are tax-deductible.

## **St. Cyprian's Episcopal School Guild**

The St. Cyprian's Episcopal School Guild is an auxiliary group that aids the school through a variety of projects and activities. It was initially formed to promote friendly relationships among parents and to encourage their involvement in, and support for, projects that aid the school academically, socially and financially. All parents of St. Cyprian's students automatically receive membership in the guild and are encouraged to participate in activities throughout the school year. All projects that involve parents, teachers and students are coordinated with the Head of School. Funds generated by these activities are expended each year for the improvement of St. Cyprian's Episcopal School.

## **CHAPEL**

Knowledge of the Christian faith and its history is essential to fully understanding our western culture and heritage. **As such all students and faculty at St. Cyprian's Episcopal School are expected to participate in chapel services as a part of our curriculum.** A student, teacher, or the Rector of St. Cyprian's Episcopal Church leads these services. During the service students listen to a Christian homily and participate in songs, prayers and responsive readings from the Bible. Chapel services are Biblically based, ecumenical in spirit and often follow the Episcopal Church Book of Common Prayer.

## **CODE OF BEHAVIOR AND DISCIPLINE POLICY**

St. Cyprian's Episcopal School believes that discipline in any social community is necessary to maintain order so that specific objectives may be achieved. In a school setting, good discipline creates conditions that are favorable for learning and personal growth within a safe, comfortable and secure environment. Discipline is the very basis for learning. Students at St. Cyprian's Episcopal School must conduct themselves appropriately. **The school is not prepared to accept or handle emotionally disturbed students or students with severe discipline problems.**

The intent of the Code of Behavior and Discipline Policy is to promote St. Cyprian's as a school that is pleasant, respectful and affectionately remembered by students, parents and teachers.

### **I. Student Responsibilities**

#### **A. Honesty**

1. To produce one's own work.
2. To speak only the truth.

#### **B. Courtesy**

1. To befriend one another.
2. To use polite words.
3. To listen carefully and follow directions.
4. To participate in orderly discussions by raising one's hand to be recognized.

5. To open doors for others.
  6. To use "Please" and "Thank you" in normal conversation.
- C. Respect
1. To respect ownership of another's possessions and of the school's materials and facilities.
  2. To use school property correctly.
  3. To demonstrate fair play and good sportsmanship.
  4. To respect the feelings and rights of others.
- D. Obedience and Discipline
1. To obey the direction of any member of the faculty or staff.
  2. To conduct himself or herself in such a manner as to be a credit to the school.
  3. To refrain from fighting or hitting. (No one is ever justified in striking another person, even if provoked.)
  4. To report to classes on time.
  5. To complete each assignment.

## II. Parent Responsibilities

- A. Accept primary responsibility for discipline.
- B. Ensure that the dress code is followed.
- C. Attend any scheduled parent/teacher conferences.
- D. Support the decisions made during parent/teacher/Head of School conferences.
- E. Agree that they will not make or solicit any comments, statements or the like to the media, on the Internet (including in social media) , or to others that may be considered to be derogatory or harmful to the good name and reputation of St. Cyprian's Episcopal School and its Head of School, teachers, and other employees.

## III. Faculty/Staff Responsibilities

- A. Clearly define behavioral expectations.
- B. Strive to handle problems early by using positive reinforcement for good behavior.
- C. Clearly communicate negative consequences of poor behavior.
- D. Treat students fairly and maintain consistency in all situations.
- E. Discuss immediately any behavior problems or suspected behavior problems with parents.

## IV. Sequence of Disciplinary Action:

- A. **Verbal warning:** Verbal warnings by teachers may be given, but are not required. Circumstances may require the teacher to proceed to another section. In any event, no more than three (3) verbal warnings will be given during the equivalent of a class period.
- B. **Isolation** (Time out): Inappropriate behavior should not be allowed to interrupt classroom time and isolation can be an effective tool in managing such behavior. If verbal warnings do not prove effective, the student may be placed in isolation until a teacher/student conference can be held.

- C. **Teacher/student conference:** At times, in order to promote appropriate behavior, a teacher/student conference may be necessary. Such conferences set consequences for continued inappropriate behavior.
- D. **Head of School/student conference:** If unacceptable behavior persists after the teacher meets with the student, the student may be sent to the office to meet with the Head of School. The Head of School may warn the student of further consequences, assess further consequences, or request a meeting with the student's parents.
- E. **Teacher/parent/student conference:** If behavior problems persist, parents may be asked to attend a conference with both the teacher and the student.
- F. **Teacher/parent/Head of School conference:** Tools such as behavior contracts and assignment of additional duties for the student may be imposed during teacher/parent/Head of School conferences.
- G. In the case of **serious infractions** of the Student Code of Behavior such as hitting, direct insubordination to a staff member, or failure to respect the feelings and rights of others, a teacher may choose to send a student directly to the Head of School.

**V. Head of School's Responsibilities**

If a student is sent to the school office for inappropriate behavior, the Head of School will confer with the student, teachers and parents as needed. Parents will always be contacted in the event that recommendations involve suspension or dismissal from school.

The Head of School may enforce any of the following:

- A. Detention, including, but not limited to, assignment of duties during lunch, free time and/or after school.
- B. Exclusion from school-sponsored activities, including, but not limited to, school parties and field trips.
- C. In-school suspension.
- D. Out-of-school suspension.
- E. Dismissal from school if the student's behavior or presence in school is considered to be detrimental to other students or is deemed necessary for the school's best interest. The Executive Committee of the Board of Trustees shall to be notified immediately in such instances.

**VI. The following may result in immediate suspension or dismissal from school:**

- A. Bringing a firearm or any other lethal weapon onto the school campus.
- B. Bringing illegal drugs or alcohol onto the school campus.

**VII. Tuition after Dismissal**

If a student is dismissed from St. Cyprian's Episcopal School, reimbursement of tuition will be handled in accordance with the terms of the enrollment contract between the school and the parents.

## **DRESS POLICY**

**See Exhibit A in back of handbook.**

## **RIGHTS RESERVED TO SCHOOL**

The Head of School (with the assistance of current and rising grade level teachers) shall have the responsibility of placing students in homerooms at the beginning of each academic school year. If (and only if) there are extenuating personal circumstances such as separating siblings or unusual physical, interpersonal or behavioral issues, parents may make specific requests for their student's homeroom placement. However, the Head of School shall have the sole discretion to accept or reject any such placement request for any reason whatsoever.

The Head of School reserves the right to select and admit applicants who are most likely to benefit from the school's academic and/or therapy programs.

**The school reserves the right to suspend or dismiss a student for any of the following reasons:**

- A. Unsatisfactory academic performance.
- B. Student's financial account being in arrears thirty (30) days or more.
- C. Possession of an alcoholic beverage, drugs, or weapon.
- D. Conduct resulting in personal injury to another person.
- E. The destruction or theft of school or other property.
- F. Conduct that demonstrates that the student does not have sufficient ability or maturity to benefit from the school's programs.
- G. Excessive absences which interfere with student's progress in school's programs.
- H. Student/Parent conduct which interferes with the

Suspension or dismissal is determined by the Head of School, who will take into consideration the nature and extent of the offense.

**The school reserves the right to use pictures and information concerning the school and its students for public relations in local news media.**

**The school reserves the right to administer academic achievement or intelligence tests either on a group basis or on an individual basis. When such tests are administered, parents are notified prior to testing and of the results.**

**The school reserves the right to amend and revise this Handbook at any time, but all parents will be notified of any such changes in a timely manner.**

## **SCHOOL DISMISSAL TIMES**

Students are dismissed at the following times:

- Pre-K3 – Pre-K4                      2:50 p.m.
- 1<sup>st</sup> - 3<sup>rd</sup> Grade                        3:00 p.m.
- 4th through 8<sup>th</sup> Grade                3:10 p.m.

**Please notify the school office if there is an unexpected delay in picking up a student, or if a student is being picked up by anyone other than an authorized person. The school does not allow students to leave with unauthorized persons.**

**Whenever it is necessary for a parent to take a child out of class during the school day, a written note to the school office is required. In these cases, parents or guardians are asked to pick up the student from the school office, not the classroom.** Teachers may not release a student during the school day to anyone except school office personnel. Any student who leaves the campus during the school day must be signed out by parent or guardian and must report to the school office upon their return.

## **CURRICULUM**

Information regarding the current general and specialty curriculums for St. Cyprian's Episcopal School is available in the school office. Suggestions and recommendations are welcomed and will be considered as the faculty and administration review the curriculum in the ongoing process of evaluation and revision. Your suggestions and recommendations should be directed to the Head of School. Curriculum guides are used for the purpose of providing consistency and continuity in what is being taught.

## **GRADES AND REPORTING PERIODS**

Students in the Preschool Program are evaluated during the school year and a comprehensive written evaluation is provided to the parents at the end of each semester. Report cards for students in 5K through 8th grade are emailed to parents at the end of each six (6) weeks. These reports are intended to give parents an objective evaluation of their child's progress and parents are encouraged to visit with teachers concerning grades or behavior at any point during these grading periods. Parents have access to student grades daily through RenWeb. In 3K through 8th grade, teachers frequently send home folders, which allow parents to review class work and provide a mechanism for sending home school notes. Parents' involvement in their child's school life will help ensure academic success.

## **EVALUATION KEY**

Report cards utilize the following evaluation key\*:

E - Excellent		
S - Satisfactory	A 93-97	C+ 77-79
N - Needs improvement	A- 90-92	C 73-76
U - Unsatisfactory	B+ 87-89	C- 70-72
M - Modified	B 83-86	F 69 & below
T - Dyslexia Therapy		
A+ 98-100	B- 80-82	

\*Skill-set checklists may be used for younger students

## **CONFERENCES**

Parents are encouraged to have at least one (1) conference with the classroom teacher or teachers during each semester. One day in the fall and one day in the spring are set aside for parent/teacher conferences, which are conducted in private. Conferences are scheduled in fifteen (15) minute intervals and notices are sent home prior to conference days so that parents can choose convenient times for those conferences. Teachers are expected to make

frank and fair appraisals of the student's development. Any discussion of other students in the class, however, is usually irrelevant and may involve a violation of professional ethics.

**Please notify the school whenever an important change occurs in the routine at home (e.g., a move, staying with grandparents or others while parents are out of town).** A change at home affects the behavior and attitude of a student at school and it is important for the school to be informed.

For information about the normal academic work and general conduct of a student, the parent may schedule a conference with the teacher. Parents may not interrupt any teaching situation or expect teachers to interrupt their classes for conferences. However, parents are invited to visit classrooms. These visits are to be scheduled with the teachers in advance. **All parents need to check in at the school office whenever they are on campus.**

### **TEXTBOOKS**

All issued textbooks may be taken home for the student's use and study and should be covered in a book cover and returned undamaged. **Students are required to pay for any books (including library books) that are lost or damaged.** When a student loses a textbook, it must be paid for before another one is issued. The school office gives a refund if the lost book is found and returned to the school.

### **HOMEWORK**

Homework assignments are utilized as practice exercises and are not used to introduce new material. They are designed to instill responsibility and to encourage time management and independent study habits. Assignments are geared to meet the needs of each student and to foster academic potential. Parents are encouraged to provide a quiet place and time for homework. When parents expect their children to complete assignments each evening, confidence builds and grades improve.

Students who are absent from school due to personal illness are given the opportunity to make up all assignments. Schoolwork should be made up within one (1) week after the illness unless special arrangements have been made with the teacher. Parents may request assignments from the teachers and these assignments may be picked up from the school office between 3 p.m. and 4 p.m.

### **SCHOOL SUPPLIES**

As a school service, a complete set of pre-packaged school supplies are provided for students at the beginning of the school year. These packages are delivered to the classroom on the first day of classes.

**CREATIVE CARE** is St. Cyprian's Episcopal School's after-school childcare program that is licensed by the State of Texas. This program provides a stimulating, exciting and positive learning environment for each student so that the after-school hours are spent in activities that are fun and challenging. Creative Care shares the mission of St. Cyprian's Episcopal School by providing opportunities for children to grow to their potential through the exploration of many imaginative and fun-filled activities.

## **SPECIAL EVENTS**

**AWARDS:** The teachers at St. Cyprian's Episcopal School will make every effort to reward the positive accomplishments of all students throughout the school year. Teachers use positive verbal reinforcement and other rewards. Students who qualify for the Father Caskey Awards, the ECW Academic Achievement Award and the Jim May Dyslexia Award will be recognized at a special ceremony at the end of the school year. Parents whose children will be recognized are notified in advance.

**FIELD TRIPS:** The Head of School must approve all field trips that keep students past regular school hours and parents are given adequate prior notice of such trips. **All students are required to participate in field trips that are held during school hours.** Travel for field trips is restricted to and from the site only with no side trips, unless the entire class stops for the same purpose. **Individual cars transporting students should not make side trips under any circumstances. All drivers and passengers on school field trips must wear seat belts.** Alcohol and/or tobacco products are never to be used by anyone, including parents or chaperones, while participating in any school activity. In order to drive on a field trip, a parent must go through Safeguarding God's Children and submit to a criminal background check. Forms and arrangements for both may be obtained in the school office.

Whenever students are traveling away from school, they are subject to the same rules, regulations and appropriate politeness and civility observed on the school campus.

**TEACHERS ARE IN CHARGE OF ALL FIELD TRIPS.** They will establish or approve all itineraries and agendas for all trips. As in the classroom, teachers will determine what is acceptable or unacceptable behavior. Parents chaperoning are expected to provide leadership and cooperation with teachers in assuring a safe and enjoyable time for all students. Attitude on field trips is important. Students will immediately pick up on any negative comments and attitudes. Few field trips go exactly as planned. If you have concerns or comments, meet with staff members after the trip and discuss them. Teachers welcome and encourage any and all constructive feedback.

**PROGRAMS:** During the school year, several programs may be scheduled for hours that are not in the regular school day. Students and parents alike are encouraged to participate and attend these programs. Every effort will be made to schedule these events with adequate prior notice for family calendar planning.

**PARTIES:** Class parties are held for Thanksgiving, Christmas, St. Valentine's Day, Easter and at the end of the school year. Parties are run by homeroom mothers and are scheduled to take place during the hour prior to dismissal time. End-of-year parties are scheduled for the last day of school for the entire class and the Head of School must approve plans for activities before being finalized.

**Making alcohol available to other parents at school parties, whether on or off campus, is strictly prohibited.**

**Birthday parties are not held at school. If parents would like to send cupcakes or cookies to school on their child's birthday as a treat, arrangements must be made in advance with the child's teacher and every student in that class must be included.** Invitations to birthday parties or any other type of party held outside of regular school hours are not issued at school unless every student in the class is invited. Flowers, balloons, or

other gifts delivered for a student at the school will be held in the school office and given to the student at the end of the school day.

### **LUNCH PROGRAM**

St. Cyprian's Episcopal School provides a daily hot lunch program for students. Students may bring a lunch and purchase milk or juice in the cafeteria. The office issues a monthly menu form for parents to use in making decisions regarding student lunch participation. RenWeb offers lunch selection and payment. Daily payment and selection may take place with payment made to the office. If you need to cancel or add a lunch please call before 9:00 A.M.

### **TRANSPORTATION**

St. Cyprian's Episcopal School does not provide transportation to and from school. Families are responsible for seeing that students arrive at school on time and are picked up after classes dismiss. The driveways in front of the school are two-lane drives. The inside lane of each of the drives (that closest to the school) is for parking and the outside lane of each of the driveways is for transit.

Parents are asked not to leave their vehicles unattended in the transit lanes during arrival and dismissal times. If parents need to leave their vehicles to come into the school building, they are asked to park on the inside lane of either driveway. The school wants to ensure the safety of every student in the driveway area and parents' cooperation is greatly appreciated.

### **TOYS**

Toys of any sort brought to school without the approval of the classroom teacher are discouraged. Teachers will notify parents of days that are designated for Show-and-Tell and/or sharing and will give guidelines in the types of items that are appropriate for these days. We know that younger students as well as older ones like to bring things from home to show their friends, but when this is not done under proper supervision, problems can occur. The school appreciates parents' cooperation in this matter. The school is not responsible for lost, damaged, or stolen items.

### **TELEPHONE USAGE**

The office will contact parents in instances of illness or emergencies. Forgotten homework and arranging after-school activities are not considered to be emergencies. Students are not summoned from classes to receive phone calls; however, messages are taken by the school office and transferred to students at an appropriate time. **Students may not use the telephones to make telephone calls without permission from the school office staff.** A member of the staff or faculty will make a call on behalf of a student when it is deemed necessary by the school.

### **EMERGENCY PROCEDURES**

**A new emergency procedure card provided by the school must be filled out on the first day of every school year. Parents must make sure that this card is kept current throughout the school year.**

**In the event of inclement weather, St. Cyprian's will generally follow the lead of LISD.** Parents should listen to the news media for announcements regarding school closings. Do not assume that we are closed unless you hear a specific notification to that effect. If it is

necessary to dismiss school early due to an emergency, we will attempt to call every student's family. Parents should not take other students with them without first checking with the school office.

**In case of a natural disaster or a hazardous materials incident, students will be transported to the First United Methodist Church at 805 E. Denman.** Parents will be notified by phone as soon as possible. Parents may then pick up their children at that location.

In the event of a power failure, the school telephones should continue to work, but do not ring to indicate incoming calls. Telephones are answered only if someone picks up the phone. Please keep trying! Someone should eventually answer the phone in this event.

### **ACCREDITATION**

St. Cyprian's Episcopal School is accredited by the Southwestern Association of Episcopal Schools, AdvancED and the Southern Association of Colleges and Schools. The Texas Education Agency and any other similarly accredited school agency in the nation fully recognizes our accreditation. Project Learning Tree has designated our campus as a Green School and we are identified as a Keep America Beautiful Campus.

### **TECHNOLOGY USE GUIDELINES**

The information systems and Internet access available at St. Cyprian's Episcopal School are intended for educational purposes only. The use of these systems is considered a privilege, not a right.

The term "information systems" includes, but is not limited to, macbooks, ipads, hardware, software, communication lines and devices, graphing calculators, terminals, printers, CD-ROM devices, tape drivers, scanners and any computers located anywhere on the St. Cyprian's campus. The term "users" includes all administrators, faculty and staff members, students, volunteers, parents and other individuals who have approval and/or permission to use any portion of the information systems.

These information systems are operated by students and faculty for the mutual benefit of all concerned and all users are expected to assist in the successful operation of the facilities. Users should not do, or attempt to do, anything that might disrupt the operation of the network or equipment and/or interfere with or disrupt the learning of students.

Access to information systems shall be pre-approved by the Head of School or the Technology Teacher. The school may restrict or terminate any user's access without prior notice, if such action is deemed necessary to maintain computing availability and security for other users of the systems. Disciplinary action, including suspension and/or expulsion, may also be imposed. The following guidelines are intended to help users understand appropriate use:

## **ETHICAL CONDUCT FOR ELECTRONIC USERS:**

With the use of information resources and information technology, it is the responsibility of all users to:

- Recognize and honor the intellectual property of others.
- Comply with legal restrictions regarding plagiarism and the use and citation of information resources.
- Restrict the use of the information systems and resources to the educational mission or function of St. Cyprian's Episcopal School.
- Help maintain the integrity of the school information system.
- Refrain from causing any unauthorized, deliberate action that damages or disrupts a computing system, alters its normal performance, or causes it to malfunction regardless of system location or time duration.

Deliberate tampering or experimentation is prohibited. It is a violation of these guidelines to modify any system files and folders or any control panel files without prior approval of the Technology Teacher. The use of computer systems for personal goals unrelated to the mission or function of St. Cyprian's Episcopal School or for private gain is prohibited.

## **RIGHTS OF OTHERS:**

Users should respect the rights of others using a lab and/or the network. The following rules apply:

- Use assigned workstation, if required by a teacher.
- Always log off your workstation.
- Avoid deliberately attempting to disrupt systems performance or interfering with the work of another user.
- Leave equipment and room in good condition for next user/class.

## **SECURITY:**

Responsibilities include:

- Copyrighted software shall not be downloaded from the Internet or further transmitted in any form without compliance with all terms of preauthorized licensing agreements. Infringement or violation of U.S. or international copyright laws or restrictions will not be tolerated.
- Any attempts to circumvent the licensing control or the copying of software from the network without the Technology Teacher's permission is prohibited.
- Security on any computer system is a high priority, especially when the system involves many users. If a person feels that he/she can identify a security problem on the Internet or on the network, he/she must notify the Technology Teacher. He/She should not demonstrate the problem to other users.
- Any user identified as a security risk or as having a history of problems with other computer systems may be denied access to the Internet as provided by St. Cyprian's Episcopal School.

## **HARDWARE:**

Responsibilities include:

- Report equipment problems immediately to the Technology Teacher.
- Leave workstation and peripherals in their designated places.
- Keep work areas neat and clean. No gum, food, or drink in any area where computers are located.
- Do not remove any parts of the computer (i.e. letters off keyboards, mouse parts, etc.).
- Adult supervision is mandatory.
- No personal grooming in any computer area.

## **INTERNET/WORLD WIDE WEB USAGE:**

The term "Internet access" includes all methodologies used to connect to individual computer networks around the world. A web page can contain a mixture of graphics and text and can include embedded references to other such pages.

Responsibilities include:

- The user exercising his/her privilege to use the Internet as an educational resource shall also accept the responsibility for all material received under his/her account.
- All users are prohibited from accessing portions of the Internet that do not promote the educational mission of St. Cyprian's Episcopal School and which do not comply with the Code of Behavior and Discipline Policy.

## **ELECTRONIC MAIL ETIQUETTE:**

All users will be expected to abide by the generally accepted rules of Email etiquette. These include, but are not limited to, the following:

- Be polite and use appropriate language. Do not write or send abusive messages.
- All mail communications must reflect the sender's ID.
- Do not reveal your personal address or phone numbers or addresses and phone numbers of other students or teachers.
- Electronic mail is not guaranteed to be private. People who operate the system do not have access to all mail.
- The user is responsible for all mail received under their user accounts.
- Messages relating to or in support of illegal activities may be reported to the authorities.
- Forgery, or attempted forgery, of electronic mail of other users is prohibited.
- Attempts at sending unsolicited junk mail, "for-profit" messages and chain letters are prohibited.
- The user is responsible for making sure all email received by him/her does not contain pornographic material, inappropriate information or text-enclosed files that are potentially dangerous to the integrity of the hardware on school premises.

## **PRIVILEGES:**

The use of the network and Internet is a privilege, not a right and inappropriate use will result in a cancellation of this privilege. The faculty member who is supervising student access is responsible for the operation of the Internet access. That person will decide what is

“inappropriate” and his/her decision is final. Due process will consist of appeal of the decision to the Head of School. The staff may deny access at any time as deemed appropriate and without notice. The Head of School may ask the staff to deny, revoke, or suspend specific user access, for violation of network computing regulations and guidelines, or as a result of other disciplinary action against the user, with or without cause. Any dispute regarding the enforcement of these guidelines shall be resolved by the Head of School (or designee), whose decision will be final and binding

**VANDALISM:**

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user or any of the other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading/downloading or creation of computer viruses. Vandalism includes the intentional mishandling of any computer related hardware or software owned by St. Cyprian’s Episcopal School.

## **EXHIBIT A: OFFICIAL DRESS CODE *Effective 7/1/2015***

### **3K, 4K, 5K**

Girls: Jumper in school plaid or navy with a white blouse with sleeves. Shorts, skirt, pants, skort or capris in khaki, navy blue or school plaid. Knit “polo” type collared shirts in white, navy or red with the St. Cyprian’s logo\*(required).

Boys: Shorts or pants in navy or khaki. Knit “polo” type collared shirts in white, navy or red with the St. Cyprian’s logo\* (required).

Dress Uniform (Worn on Wednesdays): Red knit shirt with St. Cyprian’s logo (required) worn with navy shorts, pants or skirt. Belts are not required for pre-school age children.

### **1ST- 8TH-GRADE**

Girls: Jumper in school plaid or navy with a white blouse with sleeves. Shorts, skirt, pants, skort or capris in khaki, navy blue or school plaid. Knit “polo” type collared shirts in white, navy, or red with the St. Cyprian’s logo\* (required). Shorts or pants with belt loops must be belted with a navy, black, or brown belt.

Boys: Shorts, or pants in navy or khaki. Knit “polo” type collared shirts in white, navy or red with the St. Cyprian’s logo\* (required). Shorts or pants with belt loops must be belted with a navy, black, or brown belt.

Dress Uniform (Worn on Wednesdays): Red knit shirt with St. Cyprian’s logo (required) worn with navy shorts, pants, or skirt. Shorts or pants with belt loops must be belted with a navy or black belt.

### **GENERAL INFORMATION**

- **\*No uniform items will display a logo of any sort other than the St. Cyprian’s logo, which may be obtained from *Real Graphics, A Stitch in Time, AAA Trophy & T-Shirt, Petunia Bottoms, Land’s End* or applied at any embroidery establishment of your choice. (Land’s End preferred school number is 9000-3829-0. Land’s End returns a cash back credit of all purchases made back to the school at the end of the year.)**
- Shirts must be tucked in at all times (except sweats) Turtlenecks in white, red, or navy may be worn under uniform shirts or sweatshirts on cold weather days.
- Footwear: No sandals are allowed. Rubber soled shoes only allowed, and must have enclosed heels and toes. Socks must be worn with all shoes. No boots and no heels higher than ½ inch. Tennis shoes are also permissible. Girls’ legging or tights must be in colors of red, navy or white.
- Heavy coats may be worn into the building but must be put in lockers or hung on hooks during class time. Navy, red or white sweaters and sweatshirts may be worn in the classroom. The sweatshirts/sweaters must be plain or carry the St. Cyprian’s logo. GAP, College sweatshirts, or store brand tops are not permissible.
- All shorts and skirts must be no shorter than four inches above mid knee or no longer than mid-knee. All official measurements will be done discreetly in the office. Navy blue sweat pants may be worn in inclement weather, but if removed, uniform clothing must be present.
- Monday, Tuesday and Thursday are proper uniform days. Wednesday is a dress uniform day and all school chapel day.
- Friday is St. Cyprian’s Spirit Day. Students may wear St. Cyprian’s Polo, St. Cyprian’s T-shirts or appropriate college or high school team shirt with blue jeans, khaki or navy pants or shorts. Friday is a proper uniform day if a student is not dressed for St. Cyprian’s Spirit Day.
- During the school year there will be Free Dress Days offered for students to be allowed a choice of clothing acceptable to the school environment. These days are often fundraisers or given as awards for various accomplishments

Please comply with general safety and modesty standards by not wearing open-toed shoes, spaghetti straps and caps. Student attire that distracts, disrupts, or interferes with the learning environment is prohibited. The final determination of a student being out of dress code rests with the Head of School.