



**St. Cyprian's**

*Episcopal School*

Preschool • Elementary • Middle School • High School

PARENT & STUDENT  
**HANDBOOK**  
**2023-2024**

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## **PURPOSE OF THE HANDBOOK**

We are designing programs and spaces that allow students to explore their questions, passions, and interests. Providing a hands-on, experiential learning environment, St. Cyprian's focuses on helping each student identify his or her individual talents and areas of interest. Students are taught how to build on those gifts for a lifetime of success.

St. Cyprian's Episcopal School is a community of students, teachers, parents, and administrators that cares about and respects all people within and outside the walls of the school. We model and teach love for all humanity, and we value the contributions and perspectives of each individual. St. Cyprian's Episcopal School administers its personnel, academic, extracurricular and Family Individualized Tuition programs without regard to gender, race, religion, ethnicity or national origin.

The family handbook is intended to be a guide to the policies of St. Cyprian's Episcopal School. All decisions regarding admission, academic progress, grade level and classroom placement, discipline and participation in programs or activities are at the sole discretion of the school's administration.

## **PARENT PARTNERSHIP**

St. Cyprian's provides a positive environment that supports students with an expectation of high standards and ethical behavior. Guided by our goal of achieving an educational environment of professionalism supporting our core values, St. Cyprian's confirms a collaborative partnership with its parents in the development and education of our students.

Affirming that a healthy school community is one of trust and respect, we share deep faith in our families and work to foster the same trust in return. Realizing the importance of shared positivity, support and grace as we partner together for our students, we expect parents to work with us collaboratively and avoid gossip or negativity in the community that might be counterproductive to our mission.

At the same time, should a parent's or other family member's involvement with the school become disruptive and/or counterproductive, the school reserves the right to render judgment that the relationship between the school and family is not working well and is not in the best interest of either party. In such cases, the student(s) in this family may not be invited to return to St. Cyprian's. In extremely difficult or unproductive situations, the student(s) may be dismissed during the academic year.



# St. Cyprian's

—*Episcopal School*—

Preschool • Elementary • Middle School • High School

## IDENTITY STATEMENT

*Learn* with confidence, *Serve* with compassion,  
*Lead* with courage, *Walk* as Lions.

## MISSION

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

## CORE VALUES

### *Learn*

To inspire confident and curious lifelong learners through inquiry and authentic learning.

### *Serve*

To foster empathy for others with acts of kindness and compassion while creating a supportive community through trust, cooperation and care.

### *Lead*

To develop courageous leaders with a passion for excellence, agility and perseverance.

### *Walk*

To share the timeless values, character, and honor that are essential to the Christian faith.

## **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.

## **SCHOOL HONOR CODE**

A St. Cyprian's student is trustworthy, honorable, and respectful in all behavior and communication. All students hold themselves and their peers equally accountable to these standards.

## **THE EPISCOPAL NATURE OF THE SCHOOL**

Episcopalians, like all Christians, believe that our life is founded on the life of Jesus, and that as a Church, we are called to offer the redeeming love of God in Christ to all people. Episcopal schools are a concrete expression of the Church's care for young people and their families and are of the belief that God calls us to love all of God's children. This open, welcoming, and loving attitude toward people of all faiths and traditions ensures that every child is a beloved member of the school community.

As an Episcopal School in the more than 300 year tradition of Episcopalians providing excellence in education, St. Cyprian's reflects a particular style and temperament that is unique to other private schools. While independent in mission, operation, and governance, our relationship with the Episcopal Church connects us to the history, tradition, resources, and stability of the Episcopal Diocese of Texas which provides St. Cyprian's with a foundation that many other private schools lack. This is especially true in the openness of Episcopal schools to have religiously diverse students and faculty. Historically, the primary concern in Episcopal Schools is excellence in education and the development of character, virtue, and honor.

## **ACCREDITATION AND MEMBERSHIPS**

St. Cyprian's accreditations and associations are important to maintaining the high standards. Aligning ourselves with the most prestigious schools in the region St. Cyprian's is accredited by the Southwestern Association of Episcopal Schools (SAES) and Cognia/SACS CASI. Our accreditations are recognized by the Texas Education Agency (TEA), and we are a member of College Board and the National Association of Secondary School Principals (NASSP).

## **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.

## **GOVERNANCE**

At St. Cyprian's Episcopal School, the Board of Trustees is the guardian of the school's mission. The Board must adopt the school's mission, vision and strategic goals and then establish policies and plans that reinforce them. A private school board is responsible for being careful stewards of the school's

resources and is held accountable for the financial stability of the institution. The Board of Trustees hires one employee, the Head of School, to manage the school in accordance with its purposes and objectives. The Head of School is responsible for the day-to-day operation of the school. The Head of School, and his or her administrative team, oversees all aspects of the operation of the school, including the curriculum, faculty and staff recruitment, hiring and evaluation, student admission, retention, counseling and discipline and communication with and reporting to parents or guardians. The Board of Trustees does not make operational decisions or act as a Board of appeals for operational concerns or issues, as that is the purview of the Head of School.

## **RIGHTS RESERVED TO SCHOOL**

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

**The school reserves the right to suspend, dismiss, or deny access to campus to a student or an adult 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, harassment or bullying including cyberbullying and terroristic threats.
- 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/Family Member conduct which is contrary to the school's policies.

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.**

## **COMMUNICATIONS**

### **Directory**

Contact information, including the addresses and telephone numbers of students, parents, faculty and staff, is provided to school families through the password-protected area in the FACTS Family Portal login. The directory information is provided for use only by the school community for school-related

business. Address and phone updates can be made in the front office.

### **Email & Remind**

The primary sources of communication between the school and parents are email and Remind. Parents or guardians may receive frequent emails from the school with an “@saintcyprians.org” address. We ask that you set email filters to accept this communication.

### **FACTS Family Portal & FACTS Family App**

The school has purchased a yearly license for all families of students attending St. Cyprian's to the FACTS Family Portal and FACTS Family App. This program allows you to access everything from grades and homework to lunch menus and calendars. Additionally, you can view your account balances and make payments. You can load the Mobile App on all your devices with no additional cost.

### **Social Media**

As part of our commitment to build an engaging social media presence, St. Cyprian's maintains an active presence on social media sites including Facebook, Instagram, and YouTube. We encourage our families to “like” and share our posts about the St. Cyprian's community. School families are encouraged to use the school hashtag, #walkaslions, on posts related to school and student activities.

### **Website ([www.saintcyprians.org](http://www.saintcyprians.org))**

The St. Cyprian's website is continuously updated with information pertaining to academic and extracurricular events. In a password-protected area, the FACTS Family Portal login provides parents and students access to grades, assignments, school calendars and additional resources pertaining to school events and activities.

### **Yearbook**

The St. Cyprian's yearbook is published each year as a record of the classes, events and people who have contributed to the St. Cyprian's experience. The book is prepared by staff and Upper School students and reflects the unity and diversity of St. Cyprian's from Preschool through Upper School. The yearbook will go on sale in the fall.

## **EMERGENCY PROCEDURES**

**Emergency contact information is submitted to the school through Online Enrollment. Parents must make sure that this information is kept current throughout the school year. Updates can be made in the office.**

**SCES has developed a Crisis Management Plan for emergency situations.** In the event of an emergency or unforeseen crisis, SCES will implement our Crisis Management Plan. SCES Crisis Management Team will work in connection with local law enforcement and emergency services to facilitate the necessary protocol based on each emergency circumstance. Please note the following:

**In the event of inclement weather, St. Cyprian's will monitor local news and make decisions that are in the safety and best interest of our students, families and faculty.** 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 use Remind, email or text to contact every student's family.

**In case of a natural disaster or a hazardous materials incident, students will be transported to the St. Cyprian's Episcopal Church at 919 S John Redditt Dr.** Parents will be notified by phone as soon as possible. Parents may then pick up their children at that location.

## **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 remain due and payable to the school.** An exception may occur if a family is transferred by an employer or moves from the county. Enforcement of this policy allows the school to continue to meet its financial obligations to faculty, staff and service providers.

### **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.

The enrolling parent or guardian of a student admitted into St. Cyprian's Episcopal School accepts and agrees to be bound by the terms of the enrollment agreement.

**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. 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.

### **Tuition**

Tuition is due and payable through FACTS Tuition Management billing entity on the 1st of each month. For more information regarding FACTS Tuition Management, please contact the business office.

All school records, grades, and transcripts will be withheld for any student for whom tuition or other school charges are delinquent. If tuition is more than 60 days past due, a student may not be allowed to attend classes or participate in school activities. Seniors may not be allowed to participate in graduation if they have past due balances.

## Scholarship/Discount Criteria

Students are only eligible for one discount. 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 any other discount. This restriction shall not apply to students who receive honorary/academic scholarships.

If a parent/guardian is employed as clergy, then one student per family shall be entitled to a 10% discount on the annual tuition amount due.

## Prepayment Incentives

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 rate.

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 rate.

\*Failure to meet the terms of this plan will result in the loss of the discount that is offered by this plan and your plan will default to the monthly payment plan.

## 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 needs 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 Business Office.

## 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 acknowledgement 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.

## 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.

# GENERAL SCHOOL POLICIES

## Academic and Behavioral Expectations

The St. Cyprian's community strives to be a healthy, supportive, and enjoyable environment where members show respect for one another. Each student is expected to conduct him/herself in a respectful, courteous, ethical manner at all times. Students and families are expected to be aware of school and classroom expectations of academic and behavioral standards. If a question regarding disciplinary

measures arises, parents are encouraged to discuss their concerns with the teacher first, then with the administration. St. Cyprian's Episcopal School does not practice corporal punishment, however, we reserve the right to enforce suspension, assigned consequences commensurate with the offense, or dismissal from school.

## **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.

## **Admissions Policies**

**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. Students will take part in an admission process which includes a skills and behavior assessment. The student must be toilet trained, communicate effectively for his/her age and be of sufficient maturity to derive benefit from SCES Preschool programs.**

If a student is admitted to the Preschool Program and is later found to be unable to meet any one or more of these admission criteria as classroom expectations increase, the parents' financial obligations to the school shall be prorated up to the date of withdrawal in accordance with the terms of the Enrollment Agreement.

**5K: 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 which include skills and behavioral assessments will be used for the purpose of determining admissions eligibility.

**Grades 1-8: Students applying for enrollment in 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:

- Excessive absences
- Habitual or severe discipline problems
- Failure to meet standardized tests' grade level expectations
- Grades on report card that reflect lack of progress
- Behaviors that prohibit benefit from our academic programs

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 term of school will be an observation period for the student. Only qualified and pertinent persons such as teachers, campus diagnostician 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. A parent conference will be held to determine the ability of the school to meet the needs of your child in order to insure a successful school experience.

\*Please note that the only support service offered by St.Cyprian's Episcopal School is Dyslexia Therapy.

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.

## **Alcohol and Other Mind-Altering Drugs**

St. Cyprian's is committed to being a drug-free environment. Tobacco in any form, e-cigarette or vapor products, alcoholic beverages, illegal drugs and mind-altering or behavior-altering drugs will not be tolerated on the St. Cyprian's campus or at any school sponsored event held on or off campus. Use or possession of illegal drugs, to include any substances designed to produce mind-altering or intoxicating effects, or associated paraphernalia by a student while under school jurisdiction may result in dismissal. The sale or distribution of such substances while under school jurisdiction may result in dismissal.

For the health and safety of students, faculty and visitors, St. Cyprian's Episcopal School is a tobacco-free campus and has adopted a No Smoking Policy which includes e-cigarettes.

## **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. **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. Any school work missed will be made up in a timely manner based on the amount of days absent. The number of days absent will determine the number of days allowed to complete make up work, not to exceed 5 days. (ex. 1st day absent homework is due the day following return; 2nd day absent homework is due 2 days after return to school.)

### ***Planned Extended Absences and Make-Up Work***

**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.

In an effort to protect students' instructional time, parents are urged to make all medical appointments for after school hours. Additionally, we ask that you plan your vacations around scheduled school holidays.

### ***Tardy Policy***

School begins at 8:00 a.m. If your child arrives after 8:00 a.m. they must stop by the front office to check-in. Your student will be escorted to class by a staff member. Parents do not have access to classrooms after 8:00 a.m..

### ***Early Pick Up***

Parents must adjust their child's pick-up status by notifying the school. Please come to the front office and sign your child out before 2:30 pm in order to not interfere with student dismissal. No students will be signed out after 2:30.

## **Cell Phones, Smartwatches and Other Electronic Devices**

Preschool and elementary students may not have a cell phone or smartwatch on campus.

Middle School and High School students may have a phone on campus. Phones are required to be on silent or vibrate at all times. Cell phones are not allowed during assemblies, chapel, and class unless a teacher approves. Any phone that is seen or heard during unauthorized times will be picked up by a teacher or administrator and taken to the front office. A student may recover their phone after the last class of the day. A second offense will result in one week of checking the phone into the office upon arrival at school, and a conference with his/her parents.

Earbuds and headphones are to remain put away in class, assemblies and chapel unless otherwise a teacher approves. Not adhering to this policy will result in the loss of use on campus. Electronic games and/or devices are not to be on campus at any time of the day.

St. Cyprian's Episcopal School will not be held responsible for lost or broken cell phones or other electronic devices brought to school by students.

## **Chapel Services & Spiritual Life**

Chapel services enrich the mind and spirit and are an integral part of the St. Cyprian's curriculum. School-wide chapel services are held weekly, and led by the Rector of St. Cyprian's Episcopal Church. Small group chapel services take place daily on campus and are led by staff.

Prayer is a part of each day at St. Cyprian's Episcopal School. Opening exercises include a morning prayer and scripture reading. All students ask God's blessing for their food at lunch and snacks. Worship times are 8:05 - 8:30 am for Preschool and Elementary and 8:55 - 9:25 am for Middle School and High School.

Monday	3rd, 4th, 5th
Tuesday	3K & 4K
Wednesday	All School Chapel @ St. Cyprian's Church (weather permitting) or in SCES gym.
Thursday	5K - 2nd
Friday	Middle School & High School

## **Communication Policy**

Trust, respect, and open lines of communication are essential aspects of the school community. Occasionally, concerns arise. Questions about your child's assignments, activities, or behavior should be

addressed with the supervising teacher. If concerns remain unresolved or if concerns arise regarding student safety or learning policy, you are encouraged to contact the Head of School when further counsel and support are needed for resolution.

Negative conversation can be extremely harmful to students, family, faculty, the school, and its mission. We ask for any concerns or questions to be shared with the faculty and administration in order to better address the welfare and well-being of all parties involved in the school day.

## **Conduct & Discipline**

St. Cyprian's believes in the power of a positive school community. Faculty and Administration use the core values of Honor, Truth, and Wisdom as our guiding tools to teach students how to conduct themselves and make the right choices. Undesired behavior incidences are minimized when students are explicitly taught routines and procedures, engaged in their learning, and appropriately challenged. To that end, faculty employ the practices of research based resources to support school culture. Likewise, character development guided by Christian principles is integrated as a vital part of the curriculum. Behavior mis-steps are viewed as teaching opportunities. Students are held responsible for their actions, and consequences are assigned with relevance and age appropriateness in mind. Most behaviors are managed by the classroom teacher. Teachers will notify parents if there are repeated classroom problems. In addition to the teacher, the Head of School often counsels students and serves as a caring adult who can help them through difficult situations. Behavior will be documented in FACTS.

### **Code of Behavior**

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.

#### **Student Responsibilities**

1. To honestly conduct themselves in the school day by producing one's own work and speaking truthfully.
2. To befriend one another, use polite words, listen carefully and follow directions.
3. To respect ownership of another's possessions and of the school's materials and facilities.
4. To respect the feelings and rights of others.
5. To obey the direction of any member of the faculty or staff.
6. To conduct himself or herself in such a manner as to be a credit to the school.
7. To refrain from fighting, hitting, or threatening the well-being/life of others.
8. To report to classes on time.
9. To complete each assignment.
10. To refrain from interfering with the opportunity for learning to take place in the classroom.

#### **Parent Responsibilities**

1. Accept primary responsibility for discipline.
2. Ensure that the dress code is followed.
3. Attend any scheduled parent/teacher conferences.
4. Support the decisions made during parent/teacher/Head of School conferences.
5. Agree to refrain from making or soliciting any comments, statements, or the like in 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, other employees, students and other parents.

### **Faculty/Staff Responsibilities**

1. Clearly define behavioral expectations.
2. Strive to handle problems early to avoid accelerated consequences.
3. Clearly communicate negative consequences of poor behavior.
4. Treat students fairly and maintain consistency in all situations.
5. Discuss immediately any behavior problems or suspected behavior problems with parents.

### **Disciplinary Procedures**

St. Cyprian's Episcopal School reserves the right to reprimand or dismiss a student for conduct on or off campus that is detrimental to the safety and reputation or best interests of the school, its students, or SCES' standards of honor and respect. The Head of School will be the ultimate authority and make the final decision as to the meaning, interpretation, and application of discipline. Factors considered may include, but are not limited to, the seriousness of the offense, prior offenses, intent, provocation, and attitude.

Disciplinary problems will be handled at the student/teacher level whenever possible. If a matter of student discipline cannot be resolved by the teacher or if the offense is serious enough to require action by the Head of School, then the teacher will use the procedures listed below. If a student is referred to the Head of School, the student will be disciplined and the parents will be notified. All discipline will be documented as part of the student's school record in FACTS.

### **Disciplinary Referrals and Action**

Students who violate school policy or participate in unacceptable behavior in the classroom or elsewhere on campus will have the behavior documented in FACTS as part of their student record which serves as a written record of behavioral concern. The Head of School will take appropriate disciplinary action and notify the student's parent(s).

### **Prohibited Items**

If a student is found to have items in his/her possession which are not allowed on campus or not to be used during the school day, the teacher will take the item from the student and bring the prohibited item to the office for appropriate disciplinary action.

### **Detention**

Students who violate school policy or participate in unacceptable behavior, either on campus or at off-campus school functions, may be assigned to detention. A form will be emailed to notify parents when detention is assigned. Lunch detention is prescribed for minor disciplinary problems, including but not limited to the following:

- Disrespectful, disruptive, or irresponsible behavior
- Misuse of school technology
- Chronic tardiness
- Repeated dress code violations
  
- Failure to complete assignments

An accumulation of more than three (3) detentions may require that a student attend a conference

with the Head of School and parents in order to consider Disciplinary Suspension.

### **Suspension from School**

Administration may assign out of school suspension of a student who has been documented by the teacher to repeatedly interfere with the teacher's ability to teach or the student's right to learn. Students who misbehave chronically or commit more serious offenses against persons or property may be suspended. Suspended students do not attend class and are prohibited from participating in school activities. Students will be required to complete their classroom assignments while on suspension.

Parents will be notified when suspension is assigned. Students assigned suspensions are not allowed to enter the campus during the term of suspension.

### **Dismissal/Reinstatement**

In all matters of behavior and conduct, the St. Cyprian's Head of School has been charged with the authority to remove a student from attendance at St. Cyprian's Episcopal School if, in the Head of School's judgment, the student is in violation of school rules and policies and the student's conduct is detrimental to fellow students and teachers. The Head of School is the only person who can reinstate the student.

### **Honor System**

St. Cyprian's recognizes that each student believes in and desires to display respectful, honest, and responsible behavior toward faculty, staff, fellow students, and facilities. We also believe that all students deserve to function in an environment in which others display these qualities. These principles serve as a guide for appropriate behavior. An acceptance of these principles implies that a student has:

- An understanding of the school's expectations for acceptable behavior.
- An acknowledgment that "honesty" means being truthful at all times.
- A pride in being a responsible student, respecting the school facilities and the rights and integrity of others.
- A respect for other people's personal belongings and their feelings.
- A willingness to treat others with kindness and compassion, displaying good manners toward all.

### **Behavior Violations**

St. Cyprian's Episcopal School defines the following as violations that may result in suspension or expulsion from the school.

- Lying – Making false representation of the truth
- Cheating – Any act of deception that results in gaining or attempting to gain an unfair academic advantage over another, representing another's work as one's own, or aiding another in such deception.
- Plagiarizing – The use of, or paraphrasing of another's ideas or expressions in your writing without properly acknowledging (citing) the source. This includes material posted on the Internet.
- Stealing – To take something that is not yours or to borrow without consent.



- Bullying – To seek to harm, intimidate, or coerce (someone perceived as vulnerable).
- Harassment – To aggressively pressure or intimidate.
- Terroristic Threat – To threaten to commit any act of harm to students, faculty or facilities
- Threat of Self-Harm - To threaten to commit an act of harm to self during school day

### **Hands Off Policy**

Keep your hands to yourself. No excessive displays of affection or inappropriate contact will be permitted. Students shall not touch each other in any excessively affectionate manner. If a student is observed violating this policy, he/she shall be reported to the Head of School. A warning of the consequences will be given if they are guilty of violating the rule again. The second violation will be reported to the parents or guardians of each person involved, and disciplinary action will be taken. Sexual contact between students will not be tolerated.

### **Parking Lot Policy**

- Students must have a signed Parking Form and SCES Parking Permit to park in the school parking lot.
- Students are not allowed to loiter in the parking lot before school starts. Loitering is defined as being in your vehicle or in the parking lot while not in the process of arriving, departing or participating in a school activity.
- During regular school hours, students are only allowed in the parking lot if they have checked out in the office.

### **Expected Conduct**

Be where you are supposed to be, when you are supposed to be there, doing what you are supposed to do, to the best of your ability.

### **Prohibited Items on Campus or at school functions**

- Laser light / pointer
- Tobacco, alcohol, illegal drugs or drug paraphernalia in any form
- E-cigarettes
- Weapons of any kind including toys that resemble weapons
- Any item, substance, or activity determined to be inappropriate by school authorities

Before bringing anything to school that might be considered questionable, students must consult school authorities in advance.

### **Conferences**

Parent teacher conferences will be held in the Fall and Spring each year. Other conferences may be requested by either the teacher or the parent, as the need arises. Parents desiring a conference are encouraged to make an appointment with the child's teacher.

### **Dance/Activity/Special Event Policies**

Dances and activities in the Upper School are a special time when students have the opportunity to

socialize in a well-supervised environment. To ensure a safe and happy time for all, please adhere to the following guidelines:

- All school-sponsored social events must have the approval of the Head of School.
- Students who are absent for more than three (3) classes on the day of a school dance will not be allowed to attend the dance that evening. Students will be sent home from the dance if this rule is violated.
- Students who leave an event may not gain re-entry.
- Students are expected to wear appropriate and acceptable clothing to dances and/or school-related events.
- Students will adhere to all expected standards of behavior. Failure to do so will result in the student being sent home.
- The school's disciplinary policy has jurisdiction over all social events.
- Music, dances, or clothing that are sexually suggestive, lurid, or profane are prohibited at social events.
- Each event's sponsoring organization is responsible for facility clean up.
- Adequate faculty and/or other adult chaperones must be present.

## **Dress Code**

The St. Cyprian's Episcopal School dress code is established to promote an atmosphere that encourages a modest and uniform style of dress, with concern for ethical values, self-discipline, and the development of individual values. The dress code encourages individual expression based on character, personality, and special talents, rather than competition based on the style and expense of clothing. We recognize that proper school attire and good grooming are conducive to a student's sound educational and social development. Students must comply with the dress code. If a student is out of dress code without written notice, the school will take appropriate disciplinary action.

Any faculty member may question whether a student's attire is acceptable, but appropriateness in dress is ultimately at the discretion of the administration. At the discretion of the Head of School, a student who is out of dress code due to an emergency may be excused without penalty.

See Exhibit A in the Appendix.

## **Drop Off and Pick Up Procedures**

For the safety of all faculty, staff and students we will **only** unload and load children from vehicles on the passenger side. We appreciate your help with this policy. Please stay in your car for the duration of drop off and pick up. Drop Off and Pick up in the car lane closest to the front entrance

### **DAILY SCHEDULE**

3K – 5K	8:00 a.m. – 2:45 p.m.
5K-2nd	8:00 a.m. - 3:00 p.m.
3rd-5th	8:00 a.m. - 3:15 p.m.
MS/HS	8:00 a.m. - 3:30 p.m.

### **Signing Students Out**

While it is expected that students will remain in school for the entire school day, occasionally a

student must be dismissed due to ill health or a personal appointment. When feeling ill, a student should report to the office or to the school nurse and a parent or guardian may be contacted. A decision will be made regarding the advisability of a student remaining in school or returning home.

When leaving school for an appointment, the school must receive notification from a parent or guardian explaining the purpose of the absence, the estimated time away from school and specifying who will be picking up the student. Family members need parental permission to sign out their siblings.

### **Pick Up Authorizations**

For the utmost safety of your child, parents must submit pickup authorizations through the FACTS SIS. The Pick Up Authorization must have the names of designated person(s) that may pick up a student from school. The school will release the student(s) only to those person(s) designated by the parent(s) or guardian(s). In an emergency, parents may call the school to add an individual to pick up their child.

### **Extended Care**

In order to provide a safe environment for our students as well as meet the needs of our working parents, St. Cyprian's provides extended care programs.

*Early Morning Drop Off:* 7:30 a.m. - 7:45 a.m. (All Grades in Front Hall)

*After School Care:* Creative Care is for SCES students in grades 3K – 5th grade and is available from dismissal until 5:30 p.m. Additional fees apply for the use of Creative Care services. Contract enrollment is required. Parents will be billed monthly for Creative Care.

Any student in Creative Care must be picked up and checked out by an adult. No child will be released to a child (sibling or otherwise).

All students in grades 3K – 5th remaining on campus 15 minutes after dismissal time will be taken to Creative Care and charged accordingly.

### **Emergency School Closings**

In the event of inclement weather, power/utility failure, fire, flood or some other event that keeps the school from operating, the school will notify parents or guardians by telephone, email and/or text message about the closing. Local radio and television stations will also have information regarding school closings during inclement weather.

### **Enrollment Contracts**

Students in good standing will be issued a re-enrollment contract in January. Any student determined to be on probationary standing, for either academic or behavioral concerns, will be notified by the Head of School so a specific plan of action can be developed and implemented. Students with academic or behavioral concerns may have contracts withheld until the end of the school year, pending Head of School approval.

Families are obligated to pay tuition in a timely manner. Families whose accounts are past due also may have re-enrollment contracts withheld. Final grades and transcripts will not be reported until the

outstanding tuition balance is paid in full.

## **Facilities and Grounds Use**

St. Cyprian's Episcopal School does not allow use or rental of facilities or grounds.

## **Food Service and Lunch Accounts**

Students may bring lunch from home or purchase lunch at school. The cafeteria food service serves hot lunches daily. Menus are posted on the school website, in The Roar, and available to view in FACTS Family Portal.

Lunch accounts are set up on a prepay system that allows you to add funds to your student's lunch account, view your student's balance, see what charges have been posted and receive an email notification when your student's balance is low. Funds must be added to your student's account in advance. Funds may be added through your Family Portal account (under the FINANCIAL tab), Family App, or in the school office. Know that all or part of your child's lunch may be brought from home.

- Parents and other visitors will be allowed to join students for lunch but will not be allowed to attend class with the student prior to following lunch. Visitors must exit the building after lunch is over.
- Birthday treats may be dropped off at the office or with your child's teacher to be served at lunch. No birthday parties are held during lunch time for an individual child in the cafeteria. If party invitations are distributed at school, all students in the class must receive an invitation.
- Manners matter in the cafeteria. Teachers will insist on good table manners. All trash will be thrown in trash cans.
- A vending machine is available for Upper School students to purchase items during lunch times.
- Parents may drop off lunch for students in the front office.
- Safety practices prohibit delivery by third party services.

## **Grading Policy**

Report cards are issued at the end of each term for 5K and up. All report grades will be emailed home. You will not receive a paper report card in the mail.

See Exhibit B in the Appendix.

## **Harassment, Intimidation, and Bullying Policy**

As a school community, St. Cyprian's Episcopal School strives to maintain an environment free from harassment, intimidation and bullying. Harassment and intimidation may be any gesture, any written, verbal or physical act, or electronic communication which has the effect of insulting or demeaning a student or a group of students, thus creating a hostile educational environment. Bullying is defined to be an unwanted aggressive and repeated behavior that involves a real or perceived imbalance of power of students. Such behavior is prohibited and all occurrences will be promptly and thoroughly investigated in confidence to the extent that is deemed practical by the school administration. Proven violations of this policy will result in appropriate disciplinary action.

Inappropriate touching that could be interpreted as physical or sexual harassment or contact that is physically abusive will not be tolerated. It is the responsibility of students and faculty to report such

infractions promptly.

## **Homework**

Homework assignments are utilized as practice exercises. 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.

## **Honors and Awards**

Students will be honored for outstanding citizenship and academic achievement in a special awards ceremony at the end of each academic year.

## **Instructional Accommodations**

St. Cyprian's Episcopal School offers a variety of instructional accommodations. Modifications in the classroom are based and developed on professional evaluations, in consultation with school administrators and parents. In some cases, the recommended modifications may be beyond the scope of services that St. Cyprian's can reasonably and satisfactorily provide. In order for a student to receive accommodations with the College Board or the ACT, the College Advising requires current testing evaluations and will not accept evaluations completed prior to the second semester of the eighth grade year. Additional college admissions testing specifications can be found in the appendix.

## **Lost and missing articles**

Occasionally a student may be missing an item. More often than not, the missing article(s) have been borrowed or misplaced and will be recovered by checking lockers, classrooms and the Lost and Found. Students are encouraged to clearly mark all articles with their name and to refrain from bringing valuable items to school. St. Cyprian's Episcopal School will not be held responsible for replacing lost, missing or stolen articles. Unclaimed items will be given to a charity.

## **Parent Guild**

In conjunction with the school administration, the Parent Guild enhances the educational opportunities for the school community. The Parent Guild is an organization that supports our faculty and staff to fulfill our school mission. Funds generated by these activities are expended each year for the improvement of St. Cyprian's Episcopal School and managed through the school financial department.

## **Parties**

Class parties are held for Thanksgiving, Christmas, St. Valentine's Day, Easter and End of 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 regular day of the final semester for the entire class and the Head of School must approve plans for activities before being finalized.

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.

## Reach of the School

St. Cyprian's defines its jurisdiction as any time a student is on campus (to include associated cyberspace), at a school-sponsored event, or publicly representing St. Cyprian's Episcopal School. Student conduct outside St. Cyprian's jurisdiction may result in disciplinary action against the student if the conduct is deemed detrimental to the school community.

The school reserves the right to search a student's person, vehicle, locker, electronic devices, or any other item in their possession at any time the student is under St. Cyprian's jurisdiction, with or without the student's permission or presence. Similarly, the school reserves the right to employ a variety of means to detect contraband or illicit activity. These include, but are not limited to, drug and alcohol testing, trained canines, detection devices, or other surveillance technologies.

Violation of school policies are a confidential matter between the school and family and do not involve law enforcement unless state law or circumstances compel it. The school is committed to working in partnership with our parents.

## School Supplies

School supplies will be provided and will be in your child's classroom on the first day of school. There will be a list posted and mailed out in July that has a few additional items that parents are required to provide. Please note that teachers may require additional items throughout the school year.

Teachers may ask for additional supplies throughout the year for special projects or assignments.

## School Trips

A St. Cyprian's school trip is one that is sponsored by a faculty member or coach, advances the curriculum, uses the school name, and has the prior approval of the appropriate administrator. School rules apply on all school trips as if the students were on campus. Students who violate school regulations while on a school trip may be sent home immediately at the parents' expense at the sole discretion of the trip leader. Upon return of the student, infractions of conduct will be handled according to school discipline policies and procedures. **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.

Students must wear dress uniforms (Chapel Day Attire), unless specifically instructed by teachers on field trips.

## **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.

## **Student Life and Extracurricular Eligibility**

### **Community Service**

Community Service comprises an essential part of service learning at St. Cyprian's. Students and families have the opportunity to participate in several service projects throughout the school year. Activities are designed to provide students with opportunities to grow, understand, and give back to the community. Activities will vary by age group and year. Some past service learning activities have included partnerships with Salvation Army, CISC, and Winnie Berry.

### **TAPPS Extracurricular Eligibility (Athletic and Fine Arts)**

When students are absent from more than three (3) classes on a school day, they are not permitted to be involved in a school-related extracurricular activity that day or night without prior approval from the administration.

Students who receive a failing average (69 or below) in a course on a report card or progress report are not eligible to participate in St. Cyprian's sports, fine arts productions, or other extracurricular activities.

If a student is declared ineligible due to grades, he or she will remain on that status for two (2) weeks until the next grades are posted in the office. The student is required to attend tutorials and practices each day for the duration of the ineligibility period, but will not participate in competitions, games, performances, or contests. At the end of the designated period, grades will be re-evaluated to determine eligibility.

### **Clubs and Organizations**

Clubs and organizations allow students who have common interests to explore those interests in greater depth. The following may be offered during a school year.

**Academic Competitions** – Faculty members work with students to encourage and prepare them for a variety of opportunities to participate in academic competitions, such as those sponsored by PSIA, and other local, state, or national events such as TAPPS, Destination Imagination and Science Fair.

### **Student Council (Upper School)**

The purpose of the student council is to give students opportunities for leadership and service to the school

community. Students' suggestions and grievances are brought to the student council for consideration by representatives of each grade. Student Council members also help in hosting prospective students on their visits to the school. The student council is led by students who are elected in the fall to serve one-year terms.

## **Student Support**

A clinical therapist is available to serve as the school counselor to provide short-term assistance to address behaviors of concern, wellness education and as a referral resource for our students. Contact with the counselor is confidential and documentation of such contact does not become part of the student's file. As required by law, suspicion of abuse, neglect, or potential harm to self or another will be disclosed to the proper authorities.

## **Teacher Requests**

Many factors are considered when creating class lists. Class placements are based on teacher feedback and observation of students in the school environment. Under certain circumstances, parents may wish to share information with the school to inform the best placement for their child. When such circumstances arise, parents should make an appointment with the Head of School. However, the Head of School shall have the sole discretion to accept or reject any such placement request for any reason whatsoever. Out of respect for our faculty, we ask parents not to discuss teacher assignments with faculty and not to request a specific teacher.

## **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.

## **Textbooks**

All issued textbooks may be taken home for the student's use and study and should be 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.

## **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 are dismissed. The driveways in front of the school are two-lane drives. The inside lane of each of the drives (that is 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 in a parking spot. No one may park and leave their vehicle unattended in the fire lane. The school wants to ensure the



safety of every student in the driveway area and parents' cooperation is greatly appreciated. A reduced speed limit of 10 mph must be maintained in the parking lot for pedestrian safety.

## **Visitors**

To ensure the safety and security of students, all visitors, including parents, wishing to enter the school building after the drop-off period must report to the office to secure a visitor's badge and sign in. All visitors must enter the building through the front office area. Parents are always welcome to join their children for lunch with the understanding that for safety reasons, they are not allowed to visit classrooms for an extended period.

Parents may enter the building to walk their student to class in the morning, but due to safety policy, must be out of the building by 8:00 a.m. when teachers are required to shut and lock classroom doors and hallways should be empty. At the end of the school day, students will be walked out of the building to their parent's car also as a safety precaution.

## **Weapons Policy**

In spite of the Open Carry Ruling of 2016, according to section 46.03 of the Texas Penal Code, firearms may not be carried on the physical premises of an elementary or secondary school campus. Any item classified or used as a weapon may not be brought onto school property or any passenger transportation vehicle.

Guns, knives, clubs, or any other item which reasonably could be considered a weapon and/or dangerous are prohibited on the St. Cyprian's Episcopal School campus or at any school sponsored event held on or off campus. The decision whether items are dangerous, inappropriate, or disruptive and are used in a threatening or assaulting manner is within the sole discretion of the school. Students found to be in possession of such items will be subject to immediate suspension or dismissal. (Law enforcement officers, who are legally authorized by the state of Texas to carry weapons, are the only exceptions to this policy.)

## **Wet or Soiled Clothing Procedure**

Parents should provide an extra uniform in their child's backpack for children in 3K – Kindergarten, to include a shirt, pants, underwear, shoes, and socks. The clothing may be placed in a ziplock bag and should be stored in the child's backpack.

Should a child wet his/her clothes, the child can change into dry clothes and the wet clothes will be placed in the bag to be returned home. Should a child soil himself/herself, the child will be cleaned with wet wipes and will change into his/her spare clothing. Parents may be called to take the child home to be properly cleaned if it is deemed necessary by the teacher.

## **HEALTH SERVICES POLICIES**

St. Cyprian's is committed to providing a quality education in a healthy environment for the school community. The identification, management and reporting of disease in the school setting is necessary to ensure the safety and wellbeing of the students and staff, while recognizing the rights and needs of the individual. If a student or employee has an illness suspected to be communicable by casual contact, he/she should inform the School Nurse. Because communicable diseases can quickly spread throughout the

school, students with such diseases need to stay home for the duration of their illness. The following guidelines serve to minimize the spread of infection in order to maximize the health and education opportunities for all students. Parents should be encouraged to observe their children for signs of illness and symptoms of contagious diseases before sending them to school. Children should not attend school with a temperature of 100+ and should be fever-free for at least 24 hours without the aid of fever-reducing medicines like Tylenol (acetaminophen) or Motrin (ibuprofen). All immunizations should be current.

### **Illness at School**

If a child is ill or becomes ill while at school, parents will be notified immediately. St. Cyprian's facilities are not conducive to the care for an ill or a contagious student, therefore, children who are ill should be picked up as soon as possible once the parent has been contacted. Illness at school is evaluated by the health service staff in the clinic area. A child who demonstrates the following symptoms will be sent home from school.

- Fever of 100 degrees or above.
- Undiagnosed rash over any part of the body or scalp.
- Undiagnosed scaly patches on body or scalp.
- Vomiting or diarrhea.
- Live lice or nits (see details below) are found.
- Any disease or condition listed on the "Texas Administrative Code" that is listed as exclusion from school.

### **Lice Policy**

St. Cyprian's follows the "no live lice" policy, meaning there is no evidence of live lice and the nits are further than ¼ inch from the scalp. If your child has live lice or has been found to have live lice, he/she will not be allowed at school until one treatment has been administered. If live lice are identified while your child is at school, the parent will be contacted and must take the child home for treatment to begin. After one treatment has been given and there is no evidence of live lice, the student may return to school but must be checked by the school nurse prior to re-entry.

### **Communicable Disease**

If your child is prescribed antibiotics for a communicable (contagious) disease, they should be fever-free and on antibiotics for at least 24 hours before returning to school. This includes antibiotic eye drops for conjunctivitis (pink eye).

Listed below are guidelines that parents should follow to minimize the risks of transmission of communicable diseases. A child should be kept at home from school if:

- He/she has or had a fever of 100+ within the past 24 hours prior to attending school (prior to using fever-reducing medications).
- He/she has been vomiting or had diarrhea within the past 24 hours (prior to administering medication).
- He/she has sores which are open and/or draining or could be contagious. The child may return to school once the child has been on an antibiotic for 24 hours or has been cleared by a physician.
- He/she has eye drainage or painful, reddened, itchy eyes, which are symptoms associated

with pink eye (conjunctivitis). The child may return to school once the child has been on an antibiotic for 24 hours or has been cleared by a physician.

- He/she has a streptococcal throat infection. The child may return to school once he has been on an antibiotic for 24 hours or has been cleared by a physician.
- He/she has untreated lice, the presence of live lice, ringworm or scabies.
- He/she has an undiagnosed rash that may be related to a contagious illness or condition.

## **COVID Protocols**

If an individual who has been in a school is test-confirmed to have COVID-19, the school must notify its local health department, in accordance with applicable federal, state and local laws and regulations, including confidentiality requirements of the Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA). Per GA-38, school systems cannot require students or staff to wear a mask. GA-38 addresses government-mandated face coverings in response to the COVID-19 pandemic. Per Department of State Health Services (DSHS), school systems must exclude students from attending school in person who have or are suspected of having COVID-19, and must immediately notify parents if this is determined while on campus. As noted in the DSHS rule, exclusion shall continue until the conditions for re-entry are met:

- For children and staff with symptoms, at least 5 days have passed since symptom onset, and fever free, and other symptoms have improved.
- Children and staff who test positive for COVID-19 but do not have any symptoms must stay home until at least 5 days after the day they were tested.

Parents must ensure they do not send a child to school on campus if the child has COVID-19 symptoms or is test-confirmed with COVID-19, until the conditions for re-entry are met.

## **Medication Administration**

The school must receive a medical release form signed by the parent or guardian before administering any medication. Medications will be stored in a secure location. Refrigeration will be available if needed. Prescription medication must be in its original labeled pharmacy container and labeled with the student's name, date, directions and physician's name. Over-the-counter medication must be in its original container with a written request stating dosage and time to be given. Medication will be administered by the school nurse, with an alternate person identified. All unused medication and empty containers will be returned to the parent or guardian. No medication will be left at school over summer vacation. Medications left at school over the summer will be destroyed at the end of 2 weeks.

## **First Aid (Injury or Illness)**

An accident report will be filled out for each incident. In case of student injury or illness, the school nurse will be contacted for assistance.

## **TECHNOLOGY RESPONSIBLE USE GUIDELINES**

Our students have great innovative teachers who are integrating technology into the curriculum on a *continuous* basis. St. Cyprian's recognizes and encourages the use of technology devices to support learning, explore innovation and to enhance instruction. Our staff and students use technology to learn. Technology is

essential to facilitate the creative problem-solving, information fluency, communication and collaboration that we see in today's global economy.

While we want our students to be active contributors in our connected world, we also want them to be safe, legal, and responsible. The Responsible Use Guidelines support our vision of responsible technology use and promotes a strong sense of digital citizenship. The RUG applies to all St. Cyprian's computer networks (including the devices made available by them), and all devices connected to those networks (whether they be student owned or otherwise).

With the ability to use technology comes responsibility. It is important that you read and discuss the Responsible Use Guidelines, ask questions if you need help in understanding them, and sign the agreement form. It will be your responsibility to follow the rules for appropriate use. Irresponsible system use will result in the loss of the privilege of using this educational and administrative tool.

Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across some material you might find objectionable. While SCES will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. St. Cyprian's Episcopal School will take steps to prevent students from accessing materials/ blocking sites that are not acceptable for viewing. The school cannot guarantee a student cannot access inappropriate materials.

It will be your responsibility to follow the rules for appropriate use. Students are also allowed to bring their own connectivity via a mobile device, however these devices are not eligible for technical support and must adhere to these Responsible Use Guidelines while on school grounds. These responsibilities can extend beyond the school grounds when working on district platforms and systems from home. The school is not responsible for students who bring their own internet connectivity via air-cards or data-plan on a mobile device.

## **General Guidelines**

The iPad/Macbook/Calculator/Robot that your child is being issued is an educational tool that should be used in that capacity. Failure to comply with the Technology Responsible Use Policy for and these guidelines will result in loss of device use and take-home privileges if applicable. Students and families are responsible for any cost associated with repairing or replacing an iPad/Macbook/Calculator/Robot and accessories, which are lost, damaged or stolen.

It is the general policy that all computers are to be used in a responsible, efficient, ethical and legal manner. Use of these resources is for approved instructional activities. In order to ensure that devices are used for educational purposes, please note the following guidelines:

- Students are responsible for the security of their iPad/Macbook/Calculator/Robot at all times. Any damage, loss or theft must be reported to school and technology staff immediately.
- iPad/Macbook/Calculator/Robot issued to individual students are registered to an individual student. This student is responsible for their assigned iPad/Macbook/Calculator/Robot at all times.
- Parents/ Guardians will have the right to access their child's login credentials.
- Note: CIPA Compliant Internet Filtering and Monitoring is available within our school network, but is NOT available for home use. It is the sole responsibility of the parents/guardians to monitor and filter their home network.

- Electronic files sent, received, and viewed or stored anywhere in the device's system are available for review by any authorized St. Cyprian's staff for any purpose.
- Students using devices during regular school hours are for instructional purposes. Access to devices is at the discretion of teachers and staff.
- Students must adhere to the St. Cyprian's Student Acceptable Use Policy at all times while on school property and at school sponsored events.
- Violations of any policies, administrative procedures or school rules involving a student's personally owned device may result in the loss or use of the device in school and/or disciplinary action. The School reserves the right to inspect a student's personal device if there is reason to believe that the student has violated policies, administrative procedures or school rules or has engaged in other misconduct while using their personal device.

### **Responsibilities:**

- This device is to be treated as a valuable object. It should not be thrown, purposely dropped, or abused in any way.
- The device will not be used in or near proximity of water, household chemicals, or other liquids that could cause damage.
- Pencils, pen tips, and other pointed objects will never be used on the screen.
- The iPad/Macbook/Calculator, case, cable, and power adapter must be returned in good condition, and in working order at the end of the school year.
- Students are responsible to charge their device while at home for use in school the next day.
- Students are responsible to bring their CHARGED iPad/Macbook/Calculator to school EACH DAY.

### **Unethical behavior**

Unethical behavior is just cause for taking disciplinary action, revoking computer privileges, incurring financial responsibility and/or initiating legal action.

Unethical behavior includes, but is not limited to:

- Utilization of technology for purposes that are illegal, inappropriate or obscene.
- Downloading of information, software or resources onto local workstation and/or network without permission.
- Participating in inappropriate online activities which violate St. Cyprian's student code of conduct.
- Loading software, music or other files onto St. Cyprian's computers without permission.
- Removing files from computer or network without approval from an SCES faculty/staff member.
- Informing other individuals of network logon and password.
- Utilizing another individual's device, network, or program logon and password.
- Running inappropriate programs off of the Internet that is not authorized by a St. Cyprian's faculty/staff member.
- Streaming music and/or videos without permission.
- Printing of Internet information and/or documents without teacher's permission.
- Utilizing the teacher's device.

St. Cyprian's Technology Department recognizes the value of students being engaged in collaborative online projects. We also want to deploy solutions and technology tools in a manner that ensures a safe and controlled online experience.

### ***Third Party Software***

St. Cyprian's utilizes several computer software applications and web-based services, operated not by St. Cyprian's, but by third parties. These include Google Apps for Education, IXL, Learning Ally and similar educational programs.

In order for our students to use these programs and services, certain personal identifying information, generally the student's name and email address, must be provided to the website operator. Under federal law, these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13.

The law permits schools such as St. Cyprian's to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the website operator.

This will constitute consent for St. Cyprian's to provide personal identifying information for your child consisting of first name, last name, school email address and username to web-operators and to the operators of any additional web-based educational programs and services which St. Cyprian's may add during the upcoming academic year.

We are striving to ensure deployment of online learning in the healthiest environment for all our students while continuing to provide academically useful educational tools and services. It is an exciting shift in education as we recognize the digital age of learning. St. Cyprian's provides internet filtering from inappropriate and unethical websites.

### ***Consequences of Violations of Acceptable Use Policy***

Use of technology is a privilege, not a right. Violations of policies and procedures of St. Cyprian's concerning the use of technology, including video, computers and networks, will result in disciplinary action.

### ***Estimated Cost for lost, stolen, or damaged iPad/Macbook/Calculator and/or accessories***

#### IPAD

- Full replacement of ipad- \$550
- Power Adapter and Syncing Cable- \$25
- Ipad Case- \$50
- Cost for various repairs \$50-\$300

#### TI-84 PLUS CE

- Full replacement of calculator - \$120

#### MACBOOK

- Full replacement of Macbook - \$1300
- Power Adapter - \$120
- Macbook Case- \$50
- Cost for various repairs \$50-\$300

#### ROBOT

- Full replacement of Lego robot - \$500
- Full replacement of First Tech robot - \$150

## **Device Insurance**

Our school has opted to purchase device based insurance from Apple. Malfunctions that are caused by device error and not user injury will be covered for these issues. The decision of device error and user injury is solely up to Apple and will be charged as they decide.

All technology is the property of St. Cyprian's Episcopal School. St. Cyprian's Episcopal School reserves the right to demand the immediate return of the equipment at any time. The technology should only be used by the student who is assigned the device.

All students are required to have a Technology Responsible Use and Take Home Contract before they will be assigned any device. Before a student is granted permission to take their assigned technology device home, he/she and his/her parent or guardian must sign the permission form and have prior permission from the Technology Director.



<p><b>PROPER UNIFORM</b> (Monday, Tuesday and Thursday)</p> <ul style="list-style-type: none"> <li>● Collared polo or button down shirt with the SCES shield logo in red, navy or white.</li> <li>● Boys: Slacks/Chino style pants or shorts in khaki or navy blue.</li> <li>● Girls: Slacks/Chino style pants or shorts, skirt, jumpers, skort or capris in khaki, navy blue or school plaid.</li> <li>● Shirts must be tucked in for grades 2nd and up.</li> </ul>	<p><b>SCES LOGO</b></p> <ul style="list-style-type: none"> <li>● All shirts, jumpers and dresses must have the St. Cyprian's shield logo.</li> <li>● No uniform items will display a logo of any sort other than the St. Cyprian's shield logo,</li> <li>● Logo's may be obtained from <i>Real Graphics, AAA Trophy &amp; T-Shirt, Land's End</i> or any embroidery establishment of your choice. (Land's End preferred school number is 9000-3829-0.)</li> </ul>
<p><b>DRESS UNIFORM</b> (Wednesday)</p> <ul style="list-style-type: none"> <li>● Red collared polo with the SCES shield logo.</li> <li>● Navy Slacks/Chino style pants or shorts, jumper, skirt or skort.</li> </ul>	<p><b>PE/ATHLETICS</b> (Middle &amp; High School Only)</p> <ul style="list-style-type: none"> <li>● Tennis shoes, plain red t-shirt and navy athletic shorts or joggers must be brought to school everyday to dress out for PE/Athletics class.</li> <li>● Workout attire may not be worn outside of scheduled PE/Athletic periods.</li> </ul>
<p><b>SCES SPIRIT DAY</b> (Friday)</p> <ul style="list-style-type: none"> <li>● SCES Polo, SCES T-shirt or school appropriate college T-shirt.</li> <li>● Pants or shorts in denim, khaki or navy.</li> <li>● Friday is a proper uniform day if a student is not dressed for SCES Spirit Day.</li> </ul>	<p><b>OUTERWEAR</b></p> <ul style="list-style-type: none"> <li>● SCES sweatshirt without hood.</li> <li>● Navy blazer with school logo.</li> <li>● Navy, red or gray fleece. (plain or with a school logo)</li> <li>● Navy, red, or white cardigan sweater plain or with school logo.</li> <li>● On cold weather days any winter gear such as hats, gloves, heavy jackets may be worn outside the building only.</li> </ul>

**GENERAL INFORMATION**

- Land's End carries the school's plaid for ties, skirts, jumpers and skorts. Navy blazers may be purchased through Land's End.
- Long sleeve shirts in white, red, or navy may be worn under uniform shirts.
- Ties in school plaid may be worn with white button down collared shirts with St. Cyprian's shield logo (required).
- All shorts, skirts, skorts, and jumpers 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.
- Any student wearing a skirt, jumper or dress must wear modesty shorts, tights or leggings to cover undergarments. Leggings or tights must be in colors of red, navy or white. Leggings/tights are not to be worn as pants.
- Only rubber soled shoes are allowed, and must have enclosed heels and toes. Tennis shoes are also permissible. Socks must be worn with all shoes. Socks must be red, navy or white.
- 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. Please comply with general safety and modesty standards.

**PROHIBITED ITEMS**

- Exposed undergarments, e.g. camisoles, tank tops, sports bras.
- Unnatural hair colors or highlights (blue, pink, green, purple, etc.) or extreme hairstyles.
- Extreme jewelry. (example: spiked bracelets/necklaces, dog collar jewelry, chains, body piercings, etc.)
- Sweatshirts, hoodies, flannel shirts, jerseys or t-shirts worn over school polo.
- Spandex, leggings, jeggings, or other form-fitting pants, skirts, or dresses. Leggings/tights may not be worn as pants.
- Athletic shorts, joggers, sweatpants and tights may not be worn as uniform bottoms.
- Oversized, baggy, ripped or torn apparel.
- Spaghetti straps, sleeveless tops, hats.
- Sandals, open toed shoes, crocs, water shoes. Rainboots may not be worn in the classroom.
- No heels on boots or shoes higher than ½ inch.
- Headphones, earbuds or airpods are not to be worn unless permitted by the teacher for instructional purposes.
- Student attire that distracts, disrupts, or interferes with the learning environment and school safety is prohibited.

**The final determination of a student being out of dress code rests with the Head of School.**



When a student is out of dress code a parent will be notified to bring appropriate attire.

## SCES GRADING POLICY

<b>Grading Policy Components</b>	<b>Grading Scale</b> 90%-100% = A---indicates above average work 80%-89% = B---indicates average work 70%-79% = C---indicates below average work 60% and below = F--indicates student has not met minimum course requirements		
<b>Assessment Categories</b>	<b>Formative (Course Work):</b>	<b>Summative Assessments (Test):</b>	<b>Semester Exam</b>
	<b>Description:</b> Practice assignments (including homework) that the teacher assesses for student understanding; formal formative assessments intended to check for progress towards mastery within units of study.	<b>Description:</b> Summative assessments are administered and are to reflect mastery of student learning over a targeted period of time.	<b>Description:</b> End of semester assessments are administered and are to reflect mastery of student learning over the course of the semester.
<b>Grades Examples</b>	Assessments may include but are not limited to: *Classwork (products from activities, tasks, exercises) *Homework *Quizzes *Smaller (Writing) Projects/Tasks	Summative assessments should strive to be balanced between the two subcategories: *End of Unit/Topic Assessments *Large Scale Projects ----- *Performance Based Assessments tied to rubrics *Science Assessment Labs *Essays/Compositions *Multimedia Presentations	
<b>Elementary Assessment Category Minimum</b>	<b>Formative (Course Work): Non-Weighted</b>	<b>Summative Assessments (Test): Non-Weighted</b>	
	Minimum of 10 per term; at least 3 of which are formative assessments.	Minimum of 2 per term	
<b>MS Weight &amp; Assessment Category Minimum</b>	<b>Formative (Course Work): 40%</b>	<b>Summative Assessments (Test): 60%</b>	
	Minimum of 10 per term; at least 3 of which are formative assessments.	Minimum of 2 per term	
<b>HS Weight &amp; Assessment Category Minimum</b>	<b>Formative (Course Work): 40%</b>	<b>Summative Assessments(Test): 60%</b>	<b>Semester Exam: 15% of Total Semester Average</b>
	Minimum of 10 per term; at least 3 of which are formative assessments.	Minimum of 2 per term	1 per semester
<b>Late Assignments or Assessments</b>	Late Assignments or formative assessments may be accepted at the teachers discretion up to one week late with a 10 point deduction.	Summative assessments will receive a 10 point deduction if turned in late.	
<b>Lowest Possible Earned Grade by Category (Student Attempt/</b>	Students who earn a failing grade on a summative assessment will receive their percentage grade.  Corrections will be allowed, per teacher discretions for assignments with grades below 70%. Corrected assignments may bring grades up to no more than 70%.		

<b>Completion)</b>	
<b>Non-completed Work</b>	<p>Items taken for a grade that are not completed will receive a zero. Due to the importance of evidence of learning, students must make every effort to assure assessments and assignments are completed.</p> <p>*Students who refuse to complete assignments may face disciplinary action.</p>
<b>Extra Credit</b>	It is our goal for students to focus their time and energy on student practice, formative or summative assessment work. Therefore extra credit will not be given.
<b>Rounding of Grades</b>	Individual student practice, formative or summative assessment and end of semester assessment grades are not rounded. At the end of a term, a student's term grade will be rounded as follows: 89.6 (B) and higher rounds to an 90.0 A; 79.6 (C) and higher rounds to an 80.0 B; 69.6 (F) and higher rounds to an 70.0 C
<b>Accommodation Plans</b>	Accommodation Plans may address components within the grading policy. In such cases, the Accommodation Plan supersedes the Elementary School Grading Policy. All teachers should follow the Accommodation Plan in terms of grading and assessment.
<b>Planned Extended Absences and Make-Up Work</b>	<p><b>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.</b> 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.</p> <p>In an effort to protect students' instructional time, parents are urged to make all medical appointments for after school hours. Additionally, we ask that you plan your vacations around scheduled school holidays.</p>
<b>Missed work due to absence</b>	Parents and students are expected to assume full responsibility for all class work that a student misses. Any school work missed will be made up in a timely manner based on the amount of days absent. The number of days absent will determine the number of days allowed to complete make up work, not to exceed 5 school days. (ex. 1st day absent homework is due the day following return; 2nd day absent homework is due 2 school days after return to school.)