



# Holy Spirit

EPISCOPAL SCHOOL

## Parent-Student Handbook

2020-2021

This handbook is provided as a guide for parents, guardians and students. By registration and enrollment at HSES, each student and his/her parent or guardian agree to accept, observe and abide by the provisions of this handbook and regulations of Holy Spirit Episcopal School. Holy Spirit Episcopal School reserves the right to modify or make additions to this handbook at any time to serve the best interest of the school, its students, and its standards.

[www.hses.org](http://www.hses.org)

## **SCHOOL PROGRAM OVERVIEW**

To meet the developmental and academic needs of each student, Holy Spirit Episcopal School's program is divided into four divisions:

<b>Division</b>	<b>Abbreviation</b>	<b>Grade Level</b>
Early Childhood	EC	Infants to toddlers age two
Primary School	PS	Primary 3 and Primary 4
Lower School	LS	Kindergarten through fourth grade
Middle School	MS	Fifth through eighth grade

Early Childhood is a feeder to Primary School, Lower and Middle School. It is a licensed day care center monitored by the Texas Department of Regulatory and Protective Services. Holy Spirit Episcopal School meets or exceeds minimum standards, which relates to our facility, staff, health and safety procedures, nutrition, teacher/child ratios and record-keeping.

### ***SCHOOL HOURS***

Front Office: 7:30 a.m. to 4 p.m.

Early Childhood (Infants-2s): 7:15 a.m. to 6 p.m.

### ***SCHOOL PRAYER***

O Heavenly Father, who has given us your Son, Jesus Christ, to be our Friend and Example, help us to understand His friendship and to do such things as will please Him.

Bless us in our work and in our play. Make us gentle, generous, truthful, kind, and brave. Keep us in purity of heart, and let the life of our school go from strength to strength and have its place and meaning in your kingdom: all of which we ask through Jesus Christ our Lord. Amen.

Give peace for all time, O Lord, and fill our hearts and the hearts of all people everywhere, with the Spirit of our Lord Jesus Christ. Amen.

### ***SCHOOL LEADERSHIP***

The Reverend Joshua Condon, Rector

Michelle Symonds, M.Ed., Head of School

Whitney Zisman, M.Ed., Head of Early Childhood and Primary School

Karen Palividas, Ed.D., Lower School Team Leader

Brian Smith, M.Ed., Head of Middle School

### ***SCHOOL BOARD OF DIRECTORS***

The Reverend Joshua Condon	Chairman
Michelle Symonds	Head of School
Rozalyn Stuckey	Vice Chair
Bryan Dutt	Treasurer
Joanne Polansky	Secretary
Catherine Bernal	Board Member
Kent Neuman	Board Member
Gary Tapperson	Board Member
Melanie Butler	Board Member
Laura Chamorro	Board Member
Anthony Troiani	Board Member
Jordan Wise	Board Member
Hector Garcia	Board Member
Cory Canon	Board Member

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## **ADMINISTRATION AND SUPPORT**

<b>POSITION</b>	<b>NAME</b>	<b>EMAIL</b>	<b>EXTENSION</b>
Head of School	Michelle Symonds	<a href="mailto:msymonds@hses.org">msymonds@hses.org</a>	
Admissions Associate	Jacque Fairbairn	<a href="mailto:jfairbairn@hses.org">jfairbairn@hses.org</a>	273
Business Manager	Ranelle Johnson	<a href="mailto:rcjohnson@hses.org">rcjohnson@hses.org</a>	216
Business Office Assistant	Debra Revels-Stoots	<a href="mailto:dstoots@hses.org">dstoots@hses.org</a>	218
EC Assistant Director	Maria Villarreal	<a href="mailto:mwillarreal@hses.org">mwillarreal@hses.org</a>	219
Chaplain	Suzy Spencer	<a href="mailto:sspencer@hsechurch.org">sspencer@hsechurch.org</a>	(713) 517-8797
Church Rector	The Rev. Joshua Condon	<a href="mailto:jcondon@hsechurch.org">jcondon@hsechurch.org</a>	(713) 468-7796
Director of Administrative Services	Teresa McKinsey	<a href="mailto:tmckinsey@hses.org">tmckinsey@hses.org</a>	203
Director of Advancement & Marketing	Florencia Parada	<a href="mailto:fparada@hses.org">fparada@hses.org</a>	213
Director of Athletics	Mitriel Vinzant	<a href="mailto:mvinzant@hses.org">mvinzant@hses.org</a>	284
Director of Ecolink	Brooke Frank	<a href="mailto:bbfrank@hses.org">bbfrank@hses.org</a>	202
Director of Enrollment Management	Jen McMahan	<a href="mailto:jmcmahan@hses.org">jmcmahan@hses.org</a>	231
Director of Facilities	Gardner Headrick	<a href="mailto:admin@hsechurch.org">admin@hsechurch.org</a>	
Director of Youth Sports	Marge Vinzant	<a href="mailto:marvinzant@hses.org">marvinzant@hses.org</a>	
Head of Early Childhood & Primary School	Whitney Zisman	<a href="mailto:wzisman@hses.org">wzisman@hses.org</a>	241
Head of Middle School	Brian Smith	<a href="mailto:bdsmith@hses.org">bdsmith@hses.org</a>	210
Kidventure	Katherine Vigreux	<a href="mailto:kathleen@kidventure.com">kathleen@kidventure.com</a>	(713) 960-8989
Library Media Specialist	Kelly Broaddus	<a href="mailto:kbroadus@hses.org">kbroadus@hses.org</a>	206
Lower School Team Leader	Dr. Karen Palividas	<a href="mailto:kpalividas@hses.org">kpalividas@hses.org</a>	
NJHS Sponsor	Shannon Shrader	<a href="mailto:shrader@hses.org">shrader@hses.org</a>	
Nurses	Neely Besetsny, Carrie Frain, Larissa Broussard	<a href="mailto:nurse@hses.org">nurse@hses.org</a>	226
President of Booster Club	Tammy Davis	<a href="mailto:tsgeno@hotmail.com">tsgeno@hotmail.com</a>	
President of PTO	Kimberly Manning	<a href="mailto:kgmanning25@gmail.com">kgmanning25@gmail.com</a>	
PSIA Sponsor	Marge Vinzant	<a href="mailto:mvinzant@hses.org">mvinzant@hses.org</a>	
Sextons	Juan Cuevas, Francisco Miranda, Nicholas Miranda		
Student Council Sponsor	Shannon Shrader	<a href="mailto:sshrader@hses.org">sshrader@hses.org</a>	

## **COMMON ABBREVIATIONS**

EC	Early Childhood (infants and toddlers)
PS	Primary School (P3 and P4)
LS	Lower School (K-4 <sup>th</sup> )
MS	Middle School (5 <sup>th</sup> -8 <sup>th</sup> )
HSES	Holy Spirit Episcopal School

## SECTION 1.0 SCHOOL ROUTINES

### **1.1 BEFORE SCHOOL STARTS**

The following forms must be submitted to the school office prior to the beginning of school (*according to each document's designated due dates*):

- A completed and doctor-signed Medical Record Form with immunization records attached. One is needed for each child attending HSES (**Due by August 19, 2020**).
- Athletic Physical Form (for MS Athletics participants only). A student Athletic Physical Form must be filed in the Nurse's office in order to participate in Athletics or team practices.)
- Complete full family profile in FACTS.
- Handbook Acknowledgement Form (Due at time of receipt)

### **1.2 ARRIVAL AND DISMISSAL**

#### ***Early Childhood***

- Designated staff will assist children to enter safely into the building.
- Staff members will wait by the EC circle drive from 7:15 to 9 a.m. to accept children into the school.
- If a student arrives after 9 a.m., parents must call the school at (713) 468-5138 and press 219 to connect with the EC office and notify them you have arrived. An assigned staff member will meet the child outside to assist with check in.
- Parents will display the school-issued carpool tag in a visible area of the front window and staff will escort the children into their car.
- Once the child is in the car, parents may quickly get out of the vehicle to buckle the child into the car seat if necessary, assist with check in.
- We ask parents to allot extra time to their schedule for arrival and dismissal.
- If the carpool line extends to the street, cars can wait on the side of Tallowood Road until the circle drive clears up.

#### ***Primary School***

- Students may arrive at school by 7:45 a.m.
- P3 and P4 must be in their classroom by 8:10 a.m.
- School staff will monitor carpool between 7:45 and 8:05 a.m. with assigned faculty to escort students to their designated classrooms.
- Dismissal takes place at 3:15 p.m.
- Drop off and pick up occur at the same location.

#### ***Lower School***

- Students may arrive at school by 7:30 a.m.
- K-4th must be in their classroom by 8:05 a.m.
- School staff will monitor carpool between 7:30 and 8 a.m.
- Dismissal takes place at 3:30 p.m.
- Drop off and pick up occur at the same location.

#### ***Middle School***

- Students may arrive at school by 7:30 a.m.
- 5th-8th must be in their classroom by 7:50 a.m.
- School staff will monitor carpool between 7:30 and 7:45 a.m.
- Dismissal takes place at 3:30 p.m.
- Drop off and pick up occur at the same location.

When leaving during school hours, parents or guardians must sign out students for release at the front office. Office personnel will pick up or call students to the office. MS students will be called out of the class by office personnel and instructed to come to the office. *See section 1.10 on Student Sign-Out.*

### ***Early Bird Morning Care***

Early Bird Morning Care is from 7:15 to 7:30 a.m. The carpool lane on the Perthshire side will be used for arrival. Parents must remain in the car when the student is exiting the car. Upon arrival, parents will answer screening questions and student temperatures will be taken.

P3 is escorted to Room 502.

P4 is escorted to the back area of Library.

LS reports to the front area of Library.

MS reports to the Gym.

### ***Carpool Safety Reminders***

- Refrain from the use of cell phones or other electronic devices while in carpool and school parking lot.
- Use the proper legal child restraints at all times when driving on campus.
- Comply with the 5 mph speed limit while on campus.
- Never leave your child unattended in a vehicle.
- Avoid walking between the carpool lines during carpool.
- Use the crosswalk when parking and walking your child into the building.

## ***1.3 MORNING DROP-OFF***

**Carpool ends promptly at 7:45 a.m. for MS, 8 a.m. for LS, and 8:05 a.m. for PS.** Once carpool has ended, an adult must accompany PS, LS and MS students to the front office to officially sign them in for the day. Parents can park in the Perthshire school lot. Once screened, only students will enter the building beyond the reception area. School staff will escort PS students will to their classrooms.

### **Carpool drop-off instructions for PS, and MS:**

- Enter line from Perthshire Road.
- Students must be ready to exit cars upon arrival at unloading zones.
- Parents should move their cars to the most forward position and avoid gaps in the line.
- Students must exit on the safe side of the car, away from traffic.
- Parents must remain in the car when the student is exiting the car.
- Upon arrival parents will answer screening questions and students will have their temperatures checked before exiting the car. If a temperature of 100 degrees or higher is registered a second reading will be taken and if the student still registers a temperature of 100 degrees or higher, the student will go home and the nurse will follow up with the family.
- During departure, display the carpool card issued by the school.
- Every person over the age of 5 must wear a face cover during carpool.

### **Carpool drop-off instructions for LS:**

- Enter line from Tallowood Road.
- Students must be ready to exit cars upon arrival at unloading zones.
- Parents should move their cars to the most forward position and avoid gaps in the line.
- Students must exit on the safe side of the car, away from traffic.
- Parents must remain in the car when the student is exiting the car.
- Upon arrival parents will answer screening questions and students will have their temperatures checked before exiting the car. If a temperature of 100 degrees or higher is registered a second reading will be taken and if the student still registers a temperature of 100 degrees or higher, the student will go home and the nurse will follow up with the family.
- During departure, display the carpool card issued by the school.
- Every person over the age of 5 must wear a face cover during carpool.

### **1.4 AFTERNOON PICK-UP**

To avoid interruptions during instructional time, please avoid picking up earlier than 3:15 p.m. for PS and 3:30 p.m. for LS and MS unless necessary for an appointment or other conflict. Early pick up must occur at the front office. For pick-up changes or special instructions, email or call the school office before 3 p.m. on that day. *See section 1.7 for After-School Policies.*

#### **Carpool pick-up instructions for PS and MS:**

We ask for your support in making carpool a safe time on our campus.

- At dismissal, a teacher will walk registered students to Kidventure.
- Enter line from Perthshire Road.
- Stay in your car and allow staff members to assist with your student.
- Display the yellow carpool name card issued by the school.
- Dismissal takes place at 3:15 pm for PS; 3:30 p.m. for MS.

#### **Carpool pick-up instructions for LS:**

We ask for your support in making carpool a safe time on our campus.

- At dismissal, a teacher will walk registered students to Kidventure.
- Enter line from Tallowood Road.
- Stay in your car and allow staff members to assist with your student.
- Display the yellow carpool name card issued by the school.
- Dismissal takes place at 3:30 p.m. for LS.

### **1.5 KIDVENTURE AFTER-SCHOOL CARE**

HSES offers after-school care through Kidventure for students in Primary 3 through eighth grade.

PS, LS, and MS parents may enroll students in Kidventure after-school care at [www.Kidventure.com](http://www.Kidventure.com). Kidventure is available from 3:15 to 6 p.m. Kidventure offers an afternoon snack, planned activities, time outdoors and time to study as needed. Drop-ins are accepted on a limited basis; (advanced registration is more cost effective and highly encouraged). The drop-in fee is \$25 per day. All students are picked up from Kidventure through the Library entrance, located on Perthshire Road. For questions about Kidventure contact Kathleen Vigreux (713) 960-8989.

Kidventure ends at 6 p.m. Late pick-up fees will be assessed for each student starting at 6:01 p.m. according to the school clock. If your child is not picked up promptly by 6 p.m., a late fee of \$1 per minute per child will apply.

Kidventure charges a \$10 registration fee and provides monthly or semester payments plans. Contact Kidventure for details at (713) 960-8989.

### **1.6 KIDVENTURE ENCORE (\*On Hold during COVID-19 Pandemic)**

HSES offers enrichment classes through Kidventure Encore for students in Primary 3 through eighth grade for an additional fee. Kidventure Encore offers a wide variety of engaging, interactive classes. Schedules and registration information are available at the beginning of each semester at [www.Kidventure.com](http://www.Kidventure.com).

### **1.7 AFTER SCHOOL POLICIES**

Primary School pick-up ends at 3:30 p.m. Lower and Middle School pick-up ends at 3:45 p.m. If a child has not been picked up by the end of carpool, he or she will be escorted to the Kidventure meeting location. Kidventure will charge a drop-in rate of \$25 for students who are not on a contract.

Any child on campus after 3:45 p.m. must participate in one of the following activities:

- Supervised after-school activity (athletics, sports practice, fine arts, tutoring, etc.)
- Kidventure
- Kidventure Encore

Students participating in supervised after-school activities must be picked-up in the Perthshire carpool line or signed-out by an authorized adult. Ten minutes after the activity is released, remaining children will be escorted to Kidventure. Appropriate daily drop-in fees will apply.

### **1.8 EARLY DISMISSAL**

The same carpool procedures for regular dismissal apply on early dismissal days. Primary School is dismissed at 11:45 a.m. Lower School and Middle School are dismissed at noon. Lunch is not offered on early dismissal days unless otherwise instructed.



## 1.9 ABSENCE AND TARDINESS

Every learning opportunity provided at Holy Spirit Episcopal School is a vital part of a student's education. Attendance during the entire school day, including prompt arrival, is considered essential. All absences are recorded for each class on the permanent report card. Absences and tardies are recorded by each division.

### **Absences**

A parent or guardian should report absences each day by calling the school office between 7:45 and 9 a.m. and/or by email to the front office at [frontdesk@hses.org](mailto:frontdesk@hses.org) and advisor or classroom teacher. The front office may place a call to the parent or guardian inquiring about the absence if they have not received notice by 9 a.m. If the front office has not been notified by 9:00 a.m., a call may be placed to the parent or guardian requesting information about the absence.

- Missing more than three classes or hours in a day is considered an absence for the day.
- For students in **Lower School and Middle School**, absences totaling 20% or more days in a given term, for non-COVID-19 related reasons, may result in the student not being promoted. *The 20% absence policy applies to individual classes.* Excessive absences could result in failure of a course.

Students in **kindergarten through eighth grade** who are absent from school for non-COVID-19 related reason for at least 20% of any given course in a term may receive an Incomplete (I) for that marking period. Contact the Division Head for the exact number of days in question. This Incomplete (I) will be reported on the student's report card or end-of-grading-period assessment. The Division Head may communicate expectations before the Incomplete (I) is changed.

\*Special exceptions may be made in some cases with approval from the Head of School and Division Head.

### **Excused Absences**

For absences due to COVID-19 related symptoms, illness, injury, medical appointments during school hours, family emergency, extracurricular events that occur within the school day, or when the Head of School or Division Head has approved an absence that is in the best interest of the student, the student will have the same number of days to turn in make-up work as the number of days missed. Absences in excess of one (1) week require a release note signed by the student's attending physician. Excused absences are counted in the absence total.

Parents must notify the front office:

- If the absence from class is due to a doctor or dentist appointment, the parent should notify the office or Division Head **at least 24 hours prior to the appointment.** Upon return, the student must present a note signed by the attending physician to their classroom teacher.
- If the absence is due to a contagious condition or disease, including COVID-19, the student must provide a release note signed by the attending physician.
- When a child is hospitalized, contact the Division Head so arrangements can be made for get-well messages and to discuss the student's academic needs if appropriate.

To pick up work for an ill child, contact the homeroom or advisory teacher who will send work digitally and/or will gather and deliver work to the front office by 3:30 p.m.

### **Unexcused Absences**

An unexcused absence is any absence in which a parent does not notify the Front Office or Division Head, or for an absence of one (1) week and a required doctor's note is not provided. Unexcused absences also apply when leaving campus without permission. Failure to notify the Front Office or Division Head of an absence may result in the classification of "Unexcused." Students should email the classroom teacher to obtain missing assignments.

A non-passing grade may be given for missed or incomplete work. Missing class to work on a school project or paper does not constitute an excused absence.

### **Prearranged Absences**

Students who are absent from school for reasons other than illnesses such as trips, are expected to follow these procedures (High School visits that require missing school are treated as approved absences):

- Obtain advance approval by the Head of School or Division Head at least two days prior to absence.
- Provide a Prearranged Absence Form for all teachers to record work that will be missed and a plan for completion.
- Turn in the form to the Division Head for signature by 9 a.m. prior to departure for return to the student in a timely manner.

- Complete and turn in work within the allotted number of days based upon days absent. Make-up times for test and quizzes are at the discretion of teachers.
- Failure to respect this policy will result in a zero/non-credit for the work.
- LS parents can assist in collecting class assignments and needed materials to complete a homework assignment. The student is expected to complete missed work and catch up on covered material during the absence.
- LS teachers will work with parents on scheduling missed quizzes.
- MS students are responsible for gathering class assignments, textbooks, notebooks, and other materials considered essential to complete missed work.
- MS students are responsible for scheduling makeup quizzes and tests with the classroom teacher.

### ***Tardiness***

Students are expected to be at school and in their classroom on time. LS students are considered tardy if they have not arrived to their classrooms when the tardy bell rings at 8:05 a.m. MS students must be seated in their advisories by 7:50 a.m. before the tardy bell rings. For Lower and Middle School, tardies that total 20% of the days in the term, regardless of the reason, may result in the student not being promoted. Excessive tardies could result in the failure of a course.

- **Primary School** students that are tardy after 8:10 a.m. must check-in at the Front Office and will be walked directly to their classrooms by a staff member.
- **Lower and Middle School** students that are tardy must enter through the Front Office and sign in. Students should unpack, store backpacks, and proceed to class or chapel with the appropriate materials.

Consequences for tardies:

- **Lower School:** After three tardies per trimester (class and school tardies), the teacher will communicate with the parents or guardians.
- **Middle School:** More than three tardies in a trimester result in lunch detention. More than five tardies in a trimester result in morning detention. Parents or guardians will be notified of detention assignments. Tardies are recorded on student report cards.

### ***Middle School Makeup Work***

Daily work assignments must be completed on campus at a time arranged with the school faculty. The highest grade a student can receive on an assignment missed during an unexcused absence is 75% of the score. (Actual grade x .75 = grade received. Example: actual grade of 92 x .75 = 69 grade recorded.)

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

If a student is absent the day before or the day of a major test, it is the student's responsibility to make arrangements with the teacher to make up that assessment with in one day of returning to school.

## ***1.10 SIGNING STUDENTS IN AND/OR OUT***

### ***Leaving Early***

If a student leaves before the close of the school day, parents can notify the Front Office at [frontdesk@hses.org](mailto:frontdesk@hses.org) and include the advisor teacher or the Division Head (if it is for a longer absence) so the student is ready when the parent arrives. The student must communicate with the teacher prior to leaving to plan for makeup work.

- **Primary School** parents or authorized adults may email classroom teachers and enter through the Front Office for early pick-up. Students will be brought up to the front office.
- **Lower and Middle School** parents or guardians that need to pick up students before 3:30 p.m. must enter through the Front Office. Office staff will find the child and bring them to the front office.
- Students are not allowed to **leave** class or the campus without permission from the classroom teacher, school office staff, Division Head or Head of School.

### ***Returning from an Absence during the School Day***

Students must report to the Front Office for a parent or guardian to sign them back into school.

## **1.11 EMERGENCY SITUATIONS AND SCHOOL CLOSINGS**

It is imperative that the school maintains current telephone numbers for each family in case of emergency. Home, office, and cell numbers for parents or legal guardians, and the number of the person who may assume authority if neither parent can be located, must be on file and up-to-date at all times. Make sure FACTS reflects all accurate phone numbers, emails, address, etc. *See Section 4.2 on Records and Family Information.* Parents can submit changes through the FACTS parent portal.

**IMPORTANT:** Parents or guardians must notify the school if they plan to travel (especially international travel) for any length of time while school is in session and must provide temporary guardian contact information in case of emergency.

### ***Campus Safety and Security***

During the week, all exterior doors are locked from 7 a.m. to 6 p.m., Monday through Friday. The following guidelines ensure the safety of our students:

- Only a parent, legal guardian or preauthorized adult shall pick up and sign out a student.
- Parents should email the Front Desk **and** the teacher when students go home with persons other than the adults listed as approved contact in FACTS.
- If a parent becomes aware of any situation which might present a threat to the safety and security of HSES students, parents are expected to contact the school office immediately.

### ***Emergency Procedures and Drills***

The school is required to have monthly drills where students practice the procedures for evacuating the school. School personnel accompany all students during these drills and report to designated areas on campus where attendance is taken. Visitors and employees on campus during a drill must evacuate the building and report to the designated areas along with personnel and students. Holy Spirit Episcopal School follows a crisis management plan for various levels of emergencies and threats.

### ***School Closings***

In the event of dangerous weather conditions or other emergencies, HSES may cancel or delay the opening of school, or close early. Such announcements will be posted on the website, reported through news media such as major television stations, and sent via email and/or text through the FACTS Parent Alert system. For this reason, it is important that parents notify HSES of changes to their contact information. Parents are urged to exercise their own judgment about safety conditions in their areas when determining whether to attempt to drive to school.

When the school closes early, all students are dismissed from their normal pickup area. Students will not be released to unauthorized adults. Faculty members will stay until all students are picked-up by parents or authorized adults.

In an emergency in which students cannot leave the school or parents or guardians cannot get to the school, all students and faculty will remain on campus until it is safe to allow students to leave. In the event of a lockdown, parents will be notified by text or email when they will be able to enter campus for pick-up.

**Should the school close early, Kidventure, Kidventure Encore, athletic competitions, performances or any other extracurricular activities will NOT take place that day.**

### ***Force Majeure***

Should events beyond the control of the School, including, but not limited to, any fire, act of God, hurricane, tornado, flood, extreme inclement weather, explosion, war or armed conflict, governmental action, act of terrorism, risk of infectious disease, epidemic, pandemic, shortage or disruption of necessary utilities, or any other event beyond the School's control, occur, the School has the discretion to close the School and/or modify its curriculum, schedules, length of school day, length of school year, and/or means of learning, use of distance learning and teaching methods. The Parent's financial obligations under this Contract remain in full force and effect. Should the School close, the School's duties and obligations under this Contract shall be suspended immediately without notice until such time as the School, in its sole and reasonable discretion, may safely reopen. If the School cannot reopen due to a force majeure event under this Paragraph, the School is under no obligation to refund any portion of tuition paid.

### ***Custody Matters***

When parents are separated or divorced, the school Business Office requires a copy of the most recent court order specifying access to the student, student records, and school officials. It should also include possession and visitation rights, financial responsibility agreement and any other special custody circumstances. The copy must contain the judge's signature and the date signed. The parents are also responsible for communicating with the division of any special legal considerations that can affect the student. HSES will follow the information in FACTS unless other information is provided.

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

### ***1.12 PARENTS AND VISITORS TO THE SCHOOL***

The safety and security of our students is priority. During COVID-19, the school is limiting visitors. In the event that it is necessary for a visitor to go beyond the reception area, screening involving health questions and temperature checks will be required. All visitors to HSES, including parents and guardians, must check in with the Front Office or Early Childhood Office to obtain a visitor's badge through Raptor. Adult visitors should have a specific purpose for being on campus or to enter the school hallways and must check out at the reception area as they exit.

#### ***Delivery of Items to School***

When items of clothing or personal items such as lunches are delivered to Front Office, the student will be notified to pick up the items or a staff member will deliver the item to class. All items should be delivered to the Front Office or EC Office for Early Childhood students. Students who forget work at home should discuss the issue with their teacher and the teacher will determine an appropriate course of action.

#### ***Birthdays***

Due to the COVID-19 pandemic, no visitors or sharing of food is allowed in classrooms for the celebration of birthdays. Birthday blessings will be celebrated during chapel. Teachers will arrange an age-appropriate recognition of your child's birthday in the classroom.

#### ***Student Gift Exchange***

Refrain from gift exchanges among students on campus.

### ***1.13 LOCKERS***

Students in Lower School and Middle School are assigned a school locker that must remain unlocked at all times. Students are responsible for any items in their locker. Personal items must be stored in the locker during the day. Athletic equipment should be stored in the athletic locker room.

The locker is for coats, books, lunches and supplies for classes. All students should respect their lockers and its content. They are also responsible for the upkeep of their lockers and the surrounding hall areas. This includes refraining from writing on or allowing others to write on the lockers or defacing them in any manner. All lockers are the property of the school. The faculty and staff reserve the right to inspect any locker at any time. Failure to abide by these norms could subject the student to disciplinary consequences, up to and including suspension or dismissal from school. Any damage to lockers should be reported to the Division Head.

Middle School Athletic bags and lockers: Each MS student is assigned an athletic room locker. A lunch detention or other suitable consequence will be issued for leaving materials scattered in the locker room. PE bags must be stored in the athletic locker. Sports equipment should be returned to the designated storage area after use.

### ***1.14 LOST AND FOUND***

The "Lost and Found" is located in the Front Office. It is cleaned out monthly basis and every effort is made to return lost items to the owner before it is contributed to the used uniform project or donated to charity. We encourage parents to label all clothing, shoes and materials.

### ***1.15 BACKPACKS***

In Lower School, backpacks must fit inside the lockers. In Middle School, empty backpacks are stored in the advisory teacher's room. All MS backpacks MUST be unloaded of books each morning; they will not be accessible during the school day. The backpacks are packed each afternoon at dismissal.

### ***1.16 ELECTRONICS***

Students in grades K-8 are assigned an iPad or Chromebook. No other personal computers, iPads, tablets, or any other electronic devices are allowed. Students will review the Acceptable Use Policy with the Technology Director or Media Specialist about specific rules. HSES faculty may review files or communications to maintain system integrity and security and to ensure students are using the system responsibly. Students must comply with Electronic Devices Usage Rules and the school Honor Code while engaging in technology. Strict discipline procedures are enforced for infractions in technology.

### ***Cell Phones***

Student cell phones must be turned off and put away during school hours, including carpool and Kidventure, and can only be used in school under the supervision of a faculty member. Students should not receive phone calls or texts during the school day. To deliver a message to your child, call the school office for prompt and appropriate delivery. The advisors will relay messages or the Division Head in case of an emergency. These messages might address appointment changes and unexpected transportation problems. Students have access to a school phone if needed by requesting permission to a faculty member. The faculty member has the discretion and authority to determine if the call is necessary. Calls will not be allowed for forgotten materials or homework. The School asks that parents try to limit messages to urgent matters. Phone messages cannot be delivered to students after 2 p.m. Transportation changes cannot be guaranteed if notified within 30 minutes from dismissal.

*\*See section 4.8 on Technology Policy*

### ***Smart Apparel and Devices***

Because smart devices are capable of operating autonomously just as a phone would, we are also requesting for students to refrain from smartwatches at school. In the past, we have approved smart devices because they were dependent on phones that were turned off and stored. However, to maintain distraction-free classrooms, we are revising our smart apparel guidelines and including smartwatches in the mobile devices categories. If they bring smartwatches or other independent technology, these must be stored in backpacks or lockers during school hours.

Parents are expected to monitor their student's home usage of the internet, cell phones, and smart devices for the purpose of keeping student harassment away from our community and student body.

### ***1.17 CLASS TRIPS***

**\*Due to the COVID-19 pandemic, we are monitoring CDC guidelines for class trips. If class trips are permitted, CDC protocols will be followed as well as the following school guidelines.**

Part of our academic program includes field trips and school trips. Students are expected to travel on school trips as part of the academic program. Students in kindergarten through eighth grade participate in off-campus trips. While instructional, the purpose of school trips is to provide captivating learning and memorable experiences. Every student participating in a school-approved trip must have a signed parental permission form before departure. HSES expects exemplary behavior of students while on trips. For out of town trips, the supervising teacher or adult in charge reserves the right to send a disruptive or uncooperative student home at the parents' expense.

Please note that parents of students who take regular medication must provide the medication in the original container with written instructions before the student may depart, and the school nurse must have the student's medication form. Any medication required for a day trip off campus: the school nurse must hand to the classroom teacher with the proper instructions.

***Students on conduct or attendance probation may be restricted from participation in off-campus and out of town school-sponsored trips at the discretion of the faculty. Holy Spirit Episcopal School reserves the right to exclude any student from off-campus or out-of-town trips for discipline reasons, academic reasons, or any other reason considered sufficient by the faculty.***

### ***Chaperones for Houston-Area Field Trips***

Chaperones on field trips during the school day must:

- Read all written trip documents concerning itinerary, rules, and dress requirements.
- Stay with the assigned students during the field trip.
- Assume full responsibility for the behavior of the assigned students on the bus, at lunch, during play time, and all other times.
- Not drink alcoholic beverages or use tobacco products at any time during the entire trip.
- Adhere to strict confidentiality on the actions of students during a trip.
- Be certified by *Safeguarding God's Children*.
- Be punctual.
- Be aware that other adults or younger siblings may not accompany the parent chaperones on off-campus field trips.

### ***1.18 TRANSPORTATION***

Students of Holy Spirit Episcopal School may not leave campus on school-sponsored trips, such as field trips or sports activities, unless they travel by chartered vehicles or with the Head of School approval of exception.

**Bus Transportation**

During the COVID-19 pandemic, bus transportation will be in accordance with CDC guidelines. In addition, the following school rules also apply:

- Refrain from using electronic devices.
- Eating and drinking on the bus.
- Ride the bus to and from the field trip site
- Return to the bus at the designated dismissal time.
- Maintain a talking volume.
- Sit interspersed with adults throughout the bus to monitor conduct.

The school takes a first aid kit and cell phones on all off-campus trips. Any student medication required for bus trips must be given to the classroom teacher by the school nurse. Decisions regarding packing any and all other supplies will be at the discretion of faculty. Holy Spirit Episcopal School contracts with a transportation company for all bus trips. These guidelines will be shared with parents prior to a trip.

**1.19 RECESS**

All students experience at least one daily recess. Recess is held outside except in the following weather-related instances:

- Thunder, lightning, or precipitation.
- A heat index of 105 degrees or higher.
- When the weather is not appropriate for recess in the estimation of the faculty (such as excessive ozone or other hazardous conditions).
- Additional COVID-19 pandemic precautions are as follows:
  - One group at a time.
  - Spread out and maintain 6-foot distancing whenever possible.
  - Wash hands before/after recess.

**SECTION 2.0  
ACADEMIC RECORDS AND STUDENT LIFE**

**2.1 A GRADE REPORTING**

Primary School operates on a trimester grading cycle. Report cards are sent home twice a year.

The Lower and Middle School academic year is divided into three trimesters. Each trimester is approximately 12 weeks in length. Report cards are emailed or accessed online at the conclusion of the trimester. Check the school calendar for trimester dates and report card deliveries. LS and MS students will receive mid-trimester progress reports.

**2.1 B GRADING SCALE**

**Middle School Academic Grades**

All core subjects in fifth through eighth grade report number grades. Some enrichment classes and Physical Education grades are Pass/Fail.

90-100	<b>A</b>
80-89	<b>B</b>
70-79	<b>C</b>
65-69	<b>D</b>
64 or below	<b>F</b>

### ***Middle School Citizenship Grades***

E	<u>Excellent</u> – Exceptional behavior choices; consistently behaves in an exemplary manner; goes above and beyond what is expected; takes initiative; may lend support to other classmates; is able to multi-task and still shows excellence in academic performance; is always courteous, polite and respectful; is always dependable; does things well on his/her own; shows very clear sense of right and wrong through speech and action; work is always submitted on time.
S	<u>Satisfactory</u> – Consistent, satisfactory and positive behavior choices; is always courteous, polite and respectful; is dependable; does things well on his/her own most of the time; shows clear sense of right and wrong through speech and action; work is always submitted on time.
N	<u>Needs Improvement</u> – Behavior choices need improvement; occasionally shows unacceptable behavior; needs guidance from teachers on behavior; has occasional relationship difficulty with classmates; work is usually not submitted on time.
U	<u>Unsatisfactory</u> – Unacceptable behavior choices; needs regular counseling by teachers on behavior; has difficulty getting along with classmates; work is often not submitted on time.

### ***Lower School Report Card Indicators***

ES	Exceeds grade level standards
MS	Meets grade level standards
SS	Meets grade level standards with added support
AC	Area of concern

### ***Primary School Report Card Indicators***

C	Consistently
D	Developing
E	Emerging
^	Not Introduced Yet

## ***2.2 MIDDLE SCHOOL EXAMS***

Ongoing assessments are conducted, both formative and summative, and are necessary to determine the success of the learner in all content areas. The triangle of what is written, taught, and tested assists in effective delivery, re-teaching and/or determination of mastery. End of course exams will have study guides. These will be given out on the Friday before “Quiet Week.”

Exams occur during the third trimester of the school year for Middle School students. Their final average for the year is determined by the following formula:  $(T1+T2+T3) + (Final)/4$ .

End of course exams for fifth and sixth grades count as a test grade only. The intent is to have them experience an exam atmosphere in terms of preparation and execution of a “high stakes” test.

## ***2.3 MIDDLE SCHOOL HONOR ROLL***

Middle School students who achieve a high level of academic performance during a trimester receive recognition on their transcript.

High Honor Roll – All A’s in core academic areas.

Honor Roll – All A’s and B’s in core academic areas.

## ***2.4 MIDDLE SCHOOL ACADEMIC PROBATION***

If the average of a student on any subject falls below 65% during a trimester, he or she will be placed on academic probation, and the teacher will arrange a conference with the parents to discuss ways to support improvement. In addition, the student will attend tutorials for the subject(s). When the student brings the average grade above a 65% for a reporting period academic probation will be lifted.

Students must pass all subjects with a final average of at least D (65%). Students who earn an average below D (65%) may be asked to attend a summer program or tutorial and demonstrate mastery of the subject (65 or higher) to be promoted to the next grade. Students who do not demonstrate mastery may be “placed” conditionally in the next grade level or retained.

*Eighth grade students who do not meet these requirements will receive a certificate of attendance at the awards and graduation ceremony.* When academic requirements are fully met, the student will receive a diploma.

Within the school year, a student failing a core content area will gain the support of professionals and parents / guardians to determine an individualized academic plan for recovery. The Head of School determines placement, promotion, or retention.

## **2.5 TUTORIALS**

The HSES faculty offers tutorials as a way for students to receive one-on-one reinforcement of concepts, have time for clarification, and/or review homework.

### ***Lower School***

Tutorials can be scheduled with LS teachers for a mutually agreeable time before or after school.

### ***Middle School***

Every teacher will have office hours before or after school to provide time for students to ask questions and receive any extra help outside of the classroom, by appointment.

## **2.6 PRIVATE TUTORING**

All private tutors that provide service to students on campus must complete the *Safeguarding God’s Children* process. Tutoring is considered any instruction a student receives outside of the normal school day. Any questions about arrangements for outside tutoring should go through the Division Head. HSES Faculty are not permitted to privately tutor any student they personally teach.

## **2.7 ELIGIBILITY QUALIFICATIONS FOR INTERSCHOLASTIC ATHLETIC COMPETITIONS AND FINE ARTS**

The academic performance in all core courses must remain a 70% or higher. If a grade is below 70%, the student will enter a probationary period and not be able to practice or play until the grade of 70% or above is achieved. Grades will be checked every three weeks of each trimester. *See section 6.0.*

## **2.8 STANDARDIZED TESTING (This will need to be rewritten)**

Students in kindergarten through eighth grade take the MAP (Measurement of Academic Progress) standardized assessment, three times a year. Parents receive results at the conclusion of each testing section. Results are maintained in the cumulative folders of each student.

## **2.9 INSTRUCTIONAL ACCOMMODATIONS**

HSES is committed to offer all reasonable accommodations for selected instructed processes to students with diagnosed learning differences and disabilities. To be eligible for instructional accommodations, a student must have a documented learning difference or disability that directly affects his/her ability to learn and perform optimally in a conventional learning environment. A qualified professional with appropriate credentials and clinical experience must provide an official evaluation and diagnosis.

Testing must be current (within three years). In the case of a learning disability, parents must provide a full report that includes a clear, specific diagnosis of the learning disability and recommendations for accommodations to the Division Head.

## **2.10 HOMEWORK**

**Lower School:** Homework for Lower School students, while minimal, will vary and is up to the individual teacher. Independent reading is included in the homework for all grades.

**Middle School:** Middle School students are given a daily planner specific to HSES at the beginning of the year. They are expected to record daily assignments and complete them in a timely manner. Each teacher posts all homework assignments in FACTS or Google Classrooms by 9 a.m. Monday morning for the week. Changes to daily homework will be entered in FACTS by 5 p.m.



**Late Work:**

- One (1) day late – 90% of possible points
- Two (2) days late – 80% of possible points
- Three (3) days late – 70% of possible points
- Four (4) days late – 50% of possible points

**\*Note:** Division Heads will work with families regarding COVID-19 related illnesses.

**2.11 SCHOOL RECOMMENDATIONS (OTHER THAN HOLY SPIRIT EPISCOPAL SCHOOL)**

All requests for student recommendations must be submitted to the Director of Enrollment Management. Teachers may not accept evaluation forms from students or parents. Allow at least five business days for teachers to complete recommendations. Eighth grade students, *see Section 2.13 on High School Counseling*. Copies of recommendations are kept in student files in case they are needed again.

The Admissions office will process requests for teacher recommendations, transcripts and other school documents. The School's policy is to prepare a completed recommendation packet in the office. The Director of Enrollment Management will then forward the packet to the requesting school and/or program. Teacher High School recommendation forms must be provided to the Director of Enrollment Management.

**2.12 RELEASE OF TRANSCRIPTS/REPORT CARDS**

Complete a transcript request form and turn in to the Director of Enrollment Management. Transcripts are not altered to comply with other school's curriculum or graduation requirements. Grades obtained at other schools are converted to the HSES grading scale, and posted as such on the student transcript.

NOTE: Year-end report cards and transcripts will not be issued until all accounts are paid and all school-issued property (i.e. textbooks, library books, and sports equipment) has been returned to the Business Office.

**2.13 HIGH SCHOOL COUNSELING**

**7th Grade:** Families are offered the opportunity to meet individually with the Director of Enrollment Management to discuss the high school application process with a focus on community service hours and a focus on strong academic performance.

**8th Grade:** Teacher recommendation forms and transcript release forms must be turned in to the Director of Enrollment Management the second Friday of November. HSES is responsible for submitting teacher recommendation forms, past standardized testing scores, report cards, and any extracurricular recommendation forms to the high schools. The Division Head and/or The Head of School is often asked to complete observations of support, financial standing and participation from the home of the student.

**2.14 EPISCOPAL IDENTITY**

The five Tenets of our Episcopal Identity include:

1. A high regard for intellectual discipline.
2. Tolerance and inclusivity.
3. Service for others.
4. Faith and reason as partners.
5. Worshipping together following our liturgical traditions.

**Religion**

In the Anglican tradition (the worldwide fellowship of churches having their roots in and communion with the Church of England), the Episcopal Church encompasses the openness of free rational inquiry, and tradition. At every grade level, students are engaged in a systematic study of the entire Bible and are challenged to know God through a personal relationship of worship, love, and service. All faiths are respected.

**Chapel and Worship**

In chapel, students are invited to celebrate the grace given to each of them and to discover more about themselves. Students have many opportunities to participate in worship. Students of other faiths are invited to participate in chapel services. Students of other faiths are not expected to take communion during Eucharist services. All students are challenged to stretch and grow in their understanding, and to respond to God and His world with respect, compassion and acceptance of all.

Chapel services are held twice a week.

- **Early Childhood** students gather in the Early Childhood Chapel located in the EC building.
- **Primary School Chapel** services are held in the EC Chapel.
- **Lower School and Middle School Chapel** services for Kindergarten through Eighth grade are held on Tuesday and Thursday mornings at 8:15 a.m. in the Nave.
- **Lower School and Middle School** students attend a Eucharist service and receive Holy Communion approximately once a month. All baptized Christians may receive communion. Those that do not wish to receive communion may approach the altar and cross their arms over their chests to receive a blessing or they may stay seated in the pew. During this Eucharist service, student birthdays for that month are recognized and each student celebrating may also receive a special birthday blessing at the altar.

## **2.15 LUNCH**

**\*Please Note: Due to the COVID-19 pandemic, our lunch procedures are subject to change. Refer to the Return to School Policy Manual for more information.**

Students may bring a lunch or purchase a box lunch from **The Simply Fresh Kitchen** each day. Pre-paid lunch accounts can be set-up at any time. Payments can be made online **The Simply Fresh Kitchen**. The website address is: [www.new.thesimplyfreshkitchen.com](http://www.new.thesimplyfreshkitchen.com).

HSES seeks to teach students to eat properly, in a healthful way, while displaying good table manners. Our lunch program is designed to provide a healthy meal each day, complete with options for our students. Parents are asked to support the school's efforts to produce healthy meals, encourage their student to make healthy choices, and understand that students need the freedom to make choices. Students may not share food and will eat in their rooms or outside, weather permitting. They are responsible for leaving their area clean. Good manners are expected at all times. The following guidelines support a positive lunch environment:

- All eating and drinking will be confined to designated areas, unless otherwise noted as part of a scheduled event.
- Parents and guardians are welcome to bring lunch to their student and eat with him/her on special pre-arranged occasions such as birthdays. **(Not allowed during the COVID-19 pandemic)**
- Students are respectful and cooperative.
- Students clean their places at the tables and discard trash.
- After eating, students remain at the table until dismissed by the faculty.
- Students keep noise to a moderate level, observe proper table manners, and conduct themselves appropriately.
- Students may not go into the back kitchen area.

Each day, students are given one time to have a small snack. We encourage students to bring a snack that is healthy. Water bottles are permitted in classes as long as they are not a disruption.

**Early Dismissal Days:** Lunch will NOT be offered to students who have an early dismissal.

### ***Food Allergies and Dietary Restrictions***

HSES respects family wishes to avoid certain foods for medical, religious, or other reasons. Talk to your student's Division Head and the school nurse. If the student has a food allergy, parents must provide the school with instructions from the student's attending physician. The school cannot guarantee that all requests to provide specific diets will be accommodated, and school-provided dietary accommodations will be at the school's discretion. Parents may send appropriate, balanced, safe meals and snacks with their students, if necessary. Refrigeration and/or heating devices are available to students in the EC only.

## **2.16 MIDDLE SCHOOL SOCIAL EVENTS**

During the COVID-19 pandemic, MS social activities must comply with CDC guidelines. Middle School Events, including dances are held each year for students in Grades five through eight. On occasion, outside guests are welcome with a HSES MS student. Many of these events are encapsulated during the school day and will require a Field Trip Permission form for students to participate. Parents will be notified of any social event taking place off campus and directions provided should students be picked-up from the social location. Cell phones are not allowed at Middle School events (unless otherwise specified by the Division Head).

Once it is safe to resume traditional activities, the following guidelines apply:

### ***Dress Guidelines Specific to Middle School Dances***

Students are expected to dress modestly and appropriately at all of our school events. The faculty solely determines whether a student's clothing is appropriate. Students who are not appropriately dressed at an event may be sent home and/or prohibited from participating in the event. The following guidelines apply to all school-sponsored events.

#### **General**

- Jeans, pants, skirts, etc. must be neat and clean, and may not be excessively tight or excessively loose.
- They must have no rips, holes, or shreds.
- Skirts must be no shorter than two inches above the knee.
- Leggings may be worn only under a dress or skirt.

#### **Tops**

- Shirts and blouses must be neat and clean, and may not be excessively tight or excessively loose.
- Tops must have no rips, holes, or shreds. Inappropriate logos, slogans, advertising or words are not allowed.
- The following styles are prohibited: Spaghetti straps, T-backs, Tank tops, Halter tops, Strapless, and One-shoulder.
- Sleeveless straps must be at least two inches in width.
- Front and back necklines must be modest.

#### **Dresses**

- Dresses may not be excessively tight.
- The following styles are prohibited: Spaghetti straps, T-back, Halter-top, Strapless, and One-shoulder.
- Sleeveless straps must be at least two inches in width.
- Necklines front and back must be modest.
- Dress hems may be no shorter than two inches above the knee.
- Leggings may be worn under a dress.

## ***2.17 MIDDLE SCHOOL AWARDS***

### ***I. Academic Awards***

Academic awards are given to one student in each grade level in the following disciplines: language arts, history, science, mathematics, foreign language, technology, and fine arts. These students are in good academic standing and show exemplary participation and enthusiasm for the content area.

### ***II. Scholar Awards***

Holy Spirit Scholar Award: Given to a student with a report card average over three trimesters of 90%.

### ***III. Community Service Awards***

**Red and Blue:** The red certificate recognizes individuals who provide 15-29 community service hours. The blue certificate recognizes individuals who provide 30-49 community service hours.

**President's Volunteer Service Award:** This award recognizes individuals that have achieved a certain standard measured by the number of hours served over a twelve-month period or cumulative hours earned over the course of time at HSES. Individuals receive a bronze award for 50-74 hours, a silver award for 75-99, and a gold award for 100 or more hours.

**Jeral (Jerry) Thomas Eckles Community Service Award:** This award recognizes and honors an exceptional individual who is a servant leader that makes volunteerism and community service a way of life.

### ***III. Specialty Awards***

**Head of School Award:** Recognizes worthy student attributes such as unsolicited service to the school, achievement in overcoming personal difficulties, exceptional leadership in a classroom or school situation, being a soothing influence in class, personal courage in the face of difficulty, working out solutions to conflicts, intellectual curiosity, serenity, and wit. Students are nominated by faculty in writing, and the winners are selected by the Head of School.

**Founder's Award:** This is the highest award presented to an eighth-grader each year on the basis of demonstrating "mission appropriateness" of respect for family, friends and associates, consideration for others, honoring the traditions upon which this country was founded, willingness to help and participate in day to day events, interest in the world around us, in leadership and respect for fellow classmates. Faculty may recommend candidates; the winner is selected by the Head of School.

**Citizenship Award:** This award is presented to five through eighth grade students who have demonstrated outstanding character, have made positive decisions, and are responsible citizens.

**The Ecolink Summit Award:** This award is presented to students who have participated in all of the possible Ecolink trips during their Middle School years at HSES.

### **2.18 GRADUATION AND MIDDLE SCHOOL AWARDS CEREMONY**

A graduation ceremony for our eighth- grade students, in conjunction with Middle School Awards, is held during the last week of school. The entire HSES community is encouraged to attend to honor and recognize the achievement of eighth-grade students and support and motivate all learners and their accomplishments in the middle school years.

### **2.19 ECOLINK PROGRAM**

During the COVID-19 pandemic, the Ecolink program is on hold. We will schedule Ecolink trips once CDC guidelines allow for off-campus trips and travel.

Holy Spirit Episcopal School initiated its outdoor education program to foster respect, love, and understanding for our environment, to encourage students to pursue mental, physical, and spiritual challenges, and to develop leadership skills, cooperation, and tolerance.

To fulfill this mission, Holy Spirit Episcopal School established the Ecolink Outdoor Education program. Ecolink seeks to achieve goals that correspond with those of the science curricula of the appropriate grade, and to provide a better understanding of subject content and the opportunity to apply knowledge gained in the classroom.

- To promote a feeling of unity and shared experience outside the classroom.
- To promote an understanding of various ecological habitats.
- To develop and improve leadership and communication skills.
- To develop in students a love and respect for the natural world.
- To enlist the active participation of each student by engaging their hands and imagination in a direct learning process.
- To broaden students' personal awareness and experience with outdoor living/travel procedures, sustainability, and safety.
- To reinforce the importance of recycling, reusing, conservation and composting.

### **2.20 UNIFORM**

The HSES uniform is unique to our school, provided by Dennis Uniform. Shoes, socks (white or black), black tights or leggings and belts are not exclusive to a uniform brand. The underlying dress code regulations are designed to ensure safety, a common set of neatness, modesty, and standards for our students. The chapel wear allows students to experience the real-life expectations of the need for formal wear and a higher standard depending on circumstances of worship, celebration, visitations, and graduations. The uniform rules promote consistency, expectations, and reduce competition between students based on the style and expense of their clothing. Parental support is essential to enforce the uniform dress code. Refer to the [uniform guidelines](#) on the website to review the chart by gender and division. Also, review the details below for additional clarity.

#### **Early Childhood (2's classes)**

Girls chapel and non-chapel uniform:

- Plain white socks or knee highs; black solid color tights or leggings.
- Tennis shoes or dress shoes

Boys chapel and non-chapel uniform:

- Plain white or black socks
- Tennis shoes or dress shoes

#### **Primary School**

Girls chapel and non-chapel uniform:

- Plain white socks or knee highs; black solid color tights or leggings.
- Tennis shoes or dress shoes

Boys chapel and non-chapel uniform:

- Plain white or black socks
- Tennis shoes or dress shoes

### **Lower School**

Girls chapel and non-chapel uniform:

- Plain white socks or knee highs; black solid color tights or leggings.
- Tennis shoes or dress shoes (ex. penny loafers, docksiders, saddle shoes, Sperry, or flats)

Boys chapel and non-chapel uniform:

- Plain white or black socks
- Brown or black belt
- Tennis shoes or dress shoes (ex. loafers, docksiders, oxfords)

### **Middle School**

Girls non-chapel uniform:

- Plain white socks or knee highs; black solid color tights or leggings.
- Tennis shoes or dress shoes (ex. penny loafers, docksiders, saddle shoes, Sperry, or flats)

Girls chapel uniform:

- Plain white socks or knee highs; white or black solid color tights or leggings.
- Dress shoes (penny loafers, docksiders, saddle shoes, Sperry, or flats).
- Tennis shoes on chapel days are worn for PE only.

Boys non-chapel uniform:

- Plain white or black socks
- Brown or black belt
- Tennis shoes or dress shoes (ex. loafers, docksiders, oxfords)

Boys chapel uniform:

- Plain white or black socks
- Brown or Black belt
- Dress shoes (loafers, docksiders, oxfords)
- Tennis shoes on chapel days are worn for PE only.

Students are responsible for their belongings. Clearly mark all articles of clothing with the student's name.

- Students must arrive, depart, and remain in proper school uniform while on campus unless otherwise indicated for special occasions.
- Students going to a sponsored athletic event or practice may, at the discretion of the coach, dress in approved athletic uniform before leaving campus.

**Primary and Lower School:** Homeroom teachers will monitor uniform consistency.

**Middle School:** Advisors will monitor uniform consistency. After three violations, the Division Head will notify parents.

### ***2.21 UNIFORM SUPPLIERS***

HSES has one official supplier: Dennis Uniforms. The term "regulation" used throughout this section means items sold through Dennis Uniform.

## **2.22 BOYS' GENERAL APPEARANCE GUIDELINES**

Specific requirements for boys' uniforms appear on the HSES website in the *Parents* section, as well as on the Dennis Uniform website at <https://www.dennisuniform.com/schools/VHY>. **NOTE:** The Division Heads of LS and MS serve as the liaison for all uniform compliance questions for boys in the Lower and Middle Schools, respectively.

- Overall appearance: Uniforms must be clean and neatly pressed. Tears, holes, frays, etc., in any component of the uniform must be neatly mended.
- Shirrtails: must be tucked in at ALL times while on campus.
- Shoes: must be worn at all times (unless otherwise indicated by faculty), must be clean and in good repair.
- Ties: must be properly knotted and worn on the outside of the shirt.
- Jewelry: Necklaces, bracelets, and watches may be worn, as long as they are not a distraction. Earrings are not permitted.

## **2.23 HAIR GUIDELINES**

1. Hair must be clean, well kept, and non-disruptive to learning.
2. Hair should not impede the line of vision.
3. Students are expected to maintain natural hair color. Boys' hair length should not extend further than the collar.
4. Hair color: Extremes in hair color or style are discouraged and will be assessed individually. The Head of School will serve as the final call towards appropriateness of style and color.
5. Hats are not to be worn unless at an approved activity or for sun safety reasons and/or health related reasons.

## **2.24 GIRLS' GENERAL APPEARANCE GUIDELINES**

Specific requirements for girls' uniforms appear on the HSES website in the *Parents* section, as well as on the Dennis Uniform website at <https://www.dennisuniform.com/schools/VHY>. **NOTE:** The Division Heads of LS and MS serve as the liaison for all uniform compliance questions for girls in Lower and Middle Schools, respectively.

- Overall appearance: The uniform must be clean and neatly pressed. Tears, holes, frays, etc., in any component of the uniform must be neatly mended.
- Shirrtails: must be tucked in at ALL times while on campus.
- Skirt Length: Skirts must have a hem that falls at least 2 inches or less above the top of the kneecap.
- Shoes: Must be worn at all times (unless otherwise indicated by faculty) and must be clean and in good repair.
- Jewelry: Necklaces, bracelets and watches are permitted as long as they are not a distraction. Stud or small hoop earrings (one per ear) are permitted.
- Hair color: Extremes in hair color or style are discouraged and will be assessed individually. The Head of School will serve as the final call towards appropriateness of style and color.

## **2.25 COLD WEATHER ATTIRE**

On extremely cold days or in classrooms with extreme variances in temperatures, students may wear warmer non-HSES outerwear over their regulation uniforms outside the classrooms as long as it does not become a distraction. Sweatshirts and hoodies worn within the school must be HSES spirit wear. Only HSES uniform sweaters may be worn in chapel. Girls may wear solid, school-colored knee socks or footed tights or leggings. Leggings in colors outside of solid school colors and sweatpants are not a part of the HSES uniform; students must have approval from the Division Head for special exceptions.

## **2.26 PHYSICAL EDUCATION UNIFORM**

P.E. shirts/shorts are sold through HSES and are required for boys and girls in grade five through eight.

- Shirt: Approved t-shirt with HSES athletic logo
- Shorts: Approved athletic shorts with the HSES athletic logo
- Shoes: Athletic shoes, low or high cut
- Socks: Athletic socks (must be visible) and solid colors of white, red, black or gray.

## **2.27 FREE DRESS DAYS**

Certain days of the year will be designated as free dress days. On these days, students may wear neat and non-torn jeans and t-shirts free of questionable subject matter. Cut-offs, short-shorts, tank tops, or crop tops, leggings or tights are not appropriate for school free-dress days. Hats are allowed indoors if approved for a specific theme free-dress day. If a student is not participating in the free dress day, the uniform code applies.

## **2.28 SPIRIT WEAR**

On Fridays, students may wear any HSES t-shirt, sweatshirt or polo with uniform pants, skirts, skorts, or shorts.

## **2.29 TRADITIONS, EVENTS, ABBREVIATIONS**

**HSES** – Holy Spirit Episcopal School

**EC** – Early Childhood

**PS** – Primary School (Primary 3 and Primary 4)

**LS** – Lower School (Kindergarten through Fourth Grade)

**MS** – Middle School (Fifth through Eighth Grade)

**\*Note: Some events may be modified due to the COVID-19 pandemic.**

**StuCo** – Student Council (MS)

Middle school students may apply for membership with teacher recommendations. Sixth through Eighth Grade students may run for an officer position. Members are involved in various projects that contribute to HSES and the community while acting as role models for the student body.

**FFE** – Fund for Excellence

This annual fund campaign supports the organization’s operating expenses to provide unique learning opportunities and student-centered enhancements. The goal is to achieve full participation of staff and families.

**SEL** – Social and Emotional Learning

SEL involves the processes through which children acquire and effectively apply the knowledge, attitudes, and skills necessary to understand and manage emotions, set and achieve goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions.

**Student Ambassadors** (Middle School)

Students apply and are selected to serve Holy Spirit Episcopal School and the student body by building community-minded servants and leaders in its membership and entrusting them with the responsibility of building goodwill among alumni and students through the office of admissions.

**NJHS** – National Junior Honor Society (Middle School)

National Junior Honor Society is a national organization whose purpose is to create enthusiasm for scholarship, stimulate a desire to render service, promote leadership, develop character, and encourage citizenship in students.

**PSIA** – Private Schools Interscholastic Association (First-Eighth Grade)

PSIA offers students in grades 1-8 an opportunity to compete in academic contests in Math, Science, Language Arts, Speech, Social Studies, and Fine Arts. HSES students participate in the District Meet during the Spring Semester, and eligible students participate at the State level.

**PTO Socials** (All School)

Organized by the PTO, Parent-Teacher Organization, HSES families gather for a fun-filled evening of activities in order to build community.

**Blessings in a Backpack** (Primary, Lower, and Middle School)

Bayou City Blessings, launched by the Holy Spirit Episcopal community in 2012, provides weekend food to children in the greater Houston area who are at risk of going without. Bayou City Blessings currently provides approximately 2300 Primary 4-5<sup>th</sup> grade children attending Blackshear, Foerster, Grissom, Meadow Wood, Montgomery, Nottingham, Spring Shadows, and Treasure Forest Elementary school with weekend food bags for the 38 weeks of school in order to help bridge the gap between Friday lunch and Monday breakfast. Blackshear Elementary, in the heart of Houston’s third ward, is located in a “food desert,” defined by the USDA as having little to no access to fresh food or grocery stores. Other school neighborhoods are considered “food insecure” making it difficult for families to access the resources necessary to provide consistent food options for their children, especially when away from school. Each month, the Holy Spirit Community is asked to donate specific items, such as boxed macaroni or fruit cups, to help fill these bags. A receptacle is located in the Lower School hallway to collect donations. All students in primary through 8<sup>th</sup> grade have the opportunity to participate. Each grade level is assigned to pack bags on a rotating schedule every Friday morning throughout the school year. Additionally, Bayou City Blessings in a Backpack holds Community Assembly events on Thursday evening a month from 7 – 8 p.m. Please visit [www.bayoucityblessings.org](http://www.bayoucityblessings.org) for access to detailed calendars.

**Field Trips** (Lower School and Middle School)

Each grade level (K–8) has class trips scheduled throughout the year. Permission slips will be sent home for parental signatures and will be returned to teachers.

**Ecolink Trips** (Lower School and Middle School)

The Ecolink program was developed in 1997 to help students foster a lifelong respect, appreciation, and understanding of our environment. The Ecolink program encourages students to pursue mental, physical, and spiritual challenges, and promotes leadership, cooperation, tolerance and independence while learning about the outside world. Students travel to various locations in Houston, around Texas, New Mexico, Colorado, and even California.

**Eucharist** (Kindergarten–Eighth Grade)

Students and faculty members celebrate Eucharist throughout the year. It is a Christian sacrament in which consecrated bread and wine are consumed as an appropriation of the benefits of Christ's death and as symbols for the realization of a spiritual union between Christ and the communicant. All baptized individuals are invited to participate in Eucharist. Those who do not wish to receive communion should cross their arms over their chests and will receive a special blessing.

**Birthday Blessings** (All School)

Students' birthdays will be recognized each month during Eucharist. Once a month, students may come forward during chapel to receive a personal blessing. Dates will be published in the school newsletter the Friday before.

**Safeguarding God's Children** (All School, for Adults)

Anyone (parents or faculty) working in direct contact with our students, without a safeguarded adult present for more than a total of six hours a year must complete this Diocesan-mandated course to obtain certification and renew every five years. Classes are free and are offered on our campus. Reservations and registration are required. Contact the Front Office for details.

**Spirit Day** (EC -Eighth Grade)

Fridays are Spirit Dress Days at HSES! Students are welcome to show off their school spirit by wearing any Holy Spirit t-shirt. There are various opportunities for students to purchase spirit shirts in support of our Famfest, athletic teams/Booster Club, Ecolink, Olympic Day and community service events.

**Pep Rally** (EC-Eighth Grade)

Pep Rallies are a spirited event where the students gather to celebrate our athletes before the start of a new season, final games, and homecoming. Pep rallies are held in the gym during the last hour of the school day. Parents are welcome to attend with their child(ren).

**PTO General Meeting** (All Parents)

The board of the Parent-Teacher Organization will hold several general meetings throughout the year open to all parents of the Holy Spirit Episcopal School community. Each meeting will feature a special guest speaker, highlight a certain topic, or host a specific event.

**Student and Parent Orientation** (All School)

Before the first day of school, parents and students have the opportunity to visit campus, meet teachers, and collect information needed to begin the school year.

**Back to School Night** (Primary, Lower, and Middle School Parents)

Back to School Night is held in the fall and is an evening event. The school encourages attendance of both parents. Parents have the opportunity to visit classrooms, go through their child's day/schedule, and hear a general overview from their child's teachers.

**Admissions Open House** (Prospective Families)

During our annual Admissions Open House, the school is open to families who are interested in applying for admission for their children for the upcoming school year. School parents are welcome to invite friends with school-aged children who may be interested in bringing their children to Holy Spirit to preview the school.

**Blessing of the Animals** (All Church and School)

Holy Spirit Episcopal School families are invited to bring live or stuffed animals that the Rector and/or Chaplain bless.



***Parent-Teacher Conferences*** (Primary-Middle School)

Parents sign up in advance for meeting times with their child's teacher to discuss progress and address questions. There is no school on the assigned conference day for students.

***Trunk-or-Treat*** (All church and School)

Held in the parking lot, this Halloween-themed, church and school social event provides a safe environment for children to show off costumes, collect candy, and socialize with parish and school members. Parents decorate car trunks and provide candy for trick-or-treating.

***Episcopal School Sunday*** (All Church and School)

On Episcopal School Sunday, the Holy Spirit Episcopal Parish celebrates school life during a breakfast worship service in which the students sing and serve as acolytes and ushers. Students are encouraged to attend in their school uniform.

***Book Fair*** (All School)

The annual fall Book Fair promotes family interest in reading. This annual event is held the week of Grandparents Day in November. There are books for all ages.

***Grandparents and Special Friends Day*** (All School)

Aligned with our book fair, this event celebrates our grandparents and special friends in the community. Students are asked to invite their grandparents or special friends for a chapel service, tour of their classroom, and a visit to the school book fair. The day is designed as an opportunity for students to celebrate relationships and share their excitement about learning and love of their school. Students enjoy inviting and hosting a guest that does not usually come to school, although parents are also welcome as special friends.

***Deck the Halls*** (Middle School)

This middle school tradition offers our fifth through eighth-grade students an opportunity to gather on the Monday afternoon following Thanksgiving break to decorate the hallways in Christmas decorations.

***Lessons and Carols*** (All School)

In the Episcopal faith, the season of Advent (beginning four Sundays before Christmas) is a time for quiet preparation for the coming of Jesus. The tone is generally similar to that of Lent. Holy Spirit Episcopal community also acknowledges the coming Christmas season with songs, decorations and celebrations associated with Christmas. The Festival of Lessons and Carols is our pivotal school Christmas celebration. The reading of the Christmas story according to the Gospels is enriched by the singing of corresponding carols that gives the students a better understanding of the meaning behind these traditional carols. It also provides a way for students to share their gift of song.

***Kindergarten Pageant*** (All School)

This joyous event is a tradition and is the highlight event of the year. All are invited to hear the story of the baby in the manger as told through the voices of our Kindergarten students.

***Homecoming*** (All School)

HSES Homecoming is a week-long celebration ending with a pep rally prior to a home game played by our varsity boys and girls basketball teams. Various activities, games, contests, and concessions are offered to students and parents as a part of this special tradition.

***Shrove Tuesday***

The night before Ash Wednesday, Holy Spirit Episcopal Church hosts a pancake supper for church and school families.

***Ash Wednesday Eucharist*** (Lower and Middle School)

Ash Wednesday is the beginning of Lent, a season for us to reflect on our need of God's love and to prepare our hearts and minds for the joy of Easter when God's love saves us through Jesus' resurrection. Holy Spirit Episcopal School observes Ash Wednesday with a special Eucharist service. During this service, all present are invited to come forward for the imposition of ashes, a moment when a clergy person will make the sign of the cross on each forehead with ashes (these ashes are derived from burning last year's palms from Palm Sunday). The ashes remind us of being mortal so that we can turn towards Easter and journey to understand how very much God has done for us in sending Jesus to save us.

***Private High School Parent Information Night*** (Middle School Parents)

The Director of Enrollment Management meets with middle school parents in the evening to discuss the application process.

***Primary 3 Sing-a-long***

Parents and special friends of Primary 3 students are invited to a special presentation where Primary 3 students sing and dance to their favorite songs.

***Primary 4 Rodeo Round Up***

Parents and special friends of Primary 4 students are invited to a special presentation where Primary 4 students perform traditional western songs and dances in celebration of Rodeo Houston.

***Kindergarten Sing-a-bration***

Parents and special friends of kindergarten are invited to conclude the year with a celebration of achievements and special student performances.

***FamFest*** (All School)

FamFest is the school's fundraising festival where the community joins together in the main parking lot to enjoy games, rides, food, and fellowship.

***Talent Show*** (Lower and Middle School)

This unjudged, student-only event allows all students to display their talents in front of their peers.

***Maundy Thursday Eucharist*** (Lower and Middle School)

Maundy Thursday is the day we observe the last night that Jesus spent with his disciples in the upper room. That night he gave us the Lord's Supper in which we participate every time we gather for communion. That night, he also humbled himself and washed the feet of his disciples. Both of these acts were meant to show us all that God came to us to be in a mutual relationship with all of us. On Maundy Thursday, students take part in communion and washing of the feet.

***Book Character Parade*** (Lower School)

A chance for our young learners to show off their love for reading; Lower School students and teachers dress up as their favorite book character and parade throughout the school.

***Olympic Day*** (All School)

A special day when all students, from Primary to eighth grade, gather for friendly competitions between the Spartan and Athenian teams. This event is a wonderful collaboration between PTO organizers, Booster Club organizers, community underwriters, PE teachers, and HSES faculty.

***NJHS Induction*** (See Section 2.31 for details)

***Athletic Banquet*** (Middle School)

An evening event sponsored by the HSES Booster Club highlighting and honoring our HSES athletes and athletic efforts.

***Fourth Grade Stepping Up*** (Rising Fifth Grade)

Current fourth grade students are welcomed into fifth grade in an honorary ceremony. Followed by a reception, all fourth grade parents are invited to attend.

***Graduation and Middle School Awards***

Successful completion of academic course work is recognized as confirmation of eighth-grade graduation at Holy Spirit Episcopal School. A formal graduation ceremony is held in the Nave for friends and family and is the culmination of the eighth-grade year. All Middle School student's accomplishments and contributions are also recognized and celebrated with a special awards ceremony. A reception follows in Palmer Hall. All school families are invited to attend.

***2.30 STUDENT COUNCIL (StuCo)***

Membership in Student Council is a wonderful opportunity for Middle School students to act as role models for other students as well as learn to be leaders. StuCo members will be involved in many projects that contribute to the school and community. Middle School students may apply for membership. As a member, students are expected to attend meetings, participate and contribute in activities, maintain grades of 70 and above, and pay yearly dues. Application forms are available from the faculty sponsor. Applications are taken from the end of each school year through the end of August of the following

school year. Sixth, seventh, and eighth-graders may run for an office within the organization. These elections will be held in September of each year.

### **2.31 NATIONAL JUNIOR HONOR SOCIETY (NJHS)**

The Holy Spirit Episcopal School Chapter of the National Junior Honor Society (NJHS) recognizes outstanding Middle School students. The school's chapter is governed by the National Honor Society Constitution and local chapter bylaws. The group runs three on-campus service projects for members each year, and is sponsored by a member of the faculty.

The guidelines governing the operation of the Holy Spirit Episcopal School chapter of NJHS are outlined below:

- Membership is open to qualified first trimester sixth-grade students and qualified seventh- and eighth-grade students.
- Candidates must have a cumulative scholastic average of at least A- in the four core subject areas (English, history, math, and science). When considering a candidate for selection, grades earned during the sixth grade year of school and any subsequent years will be used to determine eligibility.
- Holy Spirit Episcopal School, in compliance with the rules and regulations of NJHS, will adhere to the following procedures related to membership selection:
  - Grades from fifth grade will never be included in determining eligibility.
  - Once grades are reviewed and information submitted, candidates who meet the scholarship requirement shall then be evaluated on the basis of service, leadership, citizenship, and character. Students are considered for membership in February. Selections are disclosed in February. New members are inducted in late April or early May.
  - Ultimately, the final selection of each member to the Holy Spirit Episcopal School NJHS chapter shall be by a majority vote of the Holy Spirit Episcopal School Faculty. This vote overrides any of the information submitted by the candidate.
  - Students new to Holy Spirit Episcopal School in Grades 7 and 8 will be reviewed according to the following procedure: Students who are admitted to and enroll at Holy Spirit Episcopal School for the seventh or eighth grade will be invited to join NJHS based on their grades from sixth- and/or seventh-grade at the previous school attended. Students will be notified of their scholastic eligibility in the first semester of the year in which they are enrolled at Holy Spirit Episcopal School. To be considered for membership, the students must then submit the necessary materials (i.e. Student Activity Information Form, essay, and recommendations) no later than two weeks after receiving notification of eligibility. They will be notified of the Faculty Council's decision regarding their selection during the first semester of school. Students selected for membership will become full members of NJHS immediately.

### **2.32 STUDENT AMBASSADORS**

Through opportunities to lead, serve and give, this select group of students takes their place among HSES's greatest advocates. Ambassadors are selected in the spring and serve the school the following school year. Students lead HSES and the student body by building community-minded citizens. Ambassadors are entrusted with the responsibility of building goodwill among alumni and students through the Office of Admissions. Requirements for applying to become a Student Ambassador:

- A cumulative GPA of 80 is required.
- Applicants must have completed at least one semester at HSES during the previous nine-month school year.
- Only fourth through seventh-graders are eligible to apply. They must stay in good standing throughout the academic year to participate.
- A completed application.
- An interview with committee.
- Teacher recommendation forms.

### **2.33 COMMUNITY SERVICE**

It is the desire of Holy Spirit Episcopal School that students will develop a life-long desire to be servant leaders and experience a moral sense of "giving back." Through service to others, students learn it is possible to positively impact the world around them, leading to a hopeful sense of the future and a "hands on" approach to helping others in need.

Service above self is an integral part of the school's commitment to developing leaders of the future and to this end, all students in Primary 4 through eighth grade are given opportunities to participate in our Blessings in a Backpack program. This program provides students the opportunity to pack lunches for 2300 children so they receive nourishment over the weekend.

Additionally, Middle School students are encouraged to volunteer outside of school and serve the greater community. This time is known as service hours and these hours are documented and recorded by the student and turned into the Head of

Middle School. In order to develop an understanding and desire for service to the community, both local and beyond, each Holy Spirit MS student is asked to provide Community Service hours during the school year. Fifteen hours are required by each MS student, though many students go well beyond that goal, in some cases reaching 300-400 hours in their service to the community. Several schools that HSES feeds into take an account of these hours when looking at a student's middle school extracurricular activities during the admissions process.

The forms for the Community Service program can be found on the HSES website under the STUDENTS section. Each act of service requires a form to be signed and dated by the individual(s) who supervised the activity, the date, and the amount of time given to the activity. There are also several questions to be answered by the student. Each form should be completed and turned into the Head of Middle School by the third Friday in April. When students complete a form, please turn it in as soon as possible. All Community Service hours turned in after the third Friday in April will roll over to the following school year and will not count towards the May graduation/awards ceremony.

### ***Recognition of Service Hours***

Holy Spirit recognizes and celebrates students who involve themselves in helping others. At the Middle School Graduation and Awards Ceremony in the spring, students who have completed 20, 30, 50, or 100 hours of service during a school term receive a certificate recognizing their achievements. The President's Volunteer Service Awards are given to students who complete 50-100 hours and beyond.

## ***2.34 CLASS ADVISORIES***

The classroom teacher serves as the advisor to students in Primary and Lower School. Middle School students are assigned an advisory teacher. The faculty of each division meets weekly to discuss the coordination of grade level curriculum and individual student progress. Information from these discussions is treated with confidentiality and if necessary, parent meetings may be scheduled.

### ***Primary School Morning Meetings***

Primary School classes have Morning Meetings as a way for students to be recognized as an important member of the class community.

### ***Lower School Morning Meetings***

Lower School students gather for Morning Meetings which allow them to receive valuable life skills lessons regarding various topics that are pertinent to their age group. Using our Responsive Classroom, Social Emotional approach to the classroom, students learn the importance of others and are given models for developing empathy, respect, and understanding.

### ***Middle School Responsive Advisory Meetings***

In Middle School, each student meets daily with their advisor and grade-level peers on non-chapel days. The advisor's interest in the student is more than merely academic. Students are given information pertaining to the Middle School including any schedule changes for the day. Students are encouraged to share any cares, concerns, or celebrations. Advisors are particularly attentive to the students' social-emotional well-being including their relationships with other students and faculty. Students are to be in their seats by 7:50 am.

### ***Middle School Study Skills***

Holy Spirit Episcopal School requires every fifth grade student to take one trimester of study skills interspaced with study hall. This provides instruction in organization, planning, and the practice of good study habits. The class meets during enrichment time.

## SECTION 3.0

### CODE OF CONDUCT- HONOR CODE, EXPECTATIONS, RESPONSIBILITIES, AND BEHAVIOR PLAN

#### **3.1 PHILOSOPHY**

The school mission is to provide an exemplary education for infants through grade eight that develops the whole child while achieving academic excellence in a dynamic Christian-based environment. Part of developing the whole child and achieving academic excellence is being provided with an engaging and differentiated, safe and inspiring learning environment. Safety includes the ability to learn from mistakes, and to take ownership of the learning process, as well as individual responsibilities. Students are encouraged to make choices that promote learning, acquisition of knowledge for themselves, and the ability for the teacher to teach. We believe in teaching self-discipline in order to assist in creating individuals who are respectful, resilient, self-sufficient, and internally motivated.

#### **3.2 DIVERSITY**

Holy Spirit Episcopal School celebrates the richness diversity provides and recognizes the dignity and worth of every person. Diversity encompasses differences in gender, race, religion, age, ethnicity, physical ability, family composition, and socioeconomic circumstances, as well as differences in aptitude, talent, and learning style. Our students, faculty, staff, and board make every effort to express respect and appreciation for individual viewpoints and differences.

Our goal is to create a school community that welcomes and embraces individuals from diverse backgrounds. We therefore strive to instill in our students, respect and appreciation of diverse viewpoints and individual differences. The school will provide an inclusive culture in which diverse perspectives are welcome and respected. The school's implementation of this statement will be regularly evaluated.

#### **3.3 NOTICE OF NON-DISCRIMINATION**

Holy Spirit Episcopal School admits qualified students of any race, color, national or ethnic origin 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, national or ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and athletic and other school-administered programs. Additionally, Holy Spirit Episcopal School is an equal opportunity employer.

#### **3.4 HONOR CODE**

Fundamental to our program is respect for the school-wide Honor Code and agreed-upon Social Contract. Through Social Emotional Learning, the goal is for our students to become self-managers who have a solid understanding of expectations, and in most situations, are able to manage or control themselves and be self-disciplined. However, at times, even the most disciplined student may make a poor choice. After discussing the situation with a faculty member, the students will be encouraged to find a positive solution and appropriate consequence to the problem, and to come up with a way to make the situation right or to make amends to the parties involved.

Holy Spirit students will respect the Episcopal tradition, service to others, lifelong learning, a culturally diverse population, and the faculty. The students uphold these by being honest, respectful, and responsible as the foundation of ethical decisions, which at HSES translate into the following:

**Honesty:** being truthful to others and oneself; respecting academic honesty; and presenting a truthful impression.

**Respectfulness:** regarding others' feelings and belongings; being true to one's self.

**Responsibility:** being dependable and accountable for one's actions, possessions, and learning opportunities; keeping the learning environment safe.

#### **3.5 EARLY CHILDHOOD BEHAVIOR PLAN**

*See Section 10.14 on Discipline and Guidance Policies.*

#### **3.6 PRIMARY SCHOOL, LOWER SCHOOL, AND MIDDLE SCHOOL BEHAVIOR PLAN**

Self-discipline is the key to every student's success. While discipline is the primary responsibility of a child's parents, it is our job as faculty to support the home in teaching children self-control, respect for others, and good manners.

Self-discipline and management is expected. With the goal of supporting students and parents in developing self-control appropriate for each grade level, students will observe the grade specific guidelines established at the beginning of the school year by both faculty and students.

Students who consistently fail to comply with the guidelines will be assisted by several courses of action, depending on the student and situation:

- “Take a Break” – the student is moved to a specific place in a classroom to regain self-control
- Logical Consequences – a child has a consequence based upon a poor choice (i.e. if a child writes on a wall, the child may be asked to clean the wall).
- Loss of Privilege – child loses a privilege due to a poor choice.
- Removal from Class – if poor choices in behavior persists, child is escorted to another classroom or office area for more time to redirect his/her behavior.
- In Middle School, repeated infractions may result in a meeting between faculty and parents. School administration will work closely with teachers and parents to gain the best environment for learning and instruction.
- In Middle School, at the discretion of the faculty, detentions may be issued as a consequence for behavior modifications.

### ***3.7 SUSPENSIONS***

The administration reserves the right to suspend a student when necessary for a one to three-day period. During an **in-school-suspension**, the student will complete assigned work from days missed within the same school days. Makeup work and arrangements for quizzes or tests will be made with faculty. The student is responsible for all work and homework from the day/days served in in-school suspension. **Out-of-school suspension** requires the student to remain off campus for all school-related activities during school hours and after school hours. The student’s class work and homework must be completed and is due the day following the student’s return.

### ***3.8 DISCIPLINARY PROBATION***

A student may be placed on disciplinary probation for a serious breach of discipline or for persistent minor offenses. This is a warning that the student’s behavior must change. Any further breach in discipline may result in the inability to participate in extracurricular activities, suspension, or expulsion.

### ***3.9 EXPULSION***

The school reserves the right to dismiss any student for disregard of school expectations.

### ***3.10 DRUG AND ALCOHOL POLICY***

HSES abides by the laws of the United States and the State of Texas. The School does not condone illegal conduct. It is, therefore, necessary for parents, students, and faculty to have an official interpretation of this policy.

Any student showing evidence of having consumed, or in the possession and/or selling of drugs, and/or alcoholic beverages at any time while under the authority of the School may be expelled and the ultimate decision is made by the Head of School.

No student at HSES is permitted to use alcohol beverages or any kind of drugs (except those prescribed by a physician or over the counter drugs administered by a parent or administered according to school policy). When confronted with observation and/or evidence of alcohol/drug use or possession by the student, the School will remove the drugs and/or alcohol substance or paraphernalia from the student and the School may require an alcohol/drug assessment. Parents/guardians will be notified when students will be required to undergo an alcohol/drug assessment. Violation of this rule may result in immediate expulsion from athletics and/or academics competition upon discretion of the Head of School. This rule applies to all school functions, on or off campus and where HSES is represented.

### ***3.11 WEAPONS POLICY***

The HSES weapons policy includes but is not limited to guns, stun guns, air soft guns, knives, self-protective devices, bow and arrows, ammunition, explosives, bombs, fireworks, or unapproved aerosols. The threat of using such “weapons” is also considered the same as having possession. Furthermore, possession of toy model, inoperable, or replica weapons is strictly prohibited on campus grounds or at school-related events.

These items are not allowed on campus at any time for any reason. Any student violating this rule will be suspended for a minimum of three days and may be expelled. Students who are involved in an incident involving weapons or threats of other individuals or themselves off campus may be suspended or expelled.

### ***3.12 DIOCESAN WEAPONS POLICY***

The Episcopal Diocese of Texas does not permit any person, including clergy, staff, students, volunteers, and visitors, to carry a weapon in our churches or schools. This prohibition applies even if the person is licensed to carry a concealed weapon under Texas law.

### ***3.13 RE-ENROLLMENT***

The individuals signing an enrollment contract understand and agree that in signing the enrollment contract for the upcoming school year, that he or she are agreeing, for themselves and for the student, to accept and abide by the rules and regulations of the school. Holy Spirit Episcopal School reserves the unconditional right to suspend, expel, or ask the student not to return to the school at any time, due to academic, behavioral, or attitudinal reasons. If behavior of a student or his or her parent is not mission-appropriate and administration and faculty choose not to serve the student or student's family members, tuition is **NON-REFUNDABLE**.

### ***3.14 BULLYING AND ANTI-HAZING POLICY***

HSES is committed to a safe and positive environment for students, employees, families and visitors; free from harassment, intimidation, bullying and any other type of inappropriate and offensive behavior. Inappropriate and offensive behavior includes any intentional written, verbal, or physical act that:

- Physically harms an individual or damages the property of others. Has the effect of substantially interfering with a student's education or employee's work performance.
- Is severe, persistent, or pervasive that creates an intimidating or threatening educational or work environment.
- Has the effect of substantially disrupting the orderly operation of the school.

To this extent, HSES forbids any form of inappropriate or offensive behavior at school or a school-sponsored events, Inappropriate and offensive behavior can include, but are not limited to, the following:

**Relational Aggression:** Behavior such as rumor-spreading, alliance-building, bossiness, passiveness, exclusion, isolation, shunning, and secret-telling to harm others is considered bullying and is not tolerated at HSES.

**Hazing:** Initiation into a group through harassment is not tolerated at HSES. Joining groups is a basic human need, and forming a sense of identity and belonging is a major developmental task for our students. When groups employ humiliation and danger to "initiate" new members, it becomes hazing and is not tolerated at HSES.

**Sexual Harassment:** Acts considered unwelcome; sex or gender-based actions; or inappropriate sex or gender-based behavior that is offensive, hostile, and/or intimidating will not be tolerated at HSES. This behavior can be aimed at someone of the same sex or opposite sex. All students or employees who report harassment are assured that they will be free from any and all reprisal and retaliation for reporting valid complaints. The school will carefully and promptly investigate complaints of sexual harassment.

**Inappropriate Behavior toward an Employee:** Inappropriate behavior directed toward any HSES staff member is inconsistent with the mission and values of the school.

**Inappropriate Behavior toward HSES:** Information that brings disfavor to the school or school-related functions, shared on the social network of a student or employee violates the Acceptable Use Policy and will lead to disciplinary consequences.

Counseling, corrective discipline, and/or administrative consequences will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for those impacted by the violation. Serious or repeated violations may result in suspension or separation from the school at the discretion of the Head of School. False reports or retaliation for harassment, intimidation or bullying also constitutes violations of this policy.

### **REPORTING HARASSMENT**

A student that has been harassed or bullied in any way is encouraged to share the experience with an employee at HSES or with a trusted adult, including a parent, who can report the incident to school authorities.

Any adult that experiences harassment should report the incident directly to the Head of School.

## SECTION 4.0 COMMUNICATION

### ***4.1 EXPECTATIONS FOR THE HOLY SPIRIT EPISCOPAL SCHOOL PARENT COMMUNITY***

Holy Spirit Episcopal School believes that the family and the school must have a partnership in order to support each student. Because a positive relationship is so important, HSES will not tolerate faculty, staff or parental action that undermines the well-being and growth of Holy Spirit students. All invested parties, supporting the students, must exhibit behavior that respects school rules and school decisions. Language and actions that are defaming of the School, or behavior that is disruptive and disrespectful of others may result in separation from the school. The guidelines for parent-school relationships are outlined below.

- Faculty, staff and parents are responsible for understanding, accepting, and supporting the mission, direction, and decisions of the school.
- Everyone on campus is treated with dignity and respect.
- School safety rules are observed by all on campus.

Holy Spirit Episcopal School realizes that families, teachers, and school leaders must work together to succeed in providing the best spiritual, educational, physical, social, and emotional growth of our students. For that reason, the School values the input, suggestions, and constructive criticism of the parents. The direction of the School rests with the Rector, the Head of School, and the Board of Directors. The School expects parents to practice positive, respectful, and appropriate problem-solving strategies involving school concerns. The proper line of communication is as follows:

1. Parent or guardian to faculty member and/or coach.
2. Parent to Division Head.
3. Parent to Head of School.



## *Proper Lines of Communication*

	<b>Primary School</b>	<b>Lower School</b>	<b>Middle School</b>
<b>Academics</b>	Teacher Head of Primary School Head of School	Teacher Head of Lower School Head of School	Teacher/Advisor Head of Middle School Head of School
<b>Athletics</b>	Director of Athletics Head of Primary School Head of School	PE Instructor Director of Athletics Head of Lower School Head of School	PE Instructor/Team Coach Director of Athletics Head of Middle School Head of School
<b>Behavioral Concerns (Social and/or Disciplinary)</b>	Teacher Head of Primary School Head of School	Teacher Head of Lower School Head of School	Teacher Advisor Head of Middle School Head of School
<b>Youth Sports</b>	Teacher/Instructor/Coach Director of Youth Sports or Head of Business Office Head of School	Teacher/Instructor or Head of Business Office Head of Lower School Head of School	Teacher/Instructor or Head of Business Office Head of Middle School Head of School
<b>Parent Volunteers: PTO Booster</b>	Volunteer Chair of the Organization Administrative Director assigned to oversee particular volunteer area	Volunteer Chair of the Organization Administrative Director assigned to oversee particular volunteer area	Volunteer Chair of the Organization Administrative Director assigned to oversee particular volunteer area
<b>Parent Volunteers: Parent Ambassadors</b>	PTO Chair and Parent Ambassadors Director of Enrollment Management Head of School	PTO Chair and Parent Ambassadors Director of Enrollment Management Head of School	PTO Chair and Parent Ambassadors Director of Enrollment Management Head of School
<b>Kidventure and Kidventure Encore</b>	Kathleen Vigreux Division Head Head of School	Kathleen Vigreux Division Head Head of School	Kathleen Vigreux Division Head Head of School

### **4.2 RECORDS AND FAMILY INFORMATION**

Parents should report changes of address or telephone numbers to the school via our online FACTS reporting system.

To update your contact information online:

1. All parents must register for a username and password. Simply click the 'ParentsWeb Login' link.
2. If you already have an account, log in using your existing username and password information. If you do not have an account, click on 'Create New ParentsWeb Account.'
3. Our district code is HSE-TX. The email you provide must match the email address you have on record with the school. If this has changed or you are unable to register, please contact Brian Smith at [bdsmith@hses.org](mailto:bdsmith@hses.org) with your correct email address. You will be able to register for ParentsWeb access once your email address is updated. Once you enter the district code (HSE-TX) and your email address, you will receive an email from with a link to create your login.
4. Once you log into ParentsWeb, you will find the home screen with three main sections: School Information, Student Information, and Family Information. Click on School Information.
5. Once you have navigated to the School Information section, click on the "Web Forms" page to find the "Family Demographic Form."
6. Please use this to fill in and update student and family demographics, custodial parent information, emergency contacts, transportation/carpool information, and more.

7. Families are encouraged to check and update this information throughout the year. Once the information is updated, it will synchronize with our database within 48 hours.

### **4.3 CONTACTING TEACHERS**

Teachers may be contacted by email, handwritten notes, or by leaving a message with the Front Office. Email is preferred. We ask that you respect the personal time of the teachers by not contacting them after school hours.

As a result of the high volume of emails received, HSES has established the guidelines and expectations listed below for email communications.

- The purpose of conveying important communication related to academic or behavioral concerns
- To set an appointment for a conference
- To report testing results
- To provide information regarding absences
- To provide information about illnesses, anticipated medical issues, etc.
- To share medical concerns or requests.

Information that is time sensitive may be communicated to the school office, in person, or by telephone. Teachers will check email upon arrival, during one planning period, and before departing for the day. Teachers' availability to email and internet is limited due to instructional time. Expect a response within 48 hours of viewing the email.

#### ***Returning Phone Calls and Emails***

Holy Spirit Episcopal School's policy is that phone calls and emails will be acknowledged within 48 hours or two school days. (Example: Friday afternoon's message must receive a response by Tuesday afternoon.) Keep in mind that faculty and staff are teaching and working with students the majority of the day, and seldom have time to check their email and voice mail until after students have gone home in the afternoon.

The exception to this policy occurs when the school is closed on holidays. In these instances, phone calls and emails will be returned within 48 hours after HSES resumes its regular office hours.

### **4.4 TEACHER/PARENT/STUDENT CONFERENCES**

**Early Childhood:** Parent/teacher conferences are available by request at any time.

**Primary School:** Two parent-teacher conferences are held throughout the year, one in the fall and an optional one in spring.

**Lower School, Middle School:** Two parent-student-teacher conferences are held each year, one in the fall and an optional one in spring. Lower School (3<sup>rd</sup> and 4<sup>th</sup> grade) and Middle School conferences are student-led and serve as a place for students to share their successes, challenges, areas of growth, and where they would like additional support from the adults. Parents/guardians and students work with the classroom teacher to set goals for the year. The optional spring conference's purpose is to review and plan transition into the following grade. Review the school calendar for conference dates. Optional spring conferences will be communicated in January.

Progress reporting may be formal or informal, and all parties, including the student, are expected to be cognizant of their academic progress at all times. The FACTS system displays grades in real time and is a good indicator of Middle School student performance.

### **4.5 SCHOOL COMMUNICATIONS**

To streamline emails and minimize paperwork, most information is sent in Friday Folders (EC-LS), electronic messages, weekly newsletter, FACTS and Smartcare.

Holy Spirit Episcopal School strongly encourages the inclusion of all-school and division-specific news in the weekly newsletter emails. However, under certain circumstances, we may decide to send out single-subject communications depending on urgency, action needed, etc.

Parent volunteer groups such as PTO and Booster can contact the Director of Advancement and Marketing for single-subject emails to address unforeseen circumstances at least 48 hours in advance. HSES reserves the right to determine whether the information is sent out via single-subject email or is saved for that week's newsletter. Communications with the HSES community is at the sole discretion of the School. Grade level-specific information should be sent out via the Division Head or grade-level teacher via email.

## ***Publications***

- Newsletter: a weekly publication distributed via email every Friday, except during holidays.
- Friday Folders: a direct communication vehicle between teachers and parents of Early Childhood and Lower School.
- FACTS: online parent portal that houses student information and academic reports.
- *Annual Report*: provides an overview of annual school fundraising.
- Calendars: plan ahead with the general school calendar, division calendars, and sports calendars—as well as lunch menus—can at [www.hses.org](http://www.hses.org).
- Legit App
- Alternate: in addition to these main methods of communication, other materials are sent throughout the year.

## ***School Website (www.hses.org)***

Holy Spirit Episcopal School hosts a website at [www.hses.org](http://www.hses.org). Current school information and calendars are available exclusively on the website.

## ***Email and the Web***

Holy Spirit Episcopal School relies on electronic communications, emails, parent alerts, Legit App, and the website as its primary modes of communication with parents. Make sure that the school has your correct contact information at all times. Parents can change contact information in FACTS at any time.

HSES does not provide email lists to parents or other groups. Should a parent desire to send a school-related email to a group, the sender may use FACTS to obtain class contact information or must contact the Director of Administrative Services. School email lists are to be used for school-related business only.

## ***Posting Information on Campus***

With the **prior approval** of the Director of Advancement and Marketing, posters publicizing school events may be placed on assigned spaces. To keep our campus neat, information may not be posted on doors or windows. Posters or flyers must be approved and initialed by the Marketing Department. Unauthorized materials will be removed without notification.

## ***Advertising***

Holy Spirit Episcopal School does not use its campus or communications to promote or support programs other than school programs or programs affiliated with the School. Additionally, no solicitation is allowed at school events.

## ***Media Release***

For the purposes of communication, marketing, advertising, and archiving the school's history, HSES frequently photographs, videotapes, and quotes students. As part of the enrollment process, and unless the parent notifies the Director of Advancement and Marketing in writing of any related restrictions, **Holy Spirit Episcopal School parents consent to allow the school to use a student's image, likeness, class work, or quotes by signing the handbook acknowledgement form.**

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

## **4.6 GOOGLE CLASSROOM**

**Middle School:** Daily and weekly assignments and announcements are posted on Google Classroom. Students have been provided with planners, and are expected to use them for organizational and communication purposes. Teacher web pages are provided as a means for students and parents to stay current with the teacher's activities and assignments. Official weekly updates to teacher web pages are available starting at 9:00 a.m. each Monday morning. Remember that ultimately students are responsible for listening in class and getting information from their teachers. The school and its faculty make every effort to ensure that the information on the website is accurate, but the school cannot guarantee its accuracy.

#### **4.7 SCHOOL CALENDAR**

The school calendar highlighting school events may be found on our website under the “Life at HSES” tab, and is updated weekly.

#### **4.8 SOCIAL MEDIA/TECHNOLOGY POLICY**

**Primary:** Students enjoy working with tablets in the classroom. It is helpful for each student to understand how to use the equipment properly. For example:

- Take turns using the in-class tablets.
- Snacks and drinks are not allowed around the tablets and computers.
- Listen to your teacher’s words and follow classroom rules.

**Lower School and Middle School:** Technology in Lower and Middle School is an integral part of the curriculum. Students have many opportunities to experience project-based learning using the computers in the Technology Lab or by use of the laptops in the classrooms. Each student in K-2<sup>nd</sup> grade will receive an iPad and each student in 5<sup>th</sup>-8<sup>th</sup> grade will receive a Chromebook as part of the one-to-one device initiative. Before students are issued their iPad or Chromebook, they must read and sign the Acceptable Use Policy.

#### ***Proper Use of Technology and Communications Equipment***

Holy Spirit Episcopal School provides students with access to a number of communications and electronic storage devices. All are designed to enhance the educational experience.

**Students should expect no right to privacy in their use of school communications or electronic storage devices, whether the use is personal or business in nature.** Students who use HSES technology and communications equipment may have their data inspected at any time.

Students are prohibited from using any device or taking any measure that defeats school access to such communications and/or electronic storage devices, including, but not limited to the use of computer passwords or the encryption of information. Whenever a student uses a device or takes a measure that defeats the school’s access to such communications and/or electronic storage devices, the school reserves the right to bypass or defeat the device or measure, using any means available to the school, with or without notice to the student.

Parents are strongly encouraged to prohibit their students from or supervise their students while using social media or chat rooms or setting up accounts on sites with easy access to inappropriate content. If a student comes across inappropriate content while using Holy Spirit Episcopal School’s resources, the student is expected to immediately report the problem to his or her teacher. By accessing school computing resources, parents release, discharge, and forever hold harmless Holy Spirit Episcopal School, its faculty, administrators, agents, employees, directors, and board members for liability related to a student’s access of potentially inappropriate content.

Holy Spirit Episcopal School has specific rules concerning the misuse of emails and residence addresses contained in the FACTS Directory or obtained through an association with HSES.

Students are reminded that their behavior online must comply with the expected standards of behavior for person-to-person communication. Students who violate these rules are subject to discipline up to and including separation from the school.

#### ***Misuse of School Technology Devices***

Students using (personal or school) desktops, laptops, and tablet computer resources and telephones must at all times abide by the general rules governing the conduct of students and must respect the rights of others authorized to use these devices.

Users should conduct themselves according to the generally accepted rules of network etiquette and behave in a responsible, ethical, and polite manner while online. While it is impossible to anticipate in advance all circumstances that may give rise to misuse of computer resources, the following instances of misuse will not be tolerated. **Students may not:**

- Use someone else’s password to gain entry to the network or online textbook, classroom, or email account. Access the accounts and/or files of others. A computer left in a “logged in” situation does not give an individual legitimate admittance to someone else’s files.
- Attempt to undermine network security, to damage network performance, or to circumvent limitations set by the administrators or to aid others in this conduct by sharing information of passwords.
- Physically or electronically tamper with or damage computer hardware, software, or other resources.
- Move school-owned hardware to a different location without express permission.

- Access their personal subscriber online services using school computers. This includes messaging services and personal email such as Gmail, Yahoo or Hotmail (Instant Messaging services are not allowed on campus).
- Download and play internet games or load games on school computers.
- Download applications (apps) on school tablets or computers.
- Use iMessaging on school iPads.
- Introduce into the computer harmful software, such as viruses.
- Access, create, store, or display crude, derogatory, or sexually suggestive messages or graphics on the computer.
- Transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal material, including but not limited to photographs.
- Use the computing resources for commercial purposes, product advertising, political lobbying, or political campaigning.
- Share with a person other than the Director of Technology knowledge concerning security deficiencies in the school's computers or access to the internet. Students who become aware of a security problem in the school's computer network or internet connection must report the problem to the Director of Technology.
- Violate copyright laws that protect software owners, artists and writers. Plagiarism and/or piracy will not be tolerated.
- Violate any instruction or directive from the Director of Technology or an appropriate school official regarding the use of computer resources.
- Engage in any activity that does not uphold and advance the mission and goals of Holy Spirit Episcopal School or violates the school's rules of conduct.

Violation of these rules or any failure to use school computers in a responsible, professional manner is cause for discipline and can result in disciplinary action up to and including separation from the school.

### ***Internet Access***

By using Holy Spirit Episcopal School's computer resources, students will be able to access the internet. The internet is an "electronic highway" connecting millions of computers and millions of individual users all over the world. Access to the internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with users throughout the globe. With access to the internet and people all over the world comes the availability of material that may not be considered of educational value in a school setting.

Families should be warned that some material obtained via the internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. Holy Spirit Episcopal School has taken precautions to restrict access to controversial materials by teaching students about responsible use and by using filters to block student entry to inappropriate sites. However, on a global network, it is impossible to control all materials, and an industrious user may discover controversial information, either by accident or deliberately.

This agreement/policy specifically prohibits students from accessing and/or utilizing various types of materials considered inappropriate in the school setting, as discussed above. Students accessing the internet should be aware that violations of this agreement/policy or other school policies by students could result in serious disciplinary action up to and including separation from the school. The internet and technology has become an integral part of Holy Spirit Episcopal School's curriculum. All students are expected to use technology and the internet for their academic courses and enrichment.

### ***Responsibility for Use of Computer Resources***

Students who use Holy Spirit Episcopal School's computer resources for personal reasons do so at their own risk and accept full responsibility for any personal harm resulting from such use. Holy Spirit Episcopal School makes no warranties of any kind, whether expressed or implied, regarding the quality of the service it is providing. The school assumes no responsibility or liability for damages a user may suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the school's own negligence, errors, or omissions. Students rely on information obtained via the Internet at their own risk. Holy Spirit Episcopal School specifically denies any responsibility for the accuracy or quality of information obtained through its computer resources. Parents follow the same guidelines as students on school computers.

## SECTION 5.0 HEALTH

### **5.1 MEDICAL RELEASE FORM AND IMMUNIZATION RECORDS**

The school medical release form and immunization records are due on the first day of school or upon the first day of enrollment if a student is admitted after school has begun. This is required for all students' safety and is in compliance with the State of Texas. All release forms must have an attending physician's signature.

The Nurse's office will contact you if the files are not available by the first day of school to provide a grace period of one full week to turn in the forms. All schools are required by Texas law to maintain a record of immunization for each child and this record must be updated and current every year. If your child is not immunized, he/she must have a written notice from the attending physician stating why there is no immunization.

If your form is not turned in and you have not made arrangements with the Nurse's office by the end of the first full week, your child will not be allowed to return to class until the form is submitted to the school. This will count as an unexcused absence.

If your child is injured at school, every attempt will be made to contact you or those designated by you for this purpose. If we are unable to contact anyone able to give permission to treat, this authorization and insurance information will enable HSES to provide prompt, necessary treatment.

Coaches, faculty, and club sponsors carry a copy of this form when taking students off campus.

### **5.2 IN CASE OF ILLNESS**

The school informs parents immediately of all major outbreaks of diseases. Students who show symptoms of a communicable disease will be sent home. If your child is diagnosed with one of the following communicable diseases, please notify the nurse's office:

- Chicken Pox
- Measles
- Conjunctivitis
- Mononucleosis
- Fifth's Disease
- Mumps
- Impetigo
- Scarlet Fever
- Lice
- Strep
- COVID-19

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

- Fever of 100 degrees or higher
- Fever with rash
- Vomiting
- COVID-19 Symptoms
- Diarrhea
- Suspicion of communicable disease

Students may not be re-admitted to school after an illness until they meet the following criteria:

- Free of fever for 72 hours without medication such as Tylenol, Advil, Motrin, etc.
- 24 hours after beginning antibiotic treatment.
- Evidence of an appropriate treatment for lice is provided.
- Diarrhea subsides.
- Release from doctor (if a communicable disease), including COVID-19.

### **5.3 IN CASE OF INJURY**

Please notify the office and the school nurse whenever your child sustains an injury. If the injury occurred at school, be sure the School is aware of the circumstances so that potential safety issues may be identified and addressed, and accident documentation may be completed.

Students with the following possible injuries or illnesses must present a note from a physician or medical provider releasing them to participate on an athletic team and/or to return to PE:

- Diagnosed concussion
- Mononucleosis
- Fractured/broken bones

If an injury occurs after hours while participating in a school athletic event, the parent will be called and accident documentation will be completed and turned in the next day.

If a student needs to limit physical activity because of illness or injury, a note from parents/guardian to the coach is required for 1-2 day's exemption. For three days or longer, a note from a physician is required. Please note that if a child is restricted from physical education, a restriction on all physical co-curricular activities will also apply.

#### ***5.4 ADMINISTERING MEDICINE***

All medications will be stored in the Nurse's office. No student may have prescription or non-prescription drugs in his/her possession on school grounds. If drugs are found in possession of the child, they will be confiscated immediately and the student may be suspended or expelled.

Prescription medication brought to school MUST be in the original pharmacy container labeled by the pharmacist. The label must include student's name, physician's name, dosage, name of drug, and date the prescription was filled. Prescription drugs to be administered at school on a short-term basis must be accompanied by a written request signed and dated by parents or guardians. Prescription drugs to be administered on a long term basis must be accompanied by a written request signed and dated by the prescribing physician and parent or legal guardian.

The School clinic maintains certain over-the-counter medications. Parents/guardians are able to provide and indicate on the medical release form which over-the-counter medications are permissible. The nurse or office administration will send a parent an email or call informing what medication was given.

All students with severe allergies must have an action plan filed in the clinic. Students with Epipens must keep one Epipen in the nurse's office. Epipens may be carried onto the playgrounds, and playing fields when indicated on medical release form. Faculty members will be trained in the administration of an Epipen.

All students who have asthma or severe respiratory distress syndrome must have an Asthma Plan on file. All inhalers must be administered by the school nurse or office administration.

#### ***5.5 NOTIFICATION OF ALTERNATIVE GUARDIANSHIP***

Please notify the Business Office and the school Nurse if you will be leaving your children in the care of another individual (e.g. when traveling out of town, having surgery, etc.). Accurate contact information is vital in the case of illness, accident, or emergency.

## SECTION 6.0 PHYSICAL EDUCATION/ATHLETICS/VISUAL AND PERFORMING ARTS

### **6.1 PARTICIPATION**

Physical Education is required for all HSES students. In case of illness or injury, a written and dated, doctor's excuse for non-participation of three or more days is required.

Students in grades five through eight must wear the approved P.E. uniform sold by the Athletic Department. Students that are not prepared for class (proper clothing and running shoes) will not be allowed to participate in class. Students are allowed three violations (see uniform violations) before having to serve a lunch detention. *See section 2.27 on P.E. uniforms.*

Each student is assigned a gym locker at the beginning of the year. **HSES is not responsible for items unsecured in lockers.** Periodic locker inspections will be completed by the coaches.

Attendance will be taken daily at every class. Grades are based on participation. In order to participate, a student must be dressed in a complete, approved P.E. uniform.

#### ***Excused Fitness and School Event Participation***

Students may be excused from participation in physical activity during P.E. class for reasons of illness or injury. Permission may be obtained by sending an email or hand-written note to the fitness teacher stating: the reason for lack of participation and the number of days to be excused. A student that needs to miss **more than three days** must have a written excuse from his or her attending physician.

During MS Athletics, parents/authorized adults may receive authorization for early pick-up through the Athletics' office and the front office must be notified. *Middle School students may not sign themselves out and may not wait for parents anywhere other than the front office.*

To participate in any after-school activities—including athletics competitions—students must be in attendance at school for at least a ½ day on the day of the activity. A Middle School student must also be at school and remain in school in order to be eligible to attend a school sponsored social event that same evening.

### **6.2 ATHLETIC TEAM PARTICIPATION**

HSES offers various competitive sports opportunities for students at all levels. In the event that a student violates team policy set by the Athletic Department, the team's coach, may dismiss the student from the team. Students without a current Athletic Medical Form on file will not be allowed to participate on any school team until the form is submitted to the Nurse and a copy is on file with the Athletic Director. This includes participation in practices. Participation in Sports is available to all middle school students. Selection onto a team requires a student trying out for the team. **Once selected, the student is expected to attend all practices and games.**

### **6.3 NO PASS/ NO PLAY**

Students on any Athletic team or participating in any Fine Arts production must be in good academic standing. It is our objective for students to maintain a successful balance between academics, extra-curricular activities, and athletics.

Check point dates to verify grade status will occur every three weeks. The student's average in class on these dates will determine participation eligibility in all extra-curricular activities. The eligibility grade for participating in extra-curricular activities must be a 70 or above in all 5 core areas (language arts, history, math, Spanish, and science).

Should a student not hold a 70 average on the day of a check point, the student will enter a probationary period and will be ineligible until the next scheduled grade point check date. It is important to understand that this three-week period is an opportunity for the student to focus on academics before continuing with extra-curricular activities. While on probation, students will have the option of attending practices and rehearsals but will not have an option to participate in games, competitions, performances or activities.

Should you have any questions regarding the 'No Pass, No Play' policy, please contact the Athletic Director or Head of Middle School.

### **6.4 ATHLETICS**

The Holy Spirit Athletic Junior Varsity programs focus on the development of fundamental skills and introduce competitiveness. The Junior Varsity program is not governed by the Greater Houston Athletic Conference; however, GHAC by-laws are used as guidelines for the program. If the sport competes in Division One competition, the Junior Varsity will be governed by the GHAC.



The Varsity program builds upon the fundamental skills and is a more competitive program that competes in the GHAC. The Varsity program is governed by the GHAC by-laws. Fifth through seventh graders may participate at the Junior Varsity level. Fifth through eighth graders are allowed to participate at the Varsity level.

Tryouts will be held to determine the make-up of the Varsity level. When a Junior Varsity team exists in that sport, players not chosen for the Varsity team will try out for the Junior Varsity level. If we have more than 25 players trying out for JV and Varsity, cuts may be made, unless a third team can be formed.

Parents are not allowed to attend tryouts. All parents that have athletes interested in participating in the sports program must attend the sports meeting prior to the start of the season. Sports meetings will be held prior to the sports tryouts.

*Please refer to the Athletic Policies and Procedures Handbook for more details.*

## **6.5 VISUAL AND PERFORMING ARTS**

The Fine Arts Department offers a range of courses including theater, music, and visual arts in MS. Students in Primary 3 through Lower School, experience Music every week and each grade level presents a program to the school and parents. In third and fourth grade, students receive piano as part of their musical instruction. Visual Arts begins in Primary 4 and students attend class weekly.

In Middle School, visual and performing arts presentations often require additional time outside of the school day such as time spent on the spring production. Fulfilling a commitment to a given production requires responsibility, attendance, and absolute completion of duties.

The Middle School performing arts productions are cast in an audition process and are open to all Middle School students. On occasion, some portions of the productions will be opened to lower school students.

Participation in Fine Arts and Sports at the Middle School level is regulated by the No-Pass/No Play Policy.

## **6.6 YOUTH SPORTS**

HSES Youth Sports Program is offered to four year olds through fourth grade. School teams participate in soccer, basketball, T-ball, baseball and softball. The teams compete in the West Houston Christian Sports Association that consists of other Christian schools in and around Houston. Parent involvement is the key to the success of this program. Coaches are parent volunteers that must complete a background check and complete the Safeguarding God's Children course prior to coaching. Youth Sports may serve as a key feeder to the Middle School athletics program at HSES.

## SECTION 7.0 HOLY SPIRIT EPISCOPAL SCHOOL LIBRARY

### **7.1 LIBRARY HOURS**

Monday-Friday 8 am-3:15 pm, School Holidays: Closed

During the school year, the library is open from 8:00 am -3:15 pm daily. After school programming that utilizes the library must have staff/faculty supervision and must be regulated by the Kidventure program. The Media Specialist is available to assist faculty with selecting material and meeting with faculty on a regular basis to determine curriculum needs. The Media Specialist oversees the library inventory and any questions about checking out book selections should be directed to the Media Specialist.

Lower and Middle School students may use the library to meet with educational tutors for the purpose of individual support.

Students are encouraged to use the library as a place for research and quiet study. Students in Primary 4 through fourth grade visit the library on a weekly basis for library instruction, storytelling, and reading. Students in fifth through eighth grade have flexible scheduling for research and leisure reading.

All Primary School students visit the Library once a week. Students in Primary 4 may check out books to read in their classroom.

### **7.2 INDIVIDUAL STUDENT CHECKOUT HOURS**

**Lower School:** Students may use the library during regular school hours. Students are welcome before school beginning at 7:30 am and after school until 3:45 pm. **Middle School:** Students are welcome before school beginning at 7:30 am, during lunch, and after school until 3:45 pm. Students may also use the library during regular school hours. **A faculty or staff member must be present when the library is in use.**

### **7.3 BOOK LOAN**

**Kindergarten:** Students may borrow one book at a time for a loan period of one week.

**First through Third Grade:** Students may borrow two books at a time for a loan period of one week. Books may be renewed twice to extend the period.

**Fourth through Eighth Grade:** Students may borrow up to three books at a time for a loan period of one week. Books may be renewed twice to extend the period.

### **7.4 FEES AND OVERDUE BOOKS**

We encourage our patrons to return books in good condition and in a timely manner, so all may enjoy the library resources. Overdue notices are sent out periodically as a courtesy. No fines are charged on overdue books. Fees will be assessed for damaged or lost books.

All library materials for the 2020-2021 school year are due by May 7, 2021. Students' report cards, graduation diplomas, and transcripts may be held at the end of the year for unreturned materials.

All library materials must be returned before withdrawal from HSES. Students with unreturned books may receive their report cards when their library records are cleared.

### **7.5 LIBRARY ETIQUETTE**

No food or drinks are allowed in the library unless indicated as a special occasion approved by the Media Specialist or Head of School. Quiet, respectful behavior is expected at all times while in the library. Students with unacceptable library etiquette will lose their library privileges until the matter is resolved. **An adult must remain with and supervise students and their siblings who visit the library before 8 am or after 3:15 pm.**

### **7.6 SUPPORT OF LIBRARY PROGRAM**

The library receives additional monies each year to enhance the library collection and fund special programs through fundraising events, such as:

**Book Fairs:** The Book Fair is held each year in the fall to promote reading, personal book ownership, and raise monies for literacy and the library.

### **7.7 LIBRARY VOLUNTEERS**

**\*Due to the COVID-19 pandemic, volunteers are restricted from being on campus. Once restrictions have been lifted,** Parent/Guardian/Grandparent volunteers will be welcome in the library. All library volunteers must be “Safeguarding God’s Children” certified. Please see the Media Specialist for an exact list of volunteer opportunities in the library.

## SECTION 8.0 ADMISSIONS

Holy Spirit is a coeducational, independent Christian based school. The school accepts students based on several criteria with the purpose of identifying those students who will have successful experiences within the school program. Ultimately, The School's decision is based on the whole student admissions profile, including factors such as grades, test scores, teacher evaluations and recommendations, and student shadow visits when applicable.

Children of Holy Spirit Episcopal School parishioners in good standing, siblings of current students, and children of alumni are not guaranteed admission; however, if all other factors are equal, they do receive preferential consideration.

Please note that sibling priority is not available to new students with siblings at Holy Spirit Episcopal School who do not intend to re-enroll for the following year.

**\*Due to COVID-19, the following procedures may vary.**

### **8.1 ADMISSIONS PROCEDURE**

#### **EC: Infants, Toddlers, Twos**

Year round program

Hours: 7:15 a.m. – 6:00 p.m.

Application and application fee

Acceptance on first come-first served basis

#### **Primary 3**

Application and application fee

Teacher recommendation form (if applicable)

Scheduled classroom visit and observation

#### **Primary 4**

Application and application fee

Teacher Recommendation form (if applicable)

Scheduled classroom visit and observation

#### **Lower School, Kindergarten**

Application and application fee

WPPSI-IV or on-campus testing

Report cards (current and prior two years, if applicable)

Recent testing (if applicable)

Teacher Recommendation form

Scheduled classroom visit and observation

#### **Lower School, 1<sup>st</sup> – 4<sup>th</sup> Grades**

Application and Application fee

1<sup>st</sup> WPPSI-V or on-campus testing

2<sup>nd</sup>-4<sup>th</sup> WISC-V or on-campus testing

Report cards (current and prior two years)

Other recent testing (if applicable)

Teacher Recommendation form

Scheduled classroom visit and observation

#### **Middle School, 5<sup>th</sup> - 8<sup>th</sup> Grades**

Application and application fee

ISEE

Report cards (current prior two years)

Other recent testing (if applicable)

Teacher Recommendation form – 5<sup>th</sup> Grade

Teacher Recommendation forms for Math and English -  
6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> Grades

Scheduled classroom visit and observation

Student interview

### **8.2 STUDENT PLACEMENT**

#### **Primary School** (Ages 3 and 4)

Students must meet the age requirement in order to be considered for placement in Primary 3 and Primary 4. All students must be potty-trained in order to attend Primary School. Research does show that age makes a difference in a child's attentiveness. In Primary 3 and Primary 4 there is flexibility if a family desires a placement in the age level below based on social maturity. Primary 3: Three years old (by September 1). Primary 4: Four years old (by September 1)

**Lower School** (Kindergarten–Fourth Grade)

**Middle School** (Fifth–Eighth Grade)

### **8.3 TEACHER ASSIGNMENTS**

Every effort is made to keep the classes balanced. Holy Spirit reserves the right to determine class ratio, to place students in classes, and to make reassignments during the year at the sole discretion of the faculty and Division Heads.

## SECTION 9.0 FINANCIAL MATTERS

### ***9.1 TUITION POLICY***

Holy Spirit Episcopal School is an independent school that depends primarily on tuition paid on behalf of the students. Because the School depends so heavily on these funds, the Board of Directors has adopted a Credit and Collection Policy which states “if any tuition payment becomes more than thirty (30) days delinquent, the student will not be allowed to attend classes until all delinquent amounts are paid in full and any current tuition payments are also paid.” Tuition is due on the date specified on the Enrollment Contract.

**All tuition payments are NON-REFUNDABLE/NON-TRANSFERABLE.**

#### ***Enrollment Guidelines***

For a student to be enrolled in Holy Spirit, a parent or guardian must sign an Enrollment Contract guaranteeing that the entire tuition for the full academic year will be paid regardless of the absence, withdrawal, or dismissal of the student for any reason. There can only be one contract per student and the enrollment deposit and tuition may not be transferred to another student. *Please contact the Business Office for more information.*

Signing the Enrollment Contract for the academic year constitutes acceptance of and agreement to abide by the rules, regulations, policies and procedures of Holy Spirit. Student accounts must be kept current for students to continue at Holy Spirit, to receive report cards and transcripts, and to participate in extracurricular activities for which an additional fee is required. Any student, who consistently neglects work, fails to meet academic or attendance standards, exercises poor citizenship, disregards school rules, or fails to cooperate (or whose parents fail to cooperate) may be asked to withdraw from Holy Spirit.

### ***9.2 ENROLLMENT CONTRACT***

Parents/guardians are reminded that the Enrollment Contract is a contract and should be given careful review before executing the document. **All tuition payments are NON-REFUNDABLE/NON-TRANSFERABLE.** Holy Spirit seeks to re-enroll students whose academic and social needs can be met by the school. The school recognizes that particular environmental and academic standards may not be suited to all students’ needs or capabilities. This is often evidenced by a student’s academic performance, attendance, or conduct. Before issuing a contract for re-enrollment to a student, the faculty and administrators review the student’s academic and discipline records and the family’s spirit of cooperation with Holy Spirit staff to determine whether it is in the best interest of the student to return for the following school year. The Head of School is the only person authorized to ask a family or student to separate from the school. Preference regarding re-enrollment always goes to students who have been enrolled at the school during the previous academic year.

### ***9.3 ENROLLMENT DEPOSIT***

Both new and returning students must pay a non-refundable \$500.00 Enrollment Deposit. This deposit reserves the student’s place and must accompany the signed Enrollment Contract each year. The deposit is applied to the annual tuition in primary through eighth grade.

### ***9.4 PAYMENT PLANS***

#### ***Option 1: Annually***

After the deposit is paid, a single payment by check, cashier’s check, money order, or credit card is paid in the school business office on or before the date shown on the Enrollment Contract.

#### ***Option 2: Semester***

Holy Spirit Episcopal School requires parents/guardians of Primary through Middle School students who choose the semester payment plan to enroll in the FACTS Tuition Management Plan. The semester plan requires (3) three equal payments after the deposit is paid. The first payment is due in May or upon acceptance if acceptance occurs after the date shown on the Enrollment Contract, and (2) two subsequent payments are due in August and December. The applicant will be notified by FACTS as to the annual enrollment fee.

#### ***Option 3: Monthly***

Holy Spirit Episcopal School requires parents of Primary through Middle School students who choose the monthly payment plan to enroll in the FACTS Tuition Management Plan. The monthly plan requires (12) twelve equal payments after the deposit is paid. The first payment is due in May or upon acceptance if acceptance occurs after the date shown on the Enrollment Contract, with payments continuing through April. The applicant will be notified by FACTS as to the annual enrollment fee.

## ***9.5 EARLY WITHDRAWAL***

In the event a student must be withdrawn prior to the end of the School Year, the Business Manager must be notified in writing at the school address at least (30) thirty days prior to the withdrawal. All tuition payments are **NON-REFUNDABLE/NON-TRANSFERABLE**.

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

### ***Parent-Initiated Withdrawal from the School***

Parents who wish to separate their student from the school must provide a written, signed notification to the Head of School of their intent to withdraw their student. When possible, parents are to provide Holy Spirit with 30 days' notice in the form of a formal letter addressed to the Head of School detailing the reason for withdrawal and the date of withdrawal. The following steps should be followed for a parent-initiated separation from the school:

- Parent writes letter to Head of School giving 30 days' notice;
- Head of School notifies Business Office and Director of Enrollment Management; and
- Records are released upon clearance from the Business Office
- Please note that when a student withdraws from Holy Spirit to attend another school, full payment of the contract with Holy Spirit is required.
- Once the student is officially withdrawn from the school, he or she may no longer participate in official school activities.

### ***School-Initiated Withdrawal from the School***

If Holy Spirit initiates the separation of a student from the school, the Business Office and Head of School will determine the release of records based on the parents' financial obligation to the school. Once the student is officially withdrawn from the school, he or she may no longer participate in official school activities.

## ***9.6 FEES***

**Athletic Fee:** A non-refundable athletic fee is charged upon team assignment in addition to the tuition for students enrolled in 5th – 8th grade. The athletic fee must be paid before a student can participate in their first game.

**Ecolink Education Fee:** A non-refundable Ecolink Fee is charged in addition to the tuition if the student is enrolled in kindergarten – 8th grade. The Ecolink Program is an integral part of the educational curriculum. Limited scholarship funds are available for families in need.

## ***9.7 REPORT CARD AND TRANSCRIPTS (FINANCIAL HOLDS)***

Transcripts, report cards, and grades will not be released until all records are clear in the Business Office and all financial obligations to the school have been met related to any and all accounts for which the family is responsible. Likewise, all financial obligations to Holy Spirit must be met or prior payment arrangements must be approved by the Business Office in order for students to participate in the school's Ecolink program. **Any questions about the financial records for students must be directed to the Business Manager.**

## ***9.8 RE-ENROLLMENT***

Re-enrollment packets are available online or mailed upon request at the end of January. If an enrollment contract is incomplete by the deadline, the student will not be guaranteed a place for the coming school year. A tuition deposit must accompany the re-enrollment contract. The school will not hold seats for any child who does not re-enroll.

**NOTE:** The re-enrollment packet will not be available to any student whose tuition account is not current through January or whose school fees are not paid in full.

## ***9.9 FINANCIAL AID***

Holy Spirit Episcopal School strives to make its educational program available to students in **Kindergarten through eighth grade**. The school recognizes that some families of qualified students cannot pay full tuition. Before an actual award is extended, **the contract must be returned and the student must be enrolled**. Each year the Financial Aid Committee awards grants to families to help defray the cost of an independent education for Kindergarten through Eighth Grade students. All awards are made on the basis of need and are strictly confidential.

HSES uses FACTS Grant and Aid Assessment to conduct the financial need analysis for families requesting assistance. The initial deadline for applying for financial aid is March 15th. Subsequent deadlines are set until funds are no longer available. All awards of financial aid are treated with sensitivity and confidentiality. Requests for indexed tuition are coordinated through the

school's Business Office and families must meet with the Business Manager to work through the process and submit the necessary paperwork when applying for financial aid.

Each family is expected to contribute financially to their student's independent school education. **Holy Spirit does not extend full individual tuition awards.** Each award is made for one school year, and families are required to reapply each year.

## SECTION 10.0 EARLY CHILDHOOD

**PLEASE NOTE: These policies and procedures are subject to change due to the COVID-19 pandemic. See the Return to School Plan.**

Our program is designed to help children acquire the self-esteem and independence necessary to become productive individuals. Throughout the day, your child is given the opportunity to explore the world around them. The curriculum is centered around age-appropriate development activities and social interaction.

Early Childhood (EC) hours are from 7:15 am—6:00 pm

The daily schedules will vary from class to class and are dependent on the age and ability of the children.

Daily notes are received in all classrooms. These reports outline eating, sleeping, and activity patterns. All students have an individual designated place where parents can find their child's artwork, notes from the teacher, and memos from the office. Parent conferences are always available as requested.

### **10.1 CLOTHING AND PERSONAL EFFECTS**

Your child should be fully dressed when he or she arrives at school. Children should be dressed in comfortable clothes, including sturdy shoes that they can manage themselves. At least one labeled change of clothes, including shoes and socks, should be placed in your child's cubby. During potty-training, two changes of underwear and clothes are needed. All clothing must be marked clearly with the child's first and last name. Children should be dressed appropriately according to the weather. Children should wear tennis shoes for our active outside play. Boots, slippers, open toed shoes and sandals are not permitted. Shoes must be worn at all times, even during naptime. Please leave all toys at home.

### **10.2 LOST AND FOUND**

Please label (first & last name) everything, including clothing, diapers, shoes, socks, books, lunch kits, and bags. Unclaimed and unmarked items will be donated to a worthy cause at the end of each quarter. The Lost and Found is located in the EC office.

### **10.3 HEALTH POLICIES**

**Classroom Health Policies:** The school reserves the right to send a student home when it considers it necessary for the health of that student and/or other students.

**Fever Policy:** Children may not return to school until they are free of fever for 24 hours without the aid of a fever reducer (e.g. Tylenol, Advil, etc.).

**Medication:** All medication to be taken by a student at school must be left in the EC office.

**Communicable diseases:** In the event a child contracts a contagious disease, a physician's statement that the child is no longer contagious is required before the child will be admitted to class.

#### **Guidelines for Keeping your Child at Home**

Please keep your child at home if your child:

- Is too sick to participate in the daily program
- Has a fever or has had one within the previous 24 hours
- Has had vomiting or diarrhea within the last 24 hours
- Has a heavy yellow or green nasal discharge
- Has a constant cough
- Has symptoms of a communicable disease

### **10.4 PHYSICAL HEALTH AND WELL-BEING (STATE MINIMUM STANDARDS)**

#### **746.3601 Illness and Injury**

- A. Parents must be notified in case of illness and injury as specified in Section 746.3601.
- B. A child whose illness requires that the child be sent home will be given appropriate attention and supervision until the child's parent arrives to remove the child.
- C. A child with uncontrolled diarrhea or vomiting must be provided care apart from the other children. Extra attention must be given to hygiene and sanitation until the parent or other person authorized by the parent arrives to pick up the child.



D. An ill child must not be admitted for care if one or more of the following exists:

1. The illness prevents the child from participating comfortably in facility activities.
2. The illness results in greater need for care than the staff can provide without compromising the health, safety, and supervision of the other children.
3. The child has any of the following:
  - Temperature under the arm 100 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness until medical evaluation indicates that the child can be included in the facility's activities.
  - Symptoms and signs of possible severe illness (such as lethargy, uncontrolled breathing, uncontrolled diarrhea, vomiting illness (2 or more episodes in 24 hours), rash with fever, mouth sores with drooling, wheezing, behavior change, or other unusual signs until medical evaluation indicates that the child can be included in the facility's activities.
4. The child has been diagnosed with a communicable disease, until medical evaluation determines that the child is no longer communicable and is able to participate in the facility's activities.

E. In case of the onset of a critical illness or injury:

- The physician named by the parent must be called and
- The child must be taken to the nearest emergency room or clinic, or an emergency vehicle must be called.
- Children must be given first aid treatment or CPR when needed.

#### **746.3801 Medications**

A. If the facility policy includes administering medication to children:

1. A record must be made of the following and kept for at least 3 months:
  - a. name of the child to whom the medicine was given;
  - b. name of the medication;
  - c. date, time and amount of medication given; and
  - d. name (not initials) of staff administering the medication
2. The medication must be administered to the child with written permission and as stated on the label directions, or as amended by a physician.
3. Over-the-counter medications without age-appropriate, pre-labeled instructions for dosing will require a note from a physician prior to administration.

B. Any medications brought by parents for their child must;

1. be in the original container
2. be labeled with the child's name
3. be labeled with the date (if prescription medicine)
4. include directions to administer the medication and
5. if prescribed, include the name of the physician prescribing the medication.

C. Medications must:

1. be refrigerated, if refrigeration is required, and kept separate from food;
2. be kept out of reach of children or in locked storage
3. be disposed of or returned to the parent when the child withdraws from the facility or when the medication is out of date; and
4. not be administered after its expiration date.

#### **10.5 INFANTS**

Diapers and wipes are provided by the student's parents. You may bring a large bag clearly labeled, and EC Faculty will let you know when the supply runs low. Baby food and bottles should be brought daily. All bottles are heated in a warmer; not a microwave. All bottles must have lids. All bottles, lids, and food must be clearly labeled with the child's name. Parents of infants have the right to breastfeed their child and to provide breast milk for their child while in care.

Shoe Policy: The infant room (Lambs and Hummingbirds) has a No Shoe Policy. In the interest of infection control, no outdoor shoes are to be worn in the play areas. Parents and older siblings will be asked to remove their shoes in the entryway before stepping into the play area.

## **10.6 TODDLERS AND TWO'S**

The Early Childhood does not provide diapers, wipes, pull-ups or morning snacks. These should be brought on a daily basis. Afternoon snacks are provided by Early Childhood. Lunch is not provided. Meals from home should be packed in a lunch box. If there is a food allergy such as peanuts, the classroom will become a “Nut-Free” zone. Meals may also be purchased from Simply Fresh (see Meals).

## **10.7 MEALS**

Early Childhood provides the option to purchase meals. Menus for the month are available and box lunches may be purchased through *The Simply Fresh Kitchen* website: <https://new.thesimplyfreshkitchen.com/>. Parents provide all snacks. The children who remain in care after 11:45 a.m. are required to bring their own lunch and drink if not purchasing a box lunch. Each child's lunch box needs to be clearly labeled with his name on the side where it is easily seen. Please mark the thermos and other dishes in the lunch box. Water is served at mealtimes, at snack time and after active play. Lunches must be well-balanced and healthy, including one serving from each of the four food groups (protein, fruit/vegetable, milk and bread/cereal). Easy to eat finger foods are best.

If the child arrives earlier than 8:15 a.m., the child may partake in his/her own breakfast. After 8:15 a.m., the morning routine for the classroom begins and snack will be served at 9 a.m. If your child is having a box lunch from the Simply Fresh, please order in advance through Simply Fresh no later than the night before.

## **10.8 HOURS OF OPERATION**

The Child Enrichment Center is open from 7:15 a.m.-6:00 p.m. Monday through Friday. Early Childhood is a year-round program offering initiatives during the school year and during the summer months. Early Childhood will be closed on holidays and for faculty in-service days as per the school's annual calendar.

Procedures and Licensing Policies:

- All parents may review and discuss any and all procedures with the Head of EC.
- All parents may visit EC at any time during operating hours. Please schedule visits with the EC Office. Parents are asked to stay in the classrooms no longer than 5 minutes so after drop-off the children can successfully transition into their school day routines.
- To contact the EC office, all 713-468-5138, x. 219 or email at [EarlyChildhood@hses.org](mailto:EarlyChildhood@hses.org).
- All parents may review a copy of the minimum standards and Holy Spirit's most recent licensing inspection report during operating hours Monday through Friday.
- All parents may contact The Department of Family and Protective Services at [www.dfps.state.tx.us](http://www.dfps.state.tx.us) or 713-940-3009.
- All parents may contact the Child Abuse Hotline at 1-800-252-5400.

## **10.9 EMERGENCY DOORS**

**Emergency doors are located in the EC wing. These doors are to be used for emergency only. Do not enter or leave through these doors. Do not park in front of the emergency exit doors, or the fire lane (designated by red paint on the driveway).**

## **10.10 ARRIVAL AND DISMISSAL**

In order to maintain the security of our children, we ask that you walk your child into the classroom, leaving him or her under the supervision of a staff member. Please sign your child in and out each day. These precautions help us assure the safety of your child.

Your child will be released only to authorized persons listed by you in writing. It is the parent's responsibility to notify the EC any time the child cannot be picked up prior to closing time or if the child is to be picked up by someone other than the parent. Picture identification will be requested from the designated person. In the instance of parental custody, certified court orders must be on file with the EC. No child will be released without parent permission.

Please refrain from using your cell phone when dropping off or picking up your child.

## **10.11 CARPOOL STATION**

Parents should park along the circle drive and walk their children to and from class. Do not park in the area where the curb is painted for no parking, as cars cannot make the curve safely. There can be no parking in the fire lane. Do not park in the EC driveway for after school events. EC parents must be able to park there to pick up their children.

## **10.12 LATE PICK-UP**

Students arriving before or leaving after their contract time will be charged by the quarter hour at the drop-in rate. Students left after 6:00 p.m. will be charged a late fee of \$15.00 per 15 minutes.

### **10.13 THE FIRST FEW WEEKS**

The first few weeks in any new environment can produce anxiety for your child. The Head of EC, Assistant Directors, and teachers are sensitive to these feelings. Our staff is trained to be aware of your child's reaction to this new environment and will make every effort to help your child adjust as easily as possible.

There are some things you can do as a parent to help ease the adjustment period:

- Take time to get to know the teachers and staff involved in the care of your child. Since your feelings may be indirectly communicated to your child, it is important that you feel confident in the staff's abilities and comfortable about bringing your child to the center.
- Talk with your child about the things he/she will be doing here and mention the teacher's name in conversation.
- If you anticipate a problem in separation, discuss this with the staff and decide on a procedure to follow in advance. We suggest that after the necessary signing in and exchange of greetings, you say to your child, "Goodbye. I will pick you up later. I know you will have a good day," and then leave the building. This method may seem abrupt, but it will minimize separation anxiety for your child. This is preferred to "sneaking out" because your child is well informed and has the opportunity to say goodbye to you.
- For younger children especially, it may be helpful to bring a special object from home, such as a stuffed toy or blanket. This may help the child in bridging the gap from the familiar to the unfamiliar.
- During the first few weeks, you may feel some apprehension after leaving your child. This is a perfectly natural response—we know how very important your child's well-being is to you. We encourage you to call the EC as often as you need to during the day to find out how your child is doing. The EC staff members are pleased to keep you informed.
- A readjustment may occur after a long weekend or vacation. Your continuing positive attitude will facilitate any such transitions.

### **10.14 DISCIPLINE AND GUIDANCE POLICIES**

The Holy Spirit Child Enrichment Center bases their philosophy of discipline on "Conscious Discipline" authored by Becky Bailey, "Discipline for Life: Getting it Right with Children" authored by Madelyn Swift, and also on "Love and Logic" authored by Dr. Jim Fay.

The overriding philosophy is "to value children because they exist; not because of what they accomplish"—Celebrate the fact that they are God's children. The Vision that supports our policy is an adult who is responsible, respectful of himself and others, self-confident, and a problem solver. He or she will be someone who considers consequences and long term effects and uses good values and integrity when making choices.

Discipline should be approached as a teachable moment in order to support a child as he/she grows. Teaching discipline is not about "controlling someone", it is about self-control and making good choices. Maintain the dignity of both parties. "Respect is what you have to have in order to get it."

Using guidance techniques based on expertise and mutual respect enforces positive behavioral changes.

#### ***Holy Spirit Episcopal School's Biting Policy, as of August 2015:***

If a child bites three times in one day, the parents will be notified to pick-up their child and the child will need to stay home the following day. If the biting persists for more than two weeks, parents will be asked to keep their child home for a week, following two bites in one day.

### **10.15 REST TIME**

Rest periods vary by classroom, but generally are scheduled from Noon-2:15 pm. Your child is encouraged to sleep or rest quietly during this time. Children who are not asleep after an hour may participate in quiet activities until all children are awake. No children are allowed to be dropped off during naptime. Children must arrive at least one hour prior to naptime.

### **10.16 HOLIDAYS**

The Early Childhood will be closed according to the annual school calendar.

### **10.17 ABSENTEE POLICY**

Due to the fact that the majority of our expenses are fixed or incurred prior to your child's attendance, there are no refunds, transfers or reduced payment for absences.

### **10.18 TUITION POLICY**

Holy Spirit Episcopal School is an independent school that depends primarily on tuition paid on behalf of the students. Because the school depends so heavily on these funds, the Board of Directors has adopted a Credit and Collection Policy.

Tuition is due on the 5th day of each month. If an account becomes 30 days' delinquent, procedures outlined in the Enrollment Contract will be initiated. In addition, a fee of \$25 will be charged for returned checks. A late charge of \$35 will be added to payments received after the 20th of the month.

### **10.19 "GANG-FREE" ZONE**

Under the Texas Penal Code, any area within 1,000 feet of a childcare center is a "gang-free" zone, where criminal offenses related to organized criminal activity are subject to harsher penalties.

### **10.20 EC UPDATED LICENSING REQUIREMENTS AS OF 12/2016 (SECTION 746.501)**

- A. Annual training for employees in the prevention and response to abuse and neglect of children happens annually with required Safeguarding training.
- B. Methods for increasing employee and parent awareness of issues regarding child abuse and neglect including warning signs that a child may be a victim of abuse or neglect are addressed in the faculty handbook under section 4.2 Code of Conduct, 4.3 Moral Code and 4.4 Conduct with Students.
- C. Methods for increasing employee and parent awareness of prevention techniques for child abuse and neglect and strategies for coordination between the center and appropriate community organizations are available to both employees and parents through the annual Safeguarding training. Training is mandatory for employees and optional for parents.
- D. Actions that the parents of a child who is a victim of abuse or neglect should take to obtain assistance and intervention should include contacting the Head of EC to obtain the Department of Health and Safety for proper reporting procedures.

## **SECTION 11.0 SMOKE-FREE CAMPUS**

The policy of Holy Spirit Episcopal School is to offer a smoke-free, tobacco free and E-cigarette-free (battery operated devices with cartridges filled with nicotine, flavor and other chemicals) campus. As per the Texas Education Code Section 38.006, the law is clear. It is illegal to smoke on school property or at school functions off school property. It is also illegal for individuals under the age of 18 to possess or sell tobacco products.

The Board of Directors of Holy Spirit Episcopal School will enforce:

1. Smoking or using tobacco products (including E-cigarettes) on the church/school campus is prohibited during school hours and events.
2. Individuals under the age of 18 are prohibited from possessing or selling tobacco related products and E-cigarette products on the church/school campus.

## **SECTION 12.0 EMPLOYMENT OF FACULTY/STAFF**

HSES teachers and consultants are not allowed to tutor their own HSES students for a fee during the school year, and all arrangements for instruction during the summer must be considered private agreements. Both the staff member and the parent must speak with the Head of School or Division Head before engaging any HSES employee for private instruction.

The School prohibits teachers and coaches from baby-sitting students whom they currently teach or coach and very strongly discourages baby-sitting of any other student attending HSES. Faculty and staff are strongly advised to avoid house-sitting any home owned by a current family at HSES.

## **SECTION 13.0 ACCREDITATION AND SCHOOL ORGANIZATION**

Holy Spirit Episcopal School is accredited by the Southwestern Association of Episcopal Schools (SAES). The Southwestern Association of Episcopal Schools accreditation is in good standing and Holy Spirit Episcopal School has been given

accreditation status through 2020. SAES serves Episcopal schools, richly diverse in location, size and scope, throughout the states of Arizona, Arkansas, Louisiana, New Mexico, Oklahoma and Texas. SAES is the only Episcopal accrediting association in the United States and the only denominational accrediting association recognized by the National Association of Independent Schools (NAIS). It complies with the Commission's Criteria for Effective Independent School Accreditation Practices, which thoroughly reviews and evaluates its accreditation standards, criteria, and procedures. The Standards of SAES reflect the Association's commitment to promoting high standards of education, developing programs that improve knowledge and skills in leadership, governance, administration, teaching and learning, and spiritual formation. The Key Standards and supporting accreditation information may be found at [www.swaes.org](http://www.swaes.org).

### ***School Organization***

Holy Spirit Episcopal School, Holy Spirit Episcopal Church, and the Board of Directors are responsible to the Bishop of the Diocese of Texas. The Board of Directors has the responsibility of setting policy, hiring the Head of School, and making certain that the school remains financially solvent. The Board of Directors has only one employee, the Head of School. The Head of School is the chief administrative agent of the school, and all school personnel are responsible to the head.

### ***Professional Memberships***

Holy Spirit Episcopal School is a member of or affiliated with the following organizations: Houston Area Independent Schools, Independent School Management, National Association of Student Councils, National Junior Honor Society, Private Schools Interscholastic Association, Southwestern Association of Episcopal Schools, Texas Association of Non-Public Schools, West Houston Chamber of Commerce, Greater Houston Athletic Conference, Texas Association for the Gifted and Talented, Houston Co-Op, and Enrollment Management Association.

### ***Non-Discrimination Statement***

Holy Spirit Episcopal School admits students of any race, creed, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded, or made available to students at the school. The school does not discriminate on the basis of race, creed, color, national and ethnic origin in its administrative, educational, or admission policies, scholarship and loan programs, athletic or any other school-administered programs.