Parent/Student Handbook

2026-2027

Holy Spirit Episcopal School
12535 Perthshire Rd.
Houston, Texas 77024
713.468.5138 | hses.org

This handbook is provided as a guide for parents, guardians, and students. By registration and enrollment at Holy Spirit Episcopal School (HSES), each student and all family members agree to accept, observe and abide by the provisions of this Handbook and regulations of HSES. 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.

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1. ABOUT HOLY SPIRIT EPISCOPAL SCHOOL

1.1 Mission, Vision, and Values

1.1.1 Mission

Transforming hearts and minds to serve and lead in the modern world.

1.1.2 Vision

Holy Spirit Episcopal School offers an exemplary education for infants through grade eight that develops the whole child while achieving academic excellence in a dynamic faith-based environment.

1.1.3 Values

Love, Respect, Wonder, Explore, Believe

1.2 Episcopal Identity

The five tenets of the Holy Spirit 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. Worshiping together following our liturgical traditions.

1.3 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 who welcomes and embraces individuals from diverse backgrounds. We therefore strive to instill in our students, respect and appreciation of diverse viewpoints and individual differences. HSES provides an inclusive culture in which diverse perspectives are welcome and respected. The School's implementation of this statement will be regularly evaluated.

1.4 Notice of Non-Discrimination

Holy Spirit Episcopal School does not treat students differently because of their race, color, age, national origin, sex, handicap, or disability unless a particular status protected by federal, state, or local laws contradicts the deeply held religious convictions of the School or the Church.

1.4.1 Investigation and Anti-Retaliation

When circumstances arise in which students report a violation of school rules to a teacher or staff member, it is important that the student feels listened to and protected. The School pledges to investigate these reports thoroughly and to take them seriously, and will also do everything in its power to protect the student who reports such behavior from retaliation from other students or violators of school rules. Students should feel safe to report any such behavior to a teacher, staff member, or administrator, and parents can report any allegations of violations of school rules or retaliation against any student for reporting such violations directly to their Division Head or the Director of Student Life, and an investigation will be conducted into the allegations.

1.5 Program Overview

To meet the developmental and academic needs of each student, HSES is divided into four divisions.

Division	Abbreviation	Grade Level
Early Childhood	EC	Infants to toddlers (3 months to two years old)
Primary School	PS	Primary 3 (P3), Primary 4 (P4) and Bridge
Lower School	LS	Kindergarten to Fourth Grade
Middle School	MS	Fifth to Eighth Grade

1.6 Office Hours

The Front Office is open 7:30 a.m. to 4:00 p.m. Monday through Friday.

Early Childhood is open 7:15 a.m. to 6:00 p.m. Monday through Friday.

1.7 Board of Directors 2026-27

Fr. Mitch Tollett

Kelly Broaddus

Lindsey Black

Betty Lennon

Travis Beck

Lauren Bernard

Kyle Jones

Steve Sigloch

Mo Taing

Krystal Weiss

1.8 School Leadership, Administration, and Support

Name	Position	Email
Mitch Tollet	Rector	mtollett@hsechurch.org
Kelly Broaddus	Head of School	kbroaddus@hses.org
Jennifer Huthmacher	Head of Early Childhood	jhuthmacher@hses.org
Liz Jordan	Head of Primary School	ljordan@hses.org
Valerie Johnson	Head of Lower & Middle School	vjohnson@hses.org
Brian Smith	Director of Technology	bdsmith@hses.org
Landria Davis	Head of Finance & Business Operations	ldavis@hses.org
Jenna Gaudard	Director of Admissions	jgaudard@hses.org
Whitney Garcia	Director of Communications	wgarcia@hses.org
Emily Heinz	Director of Development	eheinz@hses.org
JeNeika Boone	Director of Human Resources	jsboone@hses.org
Colette Yuille-Taylor	Assistant Head of Early Childhood	cyuille@hses.org
Mary Pena	Assistant Head of Primary School	mpena@hses.org
Ann Clark Elmore	Executive Assistant to the Head of School	aelmore@hses.org
Joni McDonald	Assistant Head of Lower & Middle School	jmcdonald@hses.org
Suzy Spencer	School Chaplain and Trips Coordinator	sspencer@hses.org
Halie Maxwell	School Counselor	hmaxwell@hses.org
Carolyn Day	Receptionist	frontdesk@hses.org
Carrie Frain Neely Besetsny Larissa Broussard	School Nurses	nurse@hses.org

1.9 Accreditation

HSES is accredited by the Southwestern Association of Episcopal Schools (SAES).

1.10 Smoke-Free Campus

The policy of HSES is to offer a campus free of smoke, tobacco and e-cigarette (battery operated devices with cartridges filled with nicotine, flavor, and other chemicals). 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 21 to possess or sell tobacco products.

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

1. Smoking or using tobacco products (including e-cigarettes) on the Church and School campus is prohibited during School hours, School events, and School-related activities off campus.
2. Individuals under the age of 21 are prohibited from possessing or selling tobacco related products and e-cigarette products on the Church and School campus or off campus during School-related activities.
3. Personnel to impose the policies on Church and School property.

2. SCHOOL OPERATIONS AND ROUTINES

2.1 Before the School Year Starts

The following forms must be submitted to the School prior to the beginning of school or according to each document's designated due dates.

- A completed Medical Record Form, signed by student's physician, and immunization records submitted through Magnus Health.
    - *Forms and records are required for each child attending HSES
- Athletic Physical Form (for MS Athletics participants only). A student Athletic Physical Form must be filed in the Nurse's office to participate in Athletics or team practices.
- Complete full family profile in FACTS parent portal.
- Handbook Acknowledgement Form (due at time of receipt.)

2.2 Arrival and Dismissal Instructions

For the convenience of parents, siblings in Primary through Middle School may be dropped off together at the oldest sibling's carpool line. However, families with siblings in Early Childhood must drop off the Early Childhood child separately due to the extra steps required when receiving Early Childhood students.

Morning Carpool starts and ends promptly at:

- EC – 7:15-8:15 a.m.
- PS – 7:40-8:05 a.m.
- LS – 7:30-7:55 a.m.
- MS – 7:30-7:45 a.m.

Once carpool has ended, parents must park in the parking lot and accompany students to the front to sign them in for the day.

2.2.1 Early Childhood (EC)

- EC carpool is 7:15 to 7:45 AM. Parents will escort their child to their class.
- If parents drop off between 7:45 to 8:15 AM , a staff member will escort the child from their car to their class.
- If dropping off between 8:15-8:30 AM parents will park and walk their child to their class.
- After 8:30 AM, parents must take their child to the front office and sign them in and escort them to their class.
- Parents will display their school-issued carpool tag in a visible area of the front window.
- Pick-ups and drop-offs during non-carpool hours must occur through the Front Office and check in with a valid ID.
- Parents will help children in and out of their car.
- We ask parents to allot extra time to their schedule and patience 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.

Early Childhood Drop-Off Instructions

Students may arrive for carpool from 7:15 to 8:15 a.m. Parents must park and escort their child to the Front office if they arrive after 8:15 a.m.

- Enter the line by making a right turn from Tallowood Road
- Parents should move their cars to the most forward position.
- Take children and belongings out of the vehicle and wait by the sidewalk for a teacher to escort them into the building.
- Exit the carpool line by making a right turn only out onto Tallowood Road.
- Arrivals after 8:15 a.m. must check in through the Front Office.

Early Childhood Pick-Up Instructions

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

For the 3:00 p.m. schedule, students will be ready for carpool from 2:45 to 3:15 p.m.

For the 6:00 p.m. schedule, parents that pick up after 3:15 p.m. must park and enter the EC building with their school issued carpool name tag to retrieve their child from the classroom.

- Enter the line by making a right turn from Tallowood Road at designated pick-up time.
- Display the **yellow** carpool name card issued by the school.
- Help children safely into the car.
- After 3:15 p.m., park in the circle drive, ring the doorbell to enter through the designated door in the EC building with their school issued carpool name tag and pick up children outside the classroom door.

2.2.2 Primary School

- Students may arrive at school beginning at 7:40 a.m.
- PK3, PK4, and Bridge school day begins at 8:05 a.m.
- School staff will monitor carpool between 7:40 and 8:05 a.m. with assigned faculty to escort students to their designated classrooms.
- Afternoon carpool begins at 3:05 p.m. and ends at 3:25 p.m.
- Drop off and pick up occur at the same location.
- Any student who has not been picked up in the carpool by 3:25 p.m. will be taken to Ignite After School Care (ASC), fees apply.

Primary School Drop-Off Instructions

- Enter the line by making a right turn only from Perthshire Road.
- Parents should move their cars to the most forward position and avoid gaps in the line.
- Parents must remain in the car when the student is exiting the car.
- Students should only exit cars upon arrival at unloading zones with a faculty member.
- Parents should never pass on the left-hand side while in the carpool line.
- There is NO CELL PHONE USE allowed in the carpool line.

Primary School Pick-Up Instructions

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

- Enter the line by making a right turn only from Perthshire Road.
- Stay in your car and allow staff members to assist with your student.
- Display the **orange** carpool name card issued by the school.
- Primary School dismissal takes place from 3:05 p.m. to 3:25 p.m.
- For students registered for Ignite After School Care (ASC), they will be escorted to their class by their teachers.

2.2.3 Lower & Middle School

- Lower School and Middle School carpool will drop off on the west side of campus near the Sanctuary off Tallowood Dr.
- Early dropoff is available at 7:15 AM at the Library entrance.
- School staff will monitor carpool between 7:30 and 7:55 AM.
- Kindergarten - 4th grade must arrive by 7:55 in order to be in their classrooms by 8:00 AM.
- 5th - 8th grade must arrive by 7:45 in order to be in their classrooms by 7:50 AM.
- No students may be dropped off if a school staff member is not present.
- Any student arriving after 7:55 must be walked into the office to check-in.
- Dismissal and afternoon carpool begin at 3:30 PM.
- Drop off and pick up occur at the same location - including after Middle School Athletics

Lower & Middle School Drop-Off Instructions

- Enter the line by making a right turn only 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.
- Parents must remain in the car when the student is exiting the car.
- Parents should never pass on the left-hand side while in the carpool line.
- There is NO CELL PHONE USE allowed in the carpool line.

Lower & Middle School Pick-Up Instructions

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

- Enter the line by making a right turn only from Tallowood Road.
- Stay in your car and allow staff members to assist with your student.
- Display the **blue** or **green** carpool name card issued by the school.
- Lower School dismissal takes place from 3:30 to 3:45 PM
- Middle School dismissal takes place at 3:30 or 4:30, depending on athletic participation, and takes place at the same west side drive on Tallowood Rd. that is used for morning drop-off.
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- Any student not picked up from carpool by 3:45 will be escorted to Ignite After School Care and charged a drop-off fee.
- Students registered for Ignite After School Care will be escorted to Ignite by a teacher.

2.2.4 Early Bird Morning Care

Early Bird Morning Care is from 7:15 to 7:40 AM and takes place in the Library. Students must be dropped off through the carpool line on the Perthshire side. Parents should pull up to the library doors for a teacher to help unload your child and escort them to the Library.

2.2.5 Carpool Tags

We have assigned colors for the carpool tags that must be displayed in the car window during pickup. The colors are assigned by division:

- Yellow = EC (infants, toddlers, twos)
- Orange = PS (Primary 3, Primary 4, Bridge)
- Green = LS (Kinder-4th grade)
- Blue = MS (5th-8th grade)

2.2.6 Carpool Safety Reminders

- Only make right turns into and out of the carpool lines onto Tallowood and Perthshire Roads
- Refrain from using cell phones or other electronic devices while in carpool or driving in the school parking lot.
- Always apply the proper legal restraints 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 arrival and dismissal.
- Use the crosswalk when parking and walking your child into the building.

2.3 Ignite After School Care (ASC)

Holy Spirit Episcopal School offers after-school care through our Ignite After School Care (ASC) program for students in Primary 3 through eighth grade. Parents may enroll PS-LS students in Ignite ASC prior to the beginning of the school year. Enrollments after the beginning of the school year will be based on availability.

Ignite ASC is available from 3:15 to 6:00 PM. Ignite offers 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). All students are picked up from Ignite ASC through the Library entrance, located on Perthshire Road.

Ignite ASC ends at 6:00 PM Late pick-up fees will be assessed for each student starting at 6:01 PM according to the school clock. If your child is not picked up promptly by 6:00 PM., a late fee per minute per child will apply.

2.4 Ignite Extended Learning Programs

HSES offers a variety of engaging, interactive enrichment classes for students in Primary 3 through eighth grade through our Ignite Extended Learning programs. These programs are offered on an a-la-carte basis for an additional fee. Schedules and registration information will be posted in the school newsletter and other communication outlets each semester.

2.5 Afterschool Policies

Primary School pick-up ends at 3:25 PM. Lower and Middle School pick-up ends at 3:45 PM. If a child has not been picked up by the end of carpool, they will be escorted to Ignite ASC. Students who are not registered for Ignite ASC will be escorted to the Ignite area for staff members to contact parents to enroll in the drop-in rate plan. All students who attend Ignite must be enrolled in the program.

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

- Supervised after school activity (athletics, sports practice, fine arts, tutoring, etc.)
- Ignite ASC
- Ignite Extended Learning programs

Students participating in supervised after-school activities must be picked-up in the Perthshire Rd. carpool line or signed-out by an authorized adult. Ten minutes after the activity is released, remaining children will be escorted to Ignite ASC. The daily drop-in fees and instructions mentioned above will apply.

2.6 Early Dismissal

The same carpool procedures for regular dismissal apply on early dismissal days. All divisions are dismissed at 11:30 AM on early dismissal days. Carpool will end at 11:50 AM. Lunch is not offered on early dismissal days unless otherwise instructed. There are no Ignite ASC or Extended Learning programs offered on early dismissal days.

2.7 Absences 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.

2.7.1 Absences

A parent or guardian should report absences each day by either calling the school office or emailing their advisor or classroom teacher.

- 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, reasons not related to illness, 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, or a student receiving 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.
    - Special exceptions may be made in some cases with approval from the Head of School and Division Head.

2.7.2 Excused Absences

For absences due to communicable diseases, 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 week require a release note signed by the student's attending physician. Excused absences are counted in the absence total.

- If the absence from class is due to a doctor or dentist appointment, the parent should notify the office or teacher 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 the student must provide a release note signed by the attending physician.
- When a child is hospitalized, contact the teacher and Division Head to discuss the student's academic needs, if appropriate.

To pick up work for an ill child, contact the teacher who will send work digitally and/or will gather and deliver work to the front office.

2.7.3 Unexcused Absences

An unexcused absence is any absence in which a parent does not notify the School, or for an absence of one week or more when a required doctor's note is not provided. Unexcused absences also apply when leaving campus without permission.

Repeated absences without the proper documentation will result in a conversation with the Division Head and are subject to unexcused absences without the option to make up missing work.

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

2.7.4 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 advisory or classroom teacher at least two days prior to the absence.
- Communicate with teachers to record work that will be missed and a plan for completion.
- Complete and turn in work within the allotted number of days based upon days absent. Make-up times for tests 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.

2.7.5 Middle School Makeup Work

Daily work assignments must be completed on campus at a time arranged with school faculty. The highest grade a student can receive on an assignment missed during an unexcused absence is 75% of the score.

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, 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 plan with the teacher to make up that assessment within one day of returning to school.

2.8 Signing Students In and/or Out

2.8.1 Leaving Early

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

- **Early Childhood parents** may email the EC office at earlychildhood@hses.org to notify of changes in drop-off or pick-up.
- **Primary School parents** 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** who need to pick up students before 3:30 PM must enter through the Front Office. Office staff will send the child to the front office.

Students are not allowed to leave class or campus without permission from the classroom teacher, school office staff, Division Head, or Head of School.

2.8.2 Returning or Arriving After an Absence

Students who return from an absence during the school day or arrive after morning drop-off must report to the Front Office for a parent or guardian to sign them back into school.

2.9 Emergency Situations and School Closings

It is imperative for the school to maintain current telephone numbers and email addresses 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, addresses, etc. 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 students remain in school and must provide temporary guardian contact information in case of emergency.

2.9.1 Campus Safety and Security

All exterior doors are locked from 7:00 AM to 6:00 PM, Monday through Friday. The following guidelines ensure the safety of our students:

- Only a parent, legal guardian, or pre-authorized adult may 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 contacts in FACTS.
- Any person who enters the school beyond the Front Office must present a valid ID, be scanned into the Raptor system, and wear a visible Visitor Badge while on campus at all times.
- All visitors must exit through the Front Office.
- 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,

2.9.2 Emergency Procedures and Drills

The School is required to conduct 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.

2.9.3 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 sent via email and/or text through the FACTS Parent Alert system. For this reason, it is important that parents keep their contact information up-to-date in FACTS.

When the school closes early, all students are dismissed from their normal pickup area. Students will not be released to unauthorized 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, Ignite ASC, Extended Learning programs, athletic competitions, performances or any other extracurricular activities will NOT take place that day.

2.9.4 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.

2.9.5 Custody Matters

When parents are separated or divorced, the School requires a copy of the most recent court order specifying access to the student, student records, and school officials. It should include 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 their Division any special legal considerations that may 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.

2.10 Parents and Visitors

The safety and security of our students is a priority. All visitors to HSES, including parents and guardians, must check in with the Front Office using a valid ID to obtain a visitor's badge through Raptor. Adult visitors should have a specific purpose for being on campus or to enter the school and must check out at the Front Office as they exit.

2.10.1 Delivery of Items to School

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

2.11 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.

2.11.1 Athletic Lockers and Bags

Students in Middle School are assigned an athletic room locker. A lunch detention or other suitable consequence will be issued for leaving materials scattered in the locker room. P.E. bags must be stored in the athletic locker. Sports equipment should be returned to the designated storage area after use.

2.12 Lost and Found

The “Lost and Found” benches are located in the hallway near the gym. They are cleaned out on a monthly basis. Unlabeled items that are not claimed at the end of the month will be contributed to the used uniform store or donated to charity. We encourage parents to label all clothing, water bottles, and materials.

2.13 School Bags

In Lower School and Middle School, backpacks must fit inside the lockers. Avoid rolling backpacks with wheels.

Early Childhood and Primary School students are provided a school tote that is required to carry items to and from home each day. The school provides this tote at parent orientation or through classroom teachers.

2.14 Electronics

Students in kindergarten through eighth grade are assigned an iPad or Chromebook. No other personal computers, iPads, tablets, wearable technology, or any other electronic devices are allowed. Students will review the Acceptable Use Policy with the Technology Director or Division Head 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.

2.14.1 Cell Phones

Student cell phones must be turned off and put away during school hours, including carpool, Ignite ASC and Extended Learning programs, 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. Students have access to a school phone if needed by requesting permission from 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 2:00 PM. Transportation changes cannot be guaranteed if notified within 30 minutes from dismissal.

2.14.2 Smart Apparel and Devices

To maintain distraction-free classrooms, smartwatches and electronic apparel with communication capabilities are not allowed.

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.

2.15 Class Trips

Part of our academic program includes field trips and school-related trips. Students are expected to travel on school trips as part of the academic program. Students in Bridge through eighth grade participate in off-campus trips. 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 expense of parents.

Please note: Parents of students who take regular medication must provide the medication in the original container with written instructions before the student may depart for a school trip, and the school nurse must have the student's medication form. The school nurse must hand any medication required for a day trip off campus 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.

2.15.1 Chaperones for Field Trips

Approved 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 and actively supervise 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.

2.16 Transportation

Holy Spirit Episcopal School students may not leave campus on school-sponsored trips, such as field trips or sports activities, unless they travel by chartered vehicles. The only exceptions to this will be made with prior approval by the Head of School.

2.16.1 Bus Transportation

Students must follow these rules when riding on a school-sponsored bus or transportation:

- Refrain from using electronic devices.
- Avoid eating and drinking on the bus without permission.
- Ride the bus to and from the field trip site.
- Return to the bus at the designated dismissal time.
- Maintain a respectful, talking volume.
- Sit interspersed with adults throughout the bus to monitor conduct.

2.17 Recess

HSES promotes indoor and outdoor physical activity, therefore all students experience at least one daily physical activity break. Recess is held outside except in the following weather-related instances:

- Thunder, lightning, or heavy 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).
- Cold temperatures below 40 degrees.

2.17.1 Playground Impact Material

All outdoor play spaces are surrounded with an area of playground impact material as required by the Texas State Minimum Standards for Child-Care Centers.

3. ACADEMIC RECORDS AND STUDENT LIFE

3.1 Grade Reporting

Primary School operates on a semester grading cycle. Report cards are sent home twice a year, one in the fall and one in the spring.

The Lower School academic year is divided into trimesters and the Middle School academic year is divided into four quarters. Report cards are accessed online at the conclusion of each grading period.

3.2 Grading Scale

3.2.1 Middle School Academic Grades

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

Average	Grade
90-100	A
80-89	B
75-79	C
70-74	D
69-below	F

3.2.2 Middle School Citizenship Grades

Abbreviation	Definition	Description
E	Excellent	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 their own; shows very clear sense of right and wrong through speech and action; work is always submitted on time.
S	Satisfactory	Consistent, satisfactory and positive behavior choices; is always courteous, polite and respectful; is dependable; does things well on their own most of the time; shows clear sense of right and wrong through speech and action; work is always submitted on time.
N	Needs Improvement	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	Unsatisfactory	Unacceptable behavior choices; needs regular counseling by teachers on behavior; has difficulty getting along with classmates; work is often not submitted on time.

3.2.3 Primary & Lower School Report Card Indicators

Abbreviation	Definition
ES	Exceeds grade level standards
MS	Meets grade level standards
SS	Meets grade level standards with support
AC	Area of concern
*	Not Observed

3.3 Middle School Exams

To prepare for high school, seventh and eighth grade teachers will conduct end of semester exams in December and in May which are cumulative in nature. Teachers will provide study materials prior to exams in preparation for the assessments, and will review during classes to help students prepare for exams and develop appropriate study skills.

3.4 Middle School Honor Roll

Middle School students who achieve a high level of academic performance will receive recognition for their hard work. Students can qualify for the **Honor Roll** if they receive all A's in their core academic courses (ELA, Math, Science, History, Spanish) each semester.

3.5 Middle School Academic Probation

If a student's quarter average in any subject is below 70, 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 achieves a subsequent quarter grade above a 70, the academic probation will be lifted.

Students must pass all subjects with a final average of at least 70. Students who earn an average below 70 may be asked to attend a summer program or tutorial and demonstrate mastery of the subject (70 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 graduation diploma. The Head of School ultimately determines placement, promotion, or retention.

3.6 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 to review homework.

Lower School tutorials can be scheduled with the teachers or Learning Specialist before, during, or after school, at the teacher's discretion.

Middle School teachers and the Learning Specialist may extend office hours before, during, or after school to provide time for students to ask questions and receive extra help outside of the classroom, by appointment.

3.7 Private Tutors, Therapists, and/or Specialists

To ensure the safety of students and the integrity of the instructional day, Holy Spirit Episcopal School (HSES) does not permit private tutors, therapists, educational specialists, or other privately contracted service providers to provide services to students on campus during the school day, at school-sponsored activities, or after school on our campus. Families are encouraged to schedule these services off campus and outside of school hours.

3.8 Employment of Faculty and Staff

Holy Spirit Episcopal School 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 Division Head before engaging any HSES employee for private instruction.

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

3.9 Eligibility Qualifications for Interscholastic Athletic Competitions and Fine Arts

The academic performance in all core courses must remain 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 a grade of 70 or above is achieved. Grades will be checked every three weeks of each quarter. See Section 7.3.

3.10 Standardized Testing

Students in kindergarten through eighth grade take the Measurement of Academic Progress (MAP) standardized assessment, three times a year. Parents receive results at the conclusion of each testing section with an explanation on how to interpret them. Results are maintained in the cumulative folders of each student and are used as one measure of student growth throughout the year.

3.11 Services for Students with Disabilities

We understand there may be circumstances in which a parent may request the School provide an accommodation for a student's medical need and/or physical, mental, or learning disability. As the range of requests has grown over the years, the School believes it is appropriate to outline the School's policy and general guidelines for addressing such requests.

3.11.1 General Policy

In general, it is our School's policy to provide accommodations for a student's needs in circumstances in which the administration determines, in its sole discretion, that doing so is within the reasonable ability of the School and/or its staff and will not result in a significant disruption to the teacher's ability to instruct other students, or will not require a fundamental change to our educational environment or mission.

3.11.2 Interactive Process and Accommodation Plan

Once a request for accommodation is received, the School will enter into the interactive process with the family to discuss the need and information that the School will require. Documentation containing a student's diagnosis is required. Once the documentation is provided, the appropriate personnel at the School will assess the accommodation requests and determine what accommodations will be provided at school. After coming to an agreement with the parents, the School will set forth the agreement in an Student Success Folder, which will be signed by the School and the parent and will be distributed to relevant classroom teachers. Without a Student Success Folder, no accommodations will be provided.

3.11.3 Release for Communications with Physician

Sometimes the documentation received from the physician may raise questions or be unclear as to the recommendations. In that case, the School will request that the parent(s) sign a Release of Information form, permitting the School to contact the medical professional, when necessary. In addition, if there is any cost associated with the physician's cooperation (i.e., to answer a set of questions submitted, etc.), the parent must agree to bear the cost of such a process.

3.12 Homework

Homework for students consists of possible assignments that students do for additional practice. A good practice is for parents to check this with their children after school each day to stay up to date on work to be completed and classroom activities.

3.12.1 Middle School Late Work

Students are expected to complete and submit their assignments on time. This level of responsibility and accountability is an inherent part of all of the work we do and a key to future success. When students do not complete and submit work on time without a valid reason as determined by the teacher, the grade will be affected in the following manner:

- One day late – 90% of possible points
- Two days late – 80% of possible points
- Three days late – 70% of possible points
- Four days late – 50% of possible points

3.13 School Recommendations (Other than HSES)

All requests for student recommendations must be submitted to the Division Heads. Teachers may not accept evaluation forms from students or parents. Allow at least five business days to complete and submit recommendations.

3.14 Release of Transcripts and Report Cards

Families must complete a transcript request form and send it to the Director of Student Life. 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.

Year-end report cards and transcripts will not be issued until all accounts are paid and all school-issued property (i.e. textbooks, technology, library books, and/or sports equipment) has been returned.

3.15 High School Counseling

Families in seventh grade are offered the opportunity to meet individually with the Director of Student Life to discuss the high school application process with a focus on community service hours and strong academic performance.

For eighth grade, completed Teacher Recommendation and Transcript Release forms, including electronic requests, must be submitted to the Director of Student Life by November 1.

3.16 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. 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.

Students experience Chapel services up to two times a week.

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 may remain seated in the pew. During Eucharist, student birthdays are recognized and these students may also receive a special birthday blessing at the altar.

3.17 Lunch

Students may bring lunch from home or purchase a hot lunch from Road Runner Foods. Orders must be submitted **by Wednesday of the previous week**.

HSES seeks to teach students to eat properly, in a healthy way, while displaying good table manners. Parents are asked to support the school's efforts by providing healthy meals, encouraging their students to make healthy choices, and understanding that students need the freedom to make choices.

Students may not share food.

Children will eat in the cafeteria, in their rooms, or outside, weather permitting. They are responsible for leaving their area clean and good manners are expected at all times.

Lunch is not offered to students on early dismissal days.

3.17.1 Lunch Guidelines

The following guidelines support a positive and collaborative 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 students and eat with them on special pre-arranged occasions such as birthdays.
- Students shall be respectful and cooperative, clean their places at the tables, and discard trash.
- After eating, students remain at the table until dismissed by the faculty.
- Students should keep noise to a moderate level, observe proper table manners, and conduct themselves appropriately.

3.17.2 Snacks

Students are allotted snack time every day. We encourage students to bring healthy snacks. Water bottles are permitted in class as long as they are not a disruption.

3.17.3 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 heating devices are only available to students in Early Childhood.

3.18 Middle School Social Events

Middle School events, including dances, are held each year for students in grades five through eight. On occasion, outside guests are welcome to attend with a 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. Cell phones are collected during Middle School events for appropriate social interaction.

3.18.1 Dress Guidelines for Middle School Events

Students are expected to dress modestly and appropriately for school functions. 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.

- Jeans, pants, skirts, dresses, etc. must be neat and clean, and may not be excessively tight or excessively loose.
- Clothing items (shirts, pants, etc.) must have no rips, holes, or shreds.
- Skirts and dresses must be an appropriate length, as determined by administration.
- Leggings may be worn only under a dress or skirt.
- Shirts and blouses must be neat and clean and may not be excessively tight or excessively loose.
- Inappropriate logos, slogans, advertising or words are not allowed.
- Spaghetti straps, T-backs, Tank tops, Halter tops, Strapless, and one-shoulder styles are not permitted.
- Front and back necklines must be modest.

3.19 Uniform and Dress Code

The School requires a daily uniform for students in the two's classroom through 8th grade and has established uniform guidelines for each division. Parents should review the uniform guidelines each year. Uniform guidelines for the current school year may be found in the Parent Resources section of the HSES website.

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.

Shoes, socks, black tights or leggings, and belts are not exclusive to a uniform brand.

3.19.1 Uniform Expectations

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

Homeroom teachers in Primary and Lower School will monitor uniform consistency and communicate with parents as needed.

Middle School advisors will monitor uniform consistency and will communicate with parents as needed.

Students are responsible for their belongings and all articles of clothing should be clearly marked with their name.

3.19.2 Uniform Supplier

Flynn O'Hara is the provider for the HSES uniform. The term "regulation" used throughout this section means items sold through Flynn O'Hara. School uniforms can be ordered online or purchased in person at the Flynn O'Hara store. Please refer to our Uniform Guidelines in the Parent Resources section of our website for more detailed information.

3.19.3 Cold Weather Attire

On cold days, students may wear warm non-HSES outerwear (i.e. coats, jackets) over their regulation uniforms when entering, exiting, or playing outside 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 the 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.

3.19.4 Physical Education Uniform

P.E. shorts and shirts are sold through Flynn O'Hara and are required for boys and girls in fifth through eighth grade. Students must wear the following clothing items during P.E. related activities:

- Approved t-shirt with HSES athletic logo.
- Approved athletic shorts with HSES athletic logo.
- Athletic shoes, low or high cut.
- Athletic socks (must be visible) of solid color white, black or gray.

3.19.5 Spirit Wear

On Fridays, students may wear a HSES spirit t-shirt, spirit sweatshirt, or uniform top with jeans or uniform bottoms. See our Uniform Guidelines for specific information about what is allowed on Fridays.

3.19.6 Free Dress Days

Certain days of the year can 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, 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 dress code applies.

3.19.7 General Appearance

The Director of Student Life and Division Heads serve as the liaison for all uniform compliance questions for the two-year-old classes through eighth grade.

- Uniform items must be clean and neatly pressed. Tears, holes, frays, etc., in any component of the uniform must be neatly mended.
- Shirttails must be tucked in at ALL times while on campus.
- Skirts must have a hem length that falls at least 2 inches or less above the top of the kneecap.
- Ties must be properly knotted and worn outside of the shirt.
- Shoes must be worn at all times (unless otherwise indicated by faculty) and must be clean and in good repair.
- Jewelry and accessories such as necklaces, bracelets and watches are permitted if they are not a distraction. Stud or small hoop earrings (one per ear) are permitted for girls. Earrings are not permitted for boys.

3.19.8 Hair Guidelines

- Hair must be clean, well kept, and non-disruptive to learning.
- Hair should not impede the line of vision.
- 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.
- Hats are not to be worn, including hoodies, unless for an approved activity or for sun safety reasons and/or health related reasons.

3.20 Student Council (StuCo)

Membership in Student Council is a wonderful opportunity for students in third through eighth grade to act as role models for other students as well as learn to be leaders. Eligible students may apply for membership. As a member, students are expected to attend meetings, participate and contribute in activities, maintain grades of 80 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. Members may run for an office within the organization. These elections will be held in September of each year.

3.21 National Junior Honor Society (NJHS)

The HSES 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, sponsored by a member of the faculty.

3.21.1 NJHS Governing Guidelines

Members of the HSES chapter of NJHS follow the guidelines governing the operation.

- Membership is open to qualified first quarter 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.

- HSES, 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 HSES NJHS chapter shall be by a majority vote of the HSES Faculty. This vote overrides any of the information submitted by the candidate.
    - Students new to HSES in grades seven and eight will be reviewed according to the following procedure:
        - Students who are admitted to and enroll at HSES 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 HSES. 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.

3.22 Community Service

Service above self is an integral part of the school's commitment to developing leaders of the future and to this end, all students Primary 4 - 8th grade participate in the Blessings in a Backpack program, providing lunches for 2,300 children in the Houston area.

Additionally, each Holy Spirit MS student is asked to provide Community Service hours during the school year. This time is known as service hours and these hours are documented and recorded by the student and turned into the Director of Student Life. Fifteen hours are required by each MS student. 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.

Each act of service requires a Community Service Form to be completed, signed, and dated by the individual(s) who supervised the activity and must include 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 Director of Student Life by the third Friday in March.

3.22.1 Recognition of Service Hours

HSES 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 50 or more hours of service during a school term receive a President's Volunteer Service Award.

4. STUDENT EXPECTATIONS, RESPONSIBILITIES, AND CONDUCT

4.1 Honor Code

Fundamental to our program is respect for the school-wide Honor Code and agreed-upon a Social Contract. Through Social Emotional Learning, the goal is for students to become self-managers who have a solid understanding of expectations, and in most situations, can 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 amends to the parties involved.

HSES students will respect the Episcopal tradition, service to others, lifelong learning, a culturally diverse population, and all faculty and staff. Honesty, respect, and responsibility are 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.
- **Respect**: Regarding others' feelings and belongings; being true to oneself.
- **Responsibility**: Being dependable and accountable for one's actions, possessions, and learning opportunities; keeping the learning environment safe.

4.1.1 Mission-Appropriate Behavior

As a school that leads in following the Episcopal traditions, students must adhere to the moral and ethical standards that positively reflect our community. They are also expected to conduct themselves in a courteous and polite manner, treating others with dignity and respect. Inappropriate and offensive behavior towards any individual is not tolerated and will result in disciplinary action.

HSES provides a nurturing environment that fosters a safe and healthy foundation for learning. All members of this community have a personal responsibility to maintain such an environment by committing to the school values that represent our traditions. Conversations or engagement in matters that oppose these values such as drugs, alcohol, weapons, tobacco, sex, hazing, bullying, or any other form of unacceptable behavior, are not allowed and violations are subject to review for consequences.

4.2 Behavior Plan for Early Childhood

Giving children in Early Childhood understandable guidelines and re-directing their behavior helps them to develop internal control of their actions and encourages acceptable behavior. There must be no harsh, cruel, or unusual treatment of any child. Instead, discipline must be:

- Individualized and consistent for each child.
- Appropriate to the child's level of understanding.
- Direct the child towards acceptable behavior and self-control.
- A positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction, including the following:
    - Using praise and encouragement of appropriate behavior instead of focusing only upon unacceptable behavior.
    - Reminding a child of behavior expectations daily by using clear, positive statements.
    - Redirecting behavior using positive statements.
    - Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

4.3 Behavior Plan for Primary, Lower, and Middle School

Every student must practice self-discipline and management. With the goal of supporting students and parents in developing self-control appropriate for each grade level, teachers establish grade specific guidelines at the beginning of the school year for students to observe and model. One essential role of a classroom teacher is to help students make good decisions and allow them to recognize that good choices lead to desirable outcomes, and that poor choices may lead to less desirable results. It is important to recognize that the function of a consequence is to help a student modify their behavior and does not exist simply for punitive purposes. When applied consistently and fairly, redirection strategies can help students recognize that their behavior is a choice and that they are in control of the outcomes of their actions.

The following strategies help to redirect student behavior based on the situation:

- **Take a Break**: Provides a specific place in the classroom for students to regain self-control.
- **Logical Consequences**: Applied when 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**: A child may lose a privilege due to a poor choice. This may include lunch detention or loss of the ability to attend a field trip or participate in a sporting event. The loss of privilege should be a logical consequence of the chosen action.
- **Removal from Class**: Used if poor choices in behavior persist. The child may be escorted to spend time with the school counselor or Division Head to help understand and redirect their behavior. If poor behavior choices continue, the student may be sent home.
- **Parent Meetings**: Occur when repeated infractions result in a meeting between faculty and parents. School administration will work closely with teachers, parents, and students to gain an understanding of the reasons for a student's behavior and work to create the best environment for learning and instruction.
- **Detentions**: May be assigned in Middle School at the discretion of the faculty as a consequence for poor behavioral choices. Students may need to write a reflection on their actions and how they affected others, and may need to take restorative steps to make amends for their actions.
- **Infractions**: When a student commits a violation of the school rules and social contract, teachers and staff document these incidents as infractions. Infractions allow us to keep track of the details of each incident, when, where, and with whom it occurred, as well as the redirection strategies used, with the goal of recognizing patterns of behavior and identifying effective strategies for intervention.

If these strategies are unsuccessful and the child is unable to accept redirection, the parent will be asked to pick up the child for the remainder of the school day.

4.3.1 Biting Policy for Primary School

If a child in Primary 3, Primary 4, or Bridge bites at school, the parents will receive a warning of the first incident. If a second bite occurs within a month of the first incident, the student will be sent home. If a third bite occurs within the month, a meeting will be required with the teachers and the Head of Primary School to further evaluate the situation.

4.3.2 Toileting Policy for Primary School

Children entering Primary 3 are expected to be **FULLY** toilet trained and we recognize that accidents may occur. We do not allow pull-ups or diapers.

If a wet accident occurs, the teacher will assist the child with a change of clothes that has been provided by the parents at the beginning of school. All items (including a nap mat if the accident occurs during nap) will be sent home. Please return a new change of clothes and clean mat the following day.

If a solid accident occurs, the teacher will notify the parent to come to school immediately to help the child change. We are not equipped to take care of these types of accidents in the Primary School. If a solid accident occurs more than once in a week, the child will need to go home following the third incident and remain at home for up to a week to work on this skill before returning to school.

4.3.3 Discipline Continuum for Lower and Middle School

Tier 1 – Incidental Behavior Issues
**Excessive Tier 1 behavior issues may become Tier 2 issues*

Disruptive/Off-task Behaviors:
- Blurting out
- Making noises
- Playing with objects at desk

Non-disruptive - Off-task behavior
- Out of seat
- Not paying attention or following directions

Disrespectful Behaviors:
- Unkind words
- Non-inclusive actions
- Dishonesty
- Dress code violations
- Breaking class/division contract rules
- Inappropriate cafeteria, bathroom, and/or hallway behavior

Consequences:
- Teacher managed in the classroom

Tier 2 – Minor Behavior Issues
**Excessive Tier 1 and/or 2 behaviors may become Tier 3 issues*

Minor Physical Aggression:
- Pinching
- Pushing/Shoving
- Intentional spitting

Disrespectful Behaviors:
- Minor theft of supplies and/or materials
- Defiance and minor disrespect
- Inappropriate gestures
- Indirect inappropriate language
- Minor cheating/plagiarism
- Chronic dishonesty
- Technology misuse
- Inappropriate social media use
- Inappropriate web searches
- Unauthorized cell phone use

Consequences:

- Teacher documents incidents and parents are contacted
- Restorative practices or detention may be applied

Tier 3 – Major Behavior Issues

**Excessive Tier 3 behaviors may become Tier 4 issues*

Major/Repeated Physical Aggression:

- Hitting/punching
- Throwing objects
- Biting
- Fighting
- Choking

Major Issues of Disrespect:

- Major/Repeated theft of money and/or property
- Skipping class
- Overt defiance or intentional inappropriate language
- Egregious/Repeated cheating/plagiarism
- Inappropriate gestures
- Ongoing bullying
- Credible threats
- References to the use of weapons
- Threatening acts of violence

Consequences:

- Student referred to the Division Head's office
- Meeting with parents, Division Head, and teacher required to address behavior
- Infractions are documented
- Detention, restorative practices, in-school or out-of-school suspension may be applied

Tier 4 – Illegal Violations

- Drug or alcohol use/possession
- Weapon use/possession
- Intentional destruction of school or student property
- Bomb/Terrorist threat
- Harm to self or others

Consequences:

- Immediate office referral
- Meeting with parents, Division Head, Head of School, and teacher required to address behavior
- Outside intervention may be required and expulsion may be applied

4.4 Suspensions

The administration reserves the right to suspend a student when necessary. The student is responsible for all work and homework from the day(s) served during 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.

4.5 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, conditional enrollment, suspension, or expulsion.

4.6 Expulsion

HSES reserves the right to dismiss any student for disregard of the School expectations.

4.7 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 upon discretion of the Head of School. This rule applies to all school functions, on or off campus, and where HSES is represented.

4.8 Weapons Policy

The HSES weapons policy includes but is not limited to guns, stun guns, airsoft 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, at school-related events, on or off campus, and where HSES is represented.

These items are not allowed on campus at any time for any reason. Any student violating this rule will be suspended 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.

4.9 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.

4.10 Provisions for Re-Enrollment

The individuals signing an enrollment contract understand and agree that in signing the enrollment contract for the upcoming school year, parents and students will abide by the rules and regulations of the School. HSES 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 attitude reasons. If the behavior of a student or the parents is not mission-appropriate and administration and faculty choose not to serve the student or student’s family members, tuition is NON-REFUNDABLE.

4.11 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 to the degree in which it 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, school sponsored events, or any activity in which the school is represented. Inappropriate and offensive behavior can include, but are not limited to, the following categories.

- **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.
- **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 dishonor to the school or school-related functions, or is shared on the social network of a student, parent, or employee, violates the Acceptable Use Policy and may 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 constitute violations of this policy.

4.11.1 No Harassment Policy

The School is dedicated to fostering an environment that promotes kindness and acceptance, and embraces differences among individuals. HSES wants to know whenever anyone at our school makes someone feel uncomfortable, including actions done by another student, a teacher, another adult, a parent, or someone else who is working at or visiting the school.

HSES does not allow any type of harassment (including repeated unkindness or inappropriate behavior) towards others. This includes unkindness, inappropriate behavior, conduct that is upsetting to someone else or makes it hard for them to learn, mean comments, jokes, teasing, and other unkind conduct.

Some examples of things that are not allowed and should not be done include:

- Calling other students by mean names or teasing them in ways that are hurtful
- Telling lies about another person
- Grabbing or touching another student's "private parts," or pulling down another student's pants, looking up a girl's dress, or intentionally opening the door on a student who is using the bathroom
- Drawings that show someone's private parts, or exhibit harm done to others
- Touching other students or adults on their private parts or anywhere on their body inappropriately
- Pinching, grabbing, or kissing other students or adults at school
- Hugging someone who does not want to be hugged and has asked you to stop
- Telling naughty jokes or jokes you would not want your parents or teacher to hear you telling
- Rubbing your private parts against someone else's body
- Making mean or unkind gestures or movements towards another person
- Saying mean things about another person's body
- Telling someone that something bad will happen if they do not do what you tell them to do
- Making fun of or teasing another student because they say they like or love another student. For example, if a girl says she "loves" another boy or girl
- Taking, sending, or posting pictures of your or another student's private parts or without their clothes on
- Making fun of or saying unkind things about the color of another person's skin or their religion (including their religious clothes)
- Making fun of or saying unkind things about someone who is from another country or does not speak English clearly
- Teasing someone because they need help walking, talking, hearing, learning, or seeing
- Teasing someone based upon stereotypical perceptions of gender. For example, teasing a girl who wears shorts or a boy who plays with "girl" toys

These actions are unacceptable, whether they are written, spoken, drawn, or otherwise shared with other students. Students are also not allowed to do these things outside of school, including when talking to other HSES students face-to-face, by phone, text, email, postings on social media, camera phones, or other forms of technology. The communications can be direct or indirect, such as through friends or others. Any type of mean or threatening behavior, whether on or off campus, on a school bus, at a school-related event, or online is not allowed, regardless of whether it occurs during the school day or afterwards, and regardless of who was affected by the student's inappropriate behavior. The School will not permit this type of conduct even when students are joking or consider it to be a prank. In addition, no teacher, coach, or other employee should be saying or doing any of the things outlined in this policy.

If you have seen or heard this kind of behavior, whether it was done to you, to your friend, or to someone else, you should tell a teacher or another adult who works at the School. If you are not sure who to tell at the School, please direct your communication to your school's Division Head for help.

The School will look into the concern raised by the student as confidentially as reasonably possible. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from school for serious violations. The School will do everything within its power to protect the student who shares such concerns and disciplinary actions may be directed toward students or staff who engage in retaliatory behavior against others for reporting harassment.

5. COMMUNICATION

5.1 Expectations for the Holy Spirit Episcopal School Parent Community

Holy Spirit Episcopal School believes the family and the school must have a partnership 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 HSES students. All invested parties must exhibit behavior that respects school rules and school decisions. Language and actions that defame the School, or behavior that is disruptive and disrespectful of others may result in separation from the school.

5.1.1 Relationship Guidelines

- Faculty, staff, and parents are responsible for understanding, accepting, and supporting the mission, direction, and decisions of the school.
- Everyone on campus will be treated with dignity and respect.
- School safety rules will be 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, Head of School, and Board of Directors. The School expects parents to practice positive, respectful, and appropriate problem solving strategies involving school concerns.

5.1.2 Communication Commitment

Parents must maintain current contact information to receive communications and updates on policies and procedures. Any changes to these policies and procedures will be communicated through the proper channels as released. We expect families to review the School communication outlets at all times to ensure they have the most current information.

5.2 Records and Family Information

Parents are responsible for upkeep of current contact information. Families should report changes of address, email address, or telephone numbers to the school via our online FACTS reporting system. Follow these steps to update contact information online.

- All parents must register for a username and password by clicking on the link to the FACTS Family Portal.
- If you already have an account, log in using your existing username and password information. If you do not have an account, click “Create New Family Portal Account”.

- The School district code is HSE-TX. The email for registration must match the email address on record with the school system. If this has changed, or if you are unable to register, contact the Director of Technology. After the email address is updated, parents can register and will receive an email confirmation with a link to finish creating the login.
- Once logged into the parent portal, the home screen will appear with three main sections: School Information, Student Information, and Family Information. Select "School Information."
- Then click on the "Web Forms" page to find the "Family Demographic Form."
- Complete this section to update student and family demographics, custodial parent information, emergency contacts, transportation, carpool information, and more.
- Families are encouraged to check and update this information throughout the year. Once the information is updated, it will synchronize with the School database within 48 hours.

5.3 Contacting Teachers

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

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

5.3.1 Returning Phone Calls and Emails

The School policy is to acknowledge phone calls and emails within 48 hours or two school days. (Example: messages from Friday afternoon must receive a response by Tuesday afternoon.) Keep in mind that faculty and staff are teaching and working with students most of the day, and seldom have time to check their email and messages until students are dismissed for the day.

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 regular office hours.

5.4 Parent/Student-Teacher Conferences

Formal conferences are offered during the school year on designated days and upon request. The conference dates will be communicated in the parent newsletter and school calendar.

- **Early Childhood**: One parent-teacher conference is scheduled during the fall for the two year old classes and additional conferences are available upon request.

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

- **Lower and Middle School**: Two parent-teacher conferences are held throughout the year, one in the fall and one in spring. Parents, guardians, and students work with the classroom teacher to set goals for the year. The purpose of the spring conference is to review and plan transition into the following grade.

  For Middle School, 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 student system displays grades in real time and is a good indicator of Middle School student performance.

5.5 School Communication

To streamline information, communication outlets include Friday Folder (EC-LS), electronic messages, weekly newsletter, FACTS, and Smartcare, among other digital methods.

HSES strongly encourages the inclusion of all-school and division-specific news in the weekly newsletter. However, under certain circumstances, the School may decide to send out single-subject communications depending on urgency and timeframe.

Parent volunteer groups such as PTO and Booster Club may contact the Director of Communications 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 the newsletter of the week. Communications with the HSES community is at the sole discretion of the School. Teachers and Division Heads may also send grade level–specific information via email as needed.

5.5.1 Publications and Communication Methods

- **Newsletter**: Weekly email publication distributed every Friday, except during holidays.
- **Friday Folder**: Direct communication vehicle between teachers and parents of Early Childhood through Lower School.
- **FACTS**: Online parent portal that houses student information and academic reports.
- **Annual Report**: Snapshot that provides an overview of annual school financials.
- **Calendar**: HSES general calendar includes school events for parents, staff, students, and specific groups such as athletics, PTO, etc. to plan ahead. The interactive calendar is available on the website and the parent portal to sync with other calendar applications.
- **Social Media**: HSES manages various accounts on social media to depict student achievements and to highlight school programs through photography and video content. This is also used to share live feeds and quickly post relevant information.

In addition to these main methods of communication, materials are sent throughout the year through other vehicles.

5.5.2 Website

The HSES website is www.hses.org. Current school information and calendars are available on the website, primarily for prospective families.

5.5.3 Electronic Communications

HSES relies on electronic communications, emails, parent alerts, SeeSaw, and the website as its primary modes of communication with parents. It is important for parents to maintain up-to-date contact information through the FACTS parent portal.

The School does not provide email lists to parents or other groups. Parents can obtain class contact information in FACTS or contact the Director of Communications to send a school related correspondence. School email lists are to be used for school-related content only.

5.5.4 Posting Information on Campus

Posters to publicize school events may be placed in assigned spaces with approval of the Director of Communications. To keep our campus neat, information may not be posted on doors or windows. Posters or flyers must be approved by the Communications Department. Unauthorized materials will be removed without notification.

5.5.5 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.

5.5.6 Media Release

In each student's HSES Enrollment Contact, parents agree to allow HSES to use student names, photographs, voices, images, and information in the School's publications, promotional materials, website, and social media accounts, without compensation and without prior notice. The contract also states:

> Parent agrees to allow Student to be interviewed by the media on campus or at School-related events.
>
> Parent also grants permission to the School to unconditionally use statements, articles, music, art, photographs, audio recordings, films, videos, classwork, and all other work created by the Student or originating from the School or from School-related activity, without compensation and without prior notice. Parent also consents to the recording and distribution or live streaming of Student's voice, image and video in instruction or presentations as may be deemed appropriate in the School's discretion.
>
> Such authorization survives the term of this Contract and serves as authority to use such material both during and after the Student is enrolled at the School.
>
> Parent releases and holds the School harmless from any liability stemming from the use of the Student's name, photograph, voice, video, image, or information.

To view the full ***Student Photos, Voice, Images and Creations*** policy, please refer to your child's most recent enrollment contract.

Digital School Directory: Parent authorizes the School to place family information, including name(s), home address(es), email address(es), and telephone numbers of Parent, Student, and other children in attendance at the School, in a digital directory of students available to School families. Parent acknowledges that this digital directory is not to be used for commercial use and is not to be distributed to any person or entity other than another School family

5.6 Media and Technology Policy

Holy Spirit Episcopal School provides students with access to a variety of communications and electronic storage devices. The technology program is designed to enhance the educational experience.

Primary School students enjoy working with tablets in the classroom. It is helpful for each student to understand how to use the equipment properly.

Technology in Lower School and Middle School is an integral part of the curriculum. Each student in Kindergarten through second grade receives an iPad and each student in third through eighth grade receives 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.

5.6.1 Proper Use of Technology and Communications Equipment

Students should expect no right to privacy in the 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 the use of social media, and to supervise their students' online access to accounts and sites which may display 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 to potentially inappropriate content.

Holy Spirit Episcopal School has specific rules concerning the misuse of emails and residential 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.

5.6.2 Misuse of School Technology

Students using (personal or school) desktops, laptops, and tablet computer resources and telephones must abide at all times 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 expressed 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 without permission.
- 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 and videos.
- 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.

5.6.3 Internet Access

By using Holy Spirit Episcopal School's computer resources, students will be able to access the internet. 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.

5.8.4 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.

6. HEALTH

6.1 Standards

All parents must provide an updated copy of the Immunizations Records and the Physician Health Form signed by an attending physician for every student every year, submitted through Magnus Health. The School clinic will review all health records and report to the Texas State Public Health Department to ensure each student is compliant with state requirements. All students, new or returning, must provide an updated immunization record and health form every year before the first day of school.

The nurses will contact families if the files are not available by the first day of school to provide a grace period to submit 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 a student is missing a health-related form and the family has not communicated with the nurses by the end of the first full week, the child will not be allowed to return to class until the form is submitted. This will count as an unexcused absence.

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

6.1.1 State Vaccine Requirements and Exemptions

The Texas Department of State Health Services (DSHS) requires students to provide evidence of vaccination to the school, public or private.

Texas law allows physicians to write medical exemption statements which clearly state a medical reason exists and the person cannot receive specific vaccines. The law also allows for parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief. However, the law does not allow electing an exemption simply because of inconvenience (for example, a record is lost or incomplete and it is too much trouble to correct the problem).

For children claiming medical exemptions, a written statement by the physician must be submitted to the school. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician. More information regarding medical exemptions can be found on the Exemption Information page of the Texas DSHS website. An Original Exemption Affidavit must be completed and submitted to the school.

6.1.2 Procedures for Handling Medical Emergencies

In the event of a medical emergency or injury at school or during school-related events off campus, every attempt will be made to contact the people assigned for emergencies in the student medical records on file. If the School is unable to locate emergency contacts, the Medical Release Form with the parent authorization and insurance information will enable HSES to provide prompt, necessary treatment. This process applies to medical emergencies during the school day, after school athletics, extracurriculars, field trips, Ecolink trips, etc.

6.2 In Case of Illness

Holy Spirit Episcopal School informs parents immediately of all major outbreaks of diseases. Students who show symptoms of a communicable disease are sent home immediately. Notify the School Nurses if a child is diagnosed with a communicable disease.

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

- Fever above 100.4
- Elevated temperature with symptoms
- Fever with rash
- Vomiting
- Diarrhea
- Suspicion of communicable disease

Students will not be readmitted to school after an illness until they meet the following criteria:

- Free of fever for 24 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 for communicable disease.

6.2.1 Student Illness Pick-Up Policy

If a student becomes ill during the school day and is unable to remain in class, a parent, guardian, or authorized emergency contact will be notified and is expected to pick up the student promptly. Students must be picked up within one hour of the initial contact from the school. If a student is not picked up within one hour, late supervision fees may be assessed. We appreciate your cooperation in helping us maintain a healthy environment for all students and ensure appropriate care for children who are ill.

6.3 In Case of Injury

Notify the Front Office and School Nurses whenever your child sustains an injury. If the injury occurred at School, be sure the school administration 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, return to P.E. or any other physical activity:

- Diagnosed concussion
- Mononucleosis
- Fractured/broken bones

If an injury occurs after hours while participating in a school-related athletic event, the faculty on site will notify the parent immediately and will complete documentation to report the injury the next day.

If a student needs to limit physical activity because of illness or injury, the coach must receive a note from the parents or guardian with one to two days of exemption. For three days or longer, a note from a physician is required. If a child is restricted from physical education, a restriction on all physical co-curricular activities will also apply.

6.4 Administering Medicine

Medications for Primary through Middle School will be safely stored in the Nurse's office, medications for Early Childhood students are stored in the EC office. Students may not have prescription or non prescription drugs in their 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 the name of student and physician, dosage, name of drug, and date the prescription was filled. Parents or guardians must provide a written and signed request for prescription drugs to be administered at School on a short-term basis. For long-term prescriptions, drugs 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 and guardians can provide and indicate on the medical release form which over-the-counter medications are permissible. The nurse or office administration will send parents an email or call informing what medication was given.

All students with severe allergies must have an Emergency Care 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 the student 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.

6.4.1 Alternative Medication Policy

The School nurses, faculty, and staff will not administer alternative medications. Alternative medications include vitamins, homeopathic medicines, dietary supplements, and medications from foreign countries. Parents may come to the School to administer the alternatives medications at their sole responsibility.

6.5 Health Screenings

The Texas Department of State Health Services encourages parents to take their children to a medical provider for well child exams. During these appointments, parents can also request for specific screenings. If your child is screened, please share the results with the School clinic to file with the student's health records. If children display problems of vision, hearing, or spine, contact the nurses to discuss your concerns.

6.5.1 Screening for Vision and Hearing

The nurses conduct screenings for vision and hearing for students in Primary and Lower School. Visual and hearing deficiencies can affect the wellbeing of a child and the ability to learn. The school nurse will contact parents in the event that they have concerns about a student's vision and/or hearing screening results.

6.5.2 Screening for Spine

The nurses conduct screenings for spinal deformities for students in Middle School. Spinal screenings can detect abnormal curvatures at an early stage. Early detection is important for controlling spinal deformities. The school nurse will contact parents in the event that they have concerns about a student's spine screening results.

6.6 Vaccinations

The nurses maintain the confidential files that include updated immunization records. The School clinic also coordinates employee vaccination opportunities.

6.7 Notification of Alternative Guardianship

Any changes to the guardianship of a student must be reported to the Business Office and the School nurses. Children that are assigned to the care of another individual (e.g., when traveling out of town, having surgery, etc.), must include accurate contact information for alternatives in the case of illness, accident, or emergency.

7. PHYSICAL EDUCATION, ATHLETICS, AND FINE ARTS

7.1 Participation in P.E.

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

Students in grades five through eight must wear the approved P.E. uniform. 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.

Middle School students may be assigned a gym locker at the beginning of the school year. HSES is not responsible for items unsecured in lockers. The coaches and P.E. instructors will conduct locker inspections periodically.

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

7.1.1 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 handwritten 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 three days or more must provide a physician-written excuse.

For students attending Athletics activities, parents can notify the Athletic Director and the Front Office for changes in pick-up, including authorization for alternative transportation. Middle School students may not sign themselves out and may not wait for parents anywhere other than with the group or the front office.

To participate in any afterschool activities, including athletics competitions, students must attend school for at least a half a day on the day of the activity. Middle School students must also be at school and remain in school to be eligible to attend a school-sponsored social event that same evening. See Section 2.7 on tardies and absences.

7.2 Participation in Athletic Teams

HSES offers various competitive sports opportunities for Middle School students at all levels. If a student violates the team policy set by the Athletic Department, the team 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.**

7.3 No Pass/No Play

Students participating in Athletics or in any Fine Arts events must be in good academic standing. It is our objective for Middle School students to maintain a successful balance between academics, extracurricular 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 extracurricular activities. The eligibility grade for participating in extracurricular activities must be a 70 or above in all five core areas (Language Arts, History, Math, Spanish, and Science).

Should a student not hold a 70 average on the day of a checkpoint, 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 extracurricular 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.

Contact the Athletic Director or Director of Student Life for questions on the "No Pass/No Play" policy.

7.4 Athletics Guidelines

The HSES Athletic programs focus on the development of fundamental skills and introduce competitiveness. The Junior Varsity and Varsity programs are part of the West Houston Christian Athletic Conference (WHCAC) and follow the by-laws and/or guidelines to participate in the conference.

Tryouts will be held to determine the make-up of teams. 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 and sign the acknowledgement form upon registration. Sports meetings will be held prior to the sports tryouts.

Refer to the Athletic Policies and Procedures for more details.

7.5 Visual and Performing Arts Guidelines

The Fine Arts program offers a range of courses including theater, music, and visual arts in Middle School. Visual Arts begins in Primary 4 through eighth grade 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.

8. LIBRARY

The School library is open Monday through Friday from 8:00 AM to 3:15 PM during the school year and closed during School holidays.

The Librarian is available to assist faculty with selecting material and meeting with faculty on a regular basis to determine curriculum needs. The Librarian oversees the library inventory and any questions about checking out book selections should be directed to them.

Lower and Middle School students may use the library to meet with educational tutors for the purpose of individual support as long as the library is not already being used. Students must first obtain written approval from the Librarian to use the library for tutoring purposes.

Students are encouraged to use the library as a place for research and quiet study. Students in Primary 3 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.

Early Childhood classes visit the library for story time throughout the year.

8.1 Checkout System

Primary 3, Primary 4, Bridge, and 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.

8.2 Overdue Books and Fees

We encourage library 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.

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.

8.3 Library Etiquette

No food or drinks are allowed in the library unless indicated as a special occasion approved by the Librarian or Head of School. Quiet, respectful behavior is always expected while in the library. Students with unacceptable library etiquette will lose their library privileges until the matter is resolved. An adult must supervise students who visit the library before 8:00 AM or after 3:15 PM.

8.4 Volunteers

Parents, guardians, grandparents, and community members are always welcome to volunteer in the library. All library volunteers must be certified with Safeguarding God's Children. Contact the Librarian for a list of volunteer opportunities.

9. FINANCIAL

9.1 Tuition Policy

Holy Spirit Episcopal School is an independent school that operates primarily on tuition paid on behalf of the students. Because the School relies 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 in the Enrollment Contract. All payment methods must be set up as automatic drafts. In addition, a fee of $30 will be charged for returned checks. A late charge of $35 will be added monthly to delinquent payments.

All tuition payments received are NON-REFUNDABLE AND NON-TRANSFERABLE.

9.2 Early Withdrawal

If a student must be withdrawn prior to the end of the School Year, the Head of Finance and Business Operations must be notified in writing at the school address at least (30) thirty days prior to the withdrawal. **All tuition payments received are NON-REFUNDABLE AND 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.

9.2.1 Parent-Initiated Withdrawals

Parents in Primary, Lower, and Middle School who wish to separate their student from the School must provide a written notification to the Head of School of their intent to withdraw the student. When possible, parents are to provide Holy Spirit Episcopal School with a notice of 30 days in the form of a written communication to the Head of School detailing the reason for withdrawal and the date of withdrawal.

Parent-initiated separation from the school should follow these steps:

- Parents provide a written 30-day notice to the Head of School.
- Head of School notifies the Business Office and Director of Admissions.
- School releases records upon clearance from the Business Office.
- Full payment of the contract is required to withdraw a student from Holy Spirit Episcopal School to attend another school.
- Students may no longer participate in official school activities once officially withdrawn from the school.

9.2.2 School-Initiated Withdrawals

If Holy Spirit Episcopal School initiates the separation of a student from the School, the Head of Finance and Business Operations and Head of School will determine the release of records based on the parent financial obligation to the School. Once the student is officially withdrawn from the School, they may no longer participate in official school activities.

9.2.3 Early Childhood Withdrawals

To withdraw a child from Early Childhood, parents must inform the Business Office in writing, at least 90 days before the date of withdrawal, or earlier if possible. An email to earlychildhood@hses.org is considered written notice.

A 90-day notice also applies for requests for schedule reductions within the Early Childhood program. These schedule changes also fall under the withdrawal terms of the contract in which a notice of 90 days is required and the obligation to pay the full monthly tuition is set forth.

Once the Contract termination is complete, the student is withdrawn from Holy Spirit Episcopal School and forfeits their placement for any subsequent school years, regardless if they had previously completed their re-enrollment. Families will have to resubmit an application for enrollment and be subject to the waiting list before being re-accepted to the School.

9.3 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 Episcopal School must be met for students to participate in the Ecolink program. Any questions about the financial records for students must be directed to the Head of Finance and Business Operations.

9.4 Re-Enrollment

Re-enrollment packets are available online at the beginning of February. If an Enrollment Contract is incomplete by the communicated 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.

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

HSES 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 Episcopal School staff to determine whether it is in the best interest of the student to return for the following school year. Preference regarding re-enrollment always goes to students who have been enrolled at the school during the previous academic year.

9.5 Financial Assistance

Holy Spirit Episcopal School strives to make the 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 based on need and are strictly confidential.

HSES uses FACTS Grant and Aid Assessment to conduct the financial need analysis for families requesting assistance. All awards of financial aid are treated with sensitivity and confidentiality. Requests for Financial Aid are coordinated through the Business Office and families must consult with the Head of Finance and Business Operations to work through the process and submit the necessary paperwork for financial aid applications.

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

10. APPENDIX: EARLY CHILDHOOD OPERATIONS

This program is designed to help children acquire the self-esteem and independence necessary to become productive individuals. Throughout the day, children are given the opportunity to explore and learn with planned activities and learning centers based on thematic units.

Early Childhood (EC) hours are from 7:15 AM to 6:00 PM, Monday through Friday, year-round. Please refer to the School Calendar for holidays and school closure dates.

The daily schedules are posted in each classroom and will vary from class to class and are dependent on the age and ability of the Children.

All classrooms receive daily written communication. 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 upon request.

10.1 Clothing and Personal Effects

Students should be fully dressed when arriving 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 each 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. Leave all toys at home.

10.2 Lost and Found

Label all belongings with first and last name, 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 and the main front office.

10.3 Health Policies

10.3.1 Classroom Health Policies

The school reserves the right to conduct a visual health check and send a student home when considered necessary for the health of that student and other students.

10.3.2 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.).

10.3.3 Communicable Diseases

If 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.

10.3.4 Guidelines For Keeping Your Child At Home

Symptoms to keep a child at home:

- Too sick to participate in the daily program.
- Has a fever or has had one within the previous 24 hours.
- Has 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 Wellbeing

10.4.1 Illness and Injury

A. Parents must be notified in case of illness and injury.
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.
    a. Children must be picked up within one hour of the initial contact from the school. If a student is not picked up within one hour, late supervision fees may be assessed.
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:
    a. The illness prevents the child from participating comfortably in facility activities.
    b. The illness results in greater need for care than the staff can provide without compromising the health, safety, and supervision of the other children.
    c. The child has any of the following:
        i. Temperature under the arm 100.4 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.
        ii. 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.

d. 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.In case of the onset of a critical illness or injury:
e. The physician named by the parent must be called and
f. The child must be taken to the nearest emergency room or clinic, or an emergency vehicle must be called.
g. Children must be given first aid treatment or CPR when needed.

10.4.2 Medication

Holy Spirit Episcopal School Early Childhood does not maintain or administer unassigned epinephrine auto-injectors. Parents are responsible for ensuring that all medication is properly prescribed by a medical provider, labeled by a pharmacist and replaced prior to the expiration date. All medication must be brought directly to the EC office accompanied by a completed Medication Authorization Form.

A. If the facility policy includes administering medication to children:
    a. A record must be made of the following and kept for at least 3 months:
        i. name of the child to whom the medicine was given;
        ii. name of the medication;
        iii. date, time, and amount of medication given; and
        iv. name (not initials) of staff administering the medication.
    b. The medication must be administered to the child with written permission and as stated on the label directions, or as amended by a physician.
    c. 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;
    a. be in the original container
    b. be labeled with the child's name
    c. be labeled with the date (if prescription medicine)
    d. include directions to administer the medication and
    e. if prescribed, include the name of the physician prescribing the medication.
C. Medications must:
    a. be refrigerated, if refrigeration is required, and kept separate from food;
    b. be kept out of reach of children or in locked storage
    c. be disposed of or returned to the parent when the child withdraws from the facility or when the medication is out of date; and
    d. not be administered after its expiration date.

10.4.3 Insect Repellent, Sunscreen, and Creams

The EC staff may administer these items as needed when provided in the original container that includes instructions in the product description and labeled with the child's name. Signed consent must be provided upon enrollment.

10.4.4 Promotion of Indoor and Outdoor Physical Activity

We strongly believe and support the need for physical activity each day.

When children participate in physical activity every day, multiple health benefits accrue. Regular physical activity builds healthy bones and muscles, improves muscular strength and endurance, reduces the risk for developing chronic disease risk factors, improves self-esteem, and reduces stress and anxiety. Beyond these known health effects, physical activity may also have beneficial influences on academic performance. In addition, cognitive skills and motor skills appear to develop through a dynamic interaction. Research has shown that physical movement can affect the brain's physiology.

Infants will be given opportunities for physical activity and outdoor play, including supervised tummy time as tolerated by the infant.

Children in the toddlers through Primary programs will participate in a minimum of 60 minutes of moderate to vigorous active play each day.

Opportunities for active play may overlap with outdoor play when weather permits.

HSES will promote all children's active play daily. Children will have ample opportunity to conduct moderate to vigorous activities, such as running, climbing, dancing, skipping, and jumping, to the extent of their abilities.

Children in Early Childhood and Primary School will participate each day in:

- Two occasions of active play outdoors when weather permits. (One occasion for 1/2 day)
- Two or more structured or teacher-led activities or games that promote movement over the course of the day.
- Continuous opportunities to develop and practice age-appropriate gross motor and movement skills.

Physical activity may take place in the classroom or on the playground when weather permits.

When participating in physical activity, children's clothing should protect them from sun exposure and allow easy movement (not too loose and not too tight) that enables full participation in active play. Footwear should provide support for running and climbing. Hats may be worn to protect children from sun exposure.

Examples of appropriate clothing and footwear include:

- Gym shoes or sturdy shoe equivalent.
- Clothing for the weather, such as a lightweight, breathable jacket without any hood and neck strings.

Examples of inappropriate clothing and footwear include:

- Footwear that can come off while running or that provide insufficient support for climbing.
- Clothing that can catch on playground equipment, such as those with drawstrings or loops.

10.4.5 Extreme Weather Conditions

When weather conditions prohibit outdoor play, physical activities will occur in the classroom during the scheduled outside time. Classroom teachers plan for activities in advance in case of "rainy days."

We have to be very vigilant to keep all children safe during outdoor playtime. State law requires we prescribe and implement policies and procedures relating to the health and safety of all children participating in outdoor activities. Normally children spend 30 minutes outside. During extreme heat or cold conditions, the time will be shortened to 10-15 minutes depending on the temperature, and equipment on the playground that is not shaded will be closed down. At the end of each recess on hot days, the children line up and wait for their chance to be sprayed with a water bottle before they head inside.

The seriousness of the heat or cold is calculated by the temperature, relative humidity, and the dew point which makes up the heat index. Parents and staff can help by encouraging their children to drink extra water throughout the day and even before they get to school. Children should also bring a water bottle to school. For extra protection, parents should apply sunscreen to their children and send extra layers of clothing before they send them to school. Even 15 minutes in the sun can cause heat related issues.

As an alternative to outdoor gross motor play, our teachers provide indoor activities such as dance parties, yoga, stretching, and many other big muscle games! Together we can provide safe alternative activities throughout the day to prevent extreme weather related illnesses.

10.5 Infants

Parents must provide individually labeled diapers, wipes and creams/ointments for students. They may bring a bag labeled with the child's name and the EC faculty will notify parents when supply is low. Baby food and bottles should be provided daily. All bottles are heated in a water warmer, not a microwave. All bottles must have lids. Bottles, lids, and food must be 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. The School will provide a designated and comfortable private space with adult seating for nursing or to pump. Visit the Front Office for the location.
- Parents or a Health Care Professional will complete and submit a written Infant Feeding & Activity Schedule (provided by HSES) signed and dated every 30 days for our staff to follow until the infant is able to eat table food.
- Infants arriving in a car seat must be awake when transferred to our care.

10.5.1 Infant Safe Sleep Policy

Form 2550 will be provided and must be completed and signed. All staff, substitute staff, and volunteers will follow these safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS):

- Always put infants to sleep on their backs unless you provide Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant's health care professional [§746.2427 and §747.2327].
- Place infants on a firm mattress, with a tight fitting sheet, in a crib that meets the CPSC federal requirements for full-size cribs and for non-full size cribs [§746.2409 and §747.2309].
- For infants who are younger than 12 months of age, cribs should be bare except for a tight fitting sheet and a mattress cover or protector. Items that should not be placed in a crib include: soft or loose bedding, such as blankets, quilts, or comforters; pillows; stuffed toys/ animals; soft objects; bumper pads; liners; or sleep positioning devices [§746.2415(b) and §747.2315(b)]. Also, infants must not have their heads, faces, or cribs covered at any time by items such as blankets, linens, or clothing [§746.2429 and §747.2329].
- Do not use sleep positioning devices, such as wedges or infant positioners. The AAP has found no evidence that these devices are safe. Their use may increase the risk of suffocation [§746.2415(b) and §747.2315(b)].
- Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult [§746.3407(10) and §747.3203(10)].
- If an infant needs extra warmth, use sleep clothing such as sleepers or footed pajamas as an alternative to blankets [§746.2415(b) and §747.2315(b)].
- Place only one infant in a crib to sleep [§746.2405 and §747.2305].
- Infants may use a pacifier during sleep. But the pacifier must not be attached to a stuffed animal [§746.2415(b) and §747.2315(b)] or the infant’s clothing by a string, cord, or other attaching mechanism that might be a suffocation or strangulation risk [§746.2401(6) and §747.2315(b)].
- If the infant falls asleep in a restrictive device other than a crib (such as a bouncy chair or swing, or arrives to care asleep in a car seat), move the infant to a crib immediately, unless you provide Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant's health-care professional [§746.2426 and §747.2326].
- Our child care program is smoke-free. Smoking is not allowed in Texas child care operations (this includes e-cigarettes and any type of vaporizers) [§746.3703(d) and §747.3503(d)].
- Actively observe sleeping infants by sight and sound [§746.2403 and §747.2303]. • If an infant is able to roll back and forth from front to back, place the infant on the infant's back for sleep and allow the infant to assume a preferred sleep position [§746.2427 and §747.2327].
- Awake infants will have supervised “tummy time” several times daily. This will help them strengthen their muscles and develop normally [§746.2427 and §747.2327].

- Do not swaddle an infant for sleep or rest unless you provide Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant's health care professional [§746.2428 and §747.2328].

10.5.2 No Shoe Policy

The infant rooms adhere to a "No Shoe Policy." In the interest of infection control, no outdoor shoes are to be worn in the play areas. Shoes must be removed or covered in the entryway before stepping into the play area.

10.6 Toddlers and Twos

Early Childhood does not provide diapers, wipes, pull-ups, snacks, or meals. Parents must send these individually labeled items daily. Meals from home should be packed in a lunch box. If food allergies, such as peanuts, exist, the classroom will become a "Nut-Free" or allergen food free zone. Lunch meals may also be purchased (see Meals below).

10.7 Meals and Food Service Practices

Early Childhood provides the option to purchase meals. Menus for the month are available to review and hot lunches may be purchased online through Road Runner Foods. Children are required to bring their own lunch and drink if not purchasing hot lunch. Each child's lunch box must be clearly labeled with the name on the side, easily visible. Mark the thermos and other dishes in the lunch box. Water is served at mealtimes, at snack time, and after active play. Snacks and lunches are to be provided by the family daily and must be well-balanced and healthy, including one serving from each of the four food groups (protein, fruit and vegetable, milk, and bread or cereal). Easy to eat finger foods are best. Snack times will be posted in the daily schedule and are offered mid-morning, and early and late afternoon. HSES does not provide food to the children.

Afternoon snack times will be offered at approximately 2:30 and 4:30 PM. See the EC office for details.

Holy Spirit Episcopal School is not responsible for meeting the nutritional values of food.

10.8 Hours of Operation

Early Childhood is open from 7:15 AM to 6:00 PM Monday through Friday. EC offers year-round programming during the school year and summer months. Early Childhood will be closed on holidays and for faculty in-service days as per the school's annual calendar.

10.9 Licensing Policies and Procedures

- Parents may review and discuss any and all policies and procedures with the Head of Early Childhood.
- Parents will be notified in writing of any policy changes as they occur.
- Parents may visit Early Childhood at any time during operating hours to observe their child, the school's program activities, the building, the premises, and the equipment without having to secure prior approval . Parents are asked to stay in the classrooms no longer than five minutes after drop-off so the children can successfully transition into their school day routines.
- Parents are both welcome and encouraged to participate in our school events and activities. Information is shared at the beginning of the school year and throughout the year on opportunities to participate and volunteer. Parents who are on campus volunteering on a regular basis must provide a fingerprint background check. Please see the Head of Early Childhood for more info on background checks.
- Parents may review a copy of the minimum standards and Holy Spirit Episcopal School's most recent licensing inspection report during operating hours Monday through Friday in the EC Office.
- Parents may contact The Texas Department of Family and Protective Services at www.dfps.state.tx.us or (713) 940-3009.
- Parents may contact the Child Abuse Hotline at 1-800-252-5400.

10.10 Emergency Exits

Emergency exits are located in the EC wing. Do not park in front of the emergency exit doors or the designated fire lane.

10.11 Arrival and Dismissal

See Section 2.2 for Early Childhood arrival and dismissal guidelines.

Students will be released only to authorized personnel and designated persons listed in writing. It is the parent's responsibility to notify the EC office 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 Early Childhood Office. No child will be released without parent permission.

Refrain from using a cell phone when dropping-off or picking-up children.

10.12 Additional Charges

We ask parents to make every effort to pick up children on time so they will not feel concerned or left behind. Teachers are required to bring children who have not been picked-up on time to the school office and late charges will begin to accrue. Notify the school immediately if you are detained for pick up to reassure your child of your arrival.

Students arriving before or leaving after their contract time will be charged by the quarter hour. A fee of $15 per 15 minutes will apply.

10.13 The First Few Weeks

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

To help ease the adjustment period we recommend parents to:

- Take time to get to know the teachers and staff involved in the care of the child. Since parent feelings may be indirectly communicated to a child, it is important for parents to feel confident in the staff's abilities and comfortable about bringing their children to the center.
- Talk with their child about the things they will be doing at school and mention the teacher's name in conversation.
- Share with staff if they anticipate a problem in separation and decide on a procedure to follow in advance. We suggest that after the signing-in process and exchange of greetings, bid farewell with a "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. This is preferred to "sneaking out" because the child is well informed and has the opportunity to say goodbye.
- Bring a special object from home, such as a stuffed toy or blanket, especially for younger children. This may help the child in bridging the gap from the familiar to the unfamiliar.
- Call the EC office as often as needed during the day to find out how their child is doing. Especially during the first few weeks when the natural response of apprehension after leaving a child occurs. Early Childhood staff members are pleased to keep parents informed.
- Help facilitate transitions with a positive attitude during readjustments after a long weekend or vacation.

10.14 Discipline,Guidance, and Supporting Inclusiveness

The Holy Spirit Episcopal School Early Childhood program bases the philosophy of discipline on Discipline for Life: Getting it Right with Children by Madelyn Swift, Love and Logic by Dr. Jim Fay, and Conscious Discipline by Dr. Becky Bailey.

The overriding philosophy is “to value children because they exist; not because of what they accomplish.” We 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 to support a child as he/she grows. Discipline is not about “controlling someone”, it is about teaching self-control and making good choices. Always strive to maintain the dignity of both parties.

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

10.15 Biting

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.

10.16 Rest Time

Rest periods vary by classroom, but generally are scheduled between 12:00 and 2:15 p.m. Children are 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. Children are not allowed to be dropped-off during naptime. Children must arrive at least one hour prior to naptime.

10.17 Holidays

Early Childhood will be closed according to the annual school calendar located on the website.

10.18 Absentee Policy

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

10.19 Tuition Policy

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

Tuition is due on the first day of each month. All payment methods must be set up as automatic drafts. If an account becomes delinquent 30 days, procedures outlined in the Enrollment Contract will be initiated. In addition, a fee of $30 will be charged for returned checks. A late charge of $35 will be added to payments received after the 10th of the month.

10.20 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.

10.21 Child Abuse and Neglect

- Annual training for employees in the prevention and response to abuse and neglect of children happens annually. Safeguarding God’s Children training is required upon hire and updated every five years.
- Methods for increasing employee and parent awareness of prevention techniques for child abuse and neglect and strategies for coordination between Early Childhood and appropriate community organizations are available to both employees and parents through the annual Safeguarding God’s Children training. Training is mandatory for employees and optional for parents.
- 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 Early Childhood for the proper HHS reporting procedures.

10.22 Emergency Preparedness Plan

A copy of the Emergency Preparedness Plan can be located and reviewed in each classroom. Staff are trained on the policy during orientation, when changes are made, and annually.

10.23 Vaccine-Preventable Diseases for Employees

Immunizations are not just for children. Child Care center employees have a unique opportunity to protect children at their place of employment and lessen the spread of vaccine preventable diseases by getting immunized. A list of Vaccine Preventable Diseases (VPDs) can be found at www.cdc.gov/vaccines. HSES employees are encouraged to receive vaccines for VPDs listed by the Center for Disease Control and Prevention; however, vaccines are not required for employees.

10.24 Water Activities

HSES provides staff-monitored, age appropriate, safe water activities for the children, such as water tables, sprinklers and splash pads. Parents will sign consent for these activities.

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