

**THE EPISCOPAL DAY SCHOOL**

**PARENT / STUDENT  
HANDBOOK**

**REVISED June 2018**

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# **WELCOME TO THE EPISCOPAL DAY SCHOOL**

THE SCHOOL CONTINUALLY STRIVES TO PROVIDE THE HIGHEST QUALITY EDUCATION IN A CHRISTIAN ENVIRONMENT. LOCATED IN A BEAUTIFULLY LANDSCAPED, WOODED AREA OF BROWNSVILLE, THE BUILDINGS BLEND WITH THE LOVELY NATURAL SURROUNDINGS AND PROVIDE A PLEASANT SETTING CONDUCTIVE TO LEARNING.

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## **MISSION STATEMENT**

THE MISSION OF THE EPISCOPAL DAY SCHOOL IS TO NURTURE EACH CHILD SO THAT HE/SHE MAY LEARN TO SEEK KNOWLEDGE, LOVE TRUTH, AND RESPECT HIS/HER CREATOR AND ALL THAT HE HAS CREATED.

## **LETTER TO PARENTS AND STUDENTS**

Dear Parents and Students,

This Parent / Student Handbook was compiled to assist you in experiencing the Episcopal Day School to its fullest. You are a part of an educational community that is dedicated to providing the highest quality education in a Christian environment.

Parents, as this Handbook covers most of the general issues of school life, we ask that you read it and become familiar with its contents and, in turn, review the contents with your children. They must have a clear understanding as to what is expected of them.

Policies may be defined as sets of principles and rules of conduct that are adopted by an organization in order to assist it in identifying and carrying out its mission. When an individual joins an organization, this implies his commitment to respect and comply with the policies and procedures of that organization.

The Episcopal Day School is a wonderful, nurturing place in which to deepen one's spiritual commitment while seeking academic growth. It is our hope that as you read this Handbook you will discover that the policies and procedures which have been established are designed to help life at EDS operate smoothly and justly.

Yours truly,

Lynda McCrocklin, Director  
Nancy Marroquin, Assistant Director

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# EXTENDED CARE HANDBOOK

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## SECTION 1: THE EPISCOPAL DAY SCHOOL

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### SCHOOL HISTORY

The Episcopal Day School opened in 1948 with a five-year-old kindergarten class in what was known as the old rectory. Several years later it became evident that there was a need for a 1<sup>st</sup> grade. The Hubert R. Hudson family generously provided new facilities at the Church of the Advent for the Episcopal Day School and the Sunday School. During the reconstruction period, a frame house on East Levee Street was rented to accommodate the kindergarten and 1<sup>st</sup> grade classes. Upon completion of the new educational wing in 1956, the Day School kindergarten and 1<sup>st</sup> and 2<sup>nd</sup> grades moved into their new facilities. Third grade was established next and located in the church's Youth Center. The following year a 4<sup>th</sup> grade was added and met upstairs in Mackintosh Hall (the old rectory).

As the Episcopal Day School continued to grow, so did the need for additional space. The Hudson family acquired a beautiful tract of land on North Coria Street from Dr. J.C. George, the site of the present school. Both the land and the original building were gifts of the Hudson family to the Church of the Advent. The school and library were dedicated in 1959 by the Bishop of West Texas, the Right Reverend Everett Jones. It was Estelle Custis Conklin Hoffman whose gifts of books and money made the first library a reality.

The 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade classes moved into the new building in the fall of 1959. The first 6<sup>th</sup> grade graduation was held in May 1961. The kindergarten and 1<sup>st</sup> and 2<sup>nd</sup> grades remained at the Church of the Advent until 1974 when two new rooms were added to the Coria Street School, and grades one and two were moved there. One of these classrooms, now part of the remodeled elementary wing, was a gift from the Robert M. Duffey family as a memorial to Robert Duffey's mother and father, Madelyn B. and Robert M. Duffey.

The next major addition to the Coria Street campus was the beautiful Chapel/multipurpose room built adjacent to the original building and completed in August of 1984. This magnificent structure, designed by L.L. Winans and James Guthrie, was a gift of the Hudson family in memory of their parents. The Chapel was named Jones Hall out of regard for Everett Jones, Retired Bishop of the Diocese of West Texas. The altar of beautiful Italian marble was given in memory of Salome McAllen Scanlan, a faithful Episcopalian and friend of the school. The beautiful stained glass cross in the foyer of the building was designated the Stewart window out of respect for J. Rufus Stewart, Rector Emeritus, Church of the Advent, Brownsville. This additional space permitted the kindergarten classes, which now included three, four, and five-year-olds, to move from the Church of the Advent into temporary quarters in the Chapel and in the original Coria Street building.

Ground was broken on May 1, 1985 for four kindergarten rooms, the first phase of the building program to provide a complete kindergarten complex at the Coria Street site. In September 1985, the three-year-olds moved into two beautiful new rooms, one given to the glory of God by the Scanlan family and the other a gift of Barbara and Ralph Weir, Jr. in memory of his parents, Mary Clifton Rowland and Ralph Leon Weir, Sr. The four-year-olds moved into their new quarters at the same time.



These rooms were provided through the gifts of some eighty families. On December 1, 1985, Bishop Stanley Hauser conducted a service of consecration for Jones Hall and the new kindergarten rooms.

Construction of the classrooms for the five-year-olds began in late summer of 1986 and they were ready for occupancy by February 1987. One of the classrooms was given to the glory of God and in loving memory of Olive Polley Reed by her family, while the other room was provided through the generosity of a number of Day School friends.

Dr. and Mrs. James Stillman provided financing for the remodeling of the exceptional library facilities, which were completed in January 1988. Located in what once was the original Chapel/ multipurpose room, the library accommodates an entire class at the same time. The Parent Booster Association participated in financing the renovation of the old Chapel. The complex now houses, in addition to the library, a resource room, and a teachers' workroom/lounge.

In August of 1993 the two 1<sup>st</sup> grade classes moved into newly constructed rooms adjoining the kindergarten complex. The addition was blessed by the Reverend Gary Lillibridge during Episcopal Day School Week, October 1993. This new construction made it possible to utilize existing space by providing even better facilities for the 3<sup>rd</sup> grades, Spanish classes, the computer lab, and a fully equipped science laboratory.

In 1994, Karen and Sandy Ray, with the help of parent volunteers, built a trail along the Resaca. A comprehensive Nature Trail curriculum was developed for 3K – 6<sup>th</sup> grade. Students in these classes began attending "Nature Trail" on Fridays on a rotating basis. In October 1995, Phase I of a building plan which included three new classrooms and a restroom facility near the south side of the campus was completed. This addition made room for two classes of 2<sup>nd</sup> graders and one class of 3<sup>rd</sup> graders. In August of 1996, Phase II was completed which included the renovation of two classrooms near the east side of the campus. These two classrooms were reconstructed to include a new science lab and two regular classrooms. Also, simultaneously with Phase II, the Parent Booster Association (PBA) financed the construction of a storage unit added on to Jones Hall on the east side of EDS. The remodeling of the kitchen in Jones Hall was also begun.

Two enhancements have been made to our picnic area behind the school. In 1997 the Fausto Yturria family donated a barbecue pavilion in memory of their son, Shelby Theriot Yturria. This facility is used for both school and church related functions. Also, in 1998 a deck was completed as a flooring under the picnic tables, courtesy of the PBA. This deck not only aesthetically enhanced this area; but it also provided a clean, dry surface for the students during their lunch break.

Construction of our open-air gym began in the summer of 1997. The gym was dedicated by Interim Rector Rev. Scotty Innes in February 1998.

The 50<sup>th</sup> Anniversary milestone celebration began with the opening of an exhibit at the Brownsville Historical Museum on February 20, 1998. Memorabilia from the Episcopal Day School, dating back to our beginning in 1948, was shared by alumni, students, teachers, and family members. This temporary historical exhibit was enjoyed by the Brownsville community and visitors throughout the entire summer of 1998. A video was produced by Dr. Manuel Medrano and the UTB/TSC – Brownsville staff to capture the memories and promote the future of the school. This multimedia event included interviews of past and present faculty, rectors, and directors and present-day students as well as

alumni. The 6<sup>th</sup> grade class of 1998, under the direction of Anne Zufelt, sang and dedicated the theme song written by Dr. Medrano in recognition of the 50<sup>th</sup> Anniversary milestone on February 20, 1998.

A Capital Campaign was started by the Episcopal Day School Board in May of 1998 to raise \$695,000 to fund Phase III of the building plan. Two new classrooms, a parking lot, a library expansion, more storage areas, an administrative office, and a kitchen/workroom for the teachers were completed during the 1999-2000 school year. The construction of the Fine Arts Building, completed in October 2000, enabled the music teacher and her classes to move out of Jones Hall where music classes had been held for many years. The Fine Arts Building was given to the glory of God and in honor of Frances and Maurice Tipton by their children and grandchildren. Construction on the final phase of the building plan, the Administration Building, was completed in the fall of 2001.

In January of 2006, the Day School embarked on two additional construction projects: the building of a Spanish Complex, El Paseo Tikal, and the enclosing of the open-air gym, the Lee Kirkpatrick Field House. Both projects were completed prior to the start of the 2006-2007 school year. In August 2006, a ceremony was held at the school dedicating the Field House to the memory of Lee Kirkpatrick, a community leader who had a long relationship with Church of the Advent and the Episcopal Day School. At the same ceremony, El Paseo Tikal was dedicated and the paver walkway leading to the Field House was unveiled.

During the fall of 2008, the Butterfly Garden was planted by volunteers and was dedicated in April of 2009 by the Rev. Richard Aguilar. Also in 2009, the Natural Playscape Committee was formed under the leadership of science teacher Sandra Morfitt. The purpose of the committee is to plan natural play spaces for EDS children. Through the combined efforts of the Natural Playscape Committee, the Parent Booster Association, and several Eagle Scout candidates, a climbing structure, tricycle path, palapas, rock features and garden areas have given a natural look to the kindergarten playground. As a result of Hurricane Dolly in the summer of 2008, the shade for the lunch deck built in 1998 was weakened and was removed in 2009. In January of 2012, a new shade structure was dedicated on the elementary playground. This project was begun by the Natural Playscape Committee and was made possible by the Parent Booster Association and a grant from The American Academy of Dermatology. The shade structure serves as the elementary lunch area. In the fall of 2012, garden plots were built to enhance hands-on student learning.

During the spring of 2012 the Parents Association (PBA) raised money to build a fence across the front of the property. The fence was started with the help of the Episcopal Day School Endowment Board. The fence project was completed in 2013, along with the construction of a 2K playground. Covered sidewalks were constructed so that children and staff could move from one side of campus to the other protected from the rain.

In 2014 the soccer field was leveled, sodded, and a sprinkler system was installed. The Parents Association (PBA) had the outdoor basketball court resurfaced and painted. A key-hole garden was donated by Linda Scales, with an award received from the Brownsville Rotary Club as elementary teacher of the year, to teach the children about gardening and composting.

In 2015 the kinder playground was redone with resurfacing of the fall zone under the climbing equipment and planting of new grass by the Parent Booster Association (PBA). A new EDS sign was donated by our EDS Boy Scout troop that was carved out of granite for the front of the school. During

the summer, the red tile walkways were replaced with non-skid tiles with funds provided by the EDS endowment board. The school was rewired for internet and intercom system and an intercom system was installed with funds provided by PBA and the school. Don Breeden, a well-known local artist, donated his artistic rendering of our unique Rio Grande Valley habitat. This artwork was made into a 10 ft. by 30 ft. mural that was placed on the outer Jones Hall wall adjacent to the Kindergarten playground.

## **PHILOSOPHY**

The Episcopal Day School believes in implementing a strong academic program with particular emphasis on the basic academic skills and encouraging each child to strive to attain his/her maximum potential. We further believe in guiding each child in his/her spiritual growth, fostering a love for learning, and instilling in each child a respect for himself and others. It is our intent that these beliefs be accomplished within the context of a Christian community where each person – student, teacher, administrator, and staff member – is seen and valued as a child of God, and where truth and the freedom which truth provides will ever be sought.

## **NON-DISCRIMINATION POLICY**

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

## **ACCREDITATION**

The Episcopal Day School is accredited by the Southwestern Association of Episcopal Schools (SAES), an accrediting agency recognized by the National Association of Independent Schools (and in Texas approved by Texas Private School Accreditation Commission, TEPSAC, and recognized by the Commissioner of Education).

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## **SECTION 2: GENERAL POLICIES AND PROCEDURES**

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### **ACADEMIC POLICY**

#### **Curriculum**

The Episcopal Day School strives to provide each student with an education based on the acquisition of basic skills. Consequently, administrators and teachers give serious consideration when choosing suitable instructional materials. The curriculum is subject to annual review and revision by the teachers at each grade level. This review is coordinated and approved by the Administration. Copies of the curriculum are available in the school office upon request. It should be understood that the curriculum is strictly a timeline of knowledge and skill objectives and does not give day-by-day lesson plans.

#### **Enrichment Programs**

- Emerging Spanish, Advanced Spanish, Music, P.E., and Computer Education are a part of the elementary curriculum. Three, four, and five-year-old Kindergarten students attend Music, Computer class, and P.E. Five-year-old Kindergarten students receive Spanish class as well. 3K through 6<sup>th</sup> grade students attend Nature Trail activities on a rotating basis.
- Our students follow a semi-departmentalized schedule. Specialists in Science, Spanish, Music, P.E., and Computer teach these subjects. This system provides a transitional step as children move from the self-contained classroom in elementary school to a departmentalized system in junior high school.
- The Episcopal Day School holds a Science Fair each year for students in 5<sup>th</sup> and 6<sup>th</sup> grades. EDS attends an annual BANSAs (Brownsville Association of Non-Public School Administrators) Science challenge, and any SAES Science event that is offered.
- Students in 4<sup>th</sup> grade participate and compete annually in the Daughters of the Republic of Texas.
- Students in 5<sup>th</sup> grade participate and compete annually in the Daughters of the American Revolution essay contest.
- Third through sixth grades compete in a school spelling bee as well as in the BANSAs school competition, and in the Valley Morning Star Regional Bee.
- Students interested in sports have the opportunity to compete with the BANSAs schools basketball and track (2<sup>nd</sup>-6<sup>th</sup>, based on age) as well as VISA league Volleyball.
- Girl Scouts, Boy Scouts, EDS Chess Club and First Lego League (FLL) Robotics Club are usually available to students at the Day School thanks to dedicated parents and volunteers.
- A stimulating experience offered to our 6<sup>th</sup> grade class is a trip to an adventure camp whose program emphasizes self-discipline and spirituality, teamwork, survival, and ecology.
- All students, 2K through 6<sup>th</sup> grade, have the opportunity to participate in multiple programs which are presented to the parents throughout the year.

## **Grading Policy**

It is at the discretion of the teachers to formulate grading policies that are based on sound educational practices as they see fit. Parents must be informed of these policies on Parents' Night and in writing. In the event a parent is absent on Parents' Night, it is the responsibility of the parent to meet with the teacher in order to be updated on classroom policies, etc. This meeting should take place prior to the first reporting period.

### **2K thru 5K**

- 2K, 3K, 4K, and 5K teachers use a checklist of skills. The checklist is developmental and based on sound educational practices. 2K students receive report cards each semester. 3K, 4K, and 5K receive report cards each six weeks.

For reporting the following is used:

D	Developed
SD	Still developing
R	Reinforcement needed

### **1<sup>st</sup> thru 6<sup>th</sup> grades – Academic Subjects**

- The grading system for each grade level is detailed on the report card.
- Grades for 1<sup>st</sup> thru 6<sup>th</sup> grade students shall be reported in the following format:  
A = 90-100    B = 80-89    C- = 70-79    D = 60-69    F = below 59
  - a. Daily Grades = 50% of the final six weeks average.
  - b. Test Grades (including special project grades) = 50% of the final six weeks average.
- It is at the discretion of the teachers to determine what constitutes daily and test grades.

### **Special Area Subjects**

In special area subjects students receive a score as follows:

E = 95 – 100    S+ = 90 – 94    S = 80 -89    S- = 75 – 79    N = 70 – 74    U = 69 and below

#### **Computer**

Grades will be based on the following:

Group and Individual Participation, Keyboarding, Projects, Performance, Cumulative Assessments.

#### **P.E.**

Grades will be based on the following:

Participation, Sportsmanship, Dressed in Athletic Uniform (grades 4<sup>th</sup> – 6<sup>th</sup>).

#### **Music**

Grades will be based on the following:

Daily Grades (i.e. programs, participation, attitude, effort, etc.)- 50%, Tests- 50%

#### **Spanish**

Grades will be based on the following:

Daily evaluations 50%, Daily work 25%, Tests 25%

(Revised 09/16)

## Conduct/Work Habits

Students receive a score based on their performance in academic and special area subjects.

E = 95 – 100   S+ = 90 – 94   S = 80 -89   S- = 75 – 79   N = 70 – 74   U = 69 and below

## Homework

Students regularly receive assignments that normally must be finished outside the classroom. The purpose of this homework is to prepare the students for activities that will happen in class and to strengthen or enrich those that already have begun. Students should be encouraged to plan and use their time productively and to become self-directed in meeting these responsibilities. In keeping with the school philosophy that each student becomes a responsible citizen, it is stressed that the student be organized so no homework or books are left at home. We encourage students with accommodations to keep an extra set of workbooks and textbooks at home.

It has been recommended by our accrediting agency that the amount of time homework can be expected to take on an “average” night when done by an “average” student be:

<b>Grade Level</b>	<b>Recommended Home Time</b>
Kindergarten & First	30 minutes *
Second	30 – 45 minutes *
Third & Fourth	45 minutes *
Fifth	1 hour – 1 hour 15 minutes *
Sixth	1 hour – 2 hours *

(\*This does not include time spent reading, studying spelling words, or drilling on math facts.)

## Home/School Communication

- Folders: In grades 5K through 4<sup>th</sup>, parents receive a folder with the student’s graded papers. The folder should be carefully examined and all papers signed as requested by the teacher.
- RenWeb: Parents of 1<sup>st</sup> through 6<sup>th</sup> graders are expected to monitor their child’s progress frequently on RenWeb.

## Honor Roll and Blue Knight for Six Weeks / Semester / Year

4<sup>th</sup> – 6<sup>th</sup> grade students who qualify for Honor Roll or Blue Knight will be recognized on scheduled Assembly Days in Jones Hall at 8:05 a.m.

### **Blue Knight Criteria**

- Each number grade for every six weeks must be a 90 or above to qualify for semester/yearly Blue Knight
- Each letter grade for every six weeks must be an S+ or E. Anything (S, S-, N, U) will automatically disqualify a student from Blue Knight.
- Conduct and work habits grade includes adhering to the dress code. Letter grade must be an S+ or E (S, S-, N or U) will automatically disqualify a student from Blue Knight.
- Students who have more than 3 unexcused absences, unexcused tardies or unexcused early pick-up or a combination of the above mentioned will not be eligible for Blue Knight.
- Please see attendance requirements in attendance section of the handbook.

(Revised 06/18)

### **“A” Average Honor Roll Criteria**

- All number grades must average to a 90 or above.
- A number grade in one academic subject of 70 – 79 will automatically disqualify a student from “A” average Honor Roll eligibility.
- All letter grades including conduct, work habits and adhering to the dress code must be an S, S+, or E. Anything lower (S-, N or U) will automatically disqualify a student from “A” Average Honor Roll.
- Students who have more than 3 unexcused absences, 3 unexcused tardies or unexcused early pick up and or a combination of, will not be eligible for “A” Average Honor Roll.
- Please see attendance requirements in attendance section of the handbook.

### **6<sup>th</sup> Grade Presidential Award Criteria**

To qualify for the Presidential Award, students must meet two criteria:

1. Students must maintain a grade 90 or above yearly average in reading **or** math for their 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grade years.
2. They must also score in the 90% percentile rank in either Reading Total, English Language Arts Total **or** Math Total on their Achievement Tests in 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grade years.

### **6<sup>th</sup> Grade Exemplary Student Award**

A 6<sup>th</sup> grade boy and girl will be selected by their classmates, faculty and staff as the Exemplary Student for the 6<sup>th</sup> grade graduating class

- Displays a positive attitude
- Loyal friend
- Kind to fellow students
- Respectful to faculty & staff
- Servant leader who follows the example of Christ
- Always tries to do the right thing (even when no one is looking)
- Honest
- Willing to help others in need

### **Report Cards**

Report cards are sent home each six weeks. Families must remain current with the Business Office in order to receive or view report cards. At the end of the school year, report cards will not be issued to students whose accounts are delinquent.

### **RenWeb**

The Episcopal Day School utilizes an online program called “RenWeb”. This online program has a parent component called “Parent Web” which allows parents to monitor their children’s assignments,

grades and behavior. In order to log in, parents must first create a parent account. Information on how to create a parent account is available in the school office.

**\*5<sup>th</sup> and 6<sup>th</sup> graders are required to use Ren Web to build self-discipline by monitoring their assignments and grades.**

### **Special Services**

- The Episcopal Day School is not equipped to serve students with severe learning disabilities and certain specialized problems. If a teacher believes that a student may have a problem of any type that appears to be affecting his/her learning or behavior, the student's parents will be made aware that a problem may exist. It is then the parent's responsibility to proceed to find appropriate professional help, if necessary, as recommended by the teacher or the Director.
- If the student is diagnosed with a learning disability or a learning problem of any kind, then teaching modifications suggested by the professional who administered the diagnostic test are put into practice by the classroom teachers directly responsible for the student and by the special area teachers if necessary. The diagnostic results must be on file in the school office.

### **Testing**

Cognitive ability tests are administered yearly to students in the 3<sup>rd</sup> and 5<sup>th</sup> grades. Achievement tests are administered each year in grades 5K through 6<sup>th</sup>. Parents are invited to discuss these test scores with the teachers on a scheduled conference day in the spring. Make-up tests for the Cognitive Abilities and for the achievement tests (held in January and February) will not be administered when a student is absent due to the following: vacation, routine doctor appointments, personal family times, or any other unexcused absence.

(Revised 06/18)

## **ACCIDENTS AND INSURANCE INFORMATION**

In the event of an accident; the Episcopal Day School carries a policy that covers our regular and Day Care students while they are on campus as well as off campus on school-sponsored events. If your child has an accident at the school or during a school-sponsored field trip, all claims must first be submitted to your primary insurance carrier. The policy carried by the school is a secondary policy only. Parents must comply with the current insurance requirements of the school as set by the School Board. For claims to be submitted to the school's insurance carrier, they must be submitted to the Bookkeeper within 45 days of the accident.

## **ADMISSIONS**

### **Age Requirement**

- A child entering the 2-year-old kindergarten should be 2 years of age on or before September 1<sup>st</sup>, and must be walking independently. (18 month olds will be accepted with Director's approval.)



- In the case of 3-year-olds, any child applying for admission to the Day School must be 3 years old on or before September 1<sup>st</sup> and must be toilet trained.\*
- A child entering 4-year-old kindergarten should be 4 years old on or before September 1<sup>st</sup>. \*
- A child entering 5-year-old kindergarten should be 5 years old on or before September 1<sup>st</sup>. \*
- **All students entering 3K and up must be trained to use the restroom.**

[\*The Director of the School, in consultation with the Admissions Committee, may admit any child otherwise qualified as to emotional, physical, and mental ability.]

### **Class Size**

- Class sizes are limited as follows:

2K	<b>12</b> students per class
3K	<b>16</b> students per class
4K	<b>18</b> students per class
5K	<b>20</b> students per class
1 <sup>st</sup> – 6 <sup>th</sup>	<b>22</b> students per class

### **Entrance Requirements**

Students not previously enrolled who are seeking admission to 5K – 6<sup>th</sup> grades must meet certain requirements, one of which is a satisfactory performance on an entrance test administered by EDS personnel. (If a new student applying for admission to grades 5K – 6<sup>th</sup> does not perform well enough to be admitted on the entrance test, all but \$25.00 of the registration fee will be returned.)

#### **Prior to taking an entrance test for admission, the school must have:**

- A copy of the most current report card.
- Copies of report cards or permanent record cards from previous years.
- Results from standardized testing done at the previous school(s).
- Health records

After all required information has been carefully reviewed, entrance tests will be scheduled.

### **Enrollment Priority**

Admission to the Episcopal Day School is premised upon the existence of a vacancy for which, in accordance with the plan of enrollment adopted by the School, the candidate is qualified. Candidates are chosen on the basis of academic ability and interest in the programs at the Episcopal Day School, not on the basis of race, color, religion, creed, national or ethnic origin, or sex. The Episcopal Day School is established primarily (1) for the members of the Church of the Advent (2) other Episcopalians (3) the Christian community and (4) the community at large. The following by-laws give details concerning the order of enrollment.

### **Article X: Section 1: Order of Acceptance:**

Children currently enrolled in the Episcopal Day School are permitted to register for the following year during the month of February if they meet the academic standards of the school, conform to the regulations and customs of the Episcopal Day School, cooperate with the school, and if all fees and charges have been cleared. All new students may register as of March 1<sup>st</sup> or the first school day in March when the first falls on Saturday or Sunday. The priority for returning students lasts only until the last school day in February.

Applications for registration in the school shall be accepted by the Director in the following order, provided all other admission requirements have been met:

- a. Kindergarten (2-year-olds)
  - 1) Children whose parents are active members of the Church of the Advent.
  - 2) Children from other Episcopal churches.
  - 3) Children whose siblings are already enrolled in the school.
  - 4) Children from other Christian churches.
  - 5) All other children on a first-come, first-served basis.
  
- b. Kindergarten (3, 4 and 5-year-olds)
  - 1) Children previously enrolled in the 2, 3 and 4-year-old kindergarten at the Episcopal Day School.
  - 2) Children not previously enrolled whose parents are active members of the Church of the Advent.
  - 3) Children not previously enrolled whose siblings are already attending the School.
  - 4) Children not previously enrolled from other Episcopal churches.
  - 5) Children from all other Christian churches.
  - 6) All other children on a first-come, first-served basis.
  
- c. First Grade:
  - 1) All qualified students who have successfully completed five-year-old kindergarten at the Episcopal Day School will be assured a place in the First Grade.
  - 2) Children who did not complete five-year-old kindergarten at the Episcopal Day School but whose parents are active members of the Church of the Advent.
  - 3) Children, not previously enrolled, whose siblings are already attending the Episcopal Day School.
  - 4) Children who did not complete five-year-old kindergarten at the Episcopal Day School but whose parents are members of other Episcopal churches.
  - 5) Children from other Christian churches.
  - 6) All other children on a first-come, first-served basis.
  
- d. Grades Two through Six
  - 1) All children from Episcopal families who are currently enrolled in the Episcopal Day School.
  - 2) Those children who first entered and have remained in the Episcopal Day School based on the date of their earliest paid registration.
  - 3) Children from Episcopal families who are not currently enrolled in the Episcopal Day School.
  - 4) Children from all other Christian churches.

- 5) All other children not currently enrolled in the Episcopal Day School on a first-come, first-served basis.

### **Registration Requirements for Returning Students**

- All tuition, Day Care fees, and any other fees must be current prior to registration.
- The **Non-Refundable** application, materials, and technology fee must accompany each application for admission. (Payment of the first month's tuition, due in June, is also needed to complete registration.)
- An Updated Emergency Form
- A Tuition Payment Preference Form
- A Day Care Form as per Texas Department of Family and Protective Services
- Proof of legal guardianship in cases where the child does not live with both parents.

### **Registration Requirements for New Students**

- The **Non-Refundable** application, materials, and technology fee must accompany each application for admission. (Payment of the first month's tuition, due in June, is also needed to complete registration.)
- The following records/forms must also be on file in the school office:
  - A legal copy of the child's birth certificate
  - Emergency Form
  - A Tuition Payment Preference Form
  - A Day Care Form as per Texas Department of Family and Protective Services
  - Proof of legal guardianship in cases where the child does not live with both parents.
  - An immunization record, supplied, completed, and signed by the child's primary care provider. (The immunization record must include dates of all shots received as required by the Texas Department of Health, and new students' records must show proof of a recent TB test.)
  - Satisfactory records including report cards, all testing records, modifications and accommodations if applicable from the child's previous school(s).

### **Other Requirements and Information**

- All students entering our 2K program should be 2 years of age on or before September 1<sup>st</sup> and must be walking independently.
- All students entering our 3K program must be 3 years of age by September 1<sup>st</sup> and toilet-trained.
- If applicant is not admitted due to unsatisfactory performance on the entrance examination, all but \$25.00 of the registration and materials fee will be refunded.

### **Placement for Currently Enrolled Students**

The placement of your child is a teacher / administrator decision. Please, keep in mind that there are many factors that influence this decision. Do not pressure the teachers or call the school office throughout the summer to find out which teacher your child will have in the fall. Students will be

notified by the school office before the start of the school year letting them know who their classroom teacher will be.

## **ANNUAL FUND**

In the private school industry, it is a “truth” that tuition provides only for a percentage of operational expenses. EDS’s giving campaign will take place annually. We look for parents, alumni, grandparents, parishioners, community members, faculty, and staff to participate. Our focus is on participation rather than the amount of the gift. Gifts of every size are appreciated.

Almost every asset used to educate your child needs to be replaced, refurbished, or updated each year. It takes every family doing its fair share to enable EDS to provide the quality educational experience that is desired for each child. An annual gift is a repeatable and renewable gift to the school. If at any time you have questions or concerns, please contact the Administration.

## **ATTENDANCE**

Schoolwork involves more than paperwork. It involves participation in discussions, demonstrations that cannot be repeated, laboratory activities, development of study skills, spontaneous interactions, and visual and oral presentations that are difficult to repeat. Consequently, a student who has an excessive number of absences or tardies will miss out on a large percentage of the learning process at the Episcopal Day School.

### **Absence From Extra-curricular Activities**

A student who is absent from all or part of a school day is not permitted to represent the Episcopal Day School in an extra-curricular activity on that day (unless approval is given by the Director and/or the Assistant Director).

### **Attendance Policy**

- The Episcopal Day School’s attendance policy promotes regular class attendance as an integral part of the learning process and an orderly atmosphere in which learning may take place. Parents are to cooperate in teaching their children respect for school hours by bringing them on time and not requesting to have them dismissed early except for an emergency. Students are to attend all classes, Chapel services, assemblies, and other meetings unless they are ill or there is a family emergency. If a student must be absent or tardy, the school office should be contacted by 9:00 am. Students arriving tardy must sign in at the office and receive a tardy slip to take with them to class.
- A student must be in school until at least 10:00 am for him/her to be considered present for the morning session. Likewise, a late-arriving student must arrive at school before 10:00 am to be considered present for the morning.

- A student must arrive at school before 12:00 pm in order to be considered present for the afternoon session.
- The new calendar for the upcoming school year is generally completed by the 1<sup>st</sup> of July. Please check the calendar before making vacation plans that would occur during the scheduled school year.
- Make-up tests for the Cognitive Abilities and ITBS tests (held in January and February) will not be administered when a student is absent due to the following: tardiness, vacation, routine doctor appointments, personal family times, or any other unexcused absence and/or tardy.
- Students with Perfect Attendance (0 Absences – 0 Tardies) and Excellent Attendance (not more than 2 Absences or 2 Tardies) will be recognized at the end of the school year.

### Absences and Tardies

- More than three (3) unexcused absences, unexcused tardies, or unexcused early pick up before 3:25pm or combination of, will disqualify a student from the Honor Roll or Blue Knight.
- If a student accumulates more than **9 excused or unexcused absences** for a semester or 18 excused or unexcused absences for a year, the student may jeopardize credit for class/grade and be placed on conditional re-enrollment for 5<sup>k</sup> through 6<sup>th</sup> grade.
- If you know that your child will be absent, request assignments in advance for work to be missed so the teacher will have adequate time to prepare your child's assignments.
- If an extended absence occurs, additional work and after school tutoring may be required upon return.
- **It is the student's responsibility to investigate and complete missed assignments.** Grades 3<sup>rd</sup> – 6<sup>th</sup> see Ren Web, 1<sup>st</sup> – 2<sup>nd</sup> check classroom folder. Teachers will assist with make-up work instructions for students that have excused absences.

**Revised 7/27/2018**

### Excused Absences

The following are considered excused absences when accompanied by the proper note:

- Illness of the student -- Students are not to be sent to school with fever or a communicable disease. Any communicable disease such as chicken pox, measles, etc. should be reported to the school immediately. If a child comes to school sick, he/she will wait in the office until a parent can come for the student. If symptoms of illness are observed at school during the day, parents will be contacted to pick up the child immediately.
- Verified medical appointment
- Emergency situations verified by the Administration
- Death, severe injury or illness in the family
- Participation in authorized school activities
- Any other activities that require a student to be absent or tardy must be approved by the Director
- Court appearances
- Observance of a religious holiday is not considered an absence.

### Unexcused Absences

The unexcused absence may have the approval of the home, but it is without the approval of the School. An unexcused absence may result in no credit for tests and/or classroom assignments for that period of time. These absences may include:

- **Extended school holidays, family vacations, and pleasure trips**
- Appointments (other than medical)
- Other situations verified by the Administration
- Parents that take siblings out of school to attend the 4<sup>th</sup> DRT field trip or Science Field Trip will have an unexcused absence.

### **Return From Absences**

Upon returning from full day absences, students are expected to complete all missed assignments and tests. Students are to take a quiz/test on the first appropriate day upon returning.

### **Leaving Early / Arriving Late**

- Students must submit a note from a parent for leaving during the school day or if they know they will arrive late the following day. It is a courtesy to the teachers to inform them in advance through a note if you know your child will leave early or arrive late on a certain day. This way, the teachers will have the opportunity to prepare homework or make-up work for your child, to make sure he/she has time to explain an assignment to your child, or has a chance to administer a test or quiz your child would otherwise miss.
- Parents must sign their children out if they leave campus before the end of the school day.
- The student is to be picked up at the school office, and the student is to go to the office and check in when he/she returns.
- It is discouraged for students to leave campus for lunch.
- Students that leave school before dismissal will risk receiving credit for missed instruction, classroom work, or tests. This may result in your child receiving a lower grade in classes missed.
- Students will be counted as an early pick up unexcused if a proper note is not provided.

### **Tardiness**

Tardiness is a disruption to the learning atmosphere. **Prompt arrival is a priority.** Children should be ready for chapel or class by 8:00 am. Students are considered tardy at 8:01 am. A student arriving at class after 8:00 a.m. must report to the office to sign in and receive a tardy slip to present to his/her teacher.

## **BACKPACKS**

Parents are not allowed to open, place items in, or search through backpacks belonging to anyone other than their own children.

## **BITING POLICY**

One of the primary goals in our program is to provide a safe and loving environment for our children. When a biting incident occurs, there are many upset feelings. When it does occur we will take it very seriously and try to find the reason why the child bit. We will work to extinguish the behavior as quickly as possible and assist in developing positive social skills.

Biting is not uncommon. It does cause more upset feeling than any other behavior in-group settings for young children such as learning centers and day cares. As we know, young children up to two years of age learn through mouthing objects and people. Typically this does not continue after the age of three.

Why do children bite? Children will bite for many different reasons. Some of them include:

- experimental biting,
- teething discomfort,
- becoming independent,
- using muscles in new ways,
- learning to play with other children,
- frustrated in expressing his/her needs or wants,
- threatened by a new or changing situations such as, a mother returning to work, a new baby, or parent separating.

When a child bites another child, we will:

- Intervene immediately
- Help the child who was bitten
- Talk briefly to the child who bit and remove the child from the situation for a brief period of time. We tell the child in a calm but, firm voice, “No biting, biting hurts.”
- Reinforce positive behaviors
- Notify parents of all children involved. We will not share the names of the children to protect the privacy of all families.

If the biting continues, we will:

- Meet with the parents of the child who is biting and work with the teacher to prevent further biting.

While using all of these techniques, most children resolve the biting behavior. However, should this continue without improvement, we must take further steps to ensure the safety of the children in our care. Therefore we may require that the parent of the child that is biting find another learning environment that will better meet his/her individual needs.

**Source: Biting in the Child Care Setting, California Childcare Health Program**

## **BOARD MEMBERSHIP**

The Episcopal Day School Board is composed of nine (9) voting members. One (1) member shall be the Rector of the Church of the Advent, Episcopal; one (1) member shall be a Vestryman of the Church of the Advent, Episcopal, appointed by the Rector to serve a one-year term; one (1) member

shall serve as a Historian recommended by the Director and approved by the School Board to serve a one-year term; and at least four (4) of the remaining six (6) shall be Communicant members of the Church of the Advent, Episcopal. The Treasurer need not be a member of the Board, and shall be appointed by a majority vote of the Board for a one-year term with no restrictions as to the number of consecutive terms they may serve. The Director of the School serves as a non-voting member of the Board.

## **BULLY PREVENTION POLICY**

Episcopal Day School prohibits bullying as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of school policy. Bullying occurs when a student or group of students engages in written or verbal expression (including electronic communication) or physical conduct that:

1. Will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
2. Is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

Bullying of a student may include but is not limited to hazing, threats, taunting, teasing, confinement, assault (i.e. hitting, shoving, kicking, choking), destruction of property, theft of valued possessions, name calling, rumor spreading, cyber bullying, and ostracism.

Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the school's ability to investigate and address the prohibited conduct.

Any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, aide, assistant director, director, or other school employee. A report may be made by a student orally or in writing. If the report is made orally it will be committed to written form. Any student found to be making false allegations against his/her peer(s) may face expulsion.

Any school employee who receives notice that a student has or may have experienced bullying shall immediately notify the school's assistant director and/or director.

The assistant director and/or director shall determine whether the allegations in the report, if proven, constitute bullying by conducting an appropriate investigation.

The administration shall conduct an appropriate investigation based on the allegations in the report. The administration shall take prompt action to prevent bullying during the course of the investigation, if appropriate.



Absent extenuating circumstances, the investigation should be completed within 10 school days from the date of the initial report; however, additional time shall be taken if necessary to complete a thorough investigation.

The administration shall prepare a written report of the investigation, including a determination of whether bullying occurred, and send a copy to the School Board.

If the results of the investigation indicate that bullying occurred, the school shall promptly respond by taking appropriate disciplinary and/or corrective action to address the conduct in accordance with the school's Student Code of Conduct. Disciplinary consequences, as determined by the Director, may include suspension or expulsion.

The Administration may take action based on the results of the investigation, even if the investigation proves that the conduct did not rise to the level of bullying under this policy. In all instances both the accused & victim(s) will be provided intervention and support.

To the greatest extent possible, the school shall respect the privacy of the accuser, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation, provide interventions and prevent future instances. All accusations and/or cases of bullying will be documented in the permanent records files of all students involved.

Information regarding this policy shall be distributed annually to school employees and included in the student handbook. Copies of the policy will be readily available in the school office, classrooms and the Episcopal Day School website.

**Adapted from the Brownsville ISD Student Welfare Freedom From Bullying policy. FFI (LOCAL)-A**

## **CELL PHONES AND OTHER ELECTRONIC DEVICES**

Students are not allowed to have cell phones or any other communication device at school. Cell phones that have been confiscated will not be returned to the student.

**Parents who need to contact their children during school hours must go through the school office.**

## **CHANGE OF ADDRESS**

Any change of address, phone number, or e-mail address should be reported IMMEDIATELY to the school office.

## **COMPUTER ACCEPTABLE USE POLICY SUMMARY**

The computer facilities are intended for the educational or administrative use of the employees and students of the Episcopal Day School. All users must be courteous, keep the facilities clean, quiet, and in good repair, and respect the privacy of others. Students must be supervised by a staff member. No hardware or software may be installed, copied, removed, or altered except by authorized school personnel. Users must abide by Federal and State laws regarding copyrights and accessing or altering computer systems, software, data, passwords, and security systems. Accessing, transmitting, or receiving any material that could be considered inappropriate or obscene is prohibited. Students and parents must sign an acceptable use policy agreement to be granted permission to use the school's computers.

### **Episcopal Day School Internet Publishing Guidelines**

The Episcopal Day School maintains a website ([www.episcopaldayschool.net](http://www.episcopaldayschool.net)) to inform the public and especially the family and friends of EDS about our school and its activities. Pictures of the school's regular classes and special activities help make the website more interesting and informative. The school will publish information about students' accomplishments, examples of student work, and photos of students on our website, unless parents have signed a **no publishing form**.

The following guidelines are meant to ensure students' privacy and safety. They apply to the school's website and any other website the school or any representative of the school may use to publish student work, information, or photos.

- Only the first name of any student may be used.
- No personal information such as family name, address, phone number, or e-mail address may be used.
- Only school contact information will be published for school employees.
- No publishing forms will be included in the registration packet.

### **DAMAGE TO PROPERTY**

Parents are financially responsible for any damage or act of vandalism to EDS property that is committed by their child/children.

### **DISMISSAL AND RELEASE POLICY**

- The EDS staff will not release your children to anyone who is not listed as a designated contact on any of our forms. If you or the designated contact is unable to pick up your children, a telephone call or written notification requesting the staff to release your children to a third party is required. If the staff does not know the person you have authorized to pick up your child, then the staff is required to verify the identity of this individual by asking for and making a copy of a valid photo identification for our records.

- All students should be picked up promptly at dismissal times. Children that are not picked up on time will be checked into day care.
- Please notify the school office if there is an emergency or if someone other than the parent or regular carpool is picking up the student.

## **DRESS CODE**

(Revised 06/17)

The Episcopal Day School maintains a code of dress and grooming consistent with its character. The code contributes to a constructive learning environment and helps to build sound personal habits and a positive self-image. Hair must be neat and clean and out of the eyes. Parents are expected to support this policy by ensuring that their children wear only the approved school uniform. Parker School Uniform Company, 614 Ed Carey Dr., Harlingen, is our uniform supplier. Information concerning the approved school uniform and Parker School Uniform Company may be obtained from the school office.

**The dress uniform is a required purchase.** Uniforms are to be clean and neat in appearance and labeled with the student's name at all times. All students must be dressed in regulation uniforms daily except for T-shirt day or as otherwise specified by the Administration. The School Board has the final authority for any changes in the uniforms.

\*See uniform policy attached in back of handbook.

### **Nails**

Nails need to be well groomed. No nail polish in any color or style.

### **Tattoos**

Tattoos are not permitted.

### **Hair**

Hair must be neat and clean and out of the eyes. Hair should not be dyed.

### **P.E. Uniforms**

All children in grades 4 through 6 are expected to wear P.E. uniforms as prescribed by the P.E. instructor and School Board. Information concerning P.E. uniforms is available at the school office. Students should dress-out for P.E. Monday-Thursday to avoid having points deducted from their grade. (On Fridays, students wear "Friday Dress Code")

### **Violations**

Violation of the dress code will result in parent notification by a violation slip or Ren Web email. If the dress code is not adhered to, the child's work habit grade could be lowered affecting their honor roll eligibility and the Administration reserves the right to revoke "Friday dress code" at any time for the student in violation.

\*Concerns on an individual basis will be at the discretion of the Administration.

## **EMERGENCIES**

### **Emergency Closings**

If at any time, due to inclement weather, the Brownsville public schools announce their decision to close their schools, the Episcopal Day School will also close or have delayed start.

### **Emergency Drills**

- The Episcopal Day School has a Severe Weather/Building Level Crisis management plan. The faculty and staff are well versed in the procedures that they must follow if any type of crisis occurs.
- Fire drills are conducted in accordance with state and local regulations. The school conducts fire drills monthly to prepare students to exit rapidly from the building in an orderly manner should such an emergency arise. Emergency evacuation and relocation plans are posted in each room used by the students.
- A severe weather drill and an intruder drill are also conducted annually to prepare students to maintain self-control in case an emergency should arise.

### **Emergency Safety Precautions**

- Students are urged to cross the parking lot with extreme care. Running on the arcade is strictly forbidden.
- The Episcopal Day School is not responsible for students who are on campus after dismissal.
- In accordance with mandated federal guidelines, the Episcopal Day School has been inspected for asbestos. The inspection was executed by Certified Environmental Management of Austin, Texas, utilizing accredited personnel as required. The results of this inspection, which have been incorporated into a Management Plan, are available for public inspection. The plan may be reviewed in the school administrative office. If you require further information concerning our Management Plan, contact Ruben Rodriguez through the school office. Mr. Rodriguez is an AHERA designated person, accredited under TSCA Title II by the Environmental Compliance Group, Inc.
- In accordance with mandated state guidelines, the Episcopal Day School is inspected annually by a local sanitation official and a local fire marshal.
- Measures are taken to keep the facility free of insects and rodents. Pest control is contracted through licensed professionals, but is not administered in the presence of children, faculty or staff. Information about the chemicals used shall be posted in the school office. The building, grounds, and equipment are cleaned, repaired, and maintained to protect the health of the students. A gas-pipe inspection is also conducted and documented on an annual basis.
- Pets on campus should have health permits from a local veterinarian.
- CPR and First Aid training for members of the staff is updated as required.

## **EPISCOPAL DAY SCHOOL WEEK**

Episcopal Day School Week, as set by the National Association of Episcopal Schools, is observed each year in October. The students and teachers make a special effort to prepare for this important time. Parents are welcome to visit the classrooms on Tuesday of that week.

## ENDOWMENT FOUNDATION

The Episcopal Day School Endowment Foundation was created for and is to be operated exclusively for the purpose of endowing the construction, operation, and maintenance of the Day School of the Church of the Advent, Episcopal. It is this Endowment Foundation that secures the future of the School. The Office of Development is committed to developing ongoing sources of income for the School Endowment Fund and for Financial Assistance. A donation to the Endowment provides continuous income to the school while the principal of the gift remains intact. Gifts for financial assistance allow EDS to continue to provide educational opportunities to families that desire an EDS education for their children but might not be able to afford the full tuition payment.

## FIELD TRIPS AND PARENT CHAPERONES

The teachers are in charge of all field trips. They will establish or approve the itineraries and agendas for all trips with approval of the Director. Parents are expected to follow these plans and remain with the group at all times. A minimum of two adults-at least one of the two must be certified in "Safeguarding God's Children"- must be in each vehicle if a child other than the driver's own child is riding in that vehicle. Vehicles should travel with a "buddy" system and cell phone numbers should be exchanged. **(However, cell phones must not be used for personal business during the field trip.)** All drivers should follow the route outlined on the map given to them prior to departure. Each vehicle must have one seat (or booster seat as prescribed by state law) and seatbelt per child. The laws of the Texas Department of Transportation must be adhered to when securing children in vehicles. Field trips are designed for the education and enrichment of the students. Any parent chaperoning is expected to provide leadership and cooperation with the teachers in ensuring a safe and enjoyable time for all students. Parent chaperones must not take younger siblings on the field trip.

All school field trips are considered an extension activity of the school. Therefore, all rules and guidelines that are appropriate for school will also be deemed applicable and appropriate for the field trip. Consequently, the consumption of alcoholic beverages, the use of any tobacco product, and the use of improper and/or profane language are strictly forbidden.

While on the field trip, chaperones **must not** provide students with extra snacks, treats, or souvenirs. The classroom teacher is responsible to ensure **all students receive similar field trip benefits.** Attitude on the field trip is important. The students will pick up on any negative comments and attitudes. Few field trips go exactly as planned. If you have concerns or comments, meet with the teacher(s) after the trip and discuss them. Teachers appreciate and encourage any and all constructive criticism.

## FINANCIAL POLICY

### Day Care Fees

- Day Care fees are billed directly from the school office.
- Day Care payments are due on the 10<sup>th</sup> of every month to the school office. After the 10<sup>th</sup> of the month, a \$15.00 late fee will be assessed.

## **Delinquent Tuition and Fees**

In order to be allowed to register for the new school year, all unpaid tuition, Day Care fees, and other financial obligations of the previous school year as well as the summer months' tuition payments for the new school year must be up-to-date. In addition, families must remain current with the EDS Business Office in order to view or receive report cards.

## **Early Withdrawal**

Tuition refunds for withdrawals occurring at any time before or after the first day of school will be reviewed and acted upon by the Administration on a case-by-case basis. We request at least thirty (30) days notice if a student is to be withdrawn at any time of year.

## **Financial Assistance**

A limited amount of tuition assistance is available for registered students in whose families are experiencing economic difficulties. Normally, requests for such assistance should be made at the time of registration. However, since such circumstances often are unpredictable, families should not hesitate to inform the Administration of their need whenever it may arise during the year. Application for financial assistance does not guarantee that financial aid will be awarded.

## **Financial Assistance Application Procedures**

Indicate your interest in applying for Financial Aid on your child's admission application or notify the Administration of your interest if your need arises sometime during the school year. The Business Manager will explain financial aid application procedures. (If financial assistance is required by the time the first tuition payment is due in June, then the application must be submitted by April 15<sup>th</sup>.) Financial Aid applications are accepted throughout the year. Awards are based on availability of funds.

- Copies of your most recent IRS Federal Form 1040, 1040A or 1040-EZ include any supporting schedules (or your Declaración Anual de Personas Físicas with supporting schedules from Mexico). If an applicant and a co-applicant file separate returns, both tax returns for the same tax year are required.
- Copies of your most recent W-2 Wage and Tax Statements for both you and your spouse.
- Supporting documentation for household Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and TANF.
- Payment of a non-refundable \$20 application fee, due to FACTS.

After the application is reviewed by FACTS Grant & Aid Assessment, it is then reviewed by an EDS committee composed of the Administration and the Rector. Financial Aid is awarded when applicable before June 1<sup>st</sup>. Financial aid, if awarded, is only applied to tuition. Day Care and other school fees are billed apart from any financial aid. **Please understand that tuition, Day Care fees, and other EDS financial responsibilities must stay current in order to retain financial assistance.**

Failure to pay tuition, Day Care fees, and/or any other financial obligations owed to the Day School by the arranged date constitutes grounds for dismissal unless satisfactory arrangements have been made with the Administration and/or the business manager.

## **Late Payments**

It shall be the responsibility of each family to keep our business manager informed of their need to make any changes in the preferred tuition payment plan or adjustments in the amount of tuition expected to be paid. Without such information, the following policy will apply when tuition payments are received late:

- **Payment in Full.** When full payment has not been made by August 15<sup>th</sup>, the family will be contacted within five (5) days by the business manager concerning the missed payment, and alternative tuition payment options will be offered. If funds are not received according to a new agreement, all tuition payments must be made through the FACTS Tuition Management Plan.
- **Monthly Payments.** Families who choose the twelve (12) month payment plan and miss a monthly payment due to insufficient funds will be assessed a \$30.00 missed payment fee by FACTS and may incur a fee from their own financial institution. The missed payment will be reattempted by FACTS within twenty (20) days and may be re-attempted up to three times.

### **Late Registration**

Families registering after June 5<sup>th</sup> may be given the option to catch up with the summer months' payments that were missed upon registration or to split the missed summer payments balance among the rest of the school year's monthly payments.

Tuition for students registering on or after the first day of school shall be prorated over the number of school days they will be in attendance according to a formula established by the EDS School Board.

### **Returned Checks**

There will be a \$35.00 fee on every Day Care, Lunch Packing Parents, school fund-raiser, or any other school-related payment check that is returned due to insufficient funds, account closed, or for any other reason. After two consecutive returned checks, only money orders will be accepted for the remainder of the school year.

### **Tuition**

Tuition, as set by the EDS School Board on an annual basis, is to be paid according to one of the following payment plans. (Each family's preferred manner of payment must be submitted each year at the time of student registration.) Options are as follows:

- **Payment in Full.** Under this plan, the entire amount of tuition is to be paid on or before August 15<sup>th</sup>. This payment may be made directly to the school office in the form of a check or money order.
- **Monthly Payments.** Under this plan, the entire amount of tuition is paid monthly over a twelve (12) month period beginning in June and ending in May of the following year through the FACTS Tuition Management Plan. This plan is an automatic payment plan made through your checking or savings account. Current families choosing this option will be re-enrolled with a \$38 fee applied between February and May. New families choosing this plan will complete a FACTS agreement form to authorize the automatic monthly payments on either the 5<sup>th</sup> or 20<sup>th</sup> of each month. FACTS charges a \$38 non-refundable enrollment fee per family.

For more information on FACTS Tuition Management Company, visit their website at [www.factsmgt.com](http://www.factsmgt.com). It is very important that parents understand the company's withdrawal procedures.

### **Tuition and Day Care Delinquency**

School families failing to pay tuition according to the agreement which they have made with the school, or who have been unwilling to make suitable alternative arrangements with the Administration and/or the business manager will be informed that their children will not be readmitted to school according to the specifications of this policy.

Specifically, families who have missed two (2) monthly payments and have not made suitable arrangements within fourteen (14) calendar days of the second missed payment will be informed that their children will not be readmitted to school or Day Care on any date deemed necessary by the Administration, on a case by case basis.

In addition, all families must be current in their payment of tuition and Day Care fees as follows:

- **If tuition and/or Day Care fees are delinquent as of the first week of August**, students will not be admitted on the first day of school.
- **If tuition and/or Day Care fees are delinquent as of the first week of December**, students will not be readmitted on the first day of class in January.
- **If tuition and/or Day Care fees are delinquent as of the Spring Break holiday**, students will not be readmitted on the first day of class following Spring Break.
- **If tuition and/or Day Care fees are delinquent as of the first week of May**, students will not receive report cards and permanent records will not be released.

## **FUNDRAISING POLICY**

- All fundraising must be consistent with the mission, policies and goals of The Episcopal Day School. The manner in which gifts are solicited must reflect positively on the School.
- The Parent Booster Association may plan one major fundraising campaign during the fall semester and one during the spring semester of each school year. Donor recognition for these fundraising campaigns should not exceed 15%. These events must be approved by the EDS Board of Trustees after consultation with the Directors, the Institutional Advancement and Finance Committees. Ten percent of the proceeds from PBA fundraising projects will be designated for EDS Operating Funds.
- The EDS Board of Trustees will plan the Annual Fund Campaign and may seek the assistance of parent volunteers.



- The Director may approve one campus-wide fundraising project each year to raise money for EDS students to attend Science Fair competitions.
- The Director may approve one campus-wide fundraising project each year to raise money to send 6<sup>th</sup> graders to Camp Eagle.
- A grade level may conduct one fundraising event to fund a special trip or project for that grade level. These fundraisers must be approved by the Director.
- Offering incentives to students in order to encourage participation in fund raising activities is prohibited unless the incentive is offered to all students and is approved by the Director.
- Each grade level may participate in one community outreach project every semester. These outreach projects must be approved by the Director.
- Additional fundraisers may be considered and scheduled with the approval of the Director.

## **FUN AND FELLOWSHIP**

Activities are planned during the year that helps bring families, faculty, and staff together for fellowship. These “gatherings” have proven to be great fun and most entertaining for all involved.

## **GIFTS AND MEMORIALS**

Tuition covers only a small portion of the full cost of operating the school. The Episcopal Day School welcomes any gift in the form of a donation or memorial. Gifts may be designated for a specific use, and must have Administrative approval. If not specified, gifts will be left to the discretion of the Administration and/or the School Board.

## **HOURS OF OPERATION**

Class	School Hours	Doors Open (No Extra Fees)	Morning Supervision	
			Jones Hall (No Extra Fees)	Driveline (No Extra Fees)
2K	8:00 – 11:45	7:45 – 8:00	NA	11:45 -12:00
3K	8:00 – 11:45	7:45 – 8:00	NA	11:45 -12:00
4K	8:00 – 12:00	7:45 – 8:00	NA	12:00 – 12:15
5K	8:00 – 3:25	7:45 – 8:00	NA	3:25 – 3:40
1 <sup>st</sup> – 6 <sup>th</sup>	8:00 – 3:25	7:50 – 8:00	7:30 – 7:50	3:25 – 3:40

### **Extend Day Program Hours**

For information on Extended Day Program hours, please refer to the Extended Day section of this handbook.

## **LIBRARY**

The importance of reading is stressed in all grade levels at the Episcopal Day School. Students are encouraged to use the library often to check out books and reading material. Donations of books or money for the library are gratefully accepted and appreciated. Donations of “used” books will become a part of the library’s collection within the guidelines of the library’s selection policy.

Books from the library are to be properly treated and cared for. Parents will be billed for books that are not returned and for books that have been damaged by negligence. Students in grades one through six will be expected to return their books on time or will be fined 10¢ for each day the book is late (excluding holidays or weekends). If a book is misplaced or lost, the day-to-day fines will continue to accumulate until the book is returned or paid for. Books that are found during the school year may be returned to the library for a refund less any fines for damages. A student's report card may be held at the end of the six weeks until any outstanding charges are cleared by the librarian.

Parents/grandparents, etc., may participate in the Birthday Book Club. They are invited to have their child's birthday recognized by giving a book to the school library. Once a donation has been received, the librarian will purchase a book and insert a plate bearing the child's name as honoree.

The honoree will then be given the opportunity to check it out first. This project promotes the value of reading and gives students a sense of pride in contributing to the library's growth.

## **LIMOUSINES**

**DO NOT ARRANGE FOR A LIMOUSINE TO PICK UP CHILDREN ON THE SCHOOL GROUNDS.**

## **LOST AND FOUND**

**Required: All articles of clothing including belts and ties must have students name**

Many articles of clothing, jewelry, supplies, etc. are lost each year. Clothes and other items are placed in Lost and Found boxes. Please check at office for locations of boxes. Parents and students should check the Lost and Found for any missing items. Items not claimed after a period of time will be donated to a needy cause. Students are not allowed to bring unnecessary items and valuables to school.

## **MEDICAL GUIDELINES**

## **Administration of Medication**

The staff will only administer medication (including Tylenol) after parents have signed a waiver and according to the Texas Department of Protective and Regulatory Services standards and guidelines. Any medications brought by parents for their child/children must:

- Must be kept in the office
- be in the original container;
- be labeled with the child's name;
- be labeled with the date (if prescription medicine);
- include directions to administer the medication; and
- if prescribed, include the name of the physician prescribing the medication.
- be disposed of or returned to the parent when the child withdraws from the facility or when the medication is out of date.
- be refrigerated, if refrigeration is required, and kept separate from food;
- not be administered after its expiration date.

The staff must keep a record of the following and keep it for at least three months:

- the name of the child to whom the medicine was given;
- name of the medication;
- date, time, and amount of medication given; and
- name (not initials) of staff administering the medication.

## **Communicable Diseases**

An ill child should not attend school if one or more of the following exists:

- The illness prevents the child from participating comfortably in school activities.
- The illness results in a greater need for care than the staff can provide without compromising the health, safety, and supervision of the other children.
- The child has any of the following:
  - oral temperature of 100.4 degrees or greater; armpit temperature of 99.4 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 school's activities.
  - symptoms and signs of possible severe illness (such as lethargy, uncontrolled breathing, uncontrolled diarrhea, vomiting, etc.- two 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 school's activities.
  - a diagnosis of a communicable disease, until a medical evaluation determines that the child's illness is no longer communicable and the child is able to participate in the facility's activities.

## **Immunizations**

Every student is required to have his/her medical records on file and up-to-date by the beginning of each school year. Students whose records are missing or incomplete will not be allowed to continue attending classes until the requirement is met. Parents will be notified by when immunizations are due.

## **Vision, Hearing, and Scoliosis Screenings**

Vision and hearing screenings are administered to students in required grades and to any other first time entrant. Scoliosis screenings are also offered to students in required grades. These screenings are conducted once a year.

## Allergies

A record of children with allergies shall be kept in the office and in each classroom where the child with the allergy is present. Directions for care of the allergy shall be provided to the school and will in turn be provided to each teacher (i.e. the use of epi pens, etc.)

## **PARENTAL RESPONSIBILITIES**

It is imperative that parents realize their active participation is necessary for the successful operation of the school. Parents are reminded of the following responsibilities:

- Proper uniforms and appearance of their children.
- Notifying the school of any health changes, guardian change, telephone/address/e-mail changes, or any family situation that might affect the child's academic progress or behavior at school.
- Ensuring children arrive promptly and are picked up on time.
- All RenWeb and tuition payments should be made in the office.
- Provide the office with documentation of diagnosed learning problems and needed modifications.
- Helping the classroom teacher by signing up for snacks, taking on the position of "Room Parent", and/or providing transportation for field trips.

## **PARENTS: WAYS TO BE SUPERB**

1. Give your children proper affection. Put your arms around your children and tell them often that you love them.
2. Spend time with your children. Far more than material THINGS, your children need your undivided attention. Try turning off your TV set a few hours in the evening. Listen to your children.
3. Discipline your children and train them to be accountable for their actions. Teach them the grace of apologizing and seeking forgiveness if they harm or offend another individual. If you promise you will discipline your children for infringement of a family rule, keep your promise. Consistency and integrity begin at home.
4. Keep promises you make to your children. If you promise a day with your family, keep it.
5. Do not criticize the teacher at mealtime (or any other time). The attitudes that you reflect towards the school staff will be mirrored in your children's attitudes.
6. Don't "make fun" of your children. Intimidation, sarcasm, or embarrassment of any kind can have a devastating effect on a child's emotional well-being.
7. Train your children to be courteous and friendly, but to be very selective when it comes to making close personal friends. Parents are responsible for the total environment of their children.
8. Train your children to be accountable for their words. Children can be extremely cruel to each other by their words. Teach your children the age-old adage: "If you can't say anything nice then don't say anything at all."

9. Show an interest in what your children are learning at school. Discuss with your children the subject material they are studying in the classroom. Most of what your children learn in school is interesting!
10. Encourage your child to develop a growth mindset through dedication and hard work. A love of learning and resiliency is essential for great accomplishment.

## **PARENT / TEACHER CONFERENCES**

**There are two types of parent-teacher conferences: scheduled and special. There are two regularly scheduled conferences each year to discuss student progress (one in the fall and one in the spring). Both parents and teachers alike are responsible for contacting each other to schedule special conferences as needed. Parents are encouraged to communicate frequently with teachers by SCHEDULING special conferences but may not “drop in” before or after school, during a teacher’s lunch period, or during class time.**

## **PARENTAL ACCESS POLICY**

It is the ultimate goal of the Episcopal Day School to provide a healthy and safe atmosphere for our students and teachers in order to facilitate learning. It is also realistic to expect that there will be occasions when there will be disagreements and disputes among students’ guardians and/or parents regarding visitation.

As the Episcopal Day School is not a law enforcement agency or in the business of interpreting legal documents, certain items must be on file with the office of the Episcopal Day School if any person who is a parent or has custody of any student is to be restricted access to that student. Those documents are:

- A certified copy of any court order or decree setting out any restrictions.
- Specific directions from the parent/custodian seeking the restrictions as to what restrictions are desired.
- Telephone numbers where the parent/custodian can be reached in the event of a dispute.
- Telephone numbers where the attorney representing the parent/custodian can be reached in the event of a dispute.

It is not within the ability of the Episcopal Day School to mediate or prevent disputes between parents/guardians. The Episcopal Day School will attempt to make every reasonable effort to prevent attempts to violate custody/visitation orders, but it must be understood that the safety and well-being of all students, staff, and the administration of the Episcopal Day School is of paramount importance.

## **PARKING LOT ETIQUETTE**

The safety of our students is our top priority. In addition, children learn courtesy by watching it modeled by the adults in their life. The following rules have been designed with this in mind:

- Drive with extreme CAUTION on or near the school campus. Drive slowly.
- Do not drop-off your children across the street from the school and allow them to cross Coria Street without adult supervision.
- During arrival/dismissal times – There is absolutely NO PARKING in the drive line.
- Do not park on the sidewalk on Coria Street.
- Do not stop traffic by dropping off your children along the Coria Street curb.
- Do not drop off children on Coria Street in front of the Faculty Parking lot near the Elementary Building.
- Do not cut in line. Stay in the “driveline” along the curb and wait your turn to let your child out.
- If you want to exit your vehicle to assist your children in disembarking, then you must park in one of the parking places. Do not exit your vehicle while you are parked along the curb.
- Do not park in a parking space reserved for Faculty or any parking space with a reserved sign.
- Between 7:45–8:00 and 3:00–3:40 please turn right onto Coria Street when exiting the parking lot. Otherwise, you will delay the movement of traffic.
- Do not enter the main parking lot by trying to drive through the exit.
- Pull as far forward as you can in the main parking lot before allowing children to exit your vehicles.
- Do not use the faculty parking lot located in front of the elementary building at any time during the day. This is for teacher parking only.

If any adult chooses not to follow these rules designed for the safety of the children, he/she may not be allowed to drive on school property.

## **PARTIES AND CELEBRATIONS**

Two parties are held each year, generally at Christmas and on Valentine's Day. Any additional party or celebration must first be approved by the classroom teacher and the Administrator before planning is begun. Parents may be asked to help with refreshments for these parties.

**Bouquets of flowers, balloons, stuffed animals, etc. will not be delivered to students in the classroom. Such items will be held in the office until the school day has officially ended.**

### **Birthday Parties:**

- **Invitations to birthday parties may not be passed out at school unless every child in the class is invited.**
- **Invitations must be given to teachers to distribute. Parents should never open students' backpacks to distribute invitations.**
- **AT NO TIME ARE BIRTHDAY CELEBRATIONS WHICH INCLUDE THE EXCHANGING OF GIFTS OR THE USE OF PINATAS ALLOWED.**
- Parents can bring treats for the entire class on a child's birthday. These treats will be served at lunch or at the end of the school day.

## **PHYSICAL EDUCATION**

The physical education program of the Episcopal Day School teaches basic physical fitness skills; it is not a competitive program. Students are encouraged to participate in sports. The program encourages the child to develop a Christian, sportsmanlike attitude, both as a participant and as a spectator. P.E. uniforms are required for students in grades four through six. Children are expected to participate each day unless parents send a note requesting the child be excused because of illness. A doctor's note is required for a long-term absence from P.E. No privately owned sports equipment is allowed on campus.

## **PROMOTION OR RETENTION**

A student is promoted if, considering his/her abilities, he/she has satisfactorily completed the requirements for the current grade. If the student has not satisfactorily completed the requirements for the current grade, he/she will be retained.

A student recommended for retention must provide documentation of summer tutorials along with the contact information for the EDS office in order to be considered for promotion.

## **PROTOCOL FOR PARENTAL CONCERNS**

- Give the staff the benefit of the doubt. Realize that the child's reporting may be emotionally biased and may reflect only one side of the story.
- Realize that we have reasons for all rules and that we endeavor to enforce them as consistently and fairly as possible. Please do not criticize the school in front of your child, as this will reduce his/her respect for authority in general, resulting in less willingness to cooperate.
- Parent concerns will be heard. Parents are urged to discuss problems first with the child's teacher. If satisfactory results are not obtained, parents should proceed to the Administration. [The Rector cannot solve school problems.] It is important to follow this procedure to eliminate unnecessary problems.

**Problems pertaining to the overall operation of the school should be addressed to the Administration**

## **RELEASE OF RECORDS**

Copies of Permanent Records and Health Records will be released to a receiving school when that school applies directly by mail to the Episcopal Day School. Records will be released only when any outstanding debt owed to the Day School by the parent is liquidated. Such debt includes outstanding tuition, school fees and Day Care fees as well as unreturned school property.

## **RELIGIOUS INSTRUCTION**

The Episcopal Day School is a Christian church school and religion is an integral part of its life. Each school day begins with a Chapel service in accordance with the Book of Common Prayer of the Episcopal Church. Instruction is based on the messages in the Holy Bible. Parents are responsible for

the religious journey of their own children, so the goal of the daily Chapel services is to learn respect for each other regardless of individual differences. Consequently, children are expected to behave in a reverent manner. Attendance and participation at daily Chapel service is required of all students and faculty without exception. Parents, relatives, and friends are invited to worship at any of the services. Any questions about religion, the Episcopal Church, and other related matters that directly impact the School need to be directed to the Rector at the Church of the Advent, Episcopal located at 104 W. Elizabeth Street.

## **SCOUTS**

Scouting is not a school-sponsored activity. Parents are responsible for Scout meetings which are usually held after school. Only the meeting place is provided by the school. Permission and arrangements must be made in advance with the Administration. The meeting room must be left neat and clean.

## **SELLING OR DISTRIBUTING ITEMS ON CAMPUS**

Selling items to classmates is forbidden except at the discretion of the Administration. Any material intended for distribution to the students must be approved by the Administration.

## **SNACK AND LUNCH PROGRAM**

- Students in 2K will bring their own snacks from home. Parents are most aware of what their children at this age should and should not eat.
- Students in 3K, 4K, and 5K classes will be given a **HEALTHY** snack at midmorning. Traditionally, parents have provided the snacks after making the necessary arrangements with the teacher. Parents who provide snacks for the class are asked to select healthy snacks.
- Snacks should be age-appropriate for small children. Cut items such as grapes in half, and cut hot dogs into bite-size pieces to prevent choking.
- **The only occasion that sweets are allowed is on birthdays, after making arrangements with the student's teacher.**
- Students in grades 5K through 6th and 2K through 4K students who stay for afternoon Day Care may either order a hot lunch in advance for Mondays through Thursdays or bring their lunches from home.
- **IF A LUNCH IS FORGOTTEN, PARENTS ARE TO DELIVER THE LUNCH TO THE SCHOOL OFFICE, NOT TO THE STUDENT'S CLASSROOM.**
- **BRINGING YOUR CHILD A SPECIAL, PURCHASED, TAKE-OUT LUNCH IS DISCOURAGED.**
- **Lunch boxes should be labeled.**
- Once a week, usually on Fridays, a special hot lunch can be purchased through the Lunch Packing Parents program. This program is operated strictly by dedicated parent volunteers. Information on this program is available at the school office.



## **SPECIAL PROGRAMS**

The students participate in special programs at school throughout the year (i.e., Christmas, Charro Days, Easter). The students are expected to be present for these programs -- they are part of their grade. As these programs are often scheduled right before a holiday, please don't take your child out of school early. Programs make memories!

## **STUDENT CODE OF CONDUCT**

A well-disciplined classroom is vital to teaching effectively and to learning efficiently. The Episcopal Day School tries to operate with a minimum number of rules and regulations. Rules are necessary to help students develop an inner discipline, which will allow them to achieve academically, to develop a concern for the welfare of themselves, their peers, and other people, and to develop a respect for property. Students are also expected to help maintain an attractive, clean campus by walking on the sidewalks, throwing trash away properly, recycling, and using and caring for all school property carefully.

The following offenses are considered absolutely unacceptable and warrant disciplinary action:

- lack of respect for school personnel and classmates
- destroying school property
- failure to obey
- bullying (see policy at back of handbook)
- biting (see policy at back of handbook)
- fighting
- verbal abuse, obscene language, and/or gestures
- dishonesty
- vandalism
- leaving school grounds without permission during the school day
- continued inability to conform to standards of acceptable behavior in all school activities.

The Episcopal Day School uses the Love and Logic method of discipline. This method is based on 9 low stress strategies that enable educators to be more successful. The program is designed in such a way as to be adaptable to different teaching styles and to the uniqueness of the individual students. The goal is to turn some of the "power" over to students making them responsible for their choices and decisions. In this program there are 2 simple rules: "Don't be a problem for others!" and "If you cause a problem, I will ask you to solve it."

All students are expected to be well behaved not only in the classroom but also in Chapel, on the playground for recess, P.E., and at lunchtime, on field trips, and in all other school activities. Clearly, a major influence on a child's behavior comes from home. It is important that all parents support the discipline system. Failure to do so undermines the authority of the school and may result in the decision to sever the contractual tie between the parents and the school. It is imperative that we set a good example for our children by our behavior. Please keep this in mind particularly when dealing

with each other, volunteering, and as a spectator at school-sponsored athletic activities. Bear in mind that children do not always listen to everything we have to say, but watch everything we do.

## **STUDENT RECORDS**

- A cumulative school record, called a Permanent Record Card, is kept in the office for every student. This school record contains admission information, academic and testing records, and health records. Records are confidential and access is limited to school personnel.
- Class lists containing students' and parents' names, addresses, telephone numbers and parents' work numbers may be made available to the parents. Please notify the office in writing if you do not want such information released.
- Parents are responsible for notifying the office of any changes to be made on the student's records, including keeping the immunization record up-to-date.

## **SUPPLY LISTS**

Supply lists for grades 2K through 6<sup>th</sup> are available by August 1<sup>st</sup> in the school office. Supplies are expected to be ready for use by the first day of school. All supplies must be labeled with the student's name. Parents are responsible for periodically ensuring that their children have the supplies needed every 6 weeks and prior to the second semester.

## **TELEPHONE CALLS AND MESSAGES**

The telephones are for school business only. Students are not permitted to use the telephones except at the discretion of the teacher, secretary, Administration. Emergency messages will be given to students via the school office. Parents must give instructions to children before coming to school to eliminate unnecessary phone calls. **When a student forgets books, assignments, etc., parents are asked not to bring them to school.** Students are expected to accept responsibility for their own actions.

## **TEXTBOOKS AND SCHOOL SUPPLIES**

The Episcopal Day School issues textbooks and workbooks to students, as well as basic school supplies, but they remain the property of the school. The student is to keep the books well maintained at all times. Students may not write in books or abuse them in any way. Parents will be charged the current replacement price for lost or defaced books. Each student is to have all the necessary classroom tools for school every day.

## **VISITORS AND VISITATION**

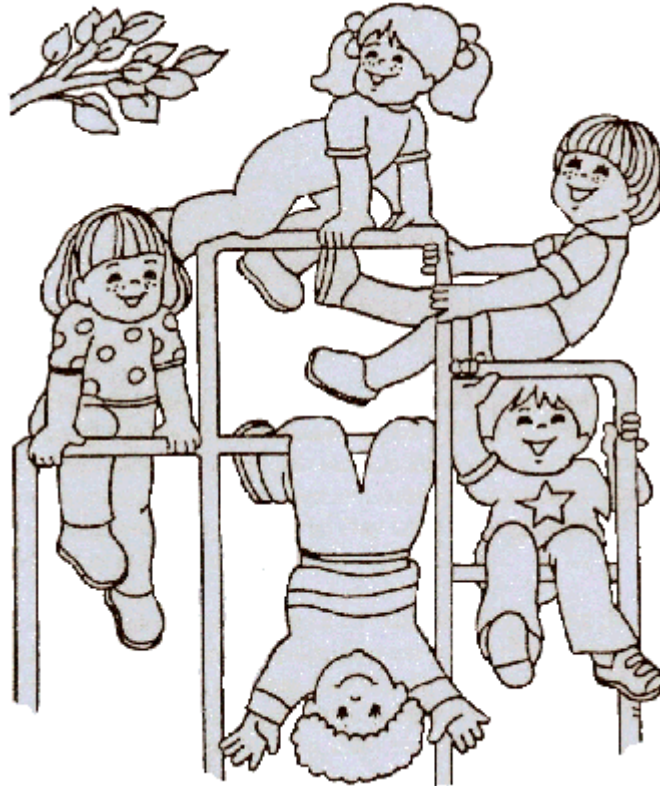
- For the safety of our students and staff, **visitors must make an appointment** through the school office and **check in at the office** when they come for a visit at any time.
- Visitors are always invited to Chapel.
- Parents and grandparents are welcome to have lunch periodically with their child/children.
- The 6<sup>th</sup> grade students participate in a special church service at the Church of the Advent on the Sunday beginning Episcopal Day School Week. Visitors are always welcome at the Church.
- Each year there is a day set aside for grandparents to visit, meet the Rector and Director, tour classes, attend Chapel, and celebrate with their grandchildren the joys of being at the Episcopal Day School.
- Parents may not interrupt classroom instruction. If the parent needs to see their child, their child will be brought to the office.

## **WITHDRAWAL OF STUDENTS**

At least thirty (30) days advance notice is requested if a student will be withdrawn. If a student must withdraw from school, the parents must come to the office to request the withdrawal papers. All financial responsibilities must be met before the student is officially withdrawn. The school reserves the right to insist upon the immediate withdrawal of any student whose presence in the school is considered detrimental either to the other students or to the school's best interest, whose accounts receivable are in arrears according to EDS policy, or whose required records are not up-to-date. Tuition refund for withdrawals during the school year will be reviewed and acted upon by the School Board.

## **Extended Day Program**

The Episcopal Day School  
 34 North Coria  
 Brownsville, Texas 78520-8310  
 956-542-5231



## A Program of Caring For Children

Dear Parents,

We consider our Extended Day Program to be a very important service offered to the parents and students of the Episcopal Day School, and consequently we take our **Mission** very seriously. **[Mission Statement: to provide early morning and after school Day Care for the students of the Episcopal Day School in a secure, nurturing, interactive environment where emphasis is placed on instilling in each child a love of learning and a respect for himself/herself and others.]**

Our philosophy parallels the purpose and philosophy of the School. The Extended Day staff recognizes our role in reinforcing the values by which we hope our students will live: respect for

others regardless of their differences, responsibility, honesty, integrity, and compassion. We do this by providing a safe and nurturing environment, through Christian guidance, and through modeling positive acceptance and interaction with peers and adults. We furnish the students with the opportunity to develop these values through a myriad of activities including collaborative play, individual exploration of learning materials, creative art projects, story time, etc.

Our Extended Day Program has been licensed by the Texas Department of Human Services since 1987. We are regulated by the Texas Department of Family and Protective Services and are required to meet all state standards and guidelines for day care centers. We are monitored by state officials, who visit our school to check records, child/staff ratios, space requirements, etc. A copy of the *Day Care Center Minimum Standards and Guidelines* and a copy of the most recent Licensing Inspection Report are available in my office for your perusal. You can also contact the TDFPS at any time by calling 956-316-8275 or 956-547-7226, or by visiting their website.

All Extended Day personnel are required to meet state mandated requirements. A part of these requirements includes attending 15 + hours of seminars a year. [This does not include the First Aid and Adult and Child CPR training that they must attend annually.] Techniques and strategies learned at these seminars provide the staff with opportunities to periodically adjust the Extended Care Program and to expand or alter their roles, all of which enhances our effectiveness with the students. This includes daily lesson plans prepared in advance.

The Extended Care Staff and the Administration make all decisions concerning the program under the following conditions: they are made collaboratively, they are in the best interest of the students, and they are based on research and/or good practice. Our beliefs, assumptions, and decisions are in constant review and discussion. We meet frequently to review concerns, strategies, progress, etc. We also deliberate on how to maintain and improve our existing physical facilities and Day Care resources in order to assure that our students are in a safe and secure environment.

This informational handbook has been prepared to give you some insight into who we are and what we do and to hopefully allay any concerns that you might have. We look forward to working with you to provide understanding and loving care for each individual child enrolled in our Extended Care Program. Remember that our door is always open for parents to visit Day Care and participate in our activities. Do not hesitate to contact me if you have any questions or concerns about our policies or procedures.

## Extended Day Program

### **ENROLLMENT REQUIREMENTS**

#### **ELIGIBILITY**

- To be eligible for the EDS Day Care Program, a child must first be enrolled as a student at the Episcopal Day School.
- Both parents and children must agree to abide by the guidelines and policies of the Program.

#### **ENROLLMENT REQUIREMENTS**

- The “EDS Enrollment Form” must be completed and turned in along with the “Application of Admission” to comply with the Texas Department of Family and Protective Services.
- Please read the EDS Day Care Program Handbook located within the EDS Parent/Student Handbook.

#### **DAY CARE SCHEDULE**

- Morning Day Care begins at 7:00 a.m. daily and ends at 7:50 a.m.

- After School Day Care for (5K-6<sup>th</sup> grade) begins at 3:25 and ends at 5:30 p.m. daily.

**\*The Extended Day Preschool Program offers lunch, nap, snack, continued lessons and activities.**

- 2K Day Care begins at 11:45- 5:30
- 3K Day Care begins at 11:45-5:30
- 4K Day Care begins at 12:00-5:30
- Day Care will be closed for the same holidays observed by the school.

## **FINANCIAL POLICY FOR DAYCARE**

### **Monthly User Fee**

- **A \$5.00 (Five Dollar) User Fee per Month per Child** will be charged in addition to the hourly Day Care Fees for services rendered.

### **DAY CARE RATES**

Morning Day Care	7:00 a.m. - 7:50 pm	\$2.00 the hour
After School Day Care	3:25 p.m. – 5:30 p.m.	\$2.25 the hour

2K-4K Extended Day Care	11:45 a.m. -5:30 or 12:00-5:30	\$2.25 the hour
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\*Automated Clock-In Station via the school Ren Web System.

Students are clocked in and clocked out of Day Care at either of the 3 day care clock-in stations – two are in the Kinder Building, and the other is in Jones Hall. This system facilitates our billing and allows families to keep track of the total number of hours their children are attending Day Care.

\* Daily Sign-out

An authorized adult must always sign the child(ren) out of Day Care daily.

\*Grace Period:

- Once a child is clocked into Day Care, a 5-minute grace period is allowed before charges are incurred.
- Day Care ends at 5:30 pm each day. After a 5-minute grace period, a **\$1.50 per minute late pick-up charge will be assessed.**

\*Holidays and No-School Days:

- Day Care will be closed for the same holidays observed by the school and will also be closed for any other days decided upon by the School Administration.
- Day Care will be provided during Fall and Spring Parent-Teacher Conference Days.

\* Payments:

- All Day Care charges will be due by the 10<sup>th</sup> of every month.
- Payments received after the 10<sup>th</sup> will be assessed an additional fee of **\$15.00.**

## **PERTINENT INFORMATION**

### **Change of Clothes**

Please provide your child's Day Care staff with a change of clothing. Accidents do happen on a regular basis, and the staff wants to be ready. The clothing must be marked with your child's name and placed in a plastic bag for easy storage.

## **Lunch and Snacks**

2K, 3K, 4K, and 5K students, who stay for Day Care after dismissal of their classes, must bring a lunch or order a hot lunch. Lunch usually begins after dismissal, and parents and grandparents are always welcome to join their kindergartner for lunch. Suggestions that will help make lunchtime run smoothly are:

- Be sure your child's lunch box is clearly marked with his/her name.
- Please send everything your child needs at lunchtime including spoons and forks for special food items, napkins or a paper towel, etc.
- Prepare food so that it is ready to eat (i.e., if your child eats his fruit peeled and cut up, please send it that way).
- The Day Care staff will be happy to heat any hot dogs, soups, leftovers, etc. in the classroom microwave.
- Please spend some time teaching your child to open and close his/her thermos bottle, as well as the lunch box.

An afternoon snack will be provided by the Day Care Program for all students in Day Care. If your child has any food allergies, please inform the Day Care Director, and fill in the designated section on the Day Care Enrollment Information Form.

Weekly menus are posted near the time card machines in the Kindergarten building and in Jones Hall.

The Day Care staff has undergone food-handler training through the Brownsville Department of Public Health. This training is updated on a yearly basis, and our food-handler licenses are posted in both the kindergarten kitchen and the kitchen area in Jones Hall.

## **Naps**

All children attending Kindergarten Day Care will be required to lie down for 1 hour per day. This rest time is basically from 1:00 pm to 2:00 pm. If your child wishes to use a special pillow or blanket, please make sure they are properly marked with his/her name, pick them up at the end of the week to be laundered, and return them the following Monday. We ask that you not send stuffed animals or other items for your child's nap time - this can create a slight disruption in our routine.

## **DISCIPLINE AND GUIDANCE POLICY**

Positive discipline and guidance in our Day Care Program is designed to promote self-discipline and acceptable behavior. Our system is based on mutual respect where each child is viewed as a person, as a valuable source, with worthwhile ideas and skills.

We notice and praise what the children are doing right. This builds up their self-esteem and self-respect as well as creating a relationship that brings out the best in both the children and the Day Care staff. It also allows the staff to be what we are meant to be, the bearers of

success messages for the children in our influence and care. For more information on our Discipline Policy, refer to Student Behavior.

## **MEDICAL GUIDELINES**

The Day Care Staff follows the same Medical Guidelines referenced in this handbook.

### **Procedures for Handling Medical Emergencies**

If a child becomes ill while in our care the Day Care staff will:

- Contact the parent to pick up the child
- Care for the child apart from other children
- Give appropriate attention and supervision until the parent picks up the child
- Give extra attention to sanitary measures in case of vomiting and diarrhea

In case a critical illness or injury requires immediate attention of a physician the Day Care staff will:

- Contact the parent and the physician identified on the child's record
- Give the child first-aid treatment or CPR if needed
- Contact emergency medical services

## **INSPECTIONS, FIRE SAFETY, AND EMERGENCY PRECAUTIONS**

- The Episcopal Day School is inspected annually by the Brownsville Department of Public Health, the Brownsville Fire Marshall's Office, Texas Gas Service to check the gas lines, a fire extinguisher company to check our fire extinguishers, and is under contract with a local pest control company.
- Fire drills are conducted on a monthly basis, and fire alarms and fire extinguishers are both checked monthly by the Day Care Director.
- The school has a Severe Weather and Building Level Crisis plan which was put into effect during the 1999-2000 school year, and severe weather drills are conducted twice yearly.

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### **DONATION**

Date: \_\_\_\_\_

Enclosed is \$ \_\_\_\_\_

This donation is a gift from:

Name: \_\_\_\_\_

*In Memory of:*

Name: \_\_\_\_\_

Please send acknowledgement card to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_



**Episcopal Day School**

**Individual Health Care Plan**

\_\_\_\_\_ **Student Name/photo**

Name: \_\_\_\_\_ D.O.B. \_\_\_\_/\_\_\_\_/\_\_\_\_ Grade/ Teacher

Medical Condition/ Allergy: \_\_\_\_\_  
\_\_\_\_\_

Weight: \_\_\_\_\_ lbs.                      Asthma: \_\_\_No \_\_\_Yes (higher risk for a severe reaction)

Medication: \_\_\_\_\_

Dosage and Frequency: \_\_\_\_\_

**Life-threatening Allergies**

List Specific Life-threatening Allergens & Mode of Exposure: \_\_\_\_\_

\_\_\_\_\_

Emergency Action Plan: Epi-pen \_\_\_yes \_\_\_no                      Location \_\_\_\_\_

**Monitoring:**

Signs and Symptoms of Concern & Expected Response of School Team: \_\_\_\_\_

\_\_\_\_\_

Severe Symptoms, which require Emergent Response: \_\_\_\_\_

\_\_\_\_\_

**Emergency Contacts – in addition to 911:**

Parents / Guardians (Name & Number):

Mother \_\_\_\_\_ cell # \_\_\_\_\_ wk # \_\_\_\_\_

Father \_\_\_\_\_ cell # \_\_\_\_\_ wk # \_\_\_\_\_

Guardian \_\_\_\_\_ cell # \_\_\_\_\_ wk # \_\_\_\_\_

Family Doctor \_\_\_\_\_ phone # \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Episcopal Day School**

**Life Threatening Food Allergies and Chronic Medical Conditions Policy**

The Episcopal Day School is committed to providing a safe and nurturing environment for students. The Board recognizes students with life threatening allergies and chronic medical conditions will attend our school. This policy is to provide a management plan that shall strike a balance between the health, education, social and safety needs of the individual student with life threatening food allergies or chronic medical conditions and the education, health and safety needs of all students.

An Individualized Health Care Plan shall be developed and implemented for each student that is identified with life threatening food allergies or chronic medical condition. This shall be done prior to entry into school or immediately thereafter. The Episcopal Day School reserves the right to recommend an alternative education setting for conditions requiring resources beyond the scope of our school.

## **Procedure for Implementation:**

Health information will be collected and reviewed upon admission to the Episcopal Day School and annually thereafter.

The administrative staff will be responsible for notifying classroom teachers and teachers' aides of any student with a life-threatening allergy or chronic medical condition.

In the case of a life-threatening allergy, a notice will be provided to parents of students in the classroom.

### **Individualized health care plan**

- a. Must contain the following
  - I. Must be submitted in writing
  - II. Student's personal identification information, may include picture of student
  - III. Individualized health care plan must be filled out completely within one week of admittance.
  - IV. Plan must be developed and written in terms for use by non-licensed personnel
    1. Plan must be able to be implemented by non-licensed personnel.

### **Medication:**

Medication should be managed to allow for quick access when needed and to protect the safety of students and the medications.

1. The administration, office personnel, teachers and staff all of which are non-medical licensed employees are authorized and have been made aware of the individual health care plan and trained to administer the plan.
2. Medication will be stored in a safe, appropriate and secure accessible location
3. For life-threatening allergies, parents will be requested to provide an epinephrine auto-injector for use during the school-day.
4. Parents must monitor medications for expiration dates and verify they are current.
5. Parents will refill/restock prescriptions after medications are administered or expired.
6. The office staff will document in student's file any medication that is administered and notify a parent when medication is administered to student.

### **School Environment:**

Episcopal Day School staff will instruct and implement appropriate hand washing procedures with soap and water (use of hand sanitizers is not effective in removing the residue of known allergens).

- a. Train classroom teachers and other staff in allergy awareness, basic prevention, basic food handling, cleaning procedures.
- b. The staff will disinfect classroom surfaces as needed.
- c. Families will be informed that there is a student with known allergies to certain foods in their child's classroom.

### **Communication & Confidentiality:**

Episcopal Day School recognizes and respects the privacy of every student and will use discretion in communications regarding a student's life-threatening allergies or chronic medical condition.

### **Emergency Response:**

Episcopal Day School recognizes that life threatening food allergies and chronic medical conditions have the potential for emergencies.

1. A written individual health care plan is required for all students.
2. These plans must contain emergency procedures written for not-licensed personnel
3. All students who receive Epinephrine at school must be immediately transported to a hospital or released to a parent or guardian.

The roles and responsibilities of personnel responding to a student experiencing an emergency.

1. Personnel will remain with the student and assess the emergency.
2. Activate and emergency response team (teacher, teacher's aide, administrative staff).
3. Contact EMS.
4. Contact Parent.
5. Meet EMS at school entrance and direct EMS to site (student).
6. Accompany student to hospital.
7. Manage crowd control and attend to student's classmates as needed.
8. Document incident in student's file and maintain information as required by law.
9. Review record of event to provide feedback to staff and identify any potential areas for improvement

**Monitoring & Evaluation to be conducted by School Nurse:**

1. Policies and Procedures will be reviewed by a designated healthcare provider. Any recommended changes, will be given to Head of School for consideration of Administration and School Board.
2. A health care provider will collect and review students' health information annually.
3. All appropriate personnel will have received training in CPR and 1<sup>st</sup> aid as per our accreditation requirements.

**Awareness & Education:**

Professional development and training will be performed annually for designated individual personnel as needed to care for students with individual health care plans.

1. Policies and Procedures will be reviewed annually



# EPISCOPAL DAY SCHOOL

## UNIFORM POLICY GIRLS



### PLAID JUMPER - CULOTTES

2K - 5K  
Plaid Jumper  
Princess Style



### BLOUSE

2K - 6th Grade Girls  
White with peter pan collar  
short or long sleeve



1st - 3rd Grade  
Plaid Jumper  
Drop waist



4th - 6th Grade  
Plaid Culottes - Girl skirt  
with double kick pleat

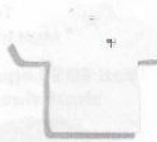


NO NAVY SKIRT / SKORTS

### POLO SHIRT

2K - 6th Grade Girls

White or Red short sleeve  
with EDS Logo



White or Red long sleeve  
with EDS Logo

### TIE

2K - 6th Grade Girls



### SLACKS or SHORTS

2K - 6th Grade Girls  
Navy Blue



NO RUNNING SHORTS

### SOCKS

2K - 6th Grade Girls  
White or Navy



### P.E. UNIFORM GIRLS 4th - 6th GRADE

T-shirts and Shorts

\* Must be purchased at EDS Office \*

Red EDS Logo Shirt  
short sleeve



Red EDS Logo Shirt  
long sleeve



Navy Blue EDS Logo or  
BANSA Basketball knee  
length shorts



### SHOES

2K - 6th Grade Girls: Mostly solid color closed toed shoes or tennis shoes that are safe to play in. NO Shoes that are loosely tied, multi-colored, neon, have lights, sparkles, sandals, clogs, boots are not allowed.



50° F COLD WEATHER

LEGGINGS OR TIGHTS Navy or white (cold weather days)

SWEATERS White, Red or Navy Blue (no design or logos) with or without shield

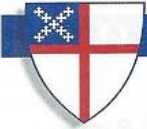
2K - 6th Grade Girls

SWEATSHIRT AND SWEATPANT Red or Navy Blue (EDS Logo or Plain) in cold weather 50° or below

**FRIDAY DRESS** EDS Sponsored Activity T-shirts, BANSA t-shirts, Chess t-shirts, Scouts t-shirts, EDS red or blue t-shirts (no other design). All t-shirts must be clean without additional writing or paint.

**CODE** Blue jeans, capri pants or knee-length blue jean shorts and blue jean skirts allowed.

**NO** DESIGNS, FRAYED CUFFS, PANTS WITH HOLES, PATCHES, BAGGY JEANS OR JEAN SHORTS WITH ELONGATED POCKETS.



# EPISCOPAL DAY SCHOOL

## UNIFORM POLICY 2K - 6th GRADE BOYS



### PANTS

Navv Blue



### SHORTS

Navy Blue

**NO** RUNNING SHORTS



### BELTS

Black, Dark Brown  
or Dark Blue



### SOCKS

White or Navy Blue  
(above the ankle)



### POLO SHIRT

White or Red short sleeve  
with EDS Logo



White or Red long sleeve  
with EDS Logo



### P.E. UNIFORM BOYS 4th-6th GRADE

T-shirts and Shorts

\* Must be purchased at EDS Office \*

Red EDS Logo Shirt  
short sleeve



Red EDS Logo Shirt  
long sleeve



Navy Blue EDS Logo or BANSAs Basketball  
knee length shorts



### SHOES

2K - 6th Grade Girls: Mostly solid color closed toed shoes or tennis shoes that are safe to play in. **NO** Shoes that are loosely tied, multi-colored, neon, have lights, sparkles, sandals, clogs, boots are not allowed.



50° F **COLD WEATHER**

**SWEATERS** White, Red or Navy Blue (no design or logos) with or without shield

**SWEATSHIRT AND SWEATPANT** Red or Navy Blue (EDS Logo or Plain) in cold weather 50° or below  
\* Must be purchased at EDS Office \*

**FRIDAY DRESS** EDS Sponsored Activity T-shirts, BANSAs t-shirts, Chess t-shirts, Scouts t-shirts, EDS red or blue t-shirts (no other design). All t-shirts must be clean without additional writing or paint.

**CODE** Blue jeans, capri pants or knee-length blue jean shorts and blue jean skirts allowed.

**NO** DESIGNS, FRAYED CUFFS, PANTS WITH HOLES, PATCHES, BAGGY JEANS OR JEAN SHORTS WITH ELONGATED POCKETS.