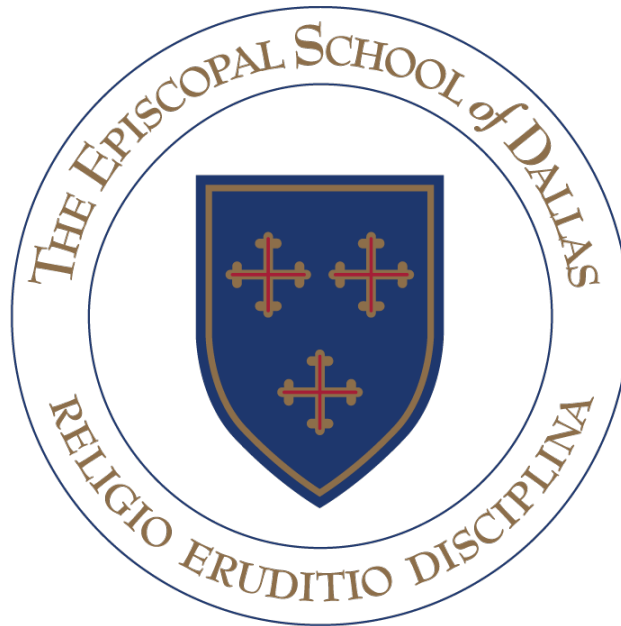


# **THE EPISCOPAL SCHOOL OF DALLAS LOWER SCHOOL STUDENT AND PARENT HANDBOOK 2017-2018**

**Meredyth M. Cole, Head of School  
Ruth Burke, Assistant Head of School  
Eric Boberg, Academic Dean  
The Reverend Amy G. Heller, Senior Chaplain**

**Chelle Wabrek, Head of Lower School  
Tracey Shirey, Assistant Head of Lower School  
Amy Cuccia, Early Childhood Coordinator**



**4344 Colgate Avenue, Dallas, TX 75225 (214) 353-5818**



The Episcopal School of Dallas  
4344 Colgate Avenue  
Dallas, Texas 75225

August 2017

Dear Students and Parents,

This Handbook is designed to enhance communication among all members of The Episcopal School of Dallas community. It serves as the starting point for receiving information pertaining to school policy and procedures. If you do not find the information you need in this Handbook, our staff, administration, or faculty are available to assist you. Parent awareness of and support for school policies is paramount to the successful functioning of the school. We encourage parents to join their children in reading and discussing the entire contents of this Handbook.

This version of the ESD Handbook contains information pertinent to the Lower School. The content is designed to be both informational and regulatory. While some rules need to be in writing, we try to keep the number of policies to a minimum. Please pay particular attention to the sections that apply to your children. Please also note that the Handbook is subject to amendment as necessary at any time during the school year; any such changes in policy and procedure will be announced and reflected in the online version.

The Episcopal School of Dallas is a faith-centered community in which we all work together to maintain an atmosphere of mutual trust and respect. Through daily worship the student body is encouraged to develop a set of inner values to control and guide their behavior. Students are expected to take responsibility for their actions and to balance their needs with the overall good of the school community.

We look forward to a very successful school year in which each student's intellectual, emotional, and social growth is accompanied by spiritual and moral growth.

Faithfully yours,

A handwritten signature in cursive script that reads 'Chelle'.

Chelle Wabrek  
Head of Lower School

A handwritten signature in cursive script that reads 'Tracey'.

Tracey Shirey  
Assistant Head of Lower School

A handwritten signature in cursive script that reads 'Amy'.

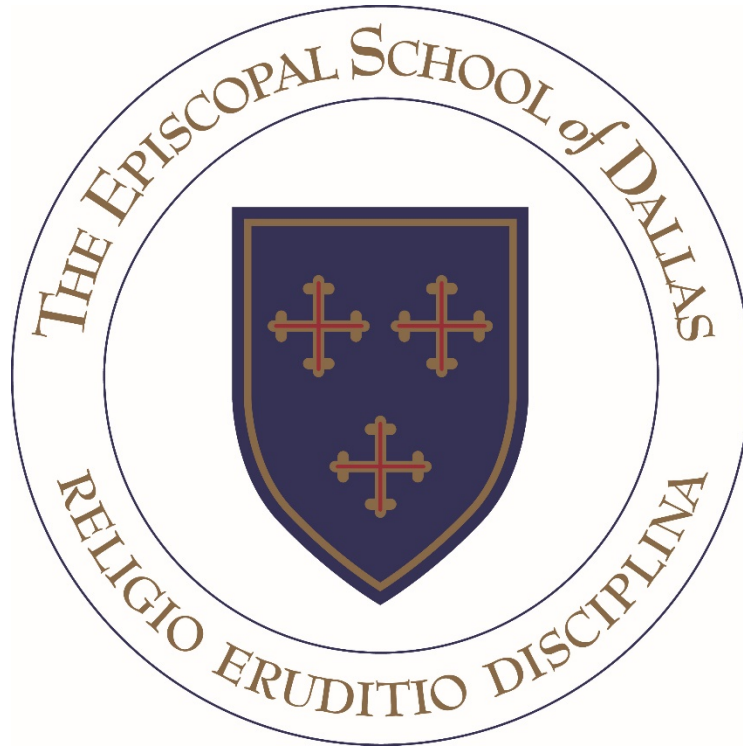
Amy Cuccia  
Early Childhood Coordinator

## **DISCLAIMERS AND LIMITATIONS**

1. Any conflict between the Enrollment Agreement and this Handbook shall be resolved by reference to the Enrollment Agreement.
2. The School reserves the right to change this Handbook at any time without notice. Please refer to the online version of this Handbook.
3. Enrollment is contingent on satisfactory academic performance by the student and satisfactory conduct by both student and parents, in accordance with the Enrollment Agreement and this Handbook.
4. Any reference to “parent” shall include the student’s legal guardian or step-parent where applicable.

Recent handbook changes are noted in red.

**Section 1:**  
**All School Information and Policies**



# **WELCOME TO THE EPISCOPAL SCHOOL OF DALLAS**

## **Founding Belief**

All children are made in the image of a loving God.

## **Mission Statement**

The Episcopal School of Dallas prepares young men and women for lives of intellectual discovery, integrity, and purpose. The School develops the unique talent and potential in each student and embraces sound learning, discipline, and faith as essential elements of an educated conscience.

## **Founding Tenets**

The Founding Tenets of The Episcopal School of Dallas were created simultaneously with the original Mission Statement. These four Tenets provide a structure that enables the faculty, staff, and students to work and study in a faith-centered environment.

### **Daily Worship**

Nurturing a spiritual relationship with God through the use of the Book of Common Prayer within the context of a pluralistic and diverse student and faculty population.

### **Community**

Experiencing mutual trust, respect, and honor while preserving individual identity, uniqueness of thought, and personality.

### **Ethical Decision Making**

Preparing students for actions which promote the common good through the study of religious and moral paradigms of history and contemporary thought.

### **Service**

Advancing the common good through acts of mercy and renewal here and within the larger community. Daily worship, experiences in community, and studies in ethical decision making prepare members of this community for service to others, the highest manifestation of God's presence in our lives.

## Our Episcopal Identity at ESD

The Episcopal School of Dallas values the dignity of every human being as a child of God. We strive to live with honor, integrity, and respect for all, as expressed in our Code of Conduct. We are committed to creating, maintaining, and nurturing a diverse, safe and inclusive environment as we prepare young women and men for lives of service, intellectual discovery, integrity, morality, and purpose.

**We worship** daily to grow spiritually. We gather in Chapel for prayer and thanksgiving for God's blessings in our lives. Our worship conforms to the Book of Common Prayer. We welcome people of all faith traditions. Together, we wonder about how we can love God and our neighbor as we discern our spiritual gifts and bear God's image to the world.

**We embrace** diversity in our school community. Diversity enhances the quality of the education that ESD provides and is essential to the development of well-rounded people. The Episcopal School of Dallas values diversity in all its forms, including but not limited to, socioeconomic background, ethnicity, religion, gender, and sexual orientation. (*Approved by Board, May, 2015*).

**We explore** Christianity and religions of the world to develop an understanding and respect of people and cultures. Such study expands our students' knowledge of a wide variety of sacred writings, theological interpretations, and moral reasoning. Religion classes encourage a deep and lifelong desire to pursue faith, justice, and truth.

**We serve** the world around us by responding to the needs of others. Through community service, our students are instilled with a sense of lifelong responsibility for the world God has entrusted to our care. Serving others raises social awareness in our global context and develops compassion, empathy, and a heart open to others. We believe that we are following Christ's teachings when we share our blessings of resources, time, and commitment.

## Educational Philosophy

Students learn best through the active pursuit of knowledge and the relevant application of that knowledge. We believe this process is best achieved in a community that fosters critical thinking, creativity, collaboration, personal responsibility, and intellectual risk-taking in a safe and open environment. ESD educators endeavor to guide students through inquiry-based, real-world learning experiences that yield enduring understanding and encourage students to become life-long learners in an ever-changing, global society.

## ESD Code of Conduct

*The ESD community is bound by honor, respect, and integrity.*

The Episcopal School of Dallas believes that everyone is created in the image of God. It is **fitting**, then, that students, parents, faculty, and staff conduct themselves with honor, respect, and integrity in a manner consistent with the ideals of ESD's Mission Statement and **Principles of Honor, Respect, and Integrity**. Collectively, we take pride in making a commitment to these higher ideals and hold each other accountable when we fall short.

### Principles of Honor, Respect, and Integrity

*Honor: a keen sense of ethical conduct.*

*Respect: a high regard and esteem for another.*

*Integrity: a firm adherence to a code of high moral values.*

1. Trust is the key to mutual respect, honor, and integrity.
2. Each of us is accountable for our actions and interactions.
3. We respect one another's ideas, perspectives, property, and boundaries.
4. We strive to be kind, fair, and compassionate.
5. We abide by our Academic Pledge: "I will not lie, cheat, or steal."
6. We have a calling to do our best for ourselves and others, every day.

### ESD Code of Conduct in Summary

The Episcopal School of Dallas requires all members of our school community to uphold the **Principles of Honor, Respect, and Integrity**.

The Code of Conduct incorporates the student Academic Pledge, the ESD Responsible Use Policy, enrollment contract, sportsmanship expectations, and state laws related to illegal drugs and underage drinking. Violations of the Code of Conduct, ESD school policies, rules and expectations, and laws by community **members** will result in disciplinary action.

All adults in the community - faculty, staff, independent contractors, Board members, and parents - are expected to embrace the Code of Conduct and related principles, expectations, and supporting policies in any situation that involves the School and its good name. Students look to adults as role models and for examples of appropriate boundaries.

ESD believes that working with students is best done in partnership with their families. Faculty and staff strive to maintain positive and professional communication, act as role models, and work to protect the physical and emotional safety of their students. Faculty and staff are required to report breaches in the Code of Conduct within the ESD community.

## Expectations of the Code of Conduct

### Honor, Respect, and Integrity in Academics

Honor, Respect, and Integrity are recognized values of responsible citizenship. Mutual trust depends upon truthfulness and fairness in all relationships. ESD places great emphasis upon the development of moral and spiritual strength and those facets of character which are essential ingredients of one's integrity. The Academic Pledge commits students to maintaining a quality of community life from which all members benefit. Students are expected to represent themselves truthfully, do their own work, and claim for themselves only that which is truly theirs. It is also the community's belief that each child should be evaluated on the merits of his or her own work and that each student should be able to trust that others are being evaluated in the same way.

Thus the honor system is based on mutual trust rather than a set of rules. To this end, The Episcopal School of Dallas embraces the following Academic Pledge:

*On my honor, I promise that I will not lie, steal, or cheat. I will abide by, respect, and support this Academic Pledge as a member of The Episcopal School of Dallas.*

The foundations of this Academic Pledge are laid down in the Lower School, as the teachers and chaplain introduce young students to the virtues of honor and honesty. Lower School students learn to treat one another the way that they wish to be treated. Strong character is nurtured as these children are taught to tell the truth and to do their best on their own work.

By Middle School, most students have a well-defined sense of what constitutes honorable behavior. The middle grades offer an ideal time for students to learn the importance of being honest and direct in their academic efforts. It is crucial that students and parents develop a clear understanding of what constitutes academic dishonesty and plagiarism. The Middle School handbook carefully reminds students that lying, cheating, or stealing of any kind is a breach of the Academic Pledge and the ESD Code of Conduct with disciplinary repercussions. To reinforce the significance that honor plays in our school environment, Middle School students begin to follow special rituals that will continue into their Upper School years. At an assembly led by the Upper School Honor Council, all Middle School students sign the ESD Code of Conduct, which includes the Academic Pledge, in the "book of signatures," acknowledging that they understand the importance of the Academic Pledge. This book of signatures, which will also include the Upper School and faculty signatures, will be kept on display in the Study Commons. Also, beginning in Middle School, students sign a confirmation of their commitment to the Academic Pledge on all assignments turned in for a grade, a habit that they will continue throughout Upper School. This signature says simply: "Honesty, Respect, and Integrity." Signing each graded assignment with these words confirms that the student understands and accepts his or her commitment to living the ESD Code of Conduct in all actions as a student.

In the Upper School, students should have a full and complete understanding of what constitutes honorable work and what represents a violation of the Academic Pledge. New students will quickly become part of the community as they, too, take part in the annual signing and learn to write "Honesty, Respect, and Integrity" on each piece of their daily work. In Upper School, students who violate the Academic Pledge are brought before the Honor Council, an elected board of their peers, to discuss their case. After hearing from all parties involved in the violation, the Honor Council determines a verdict and makes a recommendation regarding discipline to the Assistant Head and Head of Upper School. The administration will determine any final disciplinary action.

Violations of the Academic Pledge at The Episcopal School of Dallas include, but are not limited to, the following:

- |                   |  |
|-------------------|--|
| <i>Lying:</i>     | Making a false representation of the truth.  |
| <i>Quibbling:</i> | To avoid acknowledging the truth or speaking the truth in such a manner as to deceive another.   |
| <i>Cheating:</i>  | Any acts of deception that result in gaining or attempting to gain an unfair academic advantage over another, representing another's work as one's own, or aiding another student in such deception. Cheating <b>includes, but is not limited to</b> , copying from notes, books, or material without the permission of the teacher or aiding another student in such practices. |
| <i>Copying:</i>   | Copying is the direct use of another student's work to complete a test or assignment, or allowing another student to copy one's work.  |



<i>Plagiarism:</i>	Plagiarism is the use of, or paraphrasing of, another's ideas or expressions in one's own writing without properly acknowledging (citing) the source. This includes material posted on the Internet.
<i>Collusion:</i>	To allow a peer, parent, or tutor to edit or modify your work in any substantive fashion. Corrections made to papers, etc., should reflect your own work.
<i>Stealing:</i>	To take something that is not yours or to borrow without consent.

### **Honor, Respect, and Integrity in the ESD Community and in Daily Life**

Members of the ESD community treat one another with respect and understand that these principles should influence their behavior, decisions, and actions at all times. These conditions apply not only during daily life on campus, but also at all events that involve our school and its good name. Members of the community should also practice honor in the way they present themselves on social media.

Regarding on- and off-campus extracurricular events, the ESD community understands that:

- Participation in extracurricular activities is a privilege and not a right.
- All members of the ESD community participating in extracurricular, school-related activities and events, either as participants or spectators, are expected to uphold the ESD Code of Conduct regardless of the activity – e.g., sporting events, fine arts performances, academic competitions, community service, student government-sponsored activities, and all other types of school clubs and events.
- ESD students, parents, and faculty who participate in extracurricular activities are held to a high standard inasmuch as their behavior also has an impact upon the wider community's perception of our school and its reputation.
- Participation in an extracurricular activity may be suspended due to violations of the ESD Code of Conduct regardless of whether school is in session when the misconduct occurs, whether the student is involved with the extracurricular activity when the misconduct occurs, and regardless of where the misconduct occurs.
- Participation in any illegal activity, **including, but not limited to**, possession, consumption, distribution, or sale of alcohol, drugs, or drug paraphernalia, is a violation of the ESD Code of Conduct.
- Hostile behavior and language, as well as the inappropriate use of dangerous objects are not tolerated.
- Student actions that are unwanted and unsolicited regarding the property of other individuals are violations of the ESD Code of Conduct.
- Tampering with fire or other safety equipment is a violation of the ESD Code of Conduct.

We encourage participation in social media for the purposes of appropriate communication, collaboration, and the promotion of school unity and spirit. Participation in social media brings with it increased responsibility, and students, parents, faculty, and staff must at all times present positive images and productive exchanges. It is important that all members of the ESD community remember:

- Social media is, by definition, a public forum.
- As such, involvement in social media by any member of the ESD community is expected to be respectful and appropriate, in keeping with the **Principles of Honor, Respect, and Integrity**.
- Communication that is harmful, degrading, dangerous, and/or disrespectful damages the reputation of The Episcopal School of Dallas and thus is in violation of the ESD Code of Conduct. Examples include, but are not limited to, bullying, harassment, and the transmission or dissemination of inappropriate digital or other material.
- Students are expected at all times to act in accordance with the ESD Responsible Use Policy.

Together, the Responsible Use Policy and the Code of Conduct clearly outline the School's expectations for online behavior.

### **Honor, Respect, and Integrity in Athletics**

ESD athletes view the opportunity to represent their school on the field as a privilege. The athlete's commitment to the community is exemplified daily through attributes of their attitude and character as follows:

*Courage:* ESD student-athletes are positive and confident. They respect all opponents and fear none of them. They are humble. They realize that a truly confident athlete does not need to talk about performance. They allow their own performance to speak for itself.

*Excellence:* ESD student-athletes recognize the strong traditions of ESD athletics. They compete to the best of their abilities and always support their teammates' efforts.

*Respect:* ESD student-athletes are proud to be members of ESD athletics. They treat the School's good name and all equipment and facilities, home or away, with utmost respect.

*Discipline:* ESD student-athletes do the right thing even when people are not looking. They make good decisions about their physical and emotional well-being for the good of the team and themselves.

The Episcopal School of Dallas also places a premium on good sportsmanship in the athletic arena by all members of the community. In perception and practice, good sportsmanship shall be defined by qualities of behavior that reflect proper conduct, respect, and integrity. Below are several essential keys to good sportsmanship:

- Learn, understand, and respect the rules of the game.
- Show respect for the officials and coaches.
- Show appreciation and respect for your teammates.
- Show respect for the opponent and their fans.
- Appreciate special talents, regardless of which team possesses those talents.

The Episcopal School of Dallas expects our coaches, players, parents, and fans to represent our school in a manner that is respectful of others both on and off the fields of competition. The faculty, staff, coaches, and administrators will set the tone for good sportsmanship.

- We expect our coaches to model, teach, and require good sportsmanship.
- We expect our student-athletes to display every quality of good sportsmanship.
- We expect our parents to continue to help teach, model, and respect good sportsmanship.

When ESD students elect to participate on an athletic team, they assume a commitment to themselves, their teammates, and the School to develop their athletic potential. Therefore, the use of alcohol or drugs will not be tolerated. Every student-athlete will be required to sign a pledge stating they will not use drugs or alcohol while a member of any athletic team.

### **Honor, Respect, and Integrity as a Parent**

The Episcopal School of Dallas believes that students learn best when there are positive and productive relationships among parents, educators, and children. The success of these relationships is essential to the fulfillment of the School's mission. To be a member of our school community is to accept and abide by the following expectations:

- ESD parents model the respect, sensitivity and inclusion expected of members of our community.
- ESD parents understand and demonstrate support for the school's policies and procedures.
- ESD parents treat everyone with respect and seek to resolve problems through appropriate channels (i.e., teacher/ grade representatives or Deans/**Advisor**/ Division Head, Head of School)
- ESD parents support the School's efforts to prevent student abuse of drugs and alcohol. Parents do not knowingly sponsor any activity at home or elsewhere where drugs and/or alcohol will be available to students. Parents should not be under the influence of drugs and/or alcohol in the presence of ESD students at school or school-sponsored events, wherever they occur.
- ESD parents exhibit good sportsmanship towards officials, coaches, faculty, students, and other schools (and their fans) at ESD-related athletic and extracurricular events.
- ESD parents respect the School's responsibility to do what is best for the entire community, while recognizing the needs of their individual student. This acknowledgement includes acceptance of different perspectives, support for School

determined consequences for inappropriate actions and behavior, and acceptance that the School must often maintain privacy and confidentiality.

- ESD parents strive to maintain a positive home environment consistent with the Principles of Honor, Respect, and Integrity. They provide an academic structure that sets their children up for success.
- ESD parents respect the School calendar and understand the importance of student attendance to support and fulfill the School's commitment to educating and providing a full ESD experience for their child.
- Parents who violate the ESD Code of Conduct jeopardize their children's standing with the School.

### **Honor, Respect, and Integrity as Faculty and Staff**

The faculty and staff, as members of the ESD community, are bound by the same Principles of Honor, Respect, and Integrity as other members of the ESD community. Beyond following these same Principles of Honor, the faculty and staff are also bound to a high standard of responsibility. Faculty and staff must be aware of the imbalance of power inherent in the relationship among faculty, staff, and students and must never abuse it.

- ESD faculty and staff know and support the Principles of Honor, Respect, and Integrity and the mission of ESD by initiating practices that aid in the fulfillment of ESD's Mission Statement.
- ESD faculty and staff believe that working with students is best achieved in a partnership with their family. The teacher is the professional and the expert in the classroom; the parent is the resident expert about his or her own child.
- ESD faculty and staff strive to maintain positive and professional communication with all members of the community.
- ESD faculty and staff act as role models in and out of the School.
- ESD faculty and staff protect the physical and emotional safety of all students.
- ESD faculty and staff observe appropriate boundaries in communication with students and parents. This includes directing all emails through approved channels of communication and abstaining from associating with students on social media except through School approved channels. Faculty and staff do not participate in inappropriately familiar behavior or communication with students.
- ESD faculty and staff strive to protect the confidential information of students. Confidential information includes, but is not limited to, knowledge concerning educational assessments, test scores, grades, behavior, mental or physical health, and family background or finances.
- ESD faculty and staff work to create a positive atmosphere in the classroom that is conducive to student learning.
- ESD faculty and staff do not engage in, participate in, or condone in any way the use of alcohol or illegal drugs by students.
- ESD faculty and staff should report (through the appropriate channels) any suspicions of breaches of the Code of Conduct within the ESD community as soon as they occur.

### **Accreditation and Membership**

#### **The Episcopal School of Dallas is accredited by:**

The Independent Schools Association of the Southwest, whose accreditation is recognized by the Texas Education Agency.

#### **The Episcopal School of Dallas holds membership in:**

Texas Independent Schools Conference	Southwestern Association of Episcopal Schools
National Association of Episcopal Schools	National Association of Independent Schools
Southwest Preparatory Conference	College Board
National Association of College Admission Counselors	Multi-Cultural Alliance
Texas Association of College Admission Counselors	National Middle School Association
National Association of Secondary School Principals	Association for Supervision and Development
American Association of Counseling and Development	Texas Association for the Gifted and Talented
The Cum Laude Society	National Honor Society
Educational Records Bureau	Center for Spiritual & Ethical Education

## School Hours

### Merrell Campus

The Commons is open at 7:00 a.m. The Dining Commons opens at 7:15 a.m. for breakfast. The Upper School Office opens at 7:30 a.m. After the school day ends, students may remain on campus to use the **Library**, to visit or study in the Commons, and to participate in the athletic programs, theatre practices, or other supervised activities. The Gill Library opens at 7:30 a.m. and closes at 4:30 p.m. Monday – Thursday and 7:30 a.m. to 4:00 p.m. on Friday. Students are to have transportation arrangements following the day's activity. Any students who remain on campus after 4:30 p.m. must be in the library (which is the supervised after school care area) or working with a teacher or coach. Students must either be working with a teacher or coach or leave the campus by 6:00 p.m.

### Lower School

The Lower School Office opens at 7:30 a.m. **Half day** Beginner classes are held from 8:00 a.m. to 12:00 p.m., **full day Beginner**, Pre-Kindergarten, Kindergarten, Primer and First Grade attend classes from 8:00 a.m. to 2:30 p.m. Second, Third, and Fourth Grade attend classes from 8:00 a.m. to 3:30 p.m. Kids on Campus is the extended day program and is designed for working parents. Before and after school care is provided. Kids on Campus is open all school days during the convenient hours of 7:00 a.m. to 7:40 a.m. and 2:30 p.m. to 6:00 p.m. Enrollment information and registration are available in MyBackPack through the Parent Portal at [www.esdallas.org](http://www.esdallas.org). **Students not enrolled in Kids on Campus may enter the building at 7:40 a.m. and will be released to classrooms at 7:45 a.m.**

### Inclement Weather

The School Administration will decide on school cancellation with the safety of the students and faculty in mind. In the event of a school cancellation prior to 8:00 a.m., the school will post information on the School's website, Gmail, and Schoology system and will issue text alerts through the School Messenger System.

## Library Services

### The Gill Library

The Gill Library is designated and intended for quiet, individual study, as well as, collaborative group work, research, and reading enjoyment. Students are welcome to use the library during all hours of operation before, during, and after school. Students often come to the library to work with their teachers and classmates and during an off-period. If a student comes to the library from a proctored study hall, permission from a teacher is needed. The Upper and Middle School librarians are ready to assist students with their academic needs.

The library computer lab **and the Collaboration Space are available for curriculum-directed work. The Collaboration Space is ideal for small groups needing a common table and a large screen monitor.**

The circulation period for books, digital books and other materials is three weeks. All materials must be checked-out before removing them from the library. Taking books or materials without properly checking them out is a violation of the code of conduct and the academic pledge. Students are responsible for all items that they check-out, and reimbursement is required if an item is lost or damaged. Students are asked to maintain a responsible library record to avoid losing their privileges. At the end of the year, each student must clear all library obligations.

Water in closed containers is allowed in the library. Library hours are 7:30 a.m. – 4:00 p.m.

### The Lower School Library

The Lower School library is open daily from 8:00 a.m. to 4:00 p.m. Students may visit anytime during the school day with permission from the classroom teacher. Outside of school hours (before 8:00 a.m. or after 2:30 or 3:30 dismissal), students must be accompanied by an adult guardian. Parents may request a library card number and borrow books from our collection.

## Enrollment/Residency Status

All students enrolled and attending classes at The Episcopal School of Dallas must reside with a parent or legal guardian regardless of the student's age.

## **Sharing of Information with Families**

Students who have reached the age of majority are required to consent to the sharing of academic, health, attendance, discipline and other School related information by the School with their parents.

## **ESD Statement on Diversity and Inclusion**

The ESD community is committed to creating, maintaining, and nurturing a diverse and inclusive environment as it prepares young women and men for lives of intellectual discovery, integrity, and purpose. We believe that diversity in our school community enhances the quality of the education that ESD provides and is essential to the development of well-rounded people. The Episcopal School of Dallas values diversity in all its forms, including but not limited to, ethnicity, religion, gender, sexual orientation, and socioeconomic background.

## **Religious Accommodations**

The school recognizes that we are a diverse student body in terms of spiritual and religious beliefs and practices. The school will make reasonable accommodations to allow a student to honor their beliefs and/or practices after the proper steps in communication and planning are taken. There may be times when beliefs and practices may conflict with our school community's rules or regulations, or times when they might interfere with the learning process of other students. The school will not accommodate a permanent practice that goes against the rules, regulations, or mission of the school. Likewise, the school will not allow practices that they deem unhealthy for the community as a whole. Religious accommodations should be cleared through the Senior Chaplain who will help develop a communication plan to the division and then through the appropriate division office.

## **Photography and Video and Audio Recording On Campus**

With the exception of public events (athletic competitions, artistic performances and exhibitions, etc.) the school does not allow personal photography or audio or video recording on campus without advance written permission from the Head of School.

## **Social Media Posting**

Students and parents are prohibited from posting ESD related quotes, likenesses, photographs or recordings to social media of individuals other than themselves or their children.

## **Drones and Unmanned Aircraft Use**

Before a drone or other unmanned aircraft may be flown on any ESD campus, the operator must receive written permission from the Head of School or Director of Campus Safety.

## **Fund Raising**

Third party fundraising and solicitation of school families directly by ESD families is not allowed. That said, the School appreciates the myriad of organizations outside of ESD which are supported by our families and are aligned with ESD's Mission and Founding Tenet of Service. Should a student wish to encourage other ESD students to get involved with a particular non-profit, a message board is available on the school's website. If a student or family would like to post a cause, a short narrative may be submitted to Jamie Mitcham, mitchamj@esdallas.org, in the Communications Office.

As an institution, ESD is grateful for the many families who participate in fundraisers that benefit the School, such as the ESD Annual Fund and the ESDPA Auction, as well as several other Parents' Association activities throughout the year.

A full set of fundraising and solicitation guidelines and restrictions for school related groups (Parent's Association, Booster Club, Student Council, etc.) is available from the Assistant Head of School or Director of Development.

## **Student Fund Raising and Solicitation**

At the discretion of the Head of School, ESD will sometimes initiate an event to help an outside organization. **An example of this might be a Relief Support Drive from a natural disaster.**

The Student Council and Class Officers may initiate fundraisers with the permission of the appropriate Dean and the Division Head. Other student clubs are limited to two fundraisers per year, with permission of the appropriate Division Head. Fund raisers for outside organizations must be coordinated with the Director of Community Service and the Chaplain to make sure that the supported organizations are in alignment with other fund raisers, other supported organizations and the mission of the school.

Each division will limit student club fund raisers to approximately two per quarter or trimester (not counting Student Council and Class Officer events).

Individual students or groups of students, not operating through a student **organization**, are not allowed to solicit funds or support for outside organizations on school property or using school technology.

### **Business Operations**

While ESD wishes to encourage an entrepreneurial spirit in our **students**, the school does not allow students to conduct business sales or operations on school property or using ESD technology or resources. Examples **of this** include food sales and tutoring services.

### **Life Studies Philosophy**

The Episcopal School of Dallas is committed to the arts. Our goal is to advance the appreciation and education of art. This includes the creation and display of life drawings. Because ESD recognizes that there are disparate feelings that exist regarding life drawings, we employ faculty evaluation of all artworks displayed on campus, and the school has designated a Reconsideration Policy to address concerns.

### **Reconsideration Committee**

All complaints regarding publications, artwork, performances, or presentations will be forwarded to the Reconsideration Committee. The Reconsideration Committee will consist of the Academic Dean, the Division Head, Assistant Division Head, and two rotating faculty members.

### **Publications Review**

All School publications must be approved by the appropriate Division Head prior to printing and distributing to the School community. The School reserves the right to edit all School publications.

### **Pets**

For various safety and health reasons, members of the school community may not bring their pets on school property. This policy includes bringing pets, leashed or not, to athletic events. The Head of School shall have the discretion to grant exceptions to this policy.

### **Concerns/Inquiry Procedures**

Concerns about academics, athletics, or other school situations arise from time to time. Our belief as a school is that such matters are best solved closest to the source. When a parent or student has a concern, the following procedure should be followed:

1. **Approach the teacher or coach** most closely connected with the problem and who is in the most likely position to resolve the issue. If the student has difficulty approaching the teacher, the student or parent should talk with his or her **advisor**.
2. In the Middle and Upper School, if, after this, there is still dissatisfaction, approach the **Department Chair** if the issue is specific to a class, **the grade-level Dean** for academic or non-academic issues, or the **Athletic Director** if the issue is regarding a sports team. In the Lower School, if the teacher is unable to resolve the issue, approach the Head of Lower School.
3. If the Department Chair, Dean, or Assistant Head is unable to resolve the issue, as a last resort the issue should be taken to the **Division Head**. While families may not agree with every decision the School makes, in most instances, parents and professionals will find **enough common ground to continue a mutually respectful relationship**.
4. In extreme cases, however, an impasse may become so severe that the family is unable to remain a constructive member of the community. In such cases, the School reserves the right to dismiss a student or to discontinue further enrollment if the actions of a parent or guardian demonstrate a lack of support for and cooperation with the School or otherwise demonstrate an inability to maintain a positive working relationship or interfere with the School's educational purposes.

## **Anonymous Concerns or Complaints**

If you or your child feels the need to submit a complaint or concern anonymously, you may do so by mailing it to:

Concerns

Attn: Executive Team

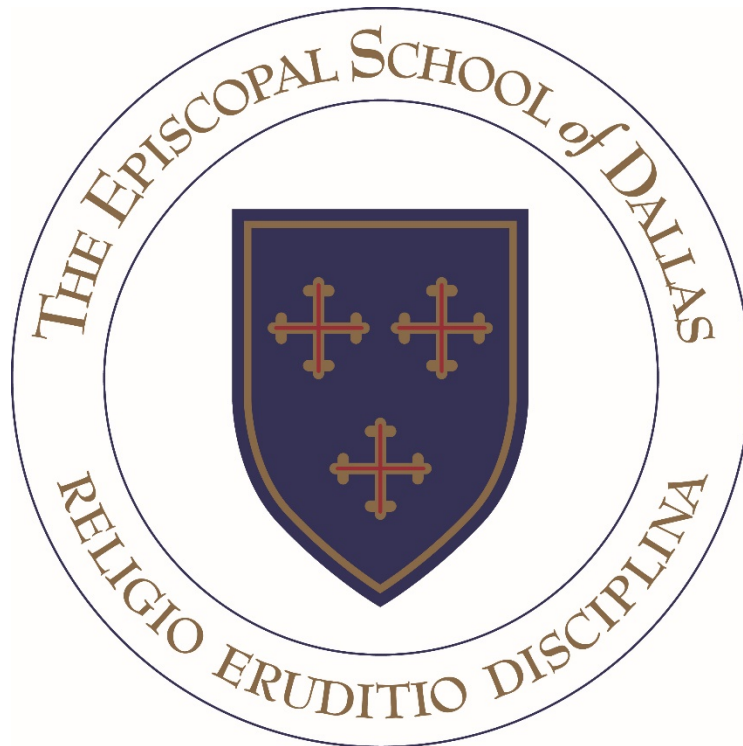
The Episcopal School of Dallas

4100 Merrell Road

Dallas, TX, 75229

Further, each division will also have an anonymous **complaint and concern box** located near their main office, where students or parents may drop off written concerns as well.

# Section 2: Lower School Information and Policies





## School Administration

### Executive Team

Meredyth M. Cole	Head of School
Ruth Burke	Assistant Head of School
Eric Boberg	Academic Dean
Robert Buchholz	Chief Financial Officer
Henry Heil	Head of Upper School
Mike Jenkins	Head of Middle School
Chelle Wabrek	Head of Lower School
The Reverend Amy G. Heller	Senior Chaplain
Dan Gill	Director of Athletics
Dawn Lewis	Head of Human Resources

### Lower School Administration & Program Leaders

Chelle Wabrek	Head of Lower School
Tracey Shirey	Assistant Head of Lower School
Amy Cuccia	Early Childhood Coordinator
Marci Adams	Operations Manager
Mary Pickett	Lower School Administrative Assistant
Reverend Richard A. Towers	Lower School Chaplain
Elizabeth Goatley	Director of Diversity and Inclusion
Courtney Phelps	Director of Community Service Learning
Dan Gill	Director of Athletics
David Tollison	Associate Director of Athletics, Pre-Interscholastic Sports Fellowship
Eddie Eason	Director of Outdoor Education
Dr. Cara Holmes	Lower School Counselor and Learning Specialist
Carla Thomas, RN	Nurse

### Department Chairs

Eric Boberg	Classical and Modern Languages Chair
Tolly Salz	English Department Chair
Dusty Davidson	Fine Arts Department Chair
Maggie Ferris	Mathematics and Computational Thinking Department Chair
Mike Schneider	Director of Physical Education/Director of Summer Programs
Mary Hansell	Religious and Historical Studies Department Chair
Amy Henderson	Science Department Chair

## Whom to See for What

Academics	Chelle Wabrek Tracey Shirey Amy Cuccia	Head of Lower School Assistant Head of Lower School Early Childhood Coordinator
Academic Accommodations	Dr. Cara Holmes	Lower School Counselor & Learning Specialist
<b>Admissions</b>	<b>Ashley Beck</b>	<b>Associate Director of Admissions</b>
Attendance	Mary Pickett	Lower School Administrative Assistant
<b>Beginner – Primer Program Questions</b>	<b>Amy Cuccia</b>	<b>Early Childhood Coordinator</b>
Business Matters	Mary Hernandez	Director of Finance
Calendar/Events	Marci Adams	Lower School Operations Manager
Carpool Changes & Pickup	Mary Pickett	Lower School Administrative Assistant
Carpool Traffic Issues	Shawn Martin	Campus Safety
Chapel & Pastoral Care	The Reverend Amy G. Heller The Reverend Richard A. Towers	Senior Chaplain Lower School Chaplain
<b>Clinic</b>	<b>Carla Thomas, R.N.</b>	<b>Lower School Nurse</b>
Community Service	<b>Courtney Phelps</b>	Director of Community Service
Discipline	Tracey Shirey Amy Cuccia	Assistant Head of Lower School Early Childhood Coordinator
Diversity & Inclusion	<b>Elizabeth Goatley</b>	Director of Diversity & Inclusion
<b>Educational Testing/Tutoring</b>	<b>Dr. Cara Holmes</b>	<b>Lower School Counselor &amp; Learning Specialist</b>
Facilities	Jay Michael	Director of Facilities & Project Management
<b>First – Fourth Grade Program Questions</b>	<b>Tracey Shirey</b>	<b>Assistant Head of Lower School</b>
Kids on Campus	<b>Eva Creel</b>	Kids on Campus Coordinator
<b>New Families</b>	<b>Ashley Beck</b>	<b>Associate Director of Admissions</b>
Outdoor Education	Eddie Eason	Director of Outdoor Education
Parents' Association	<b>Stephanie Logan</b>	Parents' Association President
Records Request	Marci Adams	Lower School Operations Manager
Safety & Security	<b>Shawn Martin</b>	Campus Safety
<b>Sage</b>	<b>Erin Ticomb</b>	<b>Food Service Director</b>
Social & Emotional Wellness	Dr. Cara Holmes	Lower School Counselor & Learning Specialist
Sports – Lower School	David Tollison	Pre-Interscholastic Fellowship Coordinator
Summer Programs	Mike Schneider	<b>Director of Physical Education &amp; Wellness</b>
<b>Tech Help</b>	<b>Martha Bowden &amp; Mike Cogliandro</b>	<b>Lower School Technology</b>
Tuition Assistance	Shelle Montgomery	Assistant Director of Admission/Director of Tuition Assistance
Web Site	Jamie Mitcham	Digital Communications Specialist
Wolf Run	Eddie Eason	Director of Outdoor Education
Yearbook	Haley Teegarden	Lower School Yearbook Coordinator

# The Episcopal School of Dallas Lower School Schedule 2017-2018

## **Half Day Beginner Students**

7:45 to 8:00 a.m. - Arrival

8:50 a.m. - Chapel

12:00 p.m. - Dismissal

## **Full Day Beginner Students**

7:45 to 8:00 a.m. - Arrival

8:50 a.m. - Chapel

12:00 p.m. - Lunch

2:30 p.m. - Dismissal

## **Pre-Kindergarten**

7:45 to 8:00 a.m. - Arrival

8:50 a.m. - Chapel

11:00 a.m. - Lunch

2:30 p.m. - Dismissal

## **Kindergarten**

7:45 to 8:00 a.m. - Arrival

10:45 to 11:15 a.m. - Lunch

1:30 p.m. - Chapel

2:30 p.m. - Dismissal

## **Primer**

7:45 to 8:00 a.m. - Arrival

10:45 to 11:15 a.m. - Lunch

1:30 p.m. - Chapel

2:30 p.m. - Dismissal

## **First Grade**

7:45 to 8:00 a.m. - Arrival

11:00 to 11:25 a.m. - Lunch

1:30 p.m. - Chapel

2:30 p.m. - Dismissal

## **Second Grade**

7:45 to 8:00 a.m. - Arrival

8:05 a.m. - Chapel

11:20 to 11:50 a.m. - Lunch

3:30 p.m. - Dismissal

## **Third Grade**

7:45 to 8:00 a.m. - Arrival

8:05 a.m. - Chapel

11:30 to 11:55 a.m. - Lunch

3:30 p.m. - Dismissal

## **Fourth Grade**

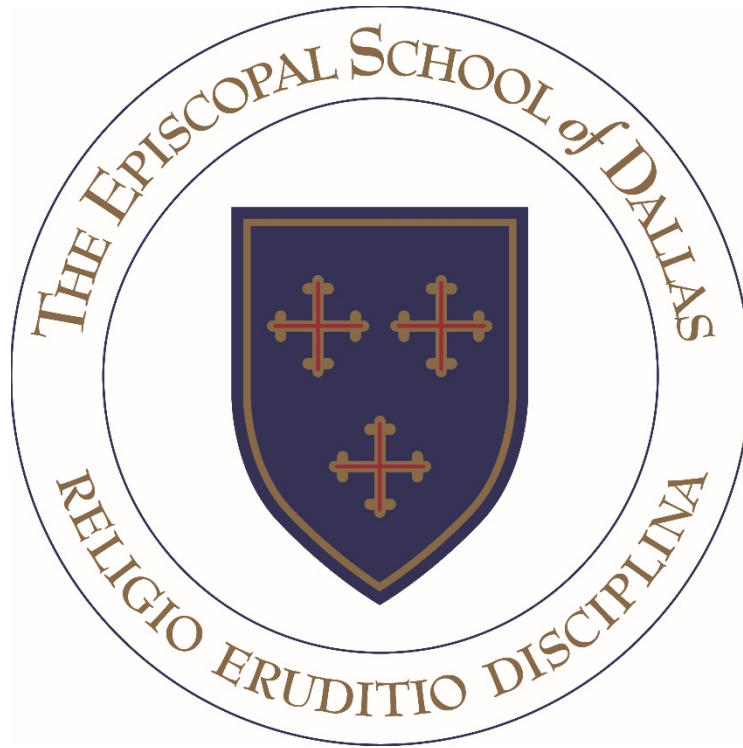
7:45 to 8:00 a.m. - Arrival

8:05 a.m. - Chapel

11:50 a.m. - Lunch

3:30 p.m. - Dismissal

# Section 3: Lower School Academic Policies



## **Academics**

This Handbook is the School's official statement of academic policy. Any communication, policy, document or statement to that which conflicts with this Handbook shall be resolved by reference to this Handbook.

As a college preparatory school, The Episcopal School of Dallas provides a program emphasizing academic excellence for three year olds through grade twelve students. The School is administered in three divisions: Lower School (age 3 – Grade 4); Middle School (Grades 5-8); and Upper School (Grades 9-12). The academic curriculum, Chapel, school service, and community service are specifically designed for the needs of the students in each division.

The Lower School is home to students from Beginner through Fourth Grade. The Lower School strives to implement a program that encourages each child to fully develop his or her unique talents and abilities. The curriculum design is guided by the belief that interactive, hands-on experiences emphasizing the relationships among disciplines make learning most meaningful for young children.

## **Progress Reports**

Progress Reports are issued at the close of each trimester for students in PreK through Fourth Grade. Families of Beginner students receive narrative reports in December and May. The reports provide an evaluation of the student's academic progress, social growth, effort, and behavior. Additional information is provided by the classroom and enrichment teachers' comments. The following grading scales are used to most accurately describe student progress at different levels of development.

Beginner students receive narrative Progress Reports. No grading scale is used at this level.

Pre-Kindergarten, Kindergarten, Primer

M = Meeting expectations

P = Progressing toward expectations

N = Needs re-enforcement

First through Third Grade

E = Exceeds expectations for this age and grade level

W = Within expectations for this age and grade level

B = Below expectations for this age and grade level

Fourth Grade

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = Below 60%

## **Parent Conferences**

Two family conference days are scheduled each year, one in the fall and another in the spring. Parents may log into PTC Wizard and select from the various conference times.

## **Homework**

Students are expected to complete homework assignments on a regular basis. The purpose of homework is to foster a child's independence and responsibility, to develop effective study skills, and to provide practice for optimum skills development. Grade level guidelines will be communicated by homeroom teachers at orientation.

## **Attendance**

The Episcopal School of Dallas attendance policy promotes regular class attendance as an integral part of the learning process and an orderly atmosphere in which learning may take place. Students are to attend all classes, Chapel services, and assemblies during the school day. When a student is absent from school, a parent or guardian should phone or email the school before 8:00 a.m. To report a Lower School absence or tardy please call 214-353-5818 or email [lsattendance@esdallas.org](mailto:lsattendance@esdallas.org).

## **Make-up Work Policies**

Students with excused absences may make up class assignments, tests and quizzes. The student is responsible for obtaining and completing the assignments. Make-up work is the responsibility of the student and his/her parents and not all classroom activities can be made-up. If necessary, outside tutoring may be required. All work is to be completed within the same number of days as the absence.

### **Return from Absence Make-up Work**

Upon returning from an absence, students are permitted one day for each excused day of absence to complete all missed assignments, quizzes, and tests. Long-term assignments are due upon their return to school. Students will be required to make up tests or quizzes on the first available after or before school session. Students who miss a “review day” prior to a test are not allowed to postpone a test that is scheduled for a day when they are in attendance. If a student is absent on a day a long-term project or paper is due, the project or paper is due immediately on his or her return to school. Students returning from an extended absence should set a make-up schedule through the classroom teacher. Assignments, including tests and quizzes, that are not made up according to these rules are considered late and subject to the late penalty of the grade level for which the work was due.

### **Physical Education**

If a child is unable to participate in physical education, please send a note to his/her teacher. A physician’s note may be required if a child is unable to participate for a lengthy period of time.

### **Policy for Obtaining Learning Assistance Support**

Any student experiencing academic difficulty is eligible to receive support, consultation, screening and referral services. Students with diagnosed learning differences, in particular, are encouraged to seek services and may qualify for specific academic accommodations. These students will have a formal written plan on file outlining eligible accommodations; this plan is implemented and monitored by the Lower School Counselor. As an academically rigorous, college preparatory school, the School has determined which accommodations best fit the academic mission of the school.

### **Academic Accommodations**

Some students with special needs qualify for extended time on tests (both classroom and achievement), quizzes or specific in-class assignments. The amount of extended time granted must be part of the student’s prescribed accommodation.

### **Language Lab**

The Lower School Language Lab program is a specialized two-year program for second and third grade students identified with reading, spelling, and/or written language delays. The Lab program utilizes the *Take Flight* curriculum, an empirically-based intervention program developed at Texas Scottish Rite Hospital for Children. This program addresses the essential components of effective reading instruction including phonemic awareness, phonics, fluency, and reading vocabulary. Spelling and cursive handwriting are also integral aspects of the Language Lab program. Lab, instructed by our specially trained certified academic language therapists, is offered as a daily, small group experience during a student’s regular Language Arts time. A student must have a psychoeducational evaluation on file that indicates a learning difference or a functional limitation that warrants placement in Language Lab.

### **Teacher Office Hours**

Teachers designate two weekly periods (either morning or afternoon) for extra-help sessions. Parents will be notified of these times at orientation. Please note, these sessions are designed to help students experiencing temporary difficulty with assignments or new concepts. However, if it is determined that a student requires assistance outside the scope or time that can realistically be provided by the classroom teacher, this will be promptly communicated to families by the teacher in conjunction with the Lower School counselor. At this time, options for maximizing student success will be discussed and outside resource options provided.

### **Grade Changes**

Progress Reports are the finalized and official record of a student's performance in a course. After the issuance of Grade Reports, requests for grade reconsideration or change will be denied for any other reason than computational error.

### **Enrichment Classes**

This designation refers to art, Spanish, library, computer, physical education, music, and/or religion.

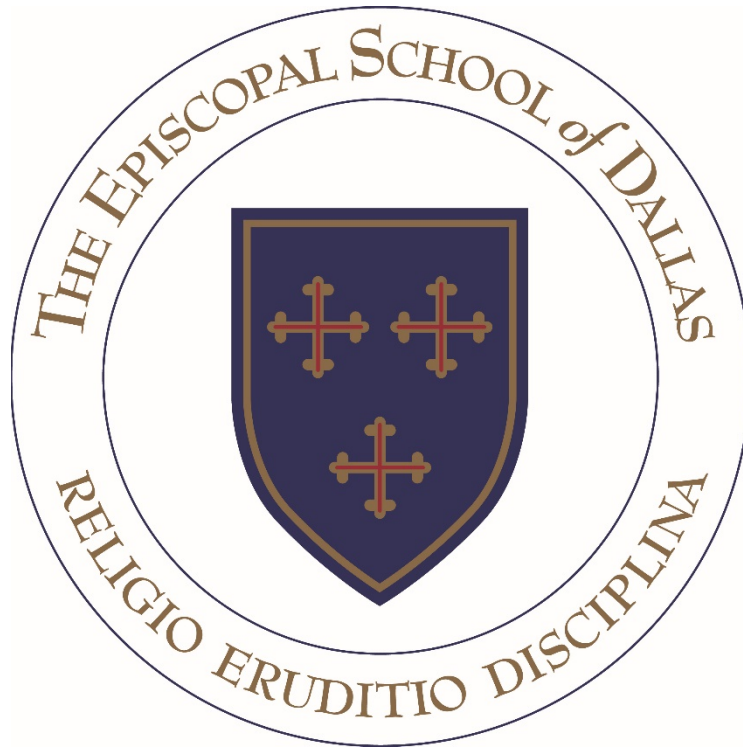
### **ERB (Educational Records Bureau)**

ERB’s standardized test, the CTP4, is administered to all students in second, third and fourth grades in the spring of each year.

### **Student Records**

Student records are the property of the School. The School administration retains sole discretion regarding the content of student records. The school administration also retains sole discretion regarding the release of information and school reports, including grades, to parents/guardians.

# Section 4: Lower School Student Life



## **Life in a Community**

One of the founding tenets of The Episcopal School of Dallas is engaging in community. We consider that each division, Upper, Middle, and Lower, is a small community within the larger school. Living within a caring, lively community is an essential part of a healthy, full life and is something that we foster at ESD. Students should understand that being part of a community carries responsibilities, and students are obligated to fulfill those responsibilities. Some of these responsibilities include: being polite and respectful at all times, cleaning up after yourself, being honest, abiding by policies, and sharing resources. This also means that at times you may be required to help the community by cleaning up after others that did not do their part, or helping in some other manner. Students should also realize that when students fall short of fulfilling their responsibilities, consequences may be incurred that affect the entire grade level or school.

## **Diversity/Inclusion**

The Episcopal School of Dallas is committed to creating, maintaining, and nurturing a diverse environment as it prepares young men and women for lives of intellectual discovery, integrity, and purpose. We value diversity in ethnicity, culture, religion, language, gender, age, family structure, and socioeconomic background. The ESD community fosters a global perspective, an understanding of alternate viewpoints, and sensitivity to the interests, traditions, beliefs, and concerns of others. We believe that diversity in our school community enhances the quality of the education that ESD provides and is essential to the development of well-rounded people in the twenty-first century.

## **Chapel**

The Episcopal School of Dallas is a spiritual community that worships God as the center of life and embraces the uniqueness of each individual as a child of God. Daily worship provides the framework for a faith-centered environment where each student's intellectual, emotional, and social growth is accompanied by spiritual and moral growth.

Chapel services and Holy Eucharist are an essential part of the ESD experience. When students and faculty gather daily in the Chapel, they engage in examining their own personal faith toward a clearer understanding of God's purpose in their lives.

The chapel services, under the guidance of ordained Episcopal clergy and committed laity, conform to *The Book of Common Prayer*. With this liturgical structure, the School brings together students and faculty from a variety of religious traditions for daily common prayer, **thanksgiving**, and praise to God. The Lower School Chaplain adapts the service to make it meaningful to younger children.

Chapel attendance is compulsory at ESD. All members of the School community are to **enter respectfully and are expected to participate in worship services**.

## **Eucharist**

Eucharist is celebrated monthly for second through fourth grade students in the Main Church. All parents are invited to attend. Consult the Lower School calendar online for specific dates.

## **Cross and Candles**

Lower School students take part in the services by carrying the cross and candles. The day a student carries the cross or candle is a special one for both the student and the family. Parents are encouraged to attend the service and are welcome to take pictures before and after.

## **Birthday Blessings**

Students are formally honored on or near their birthday. The chapel blessing is the school celebration of a child's birthday. The student and his/her parents are invited to the altar for a special prayer and blessing. Let your child's homeroom teacher know the day you are planning to attend chapel for your child's birthday blessing. Siblings do not attend blessings unless the blessing is scheduled at their regular chapel time.

## **Community Service Program**

The Community Service Program at The Episcopal School of Dallas is based on one of our four founding tenets: service. Through community service, our students are instilled with a sense of lifelong responsibility for the world God has entrusted to our care. All students, Beginner through fourth grade, participate in grade level service projects each year, serving various agencies in the Dallas community.



#### Program Goals:

- Provide help where needed in many areas of society
- Understand their lives in relation to others and feel a sense of responsibility toward the greater community
- Broaden their horizons through exposure to a wide range of experiences
- Foster the relationship between ESD and the Dallas community
- Recognize that they are serving God by serving others

### Uniform Policy

The School strongly encourages students to label all appropriate uniform items to aid the School in returning lost items.

#### Beginner, Pre-Kindergarten, and Kindergarten Students

- Dress: Navy Sailor dress with white tie
- Shorts: Modesty shorts may be worn under dresses
- Pants: Navy Bermuda-length shorts or trousers with elastic waistband
- Shirt: White **polo style** shirt (without logo)
- Shoes: Solid white or black **Velcro** tennis shoes
- Socks: Plain or ESD logo white or navy socks. Sock must completely cover the ankle bone at all times (ankle socks are **not** permitted).
- Headwear: Red, white or navy blue bows or headbands only. Scarves are not permitted.
- Jewelry: Jewelry is limited to non-dangling earrings and a watch.
- Nail Polish: Nail polish is not permitted.
- Hair: Hair is to be neat, clean, properly combed, and should not obscure a student's face.

#### Primer through Fourth Grade Students

- Skirts: Navy pleated skirt. Skirts should be no shorter than three inches above the knee.
- Shirt: Middy blouse with red tie, white oxford shirt or **polo style** shirt (without logo)
- Shorts: Navy blue ESD logo shorts should be worn under skirts for PE.
- Pants: Navy Bermuda-length shorts or trousers
- Belts: Black or brown narrow belt, or Vineyard Vines ESD Crest Belt. Must be worn with pants or shorts.
- Shoes: Navy and white saddle shoes, navy and white Keds, solid black leather loafers or low, solid black athletic shoes. Slip on athletic shoes are not permitted. Third and fourth grade students need athletic shoes for PE.
- Socks: Plain or ESD logo white or navy socks. Sock must completely cover the ankle bone at all times (ankle socks are **not** permitted).
- Headwear: Red, white or navy blue bows or headbands only. Scarves are not permitted.
- Jewelry: Jewelry is limited to non-dangling earrings and a watch. Bracelets and necklaces are not permitted. Crosses, religious medals or symbols of faith on a thin, simple chain necklace may also be worn inside clothing **for third and fourth grade students only.**
- Nail Polish: Nail polish is not permitted.
- Hair: Hair is to be neat, clean, properly combed, and should not obscure a student's face.

#### Cold Weather Attire:

- Only navy blue or grey, ESD logo/crest sweatshirts may be worn in the building during the day. **Hooded sweatshirts are not permitted.**
- Navy blue or white tights. Navy sweatpants may be worn under skirts to and from school and for any outside activities during cold weather.
- Students may wear long sleeve, solid white turtlenecks under middie blouses and uniform shirts.
- Only ESD logo/crest fleece jackets and vests may be worn in the building during the day. Navy blue cardigan sweaters are also permitted.

Spirit Dress \*There will be designated ESD spirit dress days throughout the school year. These days will be listed on the LS calendar online. Good taste and discretion should be used in the choice of clothing.

- Students must wear an ESD top. Cheerleading uniforms are acceptable.
- Tank tops are not allowed.
- Shorts, sweatpants, jeans, skirts, leggings and yoga pants are acceptable.
- Hats may not be worn in Chapel or classrooms unless the spirit theme calls for them.
- Shoes must have a closed toe, closed heel and be PE appropriate.
- Jewelry and nail polish are not permitted on these days.

\*Grade Level Wolf Run trips are all designated Spirit Dress days for the grade level attending.

Parker Uniforms (972-458-0645) is the official uniform provider of our school uniforms. Culwell & Sons (214-522-7000) is also an alternate source for uniforms. Parker and Culwell sell appropriate uniform shoes.

### **Medically Necessary Uniform Modifications**

The School wishes to assist students with medical conditions and allows for uniform exceptions as are required to accommodate medical conditions. To grant such exceptions, the school requires a note from the attending physician to be kept on file in the Health Service Office that states the reason for the requested modification and the time span for which the modification is necessary. While we allow these modifications, we do require that the student receiving exceptions and their parents make reasonable efforts to ensure that the modifications are in keeping with ESD policies to the greatest extent possible. For example: if a student requires athletic shoes due to a foot injury, we request that the shoes be of one color, preferably white for girls and black for boys.

### **Class Placement**

Determining the make-up of Lower School homerooms is the shared responsibility of teachers, the Lower School counselor and the Head and Assistant Head of Lower School. The School has a detailed and thoughtful class placement system in place. Factors including student numbers, academic strengths and challenges, parent concerns and classroom dynamics are of utmost importance. The School values parent input about the type of classroom environment that best suits a child but does not accept requests for specific teachers. Students and parents will be notified of teacher assignments in August.

### **Attendance**

The Episcopal School of Dallas attendance policy promotes regular class attendance as an integral part of the learning process and an orderly atmosphere in which learning may take place. Students are to attend all classes, chapel services, assemblies, and class meetings during the school day. Any time your student is not at school, we need parental verification either through email or a phone call to the school. When a student is absent from school, a parent should call or email the school before 8:00 a.m. To report a Lower School absence or tardy please call 214-353-5818 or email [lsattendance@esdallas.org](mailto:lsattendance@esdallas.org).

### **Early Dismissal**

Students who need to be released from class before the end of the day will be dismissed from the classroom when the teacher receives an Early Release Form. These forms are available in the Lower School Office. The School strongly encourages families to schedule appointments outside of academic hours.

### **Tardiness**

Tardiness is a disruption to the learning atmosphere, therefore it is usually unexcused. Your cooperation is requested in teaching your children respect for school hours by bringing them on time. **All students are tardy if they have not reported to the classroom by 8:05 a.m.**

### **Written/Phone Explanation for Absence**

A student who has missed any part of a school day must have the absence verified. Verification may come in the form of a written explanation signed by the student's parent or guardian, a phone call or email from the student's parent or guardian, or a note from the doctor's office.

### **Absence Due to Illness**

Please call the school nurse at 214-353-5773 in the event of an absence due to illness. If your child has a communicable disease or serious illness, the school may require a note from the child's physician stating that the student is in good health before returning to school. A child is to be fever-free without the use of fever reducing medications for 24 hours before returning to school. This 24 hour rule also applies to vomiting and diarrhea. If a child is sent home from the Nurse during the school day, the student may not return to school the same day, attend Kids on Campus or any other school related events.

### **Kids on Campus**

Kids on Campus is the extended day program and is designed for working parents. Before and after school care is provided. Kids on Campus is open all school days during the hours of 7:00 to 7:40 a.m. and 2:30 to 6:00 p.m. Enrollment and program information and registration are available in MyBackpack through the Parent Portal at [www.esdallas.org](http://www.esdallas.org).

## **Car Pool**

Only designated car pool locations may be used for drop-off and pick-up. All Lower School students will be assigned a car pool number. *See Section 5: Student Health and Safety for detailed car pool maps.* No cellular phone use is allowed in car pool lines.

### **Car Pool Changes**

Please send all car pool changes **in writing** to school with your child or send an email to [lsfrontoffice@esdallas.org](mailto:lsfrontoffice@esdallas.org) and the teacher. Please include the date the change pertains to and your child's car pool number. If an emergency arises during the day that makes a car pool change necessary, you may call 214-353-5818 and leave a message about the change. **The changes must be received at least one hour before car pool time.**

### **Car Pool Policy for Pick-up After Car Pool Hours**

Students remaining fifteen minutes after regular dismissal time will be taken to the main office to call a parent or guardian. The parent/guardian will need to park and go to the office to pick up their child. It is imperative that all drivers arrive on time, as teachers have many obligations to fulfill after school hours.

## **Academic Pledge**

The Episcopal School of Dallas is a community based on honor, respect and integrity. The Academic Pledge is included at the beginning of this Handbook as a part of The Episcopal School of Dallas Code of Conduct. All students at ESD abide by the following statement in their academic honor:

***On my honor, I promise that I will not lie, steal or cheat. I will abide by and support this Academic Pledge as a member of The Episcopal School of Dallas.***

A faculty member who suspects that a violation of the Academic Pledge has been committed is required to report this possibility to the Head of the Lower School and the Assistant Head. An assessment is made by conferring with all parties involved, including the student and the student's teacher. The Head of the Lower School and the Assistant Head will confer with the faculty member and advise regarding the procedural action to be taken.

## **Discipline Policies**

Discipline Policies are designed to ensure that ESD is a trustworthy and safe place to attend school for the entire student body. School rules apply to all students while they are under the School's care, including while they are on campus, or on a school-sponsored trip. Any child who does not cooperate with ESD regulations in conjunction with the Code of Conduct or his/her teacher is a hindrance to the learning of the entire class. Chronic misbehavior, even minor incidents, may lead to major consequences. If the teacher finds it necessary to send the child to the school office, and if counseling or intervention does not correct the behavior, a parent conference will be scheduled. Sometimes a student's misbehavior requires phoning home immediately (for example: physical aggression, repeated misbehavior, severe disrespect). In some cases the student is removed from the school for the day. In the case of further difficulty, a parent conference will be necessary to determine whether or not the child may remain at ESD.

Participation in or promotion of activities which are not in keeping with the School's Mission, Founding Tenets, or Code of Conduct, wherever they occur, may lead to disciplinary action up to, and including, expulsion.

### **Substance Policy Regarding Drugs and Alcohol**

The Episcopal School of Dallas supports and adheres to all State and Federal laws regarding the use of any controlled substance, including alcohol. The School is concerned about the increasing use of alcohol and illegal drugs by young people in our society. The School desires that school events which include students be kept free from the presence of these substances and from their influence. For this reason, the School forbids the use, possession, sale, or distribution of alcohol, illegal drugs, drug paraphernalia, and intoxicating inhalants by its students at any school related function, on or off school property. The sale or distribution of prescription drugs is also illegal and strictly forbidden. These policies also apply to students being transported to or from school events, in vehicles either owned or chartered by the School. The School reserves the right to screen students for alcohol or substance use if the School has reason to believe the student is under the influence of alcohol or illegal substances. Failure by a student or guardian to comply will result in immediate suspension from school until further notice. The Episcopal School of Dallas reserves the right to expel any student at any time, including first-time offenders, if the School determines that such separation is in the best interest of the School community. Violation of the substance policy may result in required counseling, periodic screening for substance use at the school's discretion, suspension, or expulsion from School.

The School expects all of our students to obey the laws of the state of Texas, including those involving illegal drugs. Because of this, the School does not allow someone whom we know to be using illegal drugs to remain enrolled at ESD. The School reserves the right to require students undergo drug screening at any time, and may require counseling, educational classes, and/or further drug

testing if a student tests positive for drug use. Based on the situation, the student may also receive disciplinary consequences, up to expulsion, from the School.

The Episcopal School of Dallas encourages students who are dealing with problems of alcohol or substance abuse to seek immediate professional treatment. School counselors and administrators are available to make appropriate referrals when help is needed. The School provides a number of age appropriate educational programs to encourage healthy decision-making and to inform students about the dangers and legal consequences of drug and alcohol use.

ESD parents are also reminded of the legal and civil liability related to the provision of alcohol to minors. Parents involved with illegal provision of alcohol or any controlled substance place their child's enrollment status in immediate jeopardy.

### **Search and Seizure Policies**

To maintain order and discipline on School property and at School events and to protect the safety and welfare of students and school personnel, the School may perform unannounced searches and seize contraband, and may perform physical searches of students and their property. The School may search a student's pockets, purse, backpack, gym bag, electronic devices, or other personal property, student cubbies, desks, or other school property without notice to the student or parents. Failure by a student or guardian to comply with the request for a personal, or cubby search will result in immediate suspension from School.

Contraband includes all substances or materials prohibited by School policy or State or Federal law, including, but not limited to, controlled substances, drugs, alcoholic beverages, tobacco products, electronic cigarettes (including non-nicotine models), drug paraphernalia, intoxicating inhalants, guns, knives, weapons, incendiary devices, and inappropriate images of a sexual nature. Contraband also includes all items deemed by the School to be illegal, illicit, disruptive, or a general nuisance to the educational process and may be confiscated by the School at any time. Students agree to promptly turn over any Contraband in their possession to the School upon request. Storage, return, or destruction of such items shall be at the discretion of the School. Contraband may be submitted by the School to law enforcement authorities.

### **Cubby/Desk Searches**

Cubbies and desks are School property and may be inspected by the School at any time without notice.

### **Personal Searches**

A student's person or personal effects, including book bags, computer cases, purses, backpacks, and electronic devices, may be searched by the School at any time upon request. Any student who refuses to promptly allow School access to the student's person or personal effects upon request will be subject to discipline including potential termination of privileges, detention, suspension or expulsion.

All personal searches will be performed in a manner that is respectful of the norms of decency and the emotional maturity of the student. A school administrator of the same gender will conduct the search in private, with another adult witness of the same gender present, and only upon approval of the Head of School or Division Head. The parents will be notified of the search as soon as reasonably possible which may occur following the search. The School will not perform strip searches.

### **Field Trip Searches**

ESD reserves the right to search any and all luggage brought on school field trips at any time and to search hotel rooms of students that are on overnight trips with the school. Students should expect that their luggage will be searched at least once on every field trip.

### **Questioning and Investigations**

Students and parents must fully respond to and cooperate with all School investigations. School investigations may be conducted by the Division Head, the Assistant Head, or their designee. Failure by a student or guardian to comply with the request to assist with a school investigation may result in immediate suspension from school. It is not acceptable for a student to refuse to respond to a School inquiry on the basis that his or her answers might implicate other students.

### **Parental Notification**

The School may assess disciplinary consequences without parental notification or approval.

## **The Episcopal School of Dallas Student/Faculty Protection Policies**

The Episcopal School of Dallas has a mission to “prepare young men and women for lives of intellectual discovery, integrity and purpose” and will not tolerate any behaviors from faculty, staff, students, parents, or others on our campus that interfere with that mission. One of the primary foundations necessary in order for the School to carry out that mission is for all members of the community to feel safe and secure on campus. To that end, The Episcopal School of Dallas has developed a number of policies regarding the protection of students, faculty, and staff. Some of these are listed below. This list is not meant to supplant the policies already in place in the Student Handbook or the Employee Handbook, but rather is a summary of some of the most important policies of which every member of the community should be aware.

### **Anti-Harassment Policy**

The Episcopal School of Dallas is committed to providing a school environment that is free of discrimination and harassment, where every member is treated with fairness, dignity, and respect. Actions, words, jokes, or comments based on an individual’s gender, race, ethnicity, disability, age, religion, sexual orientation, or any other factor prohibited by law will not be tolerated. As an example, sexual harassment, both overt and subtle, is a form of misconduct that is demeaning to another person, undermines the integrity of student relationships, and is strictly prohibited. This includes emails and postings on social internet sites, on or off campus, whether using an ESD or personal account. Incidents of harassment should be reported to the administration immediately. An advisor, teacher, coach, staff member, or administrator who becomes aware of possible harassment should promptly advise administration, who will handle the matter in a timely and confidential manner. Anyone engaging in harassment will be subject to disciplinary action, up to, and including, separation from the School.

### **Sexual Harassment**

The Episcopal School of Dallas community embraces the highest standards of moral and ethical behavior with the expectation that decency and civility characterize the actions of everyone in the school. Because ESD’s employees and students have a right to be treated with decency and respect and to work/learn in a courteous, professional, and supportive environment, uninvited and unwanted sexual advances of any nature made by any of its members towards another is unacceptable and will not be tolerated. Such behavior shall be reported and an investigation will ensue.

#### **Definitions:**

In legal regulations sexual harassment is any unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature.

Any employee who has cause to believe that a student, another employee, or himself/herself has been, or is being, subjected to any form of sexual harassment is required to report the matter to their Division Head or Headmaster’s Council.

Any employee who receives a report of sexual harassment towards another ESD member is obligated to relate the matter to administration. Every complaint will be treated with seriousness and handled as confidentially as possible.

Every complaint of sexual harassment will be thoroughly examined in a timely manner. The remedies and/or penalties (depending on the severity and type of the offense) can range from a reprimand to separation from the school. Action will also be taken if there is retaliation against the person bringing a complaint. The Headmaster’s Council will provide a written summary of the elements of the case, including recommended sanctions for the student’s/employee’s personnel file. If there has been harassment and the harasser has not left the school, a follow-up check will be conducted to ensure that the behavior has ceased.

### **Threatening Statements Policy**

The Episcopal School of Dallas provides a safe atmosphere to support its community. The School responds to threatening statements in a very serious manner. Any student, faculty, or staff, who make threatening statements about their intent to bring a weapon to school or to harm themselves or others may be suspended and may face possible expulsion.

Additionally, the individual may be required to undergo an evaluation, by a counselor of the School’s choice, to establish for the School, and the family, that the individual is safe to return to school and they may be referred for further evaluation or counseling. All members of the school community, students and adults, are to be aware that statements such as “I was just kidding” or “I didn’t mean it” are not acceptable excuses. This policy regarding a threatening statement applies to incidents on and off campus.

### **Anti-Bullying Policy**

The Episcopal School of Dallas strives to create an environment that is safe for all students, faculty, and staff. To that end, ESD does not tolerate bullying, which we define as follows: An individual is being bullied when another individual repeatedly subjects him or her to negative actions in which there is also an imbalance of power.

Bullying includes, but is not limited to, these actions:

**Verbal:** Verbal Bullying is defined as harm to someone's self-esteem or safety through verbal means such as: teasing, name calling, or insulting remarks.

**Physical:** Physical Bullying is defined as harm to someone's body or property such as pushing, shoving, destruction of one's property, or theft (or destruction) of school materials.

**Social/Relational:** Social/Relational Bullying is defined as harm to someone's group acceptance through purposeful exclusion, telling another not to be someone's friend, gossiping, or spreading or starting rumors.

**Cyber:** Cyber Bullying is defined as the use of electronic communication technologies to intentionally engage in repeated or widely disseminated acts of cruelty towards another that result in emotional harm. Cyber Bullying includes, but is not limited to, cyber stalking or impersonation through social media or texting.

**Sexual:** Sexual Bullying is defined as harm of a sexual nature to someone's self-esteem, body, property, or sense of safety, and includes, but is not limited to, unwelcomed sexual comments, leering, gestures, and actions or comments based on a person's sexual orientation or perceived sexual orientation.

The Episcopal School of Dallas does not tolerate bullying behavior in any situation, whether during or after school or work hours. Cyber bullying will not be tolerated on or off campus. Students or staff who engage in such behavior are subject to serious disciplinary action by the school.

In keeping with our philosophy and the ESD Code of Conduct, all ESD students and staff should abide by the following:

- We will not bully others.
- We will help those who are bullied.
- We will be inclusive of all.
- When we know someone is being bullied, we will tell an adult/administrator at school and an adult at home.
- If we see someone standing up for others and exhibiting exceptional leadership qualities, we will tell an adult/administrator at school and an adult at home.

### **Hazing**

The Episcopal School of Dallas will not tolerate any form of hazing by members of the school community. What constitutes hazing? The following policy was passed by the Texas State Legislature relating to offenses of hazing at, or in connection with, an educational institution, public or private:

"Hazing" means any intentional, knowing, or reckless act, occurring on or off campus of an educational institution, by one person alone or acting with others, directed against a student that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization whose members are students at an educational institution. The term includes, but is not limited to, any activity that intimidates or threatens the student with ostracism and subjects the student to extreme mental stress, shame, or humiliation, or adversely affects the student from entering or remaining registered in an educational institution, or may reasonably be expected to cause a student to leave the organization or the institution rather than submit to the acts described in this subsection. All forms of hazing, albeit subtle or illicit, are absolutely forbidden. This strict policy must be shared with all student organizations and athletic teams at the beginning of the school year or sports season. Hazing boundaries include, but are not limited to:

- Head shaving
- Hair dyeing
- Articles of clothing and adornments that set a group apart
- Physical exercise
- Verbal abuse
- Altering the appearance of an individual/or a group in any manner

### **False Accusations**

Making a false accusation of bullying, hazing, or harassment undermines the system of trust needed for a school to function. If the school determines that a person has knowingly filed a false accusation, serious consequences will be issued as a result of these actions. If the person making the false accusation is a student, this may include being removed (expelled) from the school.

### **Policy of Non-Retaliation**

If, during or after an investigation of bullying, harassment, or hazing, an individual retaliates against the person making the accusations, or any other people involved in the investigation or incident, the school can and will take serious action. Examples of retaliation include, but are not limited to, social media harassment, rumors, physical property damage, physical abuse, and verbal abuse. If the person retaliating is a student, the school's actions may include being removed (expelled) from the school.

### **ESD Student Responsible Use Policy (RUP), Lower School**

Access to The Episcopal School of Dallas's (ESD or the School) electronic communications systems is a privilege, not a right. I agree to abide by this policy when using technology at ESD.

The School name, email accounts, and any other ESD electronic systems are solely for my educational use. ESD related electronic communications and information belong to the School and are not private. Teachers and designated administrative personnel have the ability to monitor all electronic communication and files at any time.

ESD has taken certain precautions to secure its internet connections are safe and appropriate; however, it is impossible to restrict access to all inappropriate material. I agree to report any unsafe or inappropriate materials that I see or hear about to my teacher.

As a user of ESD electronic data and systems, I agree not to:

- Send, download, possess, or display offensive or inappropriate messages or pictures;
- Use Peer-to-Peer downloading services at School (e.g., Kazaa, LimeWire);
- Use obscene or offensive language;
- Harass, threaten, bully, insult, abuse, tease, belittle or attack others;
- Violate copyright laws;
- Use anyone else's login or password;
- Access other people's folders, files, or work;
- Play games or listen to music which are not approved in advance by the School;
- Access non-ESD emails;
- Tamper with or alter computers, networks, printers, scanners, cameras, or other equipment;
- Reveal my name, address, phone number, or that of ESD students, teachers, parents, employees without permission;
- Post videos or images taken on any ESD campus to the Internet without permission;
- Bring any outside electronic devices to School without permission from my teacher and parents.

As part of technology curriculum integration, teachers and students will be using new web tools such as blogs, wikis, podcasts, video casts, video conference calls, online competitions, etc. I agree to inform my teacher and parents of any terms of service, policies or other requirements provided to me by these outside web tools.

**It is the School's position that Lower School students do not need smart phones. Should a family opt to provide a device for their child at home, it cannot be brought to school without expressed permission from the teacher and the parent. While at school, your children are well taken care of and, should any student need to communicate with a parent, teachers have easy access to both cell phones and land lines. Mrs. Pickett in the front office would also quickly and willingly help your child call you, should the need arise.**

### **Field Trips**

Field trips are a privilege, not a right, in the Lower School. Students must obey all school rules while on field trips and can be sent home if they are not abiding by the Code of Conduct. Students must wear seatbelts while traveling in all school vehicles.

### **Visitors**

For the safety of our students, all doors at the ESD Lower School are locked from 8:10 a.m. to 3:30 p.m. Entry to the school is gained by ringing the doorbell at the porte cochere entrance. **All visitors must check in at the Lower School Office and obtain a name tag.**

### **Lost and Found**

Lost and Found items are placed in the metal cabinet located in the breezeway. Students and parents should check the Lost and Found for misplaced items. Please label all student clothing and equipment. Items that are not claimed after a reasonable period of time are given to the uniform re-sale or donated to charity. **Taking items which are not yours from the Lost and Found is an Honor Code violation.**

## **Backpacks**

Beginner, Pre-Kindergarten, and Kindergarten students use the ESD book bag. Primer through fourth grade students use a backpack. ESD book bags and backpacks are available at the Eagle's Nest. **Backpacks on wheels are not permitted in the building.**

## **Contraband**

Dangerous or disruptive articles, such as firearms, knives, fireworks, mace, or water guns, are not in keeping with the purpose and standards of the school and are not permitted. Such articles will be confiscated and not returned and appropriate disciplinary action will be taken.

## **Birthdays/Parties**

Refreshments may be brought to Beginner, Pre-Kindergarten, Kindergarten, and Primer classrooms on a child's birthday if the classroom teacher has been notified ahead of time. A cookie or cupcake is most appropriate. Please check with your child's homeroom teacher or the school nurse for any food allergies. **We do not allow party favors for birthdays.**

Refreshments may be brought to first through fourth grade classrooms for scheduled parties and events. Your room mother will contact you about these planned celebrations. Birthday refreshments, special lunches, and/or decorations are not allowed during school lunch periods. Distribution of personal party invitations is never allowed at school.

## **Food Allergies**

Due to the increasing number of children with food allergies, please consult with your child's homeroom teacher or the school nurse when providing birthday treats and before *all* class parties. The Lower School is an allergy aware campus with environmental controls. For instance, no food containing peanuts or tree nuts of any kind may be brought into the school from outside.

## **Lunch**

Students in Kindergarten through fourth grade are enrolled in the lunch program offered by Sage Dining Services. We do not allow these students to bring lunch from home or fast food to the Lower School Dining Commons because we are an allergy aware campus. Pre-Kindergarten students do bring lunch from home. No food containing peanuts or tree nuts may be brought to school.

## **Administration of Medicine by School Personnel**

School personnel may administer special health care procedures and medications at school when such treatment is necessary for school attendance and cannot otherwise be accomplished. Prescribed medication/treatment may be administered by a school nurse or by a non-health professional designee of the School Head or school nurse. Medications, including asthma inhalers and EpiPens, must be brought to school in the original container appropriately labeled by the pharmacy, along with specific instructions from the doctor explaining how the medication is to be dispensed. The School will not accept or administer medications that are not packaged in the original container with appropriate labeling. Any alteration of prescribed dosage must be expressed in writing from the doctor.

Students are not allowed to self-administer any medications, with the exception of asthma inhalers and EpiPens. Prescription drugs or medications, which students take during the school day, must be kept in the Nurse's Office with authorized instructions for administration.

## **Health Records**

Health Information forms must be on file in the Health Services Office. A record of immunization and health updates are required on each student. The additional information is necessary if students are to be properly cared for when ill or taking medication. Students must have a current physical (within the last year) on file.

## **ABC (Addressing Behaviors of Concern) – Student Assistance Program**

The ABC (Addressing Behaviors of Concern) team is a multi-disciplinary team whose efforts focus on assisting and supporting students with specific challenges, whether academic, social and/or emotional. Team members include the division counselor, learning specialists, and administrators. The division counselor leads ABC meetings and, if needed, is responsible for assuring a plan of action is in place that systematically and professionally assists the student in reaching his or her full potential at ESD.

## **Counseling Service**

The primary responsibility of the Lower School counselor is to provide emotional and social guidance and support for the school community in an effort to promote an exceptional environment for learning, social responsibility, and childhood development. Primary responsibilities of the counselor include (1) provision of direct, short-term counseling services, (2) consultation with



administration and faculty, (3) wellness education for students, faculty/staff, and parents, (4) serving as chairperson of the ABC (Addressing Behaviors of Concern) team and (5) acting as a liaison among the school, students, parents, and outside professionals. All counseling records are confidential and do not become a part of the student's academic file. You may contact the counselor directly via email or phone.

### **Lightning Alarm**

In the event the lightning alarm is activated, students who are outside should seek immediate shelter indoors. Extreme caution should be exercised during passing periods avoiding open paths to classes.

### **Emergency Evacuation**

Emergency evacuation routes are posted in every classroom on campus. The School periodically holds fire and tornado drills for the safety of the students. During evacuations students are to move to their assigned area in a quiet, orderly manner, then await further instruction. In case of fire alarm, students assemble by class in a specially designated area. If circumstances require, students may be walked to Christ the King or another safe location.

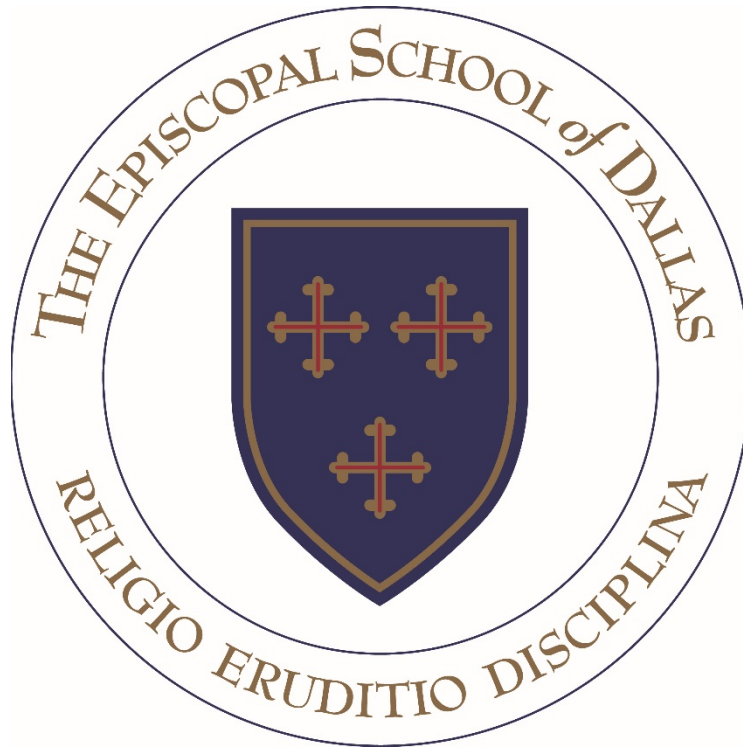
### **Extra-curricular Activities**

There are many opportunities for students to participate in extra-curricular activities. The list of activities offered will change, depending on student interests.

### **Lower School Sports**

The ESD Athletic Department will be the official liaison for all athletic teams who desire to participate under ESD's Pre-Interscholastic Fellowship Guidelines. In this program, ESD-branded teams will be inclusive of all students and distribute players into evenly matched teams. Students will be required by the program and, also Town North YMCA, to play only in their grade level. No "playing up" will be allowed. The School does understand that some families desire a more competitive atmosphere for their child, and we respect these choices. David Tollison, Associate Director of Athletics, coordinates this program.

# Section 5: Student Health and Safety



## Introduction

The purpose of this section is to introduce students and parents to some of the many policies and procedures that The Episcopal School of Dallas has in place to keep students, faculty, staff, parents, and visitors safe on our campuses. This booklet is not meant to be a complete volume of every suggestion, policy, and procedure, but rather a summary and a quick reference for some of the main points that every student and parent should have a working knowledge of while they are part of the ESD community. It is also essential that everyone understands that safety and security starts with each and every one of us as individuals. We are our first line of defense for keeping ourselves and our own property safe. Everyone should be aware of their surroundings and know what to do in an emergency. Everyone should also feel empowered to report any unsafe conditions that they notice to Campus Safety or the School administration. This includes everything from a water spill on the floor of the Commons to a suspicious person on campus. As a community, we each have a part to play in working together to make the campus a safe and healthy environment.

## Important Phone Numbers

### ALWAYS CALL 911 FOR AN IMMEDIATE EMERGENCY

Merrell Road Campus Safety: 214-882-3589

Colgate Avenue Campus Safety: 214-536-7013

Merrell Road Campus Nurse: 214-353-5867

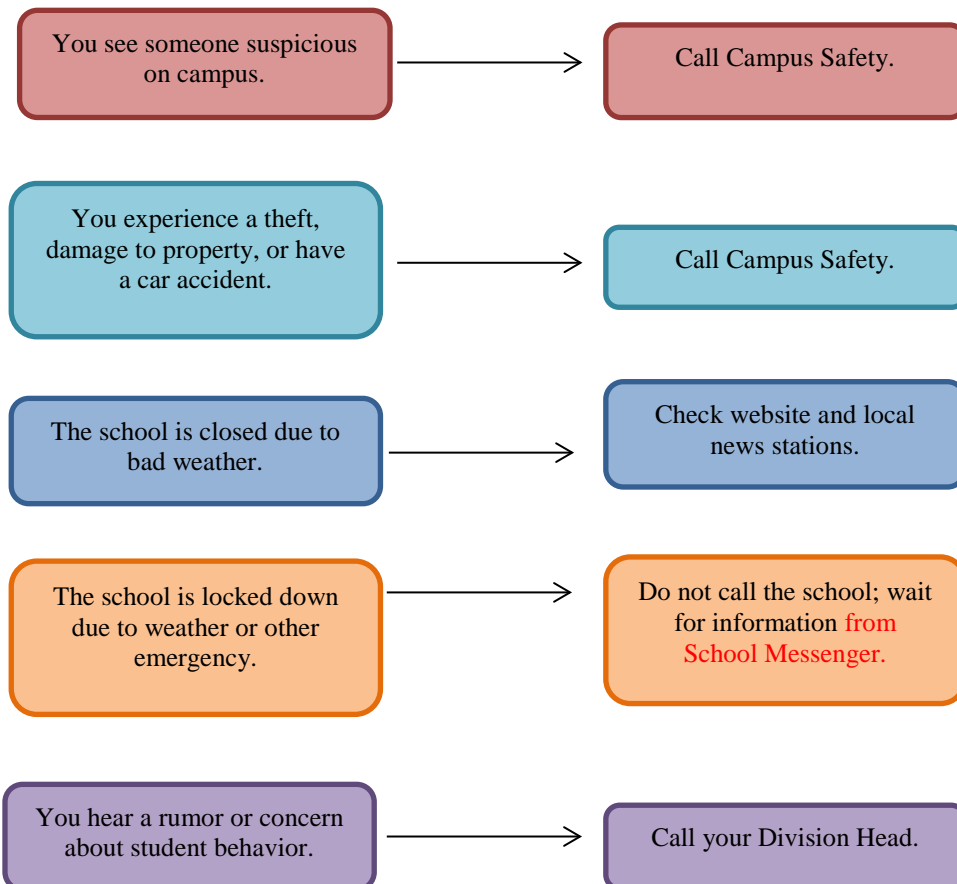
Colgate Avenue Nurse: 214-353-5773

Head of Lower School: 214-353-5621

Head of Middle School: 214-353-5878

Head of Upper School: 214-353-5990

## Who to Contact If....

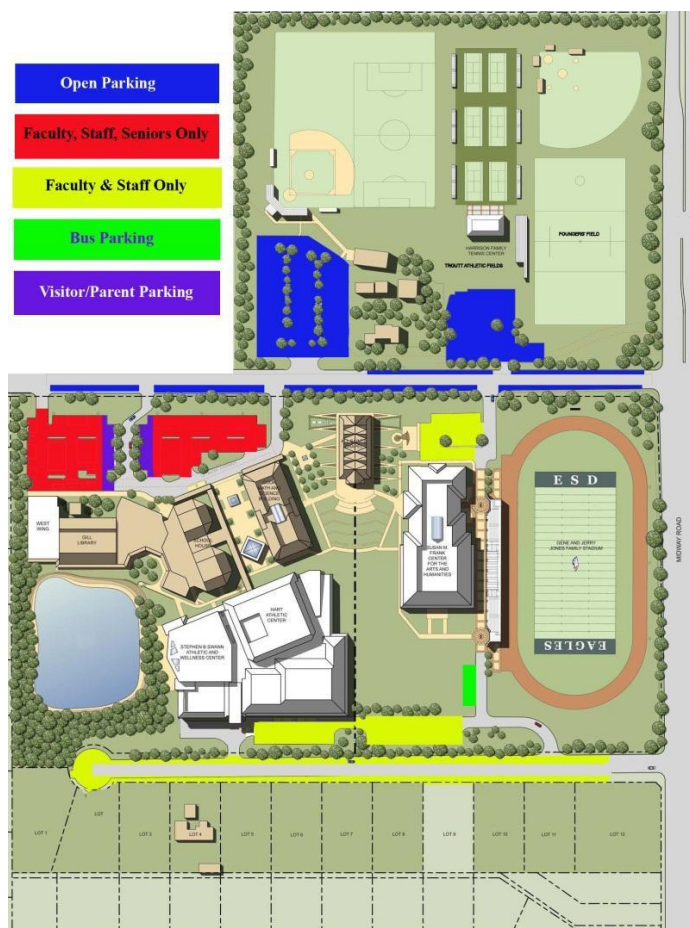


## Information for Students and Parents

### Physical Safety:

1. **Personal Safety:** The School makes every attempt to ensure that the campus is a safe environment for you to attend school, learn, and develop. We will not tolerate actions or circumstances that get in the way of the School's mission. Your physical safety is of paramount importance to us, but we need your help in this area. Please be alert to your surroundings at all times and **do not hesitate to contact Campus Safety if you ever have even the slightest concern.** You are the first person responsible for your own safety, but we are here to help.
2. **Building Hours:** Students are permitted on the Merrell Campus beginning at 7:00 a.m., but are restricted to the Study Commons or the Dining Commons until 7:30 a.m. At 7:30 a.m., the other public areas of campus become available. After school, beginning at 4:15 p.m., 5<sup>th</sup> and 6<sup>th</sup> grade students must go to the appointed after-school room. At 4:30 p.m., all students (including Upper School students) must move to the library unless they are directly supervised by a teacher. After 6:00 p.m., no students may be on campus unless directly supervised by a teacher or coach. Weekend building hours will vary, but no students are allowed on campus on days when school is not in session without direct supervision by a faculty member. On the Colgate Campus, students enrolled in the Kids on Campus program may be on campus and supervised from 7:00 a.m. to 6:00 p.m.
3. **After-Hours Access:** If a student needs limited access to the Merrell Campus after hours (to retrieve a forgotten book, for example), they may have access by contacting Campus Safety at 214-882-3589. There is no after-hours access available on the Colgate Campus.
4. **Visiting Campus:** All visitors, including parents, have to sign in when they arrive on campus. The sign in system is located at the reception desk on either campus. Visitors must provide valid government issued identification. Visitors without proper ID will be turned away. Parents must wear their parent badge in a prominent location on their uppermost garment.
5. **Emergency Alerts:** The School has an automatic texting and email system to communicate with students and parents in an emergency, or in the case of an inclement weather school closing. This is a system called "School Messenger."
6. **Theft on Campus:** If at any time your belongings are taken, or you believe something has been stolen, please contact Campus Safety. Even if you feel that there is no action that can be taken, it is important for us to keep a record of all the reported thefts on campus. This allows us to look for patterns and increase patrols in needed areas. Campus Safety will facilitate contacting the appropriate Law Enforcement personnel if necessary.
7. **Parking and Driving on the Merrell Campus:** Student parking on campus is restricted to certain areas, based on grade level. We ask that all cars that might be parked on campus be registered with Campus Safety. All that is required to register a car with the school is the student's name, car make, model, year, and color. This information can be sent via email to [labaj@esdallas.org](mailto:labaj@esdallas.org). When parents visit campus during the school day, we ask that they park in either the "open parking" areas, or in the visitor spots in the "faculty and staff" lot. Please do not park in the areas labeled "Faculty and Staff Parking Only," and please follow all directions offered by Campus Safety personnel. See the map for more information.
8. **Car Pool:** While it might not seem so, car pool is probably the most dangerous time on campus for students. It is absolutely essential that all drivers on campus during car pool keep a watchful eye out for students who may cross roads and parking lots at any time. It is also essential that everyone operating a motor vehicle is not distracted at any time. **Cellphone use is not permitted in car lines at any time.** Please see [Appendix C](#) and [D](#) for complete car pool information for both campuses.

## Merrell Campus Parking Map



9. **Inclement Weather and School Closings:** If the School is closed due to inclement weather or for any other reason, information will be disseminated in three ways: through the ESD website, through the School Messenger system, and through the local media. Television and radio stations that will carry the information are: KTVT/CBS 11, WFAA 8, KXAS 5, KDFW-4.
  
10. **Weather Emergencies:** If a severe weather event occurs during school hours (tornado, flooding, etc.) students will be directed to take cover in a severe weather location. Severe weather locations are posted in each classroom. Students not in class will be directed to the nearest safe area by school staff and administrators. Once in the location, students will need to stay there until it has been determined safe for the students to leave. The School will communicate to parents through the School Messenger system and through the website. **In the event of severe weather, please take precautions to keep yourself safe, and do not come to the School. The School will be closed down and we will not dismiss students to their parents until we determine it is safe to do so.**
  
11. **Suspicious Persons/Suspicious Packages:** If you see a suspicious person on campus, please notify Campus Safety or a faculty member **immediately**. In no case should you approach or question the individual. If a suspicious person begins a conversation with you, you should ignore them, leave the area, and notify a faculty member as quickly as possible. If you notice a suspicious package on campus, you should leave the area and notify Campus Safety as quickly as possible. Do not touch the package and do not use a cell phone in the vicinity of a suspicious package.
  
12. **Lock Down Situations:** In the event of an emergency at the School or in the neighborhood, it may become necessary to lock down the School. In a lock down situation, students, teachers, staff, and administrators will shelter in place in

the nearest secure location. Doors should be dead-bolted, lights turned off, cell phones silenced, and interior blinds drawn. Exterior blinds should remain open for emergency personnel. Students will stay sheltered in place until it is determined safe for them to leave. If a lock down occurs during a passing period, students should run for the nearest building and take shelter. If a lock down occurs while students are on the athletic fields, they should take shelter in the locker rooms. If a lock down occurs after school while students are in the parking lots, they should leave the premises immediately and seek shelter in the neighborhood. In the event of a lock down situation, the school will communicate with parents through the website and through our School Messenger system. **Please do not come to the school in the event of a lock down.** You will be instructed how and when you will be allowed to pick up your child. Visitors and parents will not be allowed entry to the campus during a lockdown.

13. **Where to Get Information in an Emergency (for Parents):** In the event of an emergency (severe weather, lock down, etc.) the school will communicate to parents primarily through the School Messenger system (see #6 above) and through the website. **Please do not come directly to the school, since we will not release students in emergencies until after the danger has passed.** Also, during an emergency the phone lines become crowded, and you will not be able to get through to the School on the phone. During certain emergencies, students may be moved to a safer location to be reunited with parents. It is important to wait for instructions before arriving at the campus.
14. **Reporting Rumors or Concerns:** Students have multiple ways to bring concerns to the attention of the administration and we strongly encourage all students to discuss concerns with their parents or another trusted adult. Concerns or rumors should be brought to the attention of the Head or Assistant Head in the division in which the student is enrolled, or the counseling office. These can be relayed via email, a phone call, or an in person discussion. Each division also has two options for anonymous reporting; there is a black suggestion box near each division office, or the concerns can be mailed to the School at the following address:

Concerns  
Attn: Executive Team  
The Episcopal School of Dallas  
4100 Merrell Road  
Dallas, TX, 75229

Examples of the types of concerns that should be reported are: suspected drug use or sale, suspected physical or sexual abuse, harassment, bullying, thefts, or any other activities that are not in keeping with the mission of the school.

15. **Harassment, Bullying, and Abuse:** Every child and adult has the right to work and attend school in an environment free of harassment, bullying, or abuse. The Episcopal School of Dallas will not tolerate harassment, bullying, or physical or sexual abuse and will take appropriate action if it discovers these activities. The School strongly encourages all students to discuss these issues with their parents and to report any and all concerns to the School immediately.

### **In an Emergency (for Students)**

1. If an emergency occurs, and no adult is around for guidance, decide where on campus it would be safest to be located and remain there. If possible, notify Campus Safety by cell phone of your location.
2. If you witness a violent situation, notify the nearest adult. Do not try to interfere. Be a good witness.
3. Be willing to share all relevant information with law enforcement, campus safety, teachers, and school administration.
4. Once the emergency is over, if you are instructed to leave the area, do not return to your locker or any other area to retrieve belongings. Leave the campus with only what is on your person.
5. Assist teachers in taking attendance and accounting for other student's whereabouts.
6. If possible, and only if it is safe to do so, provide assistance to injured persons.
7. Help to calm and reassure fellow students.
8. Follow all instructions from Campus Safety, emergency responders, law enforcement, or school administrators completely and quickly.

9. Do not talk to the media.
10. Do not speculate or perpetuate rumors.

### **In An Emergency (for Parents)**

1. **Information:** In an emergency situation, information will be released to the parents via School Messenger and through the website. In most emergencies, school personnel will not be available to staff the switchboard, so do not call the school. Keep monitoring the website, **Twitter**, Facebook, and your text messages for the timeliest information. If possible, the School will also post information to local media outlets.
2. **Picking Up Your Student:** In most emergencies, the campus will be secured and we will not allow parents on to the property. In some emergencies, it is also important that we leave open access for emergency vehicles and first responders to reach the campus quickly. **Please do not come to campus until notified to do so.** We strongly suggest that if you approach campus, you should park in some other, nearby location (Walnut Hill Recreation Center, John Calvin Presbyterian Church, etc.) and await instructions on when to approach campus. In certain emergencies, the School might designate certain parking areas in the vicinity to use as parental gathering points. Please understand that we will keep your children safe and sheltered in place until the authorities determine it is safe to release them. **Coming to campus in the midst of an emergency only makes this worse and could potentially delay lifesaving response from professionals.** Your student may be transported to a safer location to be reunited with you. Wait for instructions before arriving at campus.

### **Physical Health**

1. **Registered Nurses:** Both campuses employ a full time, licensed, Registered Nurse in good standing with the State Board of Nurse Examiners. The nurses are available during school hours and for a limited time before and after school.
2. **Athletic Trainers, Certified:** The Merrell Campus employs two state licensed and nationally certified Athletic Trainers (a male and a female). Treatment hours are available during all sporting events as well as practices on campus. The Athletic Trainers can help with: injury prevention, evaluation/diagnosis of injuries, immediate care of injuries, rehab and recondition, hydrotherapy, facilitation of physician and physical therapy appointments, and general injury counseling.
3. **Health Forms and Requirements:** In accordance with state regulations, ESD requires that all students have a current and complete **immunization record** on file. All students must have a complete **physical exam** every year. All students subject to the state guidelines for **hearing and vision screening** will need to show evidence of the screenings, including referrals and subsequent treatment. Screenings are available on campus for those students not screened by a private physician. Students entering the 6<sup>th</sup> and 9<sup>th</sup> grades must show evidence of **scoliosis screening** in the past year. The following forms must be filled out each year and kept on file at the school: Parental Authorization Form, Student Health Information Form, Physical Examination Form, and Immunization Record Form.
4. **Flu Immunizations:** Seasonal flu shots are made available on site to the faculty, staff, students, and families through a third party provider. Other immunizations are not available on site.
5. **CPR and AED Training:** The faculty and staff are regularly trained in CPR and use of an AED (automated external defibrillators). AEDs are located around both campuses (and Wolf Run), and there are roaming AEDs for use during sporting events.
6. **Signing Out of School:** If a Middle or Upper School Student needs to leave campus for a non-health related reason (DMV, dentist, doctor appointment, etc.) he or she should sign out at the division office. The attendance officer will contact the parents to verify the absence. If a Middle or Upper School Student needs to leave campus for a health related reason, they should report to the Nurse's Office first. The nurse will speak with the parents to determine the most appropriate form of action. Lower School Students who need to be released from class before the end of the day

will be dismissed from their classrooms when their teacher receives a green Early Release Form. These forms are available in the Lower School Office. No student, regardless of age, is allowed to leave school unless the nurse or receptionist has permission from a parent.

- 7. Over-the-Counter (OTC) Medication:** Several OTC medications are kept in the Nurse's Office and are available to faculty, staff, and students should the need arise. Examples of these include: Tylenol, Advil, Sudafed, Tums, Claritin, Aleve, Benadryl or their generic equivalents. Aspirin is kept for emergency administration only. The nurses are only allowed to issue medication that is approved by the parents in their "Student Health Information Form" or if contact is made by the nurse directly with the parents. If a student needs an OTC medication that is not kept by the school, they will need to bring it in its original container, along with instructions signed by the parents, to the Nurse's Office. Students are not permitted to self-administer OTC medications on campus.
- 8. Use of Prescription Medication on Campus:** Students who require prescription medication to be administered during the school day should have their parents contact the school nurse to arrange for the proper paperwork to be filled out and on file with the School. Once the paperwork is complete, parents may send the medication to the nurse, in its original container. All prescription medications need to be administered through the school nurse. Students are never allowed to be in possession of, or to self-administer, prescription medications, with the exception of an asthma inhaler or an EpiPen, which students may self-administer with a doctor's note (contact the school nurse for details).
- 9. What to Do if You are Ill (for Students):** If you have a communicable disease or illness, the School may require a note from your doctor stating that you are in good health before you may return to school. You must be fever-free without fever reducing medications for 24 hours before returning to school. This 24-hour rule also applies to vomiting and diarrhea. It is also important that you not attend school when you might be contagious, since it could cause other students to become ill as well. Please stay home if you are sick, and have a parent email or call the attendance office to let them know that you will not be in school that day. If you are sent home by the school nurse during the school day for any reason, you may not return to school that day without a doctor's excuse and may not participate in ESD after school activities, school sports, or after school care (including Kids On Campus).
- 10. When to Keep a Student at Home:** Any time that a parent determines that their student is ill, contagious, or has a fever, they should keep them at home. It is very important, for the sake of all the other students and adults at ESD that sick children do not attend school. Parents should refer to the Student section for specifics regarding policies and procedures or if they need advice about the appropriateness of keeping a child at home, and are encouraged to contact the school nurse for guidance.
- 11. Epidemic Plan Information:** The School has a plan in place for dealing with epidemics, which might disrupt the school year. In the event of such an event, information will be made available to all parents and students via the school's website and our emergency alerts system.
- 12. Health and International Travel:** The Center for Disease Control and Prevention ("CDC") publishes Travel Health Notices on its website ([www.cdc.gov/travel/notices](http://www.cdc.gov/travel/notices)). Students who travel to any **country associated** with a Level 2 or Level 3 Notice must notify the ESD school nurse on the first school day following their return to the USA.

## **Emotional Health and Wellness**

- 1. Availability of Counseling Services:** Professional counselors and chaplains are available on both campuses to assist students with life and wellness issues and to help them make sound personal choices. Parents are encouraged to share any concerns they may have about their child with the counselors and chaplains. Students of all ages are encouraged to utilize these resources whenever they need some extra help or guidance.
- 2. Services Available:** The counselors and chaplains are available to the student body to help with guidance, advice, or outside referrals for academic, social, emotional, and medical challenges, including substance use.



3. **What to do if a Friend Needs Help (for Students):** There are often times in a student's life when he or she might become concerned about the behavior or choices made by a friend. In these cases, the School strongly encourages students to talk with the counselors or chaplain about how to best address these concerns.
4. **What to do if Your Student Needs Help (for Parents):** If you, as a parent, are ever concerned about your child's emotional, physical, or spiritual well-being, we strongly encourage you to contact the School in some manner. You can contact your child's teacher, advisor, Division Head, Chaplain, or the school counselors. We are all here as a team to help your child through whatever difficulties he or she might face.

## **Campus Safety Q&A**

### **Before School Hours**

#### **What times are the buildings open?**

The buildings on the Merrell Road campus are open for teachers at 6:00 a.m., and students are allowed on campus beginning at 7:00 a.m. The Cook and Frank Buildings will remain locked until 7:30 a.m. Students who need to meet with a teacher for extra help can do so in the Commons from 7:00 a.m. to 7:30 a.m., but if a club meeting, or larger activity is scheduled, the teacher can allow those students in the building if they are supervising them. On the Colgate campus, teachers are allowed in the buildings from 6:30 a.m. to 6:00 p.m., Students may be dropped off at the Colgate Campus at 7:40 a.m. and supervision will be provided until children are released to class at 7:45 a.m. Children enrolled in Kids On Campus program may arrive on campus between 7:00 a.m. and 7:40 a.m. and are supervised until 6:00 p.m. Students may not remain on campus after car pool unless they are enrolled in Kids On Campus or under the direct supervision of a teacher.

#### **When do the automobile gates open? (Merrell Campus Only)**

The main gate on Merrell (Gate #3) opens at 6:00 a.m., the Swann Center, the Junior Lot, and Tennis Center gates open at approximately 7:00 a.m.

#### **When do the pedestrian gates open? (Merrell Campus Only)**

The pedestrian gates are only open during car pool in the mornings.

#### **Who is supervising students?**

On the Merrell Campus, between 7:00 a.m. and 7:30 a.m., students are only allowed in the Commons and the Dining Commons. These areas are supervised by an assigned teacher or administrator. After 7:30 a.m., students may be allowed to go to their lockers and be in other buildings, since teachers are required to be on campus by 7:30 a.m. and therefore will be in offices and classrooms to supervise hallways.

On the Lower Campus, students are either supervised by their classroom teacher, or they must be enrolled in Kids On Campus if they will be arriving at school early or staying after classes end.

#### **How do we register guests before school?**

All visitors must check in with either the receptionist or Campus Safety and must provide a valid government issued ID.

#### **How do parent groups gain access in the early morning? (Merrell Campus Only)**

All groups must enter through the front gates only.

#### **If a student, parent, or alumni wants to come and work out in the early morning, how do they gain access? (Merrell Campus Only)**

They come through the front gates only.

### **During School Hours**

#### **What does a secured campus mean?**

This means that all visitors are required to check in, and that all gates to the Merrell campus are closed (with the exception of the main gate). This is the normal state of campus during the school day (8:00 a.m. through approximately 3:45 p.m.).

#### **How do visitors check in to campus?**

Visitors will be greeted by Campus Safety when they arrive on campus and will be directed to the receptionist to sign in and receive a visitor's badge.

#### **How do substitute teachers check in to campus?**

Substitutes will report to the appropriate office (Lower, Middle, or Upper School) and receive a special visitor badge for substitutes.

**How do parents pick up a sick child? (both campuses)**

The school nurse will call the parent and will coordinate with the parent where to pick up the child.

**How do parents drop off refreshments for athletics? (Merrell Campus Only)**

Parents may report to the Montwood gate and use the intercom to be buzzed in by Campus Safety. When they arrive at the Swann Center doors, they can use the phone to call Athletics (dial 5810) and someone will come and open the doors for them.

**How do we orchestrate an athletic send-off? (Merrell Campus Only)**

An athletic send-off should occur in either the Merrell or Montwood parking lots. We ask that parents park on the street or in the tennis center if a large number are expected.

**Where should the Board of Directors park when a board meeting is held? (Merrell Campus Only)**

On days when a Board meeting occurs during the school day, we will reserve spots in the Wellness Center parking lot for Board members and a Campus Safety Officer will be at the back gate to let them in. For meetings that occur outside of the school day, Board members are free to park anywhere.

**How does the school track parents who are not allowed access to their children due to custody issues or court orders?**

Cara Holmes (LS), Kristi Rayburn (MS), and Helen Skalniak (US) are the three employees that would receive this information. They will pass it on to Campus Safety, and internal alerts will be entered through the visitor sign in system.

**After School Hours**

**What does an open campus mean? (Merrell Campus Only)**

An open campus means that we are not registering guests, and that automobile and pedestrian gates might be open to allow access. This is generally the case after school (beginning at 4:30 p.m.) when there are games or events, and on most weekends.

**What times are the buildings locked?**

On the Merrell Campus, buildings automatically lock at 8:00 p.m. but are generally locked earlier than that by Campus Safety once all teachers have left and/or the cleaning crew is finished. The Colgate Campus generally locks up by 6:00 p.m.

**When do the automobile gates close? (Merrell Campus Only)**

All gates close no later than 8:00 p.m.

**When are the pedestrian gates secured? (Merrell Campus Only)**

These gates are secured immediately after car pool ends in the morning.

**What is the difference between a building being locked and secured? (Merrell Campus Only)**

If a building is locked, that means that people can still access the building using their swipe cards. If a building is secured, that means there is no access to that building. This rarely happens on the Merrell campus but might occur over some holidays.

**Where do students go to await pick-up? (Merrell Campus Only)**

After 4:30 p.m., there should be no unsupervised students on campus. Students remaining on campus after 4:30 p.m., except for 5<sup>th</sup> or 6<sup>th</sup> graders who will be in After School Care, will be supervised in the library. For a student to be picked up from the library, the parent should call or text the proctors to release the student. The student can then be picked up at the main entrance.

**Where do students go to await pick-up? (Lower School)**

Students remaining fifteen (15) minutes after the regular dismissal time will be taken to the main office. The parent/driver will need to park and go to the office to pick up their child or car pool group.

**What about students traveling between supervised appointments? (Merrell Campus Only)**

Students may travel without supervision between supervised appointments (for example: a student in a sport or fine arts lesson that ends at 5:00 p.m. may walk to the library on their own, they do not need an adult chaperone).

**Are there any special rules for lessons ending after 6:00 p.m.? (Merrell Campus Only)**

Fine Arts lessons ending after 6:00 p.m. require that the teacher supervise the student until a parent comes and picks them up. Students cannot be left alone or with Campus Safety.

**Who ensures that there are no students in unlocked buildings? (Merrell Campus Only)**

The library proctors and Campus Safety will sweep the campus on a regular basis to ensure that there are no students unsupervised after 4:30 p.m.

**Who is supervising the students who are in buildings with teachers (private lessons and tutoring)?**

They are supervised by the teacher giving the lesson, and then should be released to the library (if before 6:00 p.m., on the Merrell Campus) or escorted directly to be released to the parents. If after 6:00 p.m., the teacher needs to supervise the student personally until the parents arrive.

**What is the process for ensuring parent/guest parking for after-school events? How does the school communicate this to the parents? (Merrell Campus Only)**

After school, since the campus is open, parents and guests can park in any open parking lot.

**Weekends**

**How will I have access to the facilities during the weekend?**

Teachers can access the buildings on the Merrell Campus using their swipe cards on weekends, just as on any other normal school day. Students may access the buildings on weekends to get books from lockers, etc., by contacting Campus Safety. There is very limited Lower School access on the weekends due to the church use of the buildings. Parents should expect to enter the facility with their student.

**Athletics Events (Merrell Campus Only)**

**What is the procedure for picking up students from athletics (either a practice or a game)?**

Before 4:30 p.m.: Students dismissed from athletics before 4:30 p.m. will report to the Commons and may be picked up from there at either entrance by their parents, just as they would for any normal school day. Upper School students that drive themselves will be dismissed to their own recognizance.

From 4:30-6:00 p.m.: The coaches will coordinate dismissal of students and will make a note of any student who is not going home with their parents (the coach will let the parents know where to pick up their students). If a ride is not immediately available, the coach will send the students to the library, and they can be picked up from there just as any student on campus past 4:30 p.m. would be. Upper School students that drive themselves will be dismissed to their own recognizance.

After 6:00 p.m.: The coaches will coordinate dismissal of students and will make a note of any student that does not go home with their parents (the coach will let the parents know where to pick up their students). The coach will stay with the students until the last student has been picked up. Upper School students that drive themselves will be dismissed to their own recognizance.

**Who is supervising my child athlete during a sporting practice or event?**

The coach of each respective team will supervise their student-athletes during practice or a game. Parents are responsible for supervising their child during a sporting event in which the child is a spectator.

**What is the parking procedure for parents during a sporting event?**

During a sporting event, the campus is “open” and therefore parents and visitors may park in any open lot.

**What kind of security does the school have during athletic events?**

Depending on the crowd at an athletic event, the School will have Campus Safety Officers present, and often employs sworn Police Officers as well.

**The Episcopal School of Dallas Student/Faculty Protection Policies**

The Episcopal School of Dallas has a mission to “prepare young men and women for lives of intellectual discovery, integrity and purpose” and will not tolerate any behaviors from faculty, staff, students, parents, or others on our campus that interfere with that mission. One of the primary foundations necessary in order for the School to carry out that mission is for all members of the community to feel safe and secure on campus. To that end, The Episcopal School of Dallas has developed a number of policies regarding the protection of students, faculty, and staff. Some of these are listed below. This list is not meant to supplant the policies already in place in the Student Handbook or the Employee Handbook, but rather is a summary of some of the most important policies of which every member of the community should be aware.

## **Anti-Harassment Policy**

The Episcopal School of Dallas is committed to providing a school environment that is free of discrimination and harassment, where every member is treated with fairness, dignity, and respect. Actions, words, jokes, or comments based on an individual's gender, race, ethnicity, disability, age, religion, sexual orientation, or any other factor prohibited by law will not be tolerated. As an example, sexual harassment, both overt and subtle, is a form of misconduct that is demeaning to another person, undermines the integrity of student relationships, and is strictly prohibited. This includes emails and postings on social internet sites, on or off campus, whether using an ESD or personal account. Incidents of harassment should be reported to the administration immediately. An advisor, teacher, coach, staff member, or administrator who becomes aware of possible harassment should promptly advise administration, who will handle the matter in a timely and confidential manner. Anyone engaging in harassment will be subject to disciplinary action, up to, and including, separation from the School.

### **Sexual Harassment**

The Episcopal School of Dallas community embraces the highest standards of moral and ethical behavior with the expectation that decency and civility characterize the actions of everyone in the school. Because ESD's employees and students have a right to be treated with decency and respect and to work/learn in a courteous, professional, and supportive environment, uninvited and unwanted sexual advances of any nature made by any of its members towards another are unacceptable and will not be tolerated. Such behavior shall be reported and an investigation will ensue.

#### Definitions:

In legal regulations, sexual harassment is any unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature.

Any employee who has cause to believe that a student, another employee, or he/she has been, or is being subjected to, any form of sexual harassment is required to report the matter to the appropriate Division Head or Headmaster's Council.

Any employee who receives a report of sexual harassment towards another ESD member is obligated to relate the matter to administration. Every complaint will be treated with seriousness and handled as confidentially as possible.

Every complaint of sexual harassment will be thoroughly examined in a timely manner. The remedies and/or penalties (depending on the severity and type of the offense) can range from a reprimand to separation from the School. Action will also be taken if there is retaliation against the person bringing a complaint. The Headmaster's Council will provide a written summary of the elements of the case, including recommended sanctions for the student's/employee's personnel file. If there has been harassment and the harasser has not left the school, a follow-up check will be conducted to ensure that the behavior has ceased.

## **Threatening Statements Policy**

The Episcopal School of Dallas provides a safe atmosphere to support its community. The School responds to threatening statements in a very serious manner. Any student, faculty, or staff member who makes threatening statements about their intent to bring a weapon to school or to harm themselves or others may be suspended and may face possible expulsion. Additionally, the individual may be required to undergo an evaluation, by a counselor of the School's **choice**, to establish for the School and the family that the individual is safe to return to school and may be referred for further evaluation or counseling. All members of the school community, students, and adults, are to be aware that statements such as "I was just kidding" or "I didn't mean it" are not acceptable excuses. This policy regarding a threatening statement applies to incidents on and off campus.

## **Anti-Bullying Policy**

### **Lower School**

The Episcopal School of Dallas strives to create an environment that is safe for all students, faculty and staff. To that end, ESD does not tolerate bullying, which we define as follows: A person is being bullied when another person repeatedly subjects him/her to negative actions in which there is also an imbalance of power.

Bullying includes, but is not limited to, these actions:

- threatening, taunting, or teasing a person by saying mean and hurtful things
- consistently ignoring or excluding another person from a group of friends and/or leaving a person out of activities on purpose
- hitting, kicking, pushing, or restraining a person
- telling lies or spreading rumors about a person or attempting to make others dislike him/her

The Episcopal School of Dallas does not tolerate bullying behavior in any situation, whether during or after school hours. People who engage in such behavior are subject to serious disciplinary action by the school.

In keeping with our philosophy, all ESD students, faculty and staff should abide by the following:

- We will not bully others.
- We will help those who are bullied.
- We will be inclusive of all.
- When we know someone is being bullied, we will tell an adult / administrator at school and an adult at home.

### **Middle and Upper School**

The Episcopal School of Dallas strives to create an environment that is safe for all students, faculty, and staff. To that end, ESD does not tolerate bullying, which we define as follows: An individual is being bullied when another individual repeatedly subjects him or her to negative actions in which there is also an imbalance of power.

Bullying includes, but is not limited to these actions:

Verbal: Verbal Bullying is defined as harm to someone's self-esteem or safety through verbal means such as: teasing, name calling, or insulting remarks.

Physical: Physical Bullying is defined as harm to someone's body or property such as pushing, shoving, destruction of one's property, or theft (or destruction) of school materials.

Social/Relational: Social/Relational Bullying is defined as harm to someone's group acceptance through purposeful exclusion, telling another not to be someone's friend, gossiping, or spreading or starting rumors.

Cyber: Cyber Bullying is defined as the use of electronic communication technologies to intentionally engage in repeated or widely disseminated acts of cruelty towards another that result in emotional harm. Cyber Bullying includes, but is not limited to: cyber stalking, impersonation through social media, or texting.

Sexual: Sexual Bullying is defined as harm of a sexual nature to someone's self-esteem, body, property, or sense of safety, and includes, but is not limited to: unwelcomed sexual comments, leering, gestures, and actions or comments based on a person's sexual orientation or perceived sexual orientation.

The Episcopal School of Dallas does not tolerate bullying behavior in any situation, whether during or after school or work hours. Cyber bullying will not be tolerated on or off campus. Students or staff who engage in such behavior are subject to serious disciplinary action by the school.

In keeping with our philosophy and the ESD Code of Conduct, all ESD students and staff should abide by the following:

- We will not bully others.
- We will help those who are bullied.
- We will be inclusive of all.
- When we know someone is being bullied, we will tell an adult / administrator at school and an adult at home.
- If we see someone standing up for others and exhibiting exceptional leadership qualities, we will tell an adult / administrator at school and an adult at home.

### **Hazing Policy**

The Episcopal School of Dallas will not tolerate any form of hazing by members of the school community. What constitutes hazing? The following policy was passed by the Texas State Legislature relating to offenses of hazing at or in connection with an educational institution, public or private:

"Hazing" means any intentional, knowing, or reckless act, occurring on or off campus of an educational institution, by one person alone or acting with others, directed against a student that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization whose members are students at an educational institution. The term includes, but is not limited to, any activity that intimidates or threatens the student with ostracism and subjects the student to extreme mental stress, shame, or humiliation, or adversely affects the student from entering or remaining registered in an educational institution, or may reasonably be expected to cause a student to leave the organization or the institution rather than submit to the acts described in this subsection. All forms of hazing, albeit subtle or illicit, are absolutely forbidden. This strict policy must be shared with all

student organizations and athletic teams at the beginning of the school year or sports season. Hazing boundaries include, but are not limited to:

- Head shaving
- Hair dyeing
- Articles of clothing and adornments that set a group apart
- Physical exercise
- Verbal abuse
- Altering the appearance of an individual/or a group in any manner

### **False Accusations**

Making a false accusation of bullying, hazing, or harassment undermines the system of trust needed for a school to function. If the school determines that a person has knowingly filed a false accusation, serious consequences will be issued as a result of these actions. If the person making the false accusation is a student, this may include being removed (expelled) from the school.

### **Policy of Non-Retaliation**

If, during or after an investigation of bullying, harassment, or hazing, an individual retaliates against the person making the accusations, or any other people involved in the investigation or incident, the school can and will take serious action. Examples of retaliation include, but are not limited to, social media harassment, rumors, physical property damage, physical abuse, and verbal abuse. If the person retaliating is a student, the school's actions may include being removed (expelled) from the school.

### **Reporting Policy**

As educators, all ESD Employees are required by Texas State Law to report any suspected or confirmed cases of child abuse or neglect to the Texas Department of Family and Protective Services or a law enforcement agency. ESD is not required to notify the family of any report that is made. (Texas State Law)

### **Physical Contact Policy**

The Episcopal School of Dallas has implemented a "Physical Contact" policy that will promote a positive, nurturing environment while protecting students and school employees from misunderstandings or uncomfortable situations. The policy can be stated as follows: All ESD community members should refrain from physical contact that is unwanted or makes the other party uncomfortable and should restrict physical contact primarily to the hands, shoulders, arms, and upper back unless directly related to the curriculum objectives. This last qualifier applies primarily to athletic trainers, coaches, and nurses that may need to have physical contact in other areas of the body to help a student learn a skill or diagnose a physical ailment or injury.

Appropriate Physical Contact Examples: side hugs, pats on the shoulder or back, handshakes, "high fives," holding hands (when escorting younger students), allowing students in pre-school or kindergarten to sit on an instructor's knee.

Inappropriate Physical Contact Examples: full frontal hugs, kisses, wrestling, tickling, piggyback rides, students sitting on an instructor's lap, massages, or any affection in isolated areas.

### **Verbal Interaction Policy**

All ESD community members should refrain from speaking to each other in any way that is, or can be, construed by an observer as harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. All members should also refrain from making compliments relating to physique or body development. School personnel may not initiate sexually oriented conversations with students, and personnel may not discuss their own sexual activities with students.

Appropriate Verbal Interaction Examples: positive reinforcement, appropriate jokes, encouragement, praise, discussion of mistakes or errors with an emphasis on improvement.

Inappropriate Verbal Interaction Examples: name-calling, secrets, cursing, off-color or sexual jokes, shaming, derogatory remarks, discussions that involve the personal problems of a school employee being shared with a student, personnel issues being shared with a student.

### **Contact Outside of School Policy**

In order to protect all parties involved, The Episcopal School of Dallas has implemented the following policy for student and teacher contact outside of school: School personnel should avoid contact with students outside of normal school activities, but may have contact under the following conditions; personnel may meet with groups of students in public areas (restaurants, coffee shops, art museums, etc.) and may meet with individual students if the parents are present.

Appropriate Outside Contact Examples: meeting a group of students at Starbucks on the weekend, attending a function at a student's home when the parents are present, a student and their parents having a dinner at a faculty member's home.

Inappropriate Outside Contact Examples: meeting a single student at Starbucks, visiting a student in their home without the parents present, attending a student's party that does not have parents in attendance, inviting a student to dinner at a faculty member's home without the parents in attendance.

### **Conflict of Interest Policy**

In order for the School to function properly and to guarantee it is working to fulfill its mission in all that its employees do, the School considers it to be a conflict of interest for any employee to directly accept money from any immediate family member of an enrolled student. In special cases where the School decides that it is in the best interest of a student to work with an ESD employee outside of the normal school duties, the School will make the arrangements and compensation will go directly to the school.

Examples of Conflicts of Interest: paid tutoring, private coaching, private lessons by ESD employees of ESD students or siblings, babysitting of ESD students or siblings by ESD employees, housesitting by ESD employees for ESD families.

### **Gift Policy**

The Episcopal School of Dallas employees are only allowed to give gifts to students under the following conditions: gifts may be given to groups of students, small gifts of very low value may be used as rewards for individuals, and in all cases the administration must be notified and the parents notified if appropriate.

Examples of Allowed Gifts: Stickers or lollipops given to students for giving a correct answer in class or demonstrating a certain value (honesty, etc.), a pizza lunch given to an entire class or group of students.

Examples of Inappropriate Gifts: gift cards given to individual students for correct answers in class, any gift given to an individual student without administrative approval.

### **Gifts, Favors, and Entertainment Received by School Employees**

School employees may not seek or accept for themselves or others any gifts, favors, or entertainment from any persons or business organizations that do or seek to do business with the school except for minor common courtesies usually associated with customary business practices.

For example, gifts of perishable items usually given during the holidays such as hams, cookies, nuts, etc., are acceptable. Any gift or offering beyond this level or estimated to be worth in excess of \$50.00 must be reported to the Head of School, who will determine whether the gift may be appropriately accepted on an individual basis or for the benefit of the school.

### **Acceptance of gifts from students and parents**

From time to time, faculty and staff may be offered gifts by grateful students, parents, or other family members of students. We do not want to discourage the kindness of our students (such as in offering handmade items of appreciation that they have created for their teachers). However, due to the potential for conflicts of interest (such as with regard to grading, student promotions, awards, etc.) as well as the potential for inappropriate "competition" among parent gift-givers, faculty and staff members are not permitted to accept gifts that are reasonably estimated to be worth in excess of \$50.00, per teacher per ESD family per year. For example: A \$50.00 gift certificate to a bookstore may be accepted; an all-expenses-paid vacation and use of a summer house may not be accepted.

All gifts from students or parents that appear to exceed the \$50.00 limit must be reported promptly to the Head of School. Should you receive a gift that is in obvious excess of \$50.00, politely thank the giver and let them know that the school does have a policy regarding acceptance of gifts estimated to be worth more than \$50.00, and as such you are not able to accept their gift, but appreciate the generosity of their offer.

As a fair and non-biased means of rewarding Faculty and Staff, gifts exceeding the \$50.00 limit are encouraged to be donated to the Parents Association. The PA organizes raffles as a means to provide all ESD employees with an opportunity to receive gifts that show gratitude for their hard work and efforts year round.

### **Social Networking Policy**

Employees of The Episcopal School of Dallas are not allowed to initiate or accept "friend requests" or otherwise communicate with ESD students, or any alumni under the age of 18 years old, on social networks.

## **Email Policy**

ESD employees are not allowed to use personal email accounts to communicate with students or alumni under the age of 18 years old.

## **Transportation Policies**

- For all school sponsored or school related events, students should be transported in school vehicles or chartered vehicles with professional drivers.
- Teachers and administrators should not transport students in personal vehicles except in emergency situations. If such a situation arises, the teacher should notify their supervisor afterwards and document the circumstances which made it necessary to transport the student in their personal vehicle. This documentation should include a copy of the valid insurance coverage on the vehicle.
- The minimum number of people in a vehicle transporting students should be three (including the faculty member driving). There should never be just one teacher and one student in a vehicle unless it is an emergency situation. If this does occur, the supervisor should be notified and the situation documented.
- During field trips, no unauthorized stops should be made unless they are in public areas. For example, it is acceptable to stop at a fast food restaurant for lunch, but not the teacher's house.
- Take attendance before loading and after unloading vehicles.
- Teachers should avoid physical contact and sensitive conversation topics while in vehicles.
- Teachers should be randomly seated throughout the bus, not congregated together in one area, to better supervise students.
- On any trip involving an overnight bus ride or any very lengthy trip where students might be sleeping, students should be separated by gender. If students are using blankets to sleep, they may not be shared by any two or more people.

## **One-on-One Student Teacher Interaction Guidelines and Policies**

In order to keep our students and faculty safe at all times, there are certain guidelines that should be followed whenever meeting one-on-one with a student. The School recognizes the importance of individual instruction and discussion in furthering the mission of the School, while recognizing the risks that these types of meetings present.

When meeting one-on-one with a student:

- If at all possible, meet with the student in a public area of the school and not an office or a classroom.
- If it is necessary to meet in an office or classroom, leave the door open and notify other teachers or administrators that you are meeting with a student individually. Ask them to randomly stop by to check on the meeting.
- Avoid unnecessary physical contact, consistent with the Physical Contact Policy.
- There shall be no one-on-one meetings with students prior to 7:00 am or after 4:30 pm on school days unless they are in a public area of the school (the Commons or the Library) without prior approval of the administration. This includes private tutoring of non-ESD students.
- There shall be no one-on-one meetings with students during the weekends on campus.

## **Texting Policy Regarding Parents of Current Students:**

Texting is a disfavored method of communication. Professional standards support use of telephone, email and Schoology in order to maintain appropriate boundaries, clarity and for good record keeping. In certain circumstances texting may be used, such as where email and Schoology are not as effective because of urgency or lack of availability. ESD employees who wish to text parents must include the "ESD Testing Number" (469-701-0850) as a member of the group text. This is a phone account that is used by the Campus Safety Department to monitor and store texts.

## **Texting Policy Regarding Lower and Middle School Students:**

Employees should not text students in the Lower and Middle Schools. If texting is required, or cannot be avoided such as in situations involving logistics or safety, a text may be sent, as long as a school administrator and 469-701-0850 are copied on all texts and responses.

## **Texting Policy Regarding Upper School Students:**

In order to allow better communication between coaches and athletes, and teachers and students (especially on field trips), the school will allow teachers to use text messaging to communicate with Upper School students if the following conditions are met:

- Texting should not be the primary method of communication between students and teachers. Email and Schoology are the preferred method, but texting can be used in situations where email and Schoology are too cumbersome, or not as effective.
- Teachers and Coaches who wish to use texting to students must register their cell phone number with the Campus Safety Department.



- All texts between students and teachers need to be “group texts” with at least two students receiving the message
- All texts should also include the “ESD Texting Number” (469-701-0850) as a member of the group text. This is a phone number that is dedicated to storing texts between teachers and students. This phone number is a cell phone that is monitored by the Campus Safety Department. All texts received by this phone are reviewed by the Administration on a regular basis and are stored for reference.

### **Texting Policy Regarding Alumni**

Employees are discouraged from texting directly alumni under the age of 18 years old.

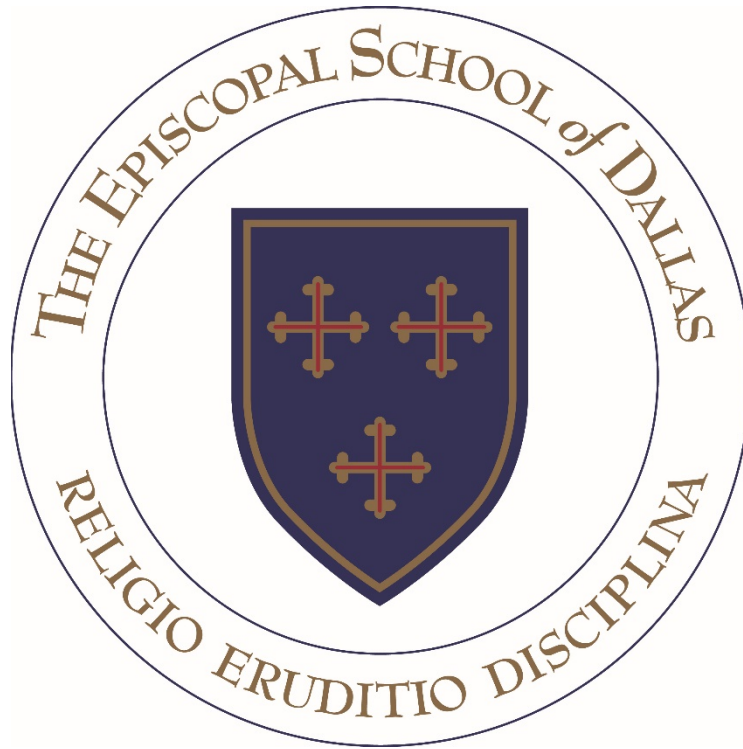
### **Sharing Concerns with the School**

Concerns or rumors should be brought to the attention of the Head or Assistant Head in which the student is enrolled or the counseling office. These can be relayed via email, a phone call, or an in person discussion. Each division also has two options for anonymous reporting; there is a black suggestion box near each division office, or the concerns can be mailed to the school at the following address:

Concerns  
Attn: Executive Team  
The Episcopal School of Dallas  
4100 Merrell Road  
Dallas, TX, 75229

Examples of the types of concerns that should be reported are: suspected drug use or sale, knowledge of or suspected abuse, harassment, bullying, thefts, or any other activities that are not in keeping with the mission of the School.

# Section 6: Appendices

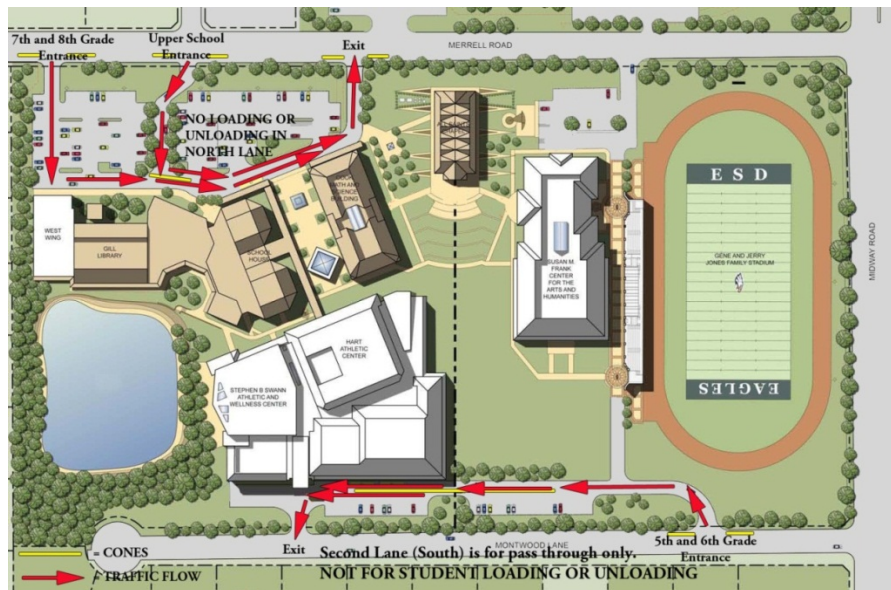


## Appendix A: Car Pool Information for Merrell Road Campus

It is our first priority here at The Episcopal School of Dallas to provide a safe learning environment for your children. Providing a safe environment has many facets, ranging from making sure students are free from harassment to making sure that fire drills are practiced on a regular basis. One of these facets involves monitoring the vehicle traffic on our campus. As adults, we all drive cars on a daily basis, and it becomes routine. However, we need to be aware that with students darting in and out of parked cars, extra vigilance is required. One brief moment of inattention could lead to serious injury to one of our children.

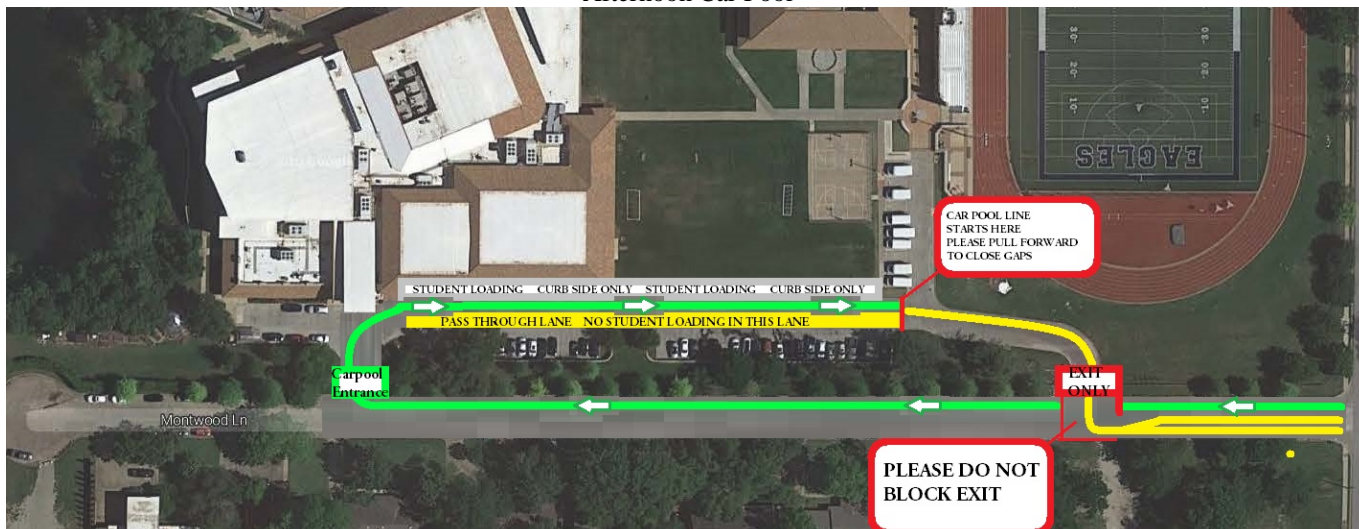
With that in mind, we ask that you follow the rules below when operating a vehicle on the ESD campus:

- Please do not use ANY handheld devices while driving.
- Please keep your speed at or below the 10 mph speed limit.
- Please do not load or unload your student unless your car is against the curb. Loading is never allowed in the “traveling lane,” which is one lane removed from the building.
- Once your student is in the car, please have them buckle up.
- After your student is loaded, you may carefully move from the loading lane to the traveling lane to exit the parking lot.
- Please do not ever drive against the flow of traffic.
- Please keep alert and keep your eyes and mind on the task at hand. Remember that at any moment, a child might run out into the traffic.
- Please always yield to pedestrians whenever they appear.
- Please obey all directions given by the Campus Safety Officers, their job is to keep your children safe.
- In the morning, we open the central gates to allow a second entrance to the main lots. This center gate is for faculty and staff and for parents dropping off students near the Cook building (generally Upper School Students). Please do not use this entrance and attempt to park near the main entrance, as you will end up blocking traffic.



Morning Car Pool

Afternoon Car Pool



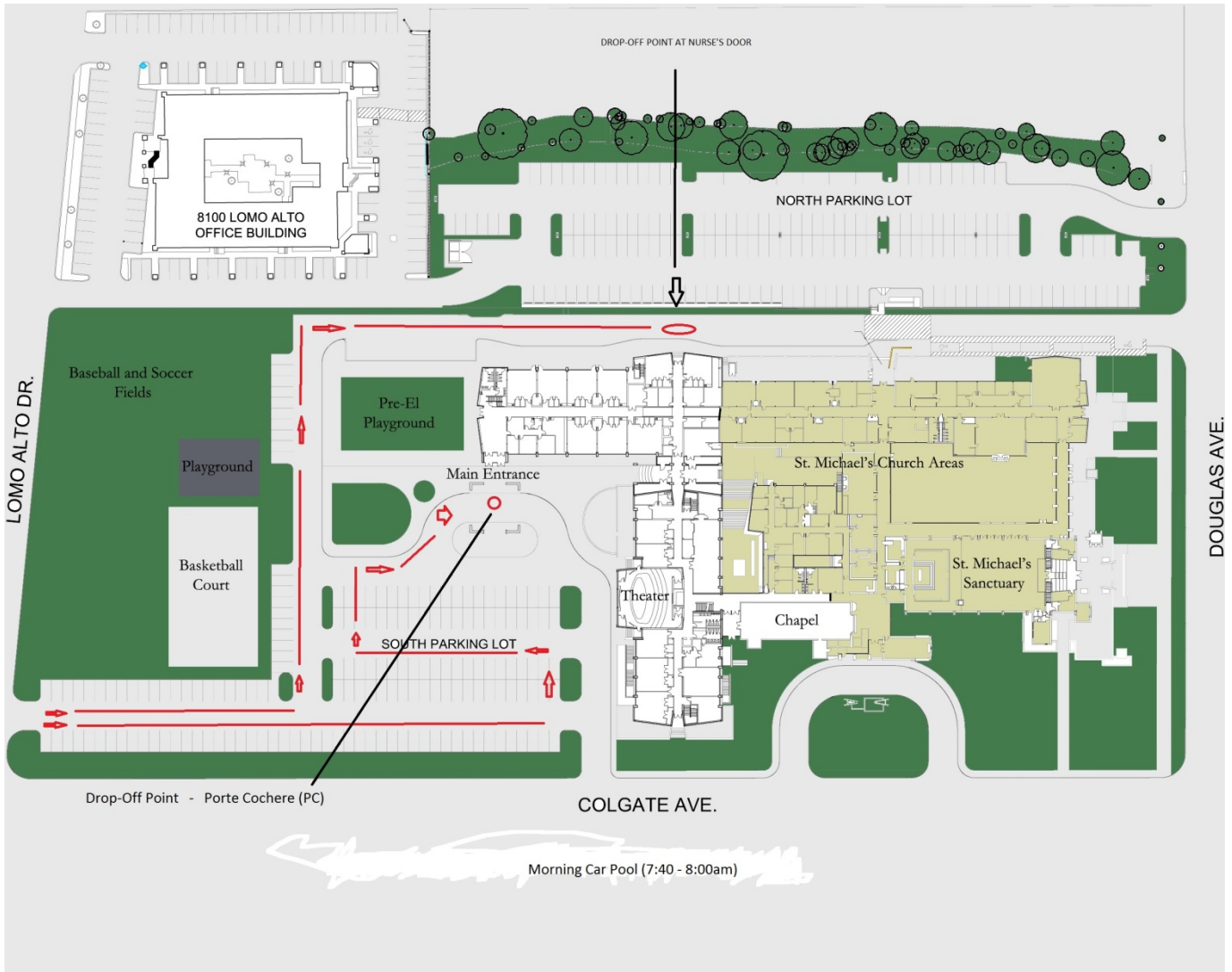
## Appendix B: Car Pool Information for Colgate Campus

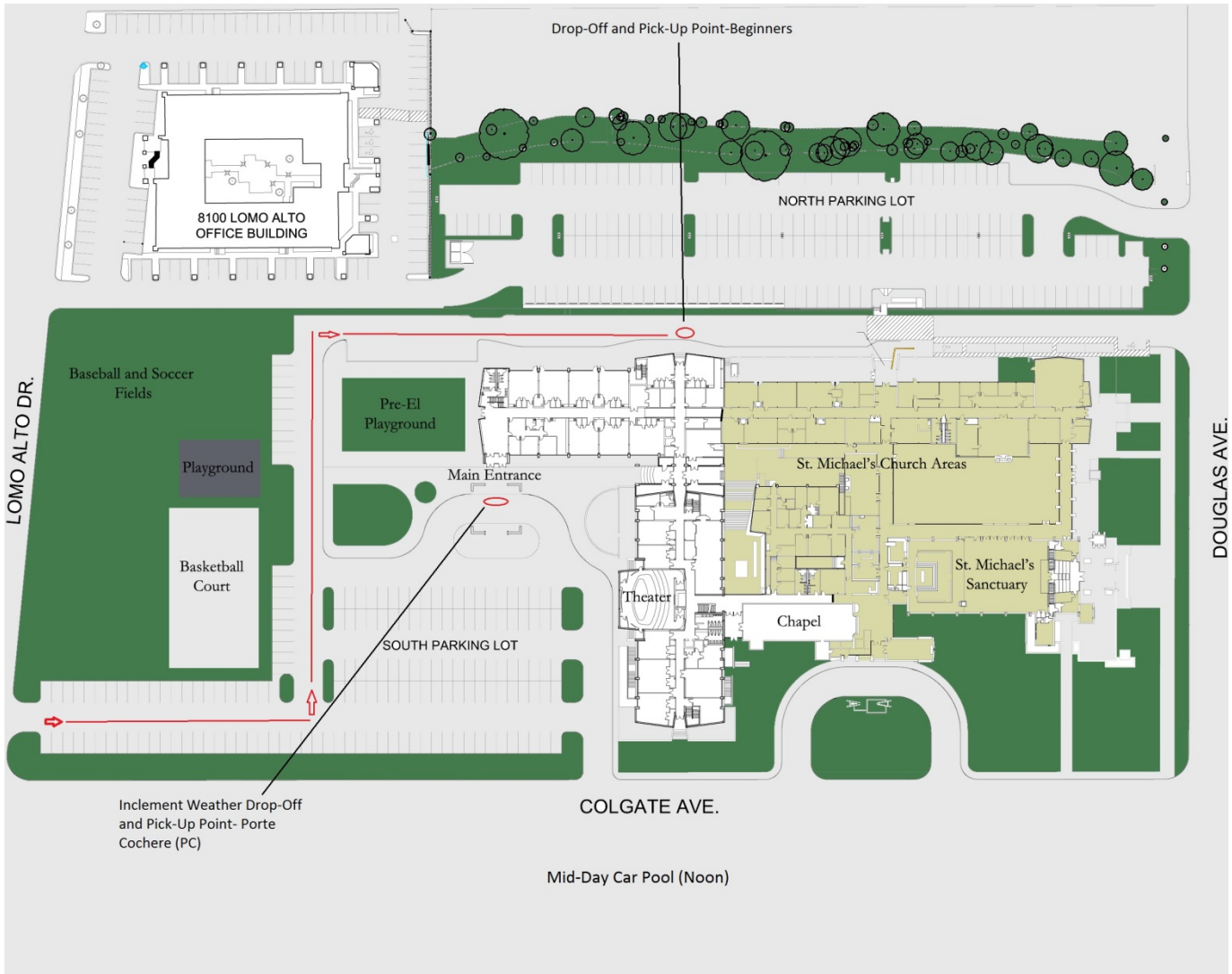
It is our first priority here at The Episcopal School of Dallas to provide a safe learning environment for your children. Providing a safe environment has many facets, ranging from making sure students are free from harassment to making sure that fire drills are practiced on a regular basis. One these facets involves monitoring the vehicle traffic on our campus. As adults, we all drive cars on a daily basis, and it becomes routine. However, we need to be aware that with students darting in and out of parked cars, extra vigilance is required. One brief moment of inattention could lead to serious injury to one of our children.

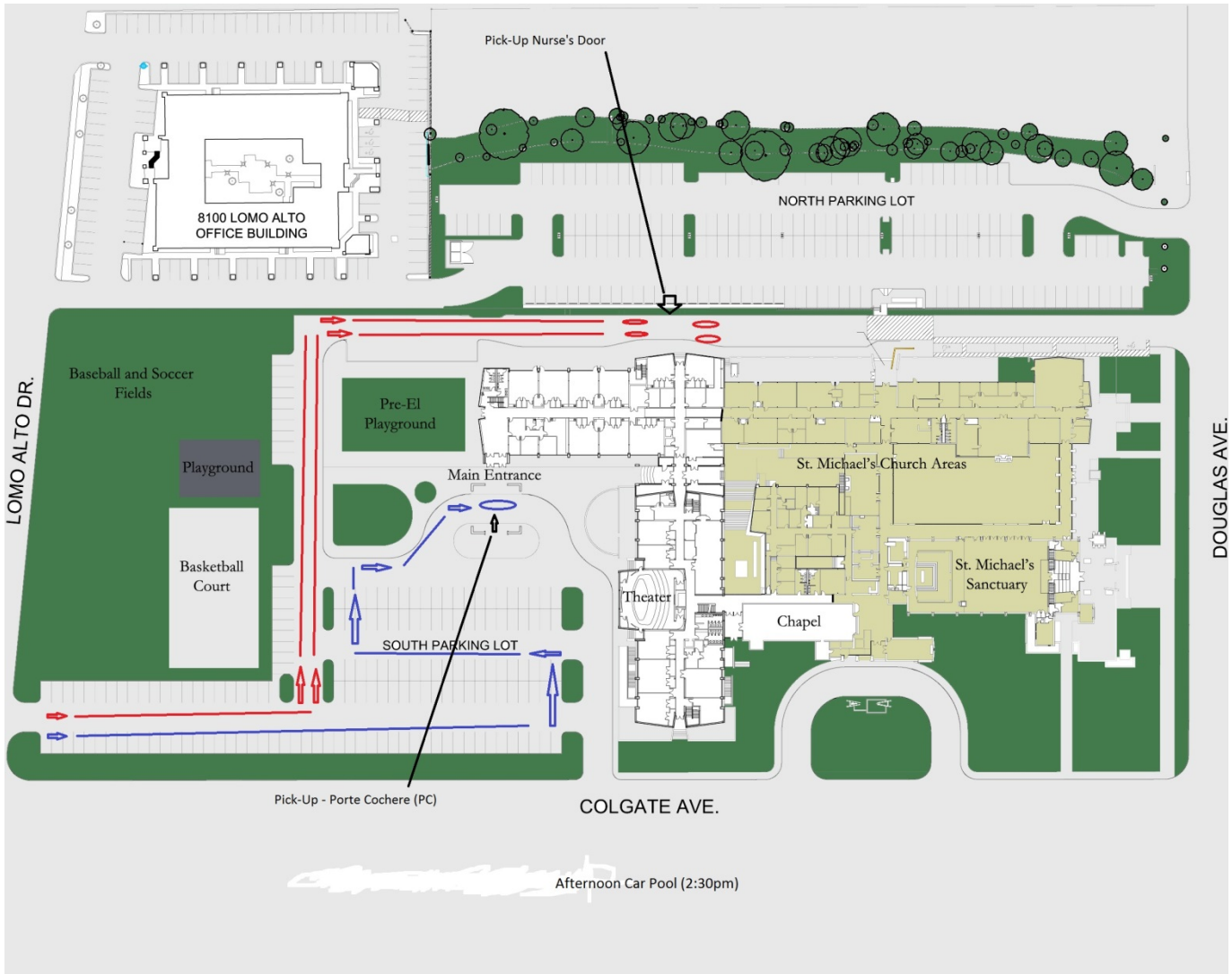
**We highly encourage everyone to use the carpool line for drop off.**

With that in mind, we ask that you follow the rules below when operating a vehicle on the ESD campus:

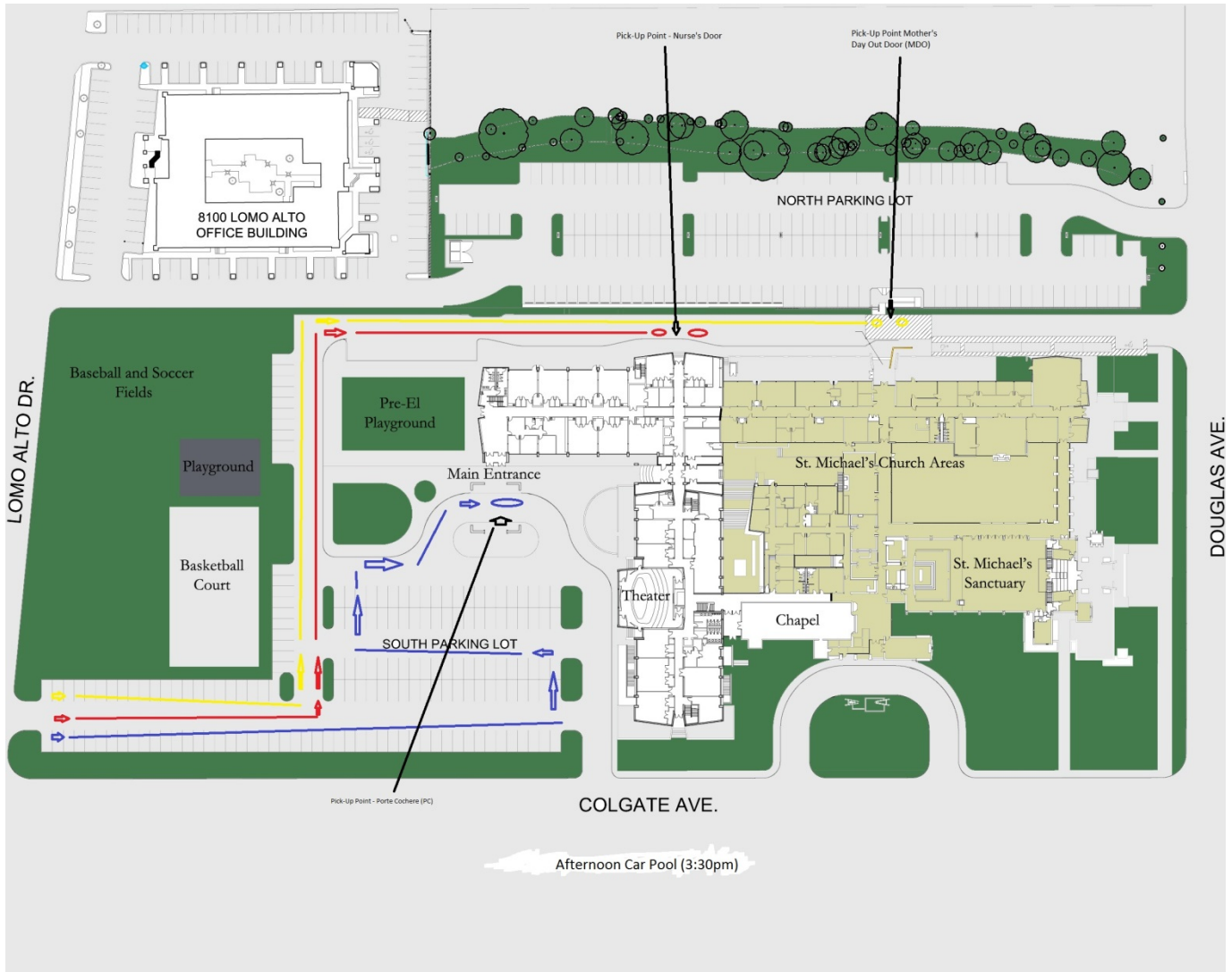
- Please do not use ANY handheld devices while driving.
- Please keep your speed at or below the 10 mph speed limit.
- Please do not load or unload your student unless your car is against the curb. Loading is never allowed in the “traveling lane,” which is one lane removed from the building.
- Once your student is in the car, please have them buckle up.
- After your student is loaded, you may carefully move from the loading lane to the traveling lane to exit the parking lot.
- Please do not ever drive against the flow of traffic.
- Please keep alert and keep your eyes and mind on the task at hand. Remember that at any moment, a child might run out into the traffic.
- Please always yield to pedestrians whenever they appear.
- Please obey all directions given by the Campus Safety Officers, their job is to keep your children safe.
- If your child is “late” to car pool, a teacher will give directions for you to pull up and the child to be escorted to your car.
- Please do not leave your car unattended in the car pool line.
- If your child is placed into your vehicle and realizes that he or she has forgotten something, please park in the lot and walk your child back into the building. Children should not return to the Lower School Building unattended after being released to a parent.
- If you must drop off your child and NOT use the carpool line, we ask that you walk him or her to the crosswalk at the Nurse’s Door on the north side of the building and wait for the student to be escorted across the crosswalk. Children walking through the carpool line is dangerous and requires adult supervision.
- **We encourage all families to stay in your car while picking up your children.** Should you need to park and walk up to the MDO Door to pick-up, it is essential that you wait patiently until the teacher working at the door is ready to release the student. Walk-ups do not take priority over those who are in the carpool line.











## Appendix C: Further Health and Safety Resources

Personal Safety (crime prevention and abuse)

Dallas Police: <http://www.dallaspolice.net/content/11/66/uploads/PersonalSafetyTips.pdf>

U.S. Department of Justice: [https://www.ncjrs.gov/html/ojjdp/psc\\_english\\_02/intro.html](https://www.ncjrs.gov/html/ojjdp/psc_english_02/intro.html)

Tennessee Department of Human Services:

<http://tennessee.gov/humanserv/adfam/ccrfp/Personal%20Safety%20Tips%20for%20Children%20and%20Their%20Parents.pdf>

Abuse (Physical and Sexual) and Neglect

American Academy of Pediatrics: <http://www.aap.org/en-us/about-the-aap/aap-press-room/news-features-and-safety-tips/pages/Parent-Tips-for-Preventing-and-Identifying-Child-Sexual-Abuse.aspx?nfstatus=401&nftoken=00000000-0000-0000-0000-000000000000&nfstatusdescription=ERROR%3a+No+local+token>

Texas Child Protective Services (CPS)

[http://www.dfps.state.tx.us/child\\_protection/](http://www.dfps.state.tx.us/child_protection/)

Fire Safety

U.S. Federal Emergency Management Agency: [http://www.usfa.fema.gov/citizens/home\\_fire\\_prev/](http://www.usfa.fema.gov/citizens/home_fire_prev/)

Weather Safety

National Oceanic and Atmospheric Administration: <http://www.crh.noaa.gov/images/mkx/pdf/handouts/weather-safety-tips.pdf>

The Weather Channel: <http://www.weather.com/life/safety/>

#### Emergency Information

State University of New York, Cortland: <http://www2.cortland.edu/information/campus-safety/emergency-notification/safety-tips-during-an-emergency.dot>

#### Overall Health and Safety (all topics)

Nemours Children's Health System: [http://kidshealth.org/parent/firstaid\\_safe/](http://kidshealth.org/parent/firstaid_safe/)

National Safety Council: [http://www.nsc.org/news\\_resources/Resources/Pages/SafetyHealthFactSheets.aspx#.UbneYdh2OSo](http://www.nsc.org/news_resources/Resources/Pages/SafetyHealthFactSheets.aspx#.UbneYdh2OSo)

American Academy of Pediatrics: <http://www.aap.org/en-us/about-the-aap/aap-press-room/news-features-and-safety-tips/Pages/Health-and-Safety-Tips.aspx?nfstatus=401&nftoken=00000000-0000-0000-0000-000000000000&nfstatusdescription=ERROR%3a+No+local+token>

American Red Cross: <http://www.redcross.org/prepare>

Red Cross Safety Apps for smartphones: <http://www.redcross.org/prepare/mobile-apps>