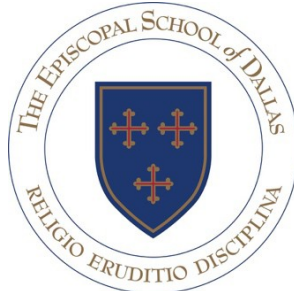


# THE EPISCOPAL SCHOOL *of* DALLAS

## 2019-2020 Lower School Student and Parent Handbook

David Baad, Head of School  
Ruth Burke, Associate Head of School  
Eric Boberg, Academic Dean  
The Reverend Amy G. Heller, Senior Chaplain

Tracey Shirey, Head of Lower  
Amy Cuccia, Assistant Head of Lower School and  
Director of Early Childhood



The Episcopal School of Dallas  
4100 Merrell Road  
Dallas, Texas 75229

August 2019

Dear Students and Parents,

Welcome to the 2019-20 school year, Lower School!

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.

Students learn best through the active pursuit of knowledge and the relevant application of that knowledge. We believe this 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.

The Lower School handbook is designed to help support ESD's Mission and Educational Philosophy. If you do not find the information you need in this handbook, our staff, administration, or faculty is available to assist you. Parent awareness of and support for school policies is essential to creating a partnership between students, families, and middle school faculty. We encourage parents to join their children in reading and discussing the entire handbook.

Please note that as the year progresses, it may be necessary to change or amend the handbook. Any changes in policy or procedure will be announced and reflected in the online version found in the Private Parent Portal.

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,

Tracey Shirey  
Head of Lower School

Amy Cuccia  
Assistant Head of Lower School  
and Director of Early Childhood

# Contents

<b>CONTENTS.....</b>	<b>2</b>
HANDBOOK DISCLAIMER .....	7
<b>SECTION 1: ALL SCHOOL INFORMATION AND POLICIES.....</b>	<b>8</b>
FOUNDING BELIEF .....	9
MISSION STATEMENT .....	9
FOUNDING TENETS .....	9
OUR EPISCOPAL IDENTITY AT ESD .....	14
EDUCATIONAL PHILOSOPHY .....	14
ESD CODE OF CONDUCT .....	15
<i>Principles of Honor, Respect, and Integrity</i> .....	15
<i>ESD Code of Conduct in Summary</i> .....	15
EXPECTATIONS OF THE CODE OF CONDUCT .....	15
<i>Honor, Respect, and Integrity in Academics</i> .....	15
<i>Honor, Respect, and Integrity in the ESD Community and in Daily Life</i> .....	17
<i>Honor, Respect, and Integrity in Athletics</i> .....	18
<i>Honor, Respect, and Integrity as a Parent</i> .....	18
<i>Honor, Respect, and Integrity as Faculty and Staff</i> .....	19
GOOD NEIGHBOR POLICY (GNP) .....	19
ACCREDITATION AND MEMBERSHIP.....	20
<i>The Episcopal School of Dallas is accredited by:</i> .....	20
<i>The Episcopal School of Dallas holds membership in:</i> .....	20
SCHOOL HOURS .....	20
<i>Middle and Upper School</i> .....	20
<i>Lower School</i> .....	21
<i>Inclement Weather</i> .....	21
LIBRARY SERVICES.....	21
<i>The Gill Library</i> .....	21
<i>The Lower School Library</i> .....	21
ENROLLMENT/RESIDENCY STATUS .....	21
CONTRACT HOLDS .....	22
SHARING OF RECORDS AND INFORMATION .....	22
ESD STATEMENT ON DIVERSITY AND INCLUSION .....	22
RELIGIOUS ACCOMMODATIONS.....	22
ASSISTIVE TECHNOLOGY POLICY.....	22
PHOTOGRAPHY AND VIDEO AND AUDIO RECORDING ON CAMPUS.....	22
AUDIO AND VIDEO SURVEILLANCE.....	22
SOCIAL MEDIA POSTING.....	22

TEXTING.....	23
<i>Texting Policy Regarding Lower and Middle School Students.....</i>	23
DRONES AND UNMANNED AIRCRAFT USE .....	23
ACCEPTANCE OF GIFTS FROM STUDENTS AND PARENTS .....	23
FUND RAISING .....	23
<i>Student Fund Raising and Solicitation .....</i>	24
BUSINESS OPERATIONS.....	24
LIFE STUDIES PHILOSOPHY.....	24
RECONSIDERATION COMMITTEE .....	24
PUBLICATIONS REVIEW .....	24
PETS .....	25
COMMUNICATION WITH FACULTY.....	25
CONCERNS/INQUIRY PROCEDURES.....	25
<i>Anonymous Concerns or Complaints.....</i>	25
<b>SECTION 2: LOWER SCHOOL INFORMATION AND POLICIES.....</b>	<b>26</b>
SCHOOL ADMINISTRATION .....	27
<i>Executive Team .....</i>	27
<i>Lower School Administration .....</i>	27
<i>Department Chairs .....</i>	27
<i>Lower School Leadership Team.....</i>	27
WHOM TO SEE IN LOWER SCHOOL .....	28
<b>SECTION 3: LOWER SCHOOL ACADEMIC POLICIES.....</b>	<b>29</b>
ACADEMICS .....	30
<i>Progress Reports.....</i>	30
<i>Parent Conferences.....</i>	30
<i>Homework.....</i>	30
<i>Attendance.....</i>	31
EXTENDED MEDICAL LEAVE POLICY .....	31
<i>Return from Absence Make-up Work.....</i>	31
<i>Late Arrival Make-up Work .....</i>	31
<i>Concussion or Extended Absence Make-up Work Policy .....</i>	31
<i>Physical Education .....</i>	31
<b>SECTION 4: EMOTIONAL WELLNESS AND.....</b>	<b>33</b>
<b>LEARNING SUPPORT SERVICES.....</b>	<b>33</b>
COUNSELING.....	34
ABC (ADDRESSING BEHAVIORS OF CONCERNS) – STUDENT SUPPORT SERVICES .....	34
LEARNING SUPPORT .....	34
<i>Obtaining an Evaluation.....</i>	35

<i>Evaluation Report Documentation Guidelines</i> .....	35
<i>Accommodations</i> .....	36
<i>Requesting Accommodations from College Board, ACT, Colleges and Universities</i> .....	37
<b>SECTION 5: LOWER SCHOOL STUDENT LIFE</b> .....	<b>38</b>
LIFE IN A COMMUNITY .....	39
CHAPEL .....	39
UNIFORM POLICY .....	40
<i>Beginner, Pre-K, Kinder</i> .....	40
<i>Primer – Grade Four</i> .....	40
<i>Medically Necessary Uniform Modifications</i> .....	41
CLASS PLACEMENT .....	41
ATTENDANCE.....	41
<i>Early Dismissal</i> .....	42
<i>Tardiness</i> .....	42
<i>Written/Phone Explanation for Absence</i> .....	42
<i>Absence Due to Illness</i> .....	42
<i>Car Pool Changes</i> .....	42
<i>Car Pool Policy for Pick-up After Car Pool Hours</i> .....	42
ACADEMIC PLEDGE.....	43
SUBSTANCE POLICY REGARDING DRUGS AND ALCOHOL .....	43
<i>Search and Seizure Policies</i> .....	43
<i>Cubby/Desk Searches</i> .....	44
<i>School Investigations</i> .....	44
<i>Campus Visitors</i> .....	44
ESD STUDENT RESPONSIBLE USE POLICY / PARENTAL NOTIFICATION .....	44
FIELD TRIPS .....	45
LOST AND FOUND .....	45
BACKPACKS .....	45
CONTRABAND .....	47
ADMINISTRATION OF MEDICINE BY SCHOOL PERSONNEL .....	47
HEALTH RECORDS .....	47
LIGHTNING ALARM.....	47
EMERGENCY EVACUATION.....	47
EXTRA-CURRICULAR ACTIVITIES .....	48
LOWER SCHOOL SPORTS.....	48
COMMUNITY SERVICE PROGRAM.....	48
<b>SECTION 6: ATHLETICS</b> .....	<b>49</b>
ATHLETIC DEPARTMENT OVERVIEW.....	51

<i>Mission and Philosophy</i> .....	51
<i>Department and Program Goals</i> .....	51
<i>Participation Philosophy</i> .....	51
<i>Team Level Philosophies</i> .....	51
SPORTS OFFERED .....	52
COMMUNICATION GUIDELINES .....	52
<i>Communication parents should expect from coaches</i> .....	52
<i>What athletes can expect from coaches</i> .....	53
<i>What coaches should expect from athletes</i> .....	53
<i>Communication coaches should expect from parents</i> .....	53
<i>Procedures for addressing a concern</i> .....	53
ATHLETIC DONATION GUIDELINES .....	54
ESD ATHLETIC FACILITY USAGE POLICY .....	54
ATHLETIC PHOTOGRAPHER AND VIDEOGRAPHER POLICY.....	54
DAILY AND WEEKLY SCHEDULE UPDATES .....	55
GUIDELINES FOR TEAM SPIRIT REPRESENTATIVES .....	55
ESD ATHLETIC WEBSITE:.....	55
GAME AND PRACTICE GUIDELINES .....	55
<i>Student-Athlete Eligibility</i> .....	55
<i>Club Sport and Extracurricular Activity Policy</i> .....	55
<i>Academic Failure and Early Departure for Athletic Events</i> .....	56
<i>Game Guidelines for Student-Athletes</i> .....	56
<i>Travel</i> .....	56
<i>Every team member must abide by ESD's Code of Conduct</i> .....	56
<i>Early Dismissal and Missed School Days for Competition</i> .....	56
<i>Practice Guidelines for Student-Athletes</i> .....	56
<i>Attendance</i> .....	57
<i>Practice Schedule</i> .....	57
<i>Full-Season Commitment Policy</i> .....	57
<i>Competing On Two Teams within One Season</i> .....	58
<i>Pre-Season Participation Policy</i> .....	58
<i>Academic Excused Absences</i> .....	58
<i>Athlete Participation in the Upper School Play and Musical</i> .....	58
UNIFORMS .....	58
<i>Practice Uniform</i> .....	58
<i>Game Uniform &amp; Dress Code</i> .....	58
<i>ESD Apparel and Merchandise Policy</i> .....	59
VARSITY LETTER REQUIREMENT .....	59

MANAGERS .....	59
TRANSCRIPT POLICY .....	60
<i>Adding, Withdrawing, or Quitting a Team</i> .....	60
ABSENCE POLICY .....	60
SPORTS MEDICINE POLICIES .....	60
<i>Lightning Policy</i> .....	60
<i>Cold Weather Policy</i> .....	61
<i>Heat Illness Prevention Policy</i> .....	61
<i>Concussion Policy</i> .....	61
SPC RULES AND GUIDELINES.....	61
<i>SPC Sportsmanship Creed</i> .....	61
<i>SPC Sportsmanship Policy</i> .....	62
SPC MEMBER SCHOOLS .....	63
IMPORTANT CONTACT INFORMATION .....	63
<b>SECTION 7: STUDENT HEALTH AND SAFETY .....</b>	<b>64</b>
INTRODUCTION .....	65
IMPORTANT PHONE NUMBERS.....	65
WHO TO CONTACT IF .....	65
INFORMATION FOR STUDENTS AND PARENTS .....	66
<i>Physical Safety:</i> .....	66
<i>In an Emergency (for Students)</i> .....	68
<i>In an Emergency (for Parents)</i> .....	68
<i>Physical Health</i> .....	69
<i>Emotional Health and Wellness</i> .....	71
THE EPISCOPAL SCHOOL OF DALLAS STUDENT/FACULTY PROTECTION POLICIES .....	71
<i>Anti-Harassment Policy</i> .....	71
<i>Sexual Harassment</i> .....	72
<i>Threatening Statements Policy</i> .....	72
<i>Anti-Bullying Policy</i> .....	72
<i>Hazing</i> .....	73
<i>False Accusations</i> .....	74
<i>Policy of Non-Retaliation</i> .....	74
<i>Policy of Cooperation</i> .....	74
<i>Reporting Policy</i> .....	74
<i>Physical Contact Policy</i> .....	74
<i>Verbal Interaction Policy</i> .....	75
<i>Contact Outside of School Policy</i> .....	75
<i>Conflict of Interest Policy</i> .....	75

*Gift Policy* ..... 75

*Social Networking Policy* ..... 76

*Email Policy* ..... 76

*Transportation Policies* ..... 76

*One-on-One Student Teacher Interaction Guidelines and Policies*..... 76

*Texting Policy Regarding Parents of Current Students* ..... 77

*Texting Policy Regarding Lower and Middle School Students* ..... 77

*Texting Policy Regarding Upper School Students*..... 77

*Texting Policy Regarding Alumni* ..... 77

*Sharing Concerns with the School*..... 77

**HANDBOOK DISCLAIMER**

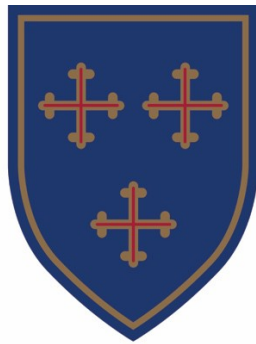
This Handbook is for informational purposes and does not constitute a contract, express or implied, between any student or parent and the School. The policies and procedures contained herein are subject to review and change and the School reserves the right to change this Handbook at any time without notice. Please refer to the online version of this Handbook.

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



THE EPISCOPAL  
SCHOOL *of* DALLAS

---

IGNITING LIVES OF PURPOSE

# **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.*

**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 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

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, 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 breeches 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 and support this Academic Pledge as a member of The Episcopal School of Dallas.*

All 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.

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 **and may result in a disciplinary response**. 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” or can be abbreviated to “HRI.” 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:

- **Lying:** Making a false representation of the truth.
- **Quibbling:** To avoid acknowledging the truth or speaking the truth in such a manner as to deceive another.
- **Cheating:** 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 includes, but is not limited to, copying from notes, books, or material without the permission of the teacher or aiding another student in such practices.
- **Copying:** 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.
- **Plagiarism:** 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.
- **Collusion:** 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.
- **Stealing:** 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, tobacco, 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.

**The School understands that** participation in social media for the purposes of appropriate communication, collaboration, and the promotion of school unity and spirit can be productive. 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:

- 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.
- ESD student-athletes recognize the strong traditions of ESD athletics. They compete to the best of their abilities and always support their teammates' efforts.
- 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.
- 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, drugs, or nicotine products will not be tolerated. Every student-athlete will be required to sign a pledge stating they will not use drugs, alcohol, or nicotine products 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/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 educator in the classroom; the parent is a specialist regarding 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.

### Good Neighbor Policy (GNP)

The Episcopal School of Dallas is proud to be a part of the community and our neighborhood. When participating in daily and special events at the school, please always be mindful and considerate of the safety and welfare of our neighbors.



We strongly encourage ESD community members who drive to and from campus to adhere to these school guidelines:

1. Drive with extreme caution and care through school zones, parking lots, and main streets.
2. Drive on main roads and thoroughfares rather than cutting through on side neighborhood streets. Use Midway Road to the greatest extent possible.
3. Park in designated areas only.
4. Respect the private property of residents in our neighborhood. Do not litter, loiter or block access to and from homes.
5. Refrain from cell phone and handheld device use while operating a vehicle.
6. Avoid nuisances including loud music, announcements, noises, and early-morning or late-night events outside.

When we are aware of upcoming significant campus traffic events like graduation or homecoming, we will notify our neighbors via email so that they may plan accordingly.

When the school observes or is notified of an ESD driver who is not adhering to the school's internal policies the Director of Campus Safety or the Assistant Head of Upper School will communicate with that person (if identified) immediately. Students may face disciplinary consequences including possible loss of driving privileges based on the offense.

Actions that go against the spirit of the school's GNP may be reported to Campus Safety, Assistant Head of Upper School, or the Associate Head of School.

## 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:

National Association of Episcopal Schools (NAES)	American Association of Counseling and Development
Southwestern Association of Episcopal Schools	College Board
National Association of Independent Schools	Texas Association of College Admission Counselors
Southwest Preparatory Conference	National Honor Society (NHS)
National Association of College Admission Counselors	Center for Spiritual & Ethical Education (CSEE)
National Middle School Association	The Cum Laude Society
National Association of Secondary School Principals	Educational Records Bureau

## School Hours

### Middle and Upper School

The Commons is open at 7:00 a.m. The Dining Commons opens at 7:15 a.m. for breakfast. Administrative offices open at 7:30 a.m. The Gill Library opens at 7:30 a.m. and closes at 4:00 p.m. Students are to have transportation arrangements following the day's activity. All Middle School students who remain on campus **after the school day has ended** must **be in Middle School After-Care**. Any Upper School 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. Upper School 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. **Carpool lane service begins at 7:30 a.m. Students arriving between 7:30 a.m. - 7:45 a.m. will go to the Hart Gym where they will be supervised by PE faculty.** Half day Beginner classes are held from 8:00 a.m. to 12:00 p.m., full day Beginner, Pre-Kindergarten, Kindergarten, **and Primer classes are 8:00 a.m. to 2:30 p.m. First and Second Grade attend classes from 8:00 a.m. to 3:00 p.m. Third and Fourth Grade attend classes from 8:00 a.m. to 3:15 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 My Backpack through the Parent Portal at [www.esdallas.org](http://www.esdallas.org).

## 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 Alerts Manager 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. **Middle and Upper School** 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 p.m., **3:00 p.m., or 3:15 p.m.** 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.

## **Contract Holds**

The Tuition and Enrollment Agreement between ESD and its families provides that re-enrollment is not automatic, rather is contingent on successful completion of the current school year "in good academic, disciplinary, and financial standing." Students not in good standing will not be offered admission for the subsequent school year and will be contacted by the Division Head.

## **Sharing of Records and Information**

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. **As a condition of playing in SPC, all athletes must allow the SPC access to their student records.**

## **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.

## **Assistive Technology Policy**

**The school encourages parents who need assistive technology to pursue getting it through their local ISD. Families should be aware that the process can take multiple months. ESD does not provide Assistive Technology to families, but will provide students on financial assistance with a percentage of aid to help defray the costs to the family.**

## **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.

## **Audio and Video Surveillance**

**The School uses video and audio surveillance systems operated by our Campus Security department in various appropriate areas of the campus. Parents and Students hereby consent to such surveillance and recording.**

## **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.

## Texting

Texting is a disfavored method of communication between parents and their child's teacher(s). Professional standards support use of telephone, email and Schoology, as these communication avenues are effective in maintaining appropriate boundaries and expectations, record keeping, and response time. In certain circumstances, texting may be used, such as where email and Schoology are not as effective because of urgency or lack of availability. Texting between ESD employees and parents must include the "ESD Texting 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

Lower and Middle School students and ESD employees are not permitted to communicate via text. In the extremely unlikely situation in which texting cannot be avoided, such as a scenario involving emergency logistics or safety, a **group** text may be sent, **and must include** the Division Head and "School Texting Number," 469-701-0850, **as members of the group text**.

## 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.

## 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. ESD does 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, 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.

All offers of gifts from students or parents that appear to exceed the \$50.00 limit must be reported promptly to the Head of School.

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.

## 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 the student should contact the Assistant Head of his or her division.

As an institution, ESD is grateful for the many families who participate in fundraisers that benefit the School, such as **The ESD Fund (annual giving)** 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 Chief Advancement Officer.

## 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 Director of Community Service may also run fundraisers or drives (canned food, toys, etc.) throughout the year for a particular division or grade level. These are coordinated with the Division Head, the Chaplain, and the Advancement Office.

The Student Council and Class Officers may initiate fundraisers with the permission of the appropriate Class Dean and the Division Head.

Other student clubs are limited to two fundraisers per year, with permission of the appropriate Division Head. These fundraisers may only be for the benefit of the club itself, or for an outside institution with which the school has a relationship. Student clubs are discouraged from any fundraising which requires a significant amount of money to participate, and instead should focus on smaller cost fundraising which is more inclusive. Student clubs should not design fundraisers aimed at generating more than \$1000. Fundraisers 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 fundraisers to approximately two per quarter or trimester (not counting Community Service, 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 wished 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 faculty members **appointed by the Academic Dean. The Reconsideration Committee is not a standing committee but is convened only when needed.**

## 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.

## Communication with Faculty

ESD Faculty and Staff strive for the utmost professionalism in communication and work hard to respond to voice messages or email in a timely manner. While their primary focus is on instruction and supervision during school hours you should expect to receive a response within 24 hours unless you initiate communication over a weekend or school holiday. If you have an emergency please call the administrative assistant in your child's division.

## 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

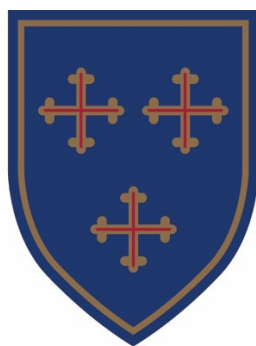
The Episcopal School of Dallas

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



THE EPISCOPAL  
SCHOOL *of* DALLAS

---

IGNITING LIVES OF PURPOSE



## School Administration

### Executive Team

David Baad	Head of School
Ruth Burke	Associate Head of School
Eric Boberg	Academic Dean
Robert Buchholz	Chief Financial Officer
Henry Heil	Head of Upper School
Jonathan Chein	Head of Middle School
Tracey Shirey	Head of Lower School
The Reverend Amy G. Heller	Senior Chaplain
Dan Gill	Director of Athletics
Dawn Lewis	Head of Human Resources
Denis Stokes	Chief Advancement Officer

### Lower School Administration

Tracey Shirey	Head of Middle School
Amy Cuccia	Assistant Head of Middle School and Director of Early Childhood Operations Manager
Marci Adams	Lower School Administrative Assistant
Mary Pickett	Lower School Chaplain
Chaplain Amy Heller	Director of Community Service Learning
Courtney Phelps	Director of Diversity and Inclusion
Elizabeth Goatley	Director of Athletics
Dan Gill	Permanent Substitute
Laura Rocha	Permanent Substitute
Eva Creel	Director of Outdoor Education
Eddie Eason	Lower School Counselor and Learning Specialist
Dr. Cara Holmes	Nurse
Carla Thomas, RN	Director of Campus Safety
Jody Trumble	

### Department Chairs

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

### Lower School Leadership Team

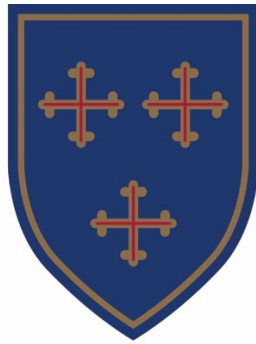
Tracey Shirey	Head of Lower School
Amy Cuccia	Assistant Head of Lower School / Director of Early Childhood
Marci Adams	Operations Manager
Dr. Cara Holmes	Lower School counselor and learning Specialist
Ashley Beck	Lower School Admissions Director
Zora Skelton	Math Coach and 4 <sup>th</sup> Grade Teacher



## Whom to See in Lower School

Academics	Tracey Shirey Amy Cuccia	Head of Lower School Assistant Head of Lower School/Director of Early Childhood LS Counselor and Learning Specialist Associate Director of Admissions LS Administrative Assistant Assistant Head of LS/Director of Early Learning Director of Finance Calendar & Events LS Administrative Assistant Lower School Chaplin Lower School Nurse Director of Community Service Learning Head of Lower School Assistant Head of Lower School/Director of Early Childhood Director of Diversity & Inclusion LS Counselor & Learning Specialist Director of Facilities & Project
Academic Support	Dr. Cara Holmes	
Admissions	Ashley Beck	
Attendance	Mary Pickett	
Beginner – Primer Program Questions	Amy Cuccia	
Business Matters	Mary Hernandez	
Calendar & Event	Tracy Krause	
Carpool Changes & Pickup	Mary Pickett	
Chapel & Pastoral Care	Chaplin Amy Heller	
Clinic	Carla Thomas, R.N.	
Community Service	Courtney Phelps	
Discipline	Tracey Shirey Amy Cuccia	
Diversity & Inclusion	Elizabeth Goatley	
Educational Testing/Tutoring	Dr. Cara Holmes	
Facilities	Jay Michael	
Management		
First-Fourth Grade Program Questions	Tracey Shirey	Lower School Head of School
Kids on Campus/Operations	Marci Adams	LS Operations Manager
New Families	Ashley Beck	Associate Director of Admissions
Outdoor Education	Eddie Eason	Director of Outdoor Education
Parent Association	<b>Lauren Swann</b>	Parents' Association President
Records Request	Marci Adams	LS Operations Manager
Safety & Security	Jody Trumble	Director of Campus Security
Sage	<b>Rebecca Compton</b>	Food Service Director
Social & Emotional Wellness	Dr. Cara Holmes	LS Counselor & Learning Specialist
Sports Fellowship	<b>Susan Quill</b>	Girls Soccer Program Director & Sports Fellowship Director
Summer Programs	Mike Schneider	Director of Physical Education & Summer Programs
Tech Help	<b>techrequest@esdallas.org</b>	
Tuition Assistance	Shelle Montgomery	Assistant Director of Admission/Director of Tuition Assistance
Website	<b>Katie Voss</b>	Digital Communications Specialist
Wolf Run	Eddie Eason	director of Outdoor Education
Yearbook	Courtney Stovall	Lower School Yearbook Coordinator

## Section 3: Lower School Academic Policies



THE EPISCOPAL  
SCHOOL *of* DALLAS

---

IGNITING LIVES OF PURPOSE

## Academics

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

As a college preparatory school, The Episcopal School of Dallas provides a program emphasizing academic excellence for pre-elementary 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, wilderness programs, 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 **Beginner through Fourth Grade**. 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 through Third Grade

- 4 = Exceeding expectations consistently
- 3 = Meeting expectations
- 2 = Progressing towards meeting expectations
- 1 = Not meeting expectations at this time

Fourth Grade

- A = 90-100%
- B = 80-89%
- C = 70-79%
- D = 60-69%
- F = Below 60%

## Parent Conferences

**All families participate in In-take conferences prior to school starting in August.** Two family conference days are scheduled each year for grades 1st – 4th, one in the fall and another in the spring. **Beginner – Primer families participate in three conferences, one in the fall, winter and spring.** Classroom teachers will send a Sign up Genius several weeks prior to the conference date.

## 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

## 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).

## Extended Medical Leave Policy

When a student is struggling with a physical or emotional difficulty that requires them to miss significant amounts of school but may not necessitate a withdrawal, the student may be granted an extended medical leave. An extended medical leave is granted at the discretion of the School and will not be recorded on a student's permanent academic record.

Every effort will be made to protect the privacy of the student and family. The dissemination of information will only include those administrators, counselors and teachers who have a direct educational interest in the student. The family will be required to provide a signed release of information form for a representative of the School to speak with the treatment team while the student is in treatment. Before the student may return to school, the School must receive a written report from the treating professional stating that the student is physically and emotionally ready and safe to return to school and engage in normal day-to-day activities.

## Return from Absence Make-up Work

Upon returning to school after an absence, a student is permitted one (1) day for each excused day of absence to complete all missed assignments, quizzes, and tests, with the exception of long-term projects, which are due on their return to school. Any extensions are given at the discretion of the teacher.

## Late Arrival Make-up Work

Students arriving after the school day has begun should take any scheduled test or quiz missed on the same day.

## Concussion or Extended Absence Make-up Work Policy

Students who suffer from a concussion **or have an extended absence** should contact the school nurse to arrange to have information shared by their doctor with the School. An attendance and make-up work schedule will be arranged with the school nurse, teachers, **administration**, and the parents.

## 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.

## 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 program continues in fourth grade and is called Fluency and Comprehension.** 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 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.

### **Tutoring**

Students having academic difficulties may, in certain situations, be advised to work with a tutor. The goal behind tutoring should be to bolster the student's ability to work independently and to be an active participant in the classroom. Over-reliance on tutoring to explain materials covered in class is not in the student's best interest and should be avoided. The student is responsible for completing all assignments independently. Students and parents should be aware that allowing a peer, parent, or tutor to edit or modify a student's work in any substantive fashion is considered collusion and a violation of the Academic Pledge and Code of Conduct.

### **Teacher Office Hours**

Teachers designate two weekly periods (either morning or afternoon) for extra-help sessions. Parents will be notified of these times at the start of year. 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.

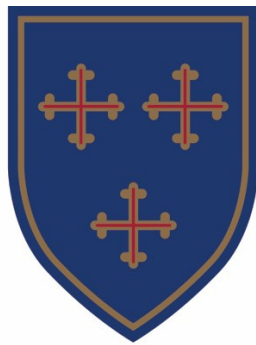
### **ERB (Educational Records Bureau)**

ERB's standardized test, the CTP5, 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,

## Section 4: Emotional Wellness and Learning Support Services



THE EPISCOPAL  
SCHOOL *of* DALLAS

---

IGNITING LIVES OF PURPOSE

## **Counseling**

The Episcopal School of Dallas is fortunate to have licensed mental health professionals on staff as counselors available to our students, parents, and faculty/staff. The primary responsibility of the counselors in the Department of Emotional Wellness and Learning Support Services 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.

Developmental differences among students help to define the roles and responsibilities of counselors at each division level, but the primary responsibilities of the school 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 Addressing Behaviors of Concern (ABC) team , a multi-disciplinary team whose efforts focus on assisting and supporting students with specific challenges, and (5) serving as a liaison amongst the school, students, parents, and outside professionals in order to help each student achieve his or her full potential at ESD.

### **ABC (Addressing Behaviors of Concerns) – Student Support Services**

The ABC Team serves as an “early warning system” or safety net for students when a marked change in behavior or performance is observed. Referrals come from many sources including teachers, parents, advisors, staff, and other students, and can be initiated by talking to the counselor, chaplain, or Class Deans. Team members include the counselor, learning specialists, class deans, and administrators. The team operates on a confidential basis and members take their responsibilities seriously. The division counselors lead all ABC meetings and are responsible for assuring a plan of action is in place that assists the student with academic, social, emotional, or medical challenges, including substance abuse. The counselors may provide recommendations, resources, and support, and serve as a liaison between the school and outside providers. It is the intent of the ABC Team to work cooperatively with the parents or guardians of the student to address problems. Parents will be contacted by the School when deemed appropriate. Confidential counseling records are kept by the counselors and do not become part of the student’s school record. Costs for diagnosis and treatment services outside the School are the responsibility of the parent. When an outside provider is recommended to address concerns, the counselor will provide the family with referrals.

## **Learning Support**

To develop the unique potential in each student, in accordance with the School’s Mission, The Episcopal School of Dallas provides support services to address the individual learning needs of students in an effort to help them successfully meet the demands of the school’s rigorous curriculum. A team of professionals (e.g., learning specialists, psychologists, certified academic language therapists) works with students, teachers, parents, administrators, and outside professionals to identify and address the specific learning needs of each student. Each division has designated learning specialists who work to enable students to reach their full potential and participate as fully as possible in the intellectual opportunities of the school community as they strive to become independent learners.

Any student experiencing academic difficulty is eligible to receive support, consultation, screening and referral services. Students with diagnosed learning disorders, in particular, are encouraged to seek services and may qualify for specific academic accommodations. These students will have an Individualized Accommodation Plan (IAP) on file outlining eligible accommodations; this plan is implemented and monitored by the learning specialists in each division. As an academically rigorous, college preparatory school, the School has determined which accommodations best fit the academic Mission of the School.

ESD enrolls and supports bright students with learning differences and AD/HD; however, it is not consistent with the School’s Mission to lower or substantially modify academic or disciplinary standards

to accommodate a learning difference. Parents concerned about a child's academic achievement should schedule an appointment with the division learning specialist to discuss concerns and determine whether further evaluation is recommended.

### Obtaining an Evaluation

ESD requires a psycho-educational evaluation before a student may be considered for reasonable accommodations for a learning disorder, AD/HD, and/or psychological disorder. The Emotional Wellness and Learning Support department can provide a list of evaluators in the community who are familiar with ESD's curriculum and academic expectations. This list also includes evaluators who offer reduced cost and sliding scale evaluations. Please note that this list does not imply any endorsement of the evaluator by ESD or any agreement by the school to be bound by a particular evaluator's recommendations. Parents may also select an evaluator of their own or consult with their pediatrician regarding appropriate evaluation referrals. Although parents are entitled to seek an evaluation on their own, the school values a collaborative partnership between home, school, and outside evaluators. *As such, ESD requires feedback from current teachers to be elicited as part of the comprehensive evaluation process.*

Professionals conducting such evaluations and rendering diagnoses must possess appropriate licensure and credentials. The following professionals are generally considered qualified to conduct such evaluations: licensed clinical, educational, school, or counseling psychologists, neuropsychologists, and educational diagnosticians (depending on the nature of the referral). The assessment must be current, completed within the past **5 years**, in order to address current levels of functioning. Students will need to be re-evaluated every 5 years to continue to receive accommodations at ESD. (Please note that the College Board requires testing within 3 years for SAT accommodations). For psychiatric disabilities (psychological, emotional, behavioral disorders), a letter from a qualified professional is also required annually following the submission of the first diagnostic report. Reports must include the dates of assessment, the date of the report, and the tests administered.

### Evaluation Report Documentation Guidelines

- Psychoeducational evaluations submitted to ESD for consideration of accommodations must:
- **State the specific disability.** Documentation must include a specific diagnosis based on a comprehensive battery that does not rely on any one test or subtest. Reports must include a definitive and specific diagnostic impression with DSM-V diagnostic codes.
- Provide relevant educational, developmental, and medical history.
- **Describe the comprehensive testing and techniques** used to arrive at the diagnosis. Please include a list of all tests administered. Report **composite, factor, and subtest scores** with scaled or standard scores and percentile ranks for each. Integration and interpretation of scores is expected and results should include the student's strengths, as well as weaknesses. Statistically significant differences should be noted. The data should reflect a substantial limitation to learning if seeking accommodations.
- **Describe the functional limitations.** Explain how the disability impacts the student's daily functioning and ability to participate in the classroom or on exams and tests.
- Describe the **specific accommodations** requested, for example, the amount of extended time required. State why the disability qualifies the student for such accommodations on standardized tests. Each accommodation recommended must include a rationale based on the test results. Specifically, describe the degree of impact the disability has on a major life activity and supporting evidence (test results and observations). Information should be provided regarding prior accommodations and their usefulness or an explanation as to why accommodations were not required in the past and why they are needed at this time. Prior history of accommodations does not necessarily warrant continued provision of accommodations.
- For Upper School students, provide evidence of a disability *and* **evidence of difficulty taking tests under timed conditions** to receive extended time accommodations. Documentation must



include scores from both timed and extended time tests to demonstrate any differences caused by the timed conditions. Processing speed alone is insufficient documentation. In addition, standardized rating scales or other valid reporting from teachers must be incorporated in the assessment.

- Document fine motor problems and/or difficulties with writing based on the results of standardized testing to support classroom accommodations for **dysgraphia** (fine motor disability that affects writing skills), if applicable. Poor handwriting, in and of itself, is not a disability.
- Demonstrate the current impact of **Attention-Deficit/Hyperactivity Disorder** (AD/HD), if applicable, on learning and testing performance. Current symptomology, treatment, and ongoing needs should also be included. *Evidence of current impairment must be verified by teacher and parent rating scales (e.g., BASC-3, Conners, Brown ADD Scales) and summaries of school grades and comments.* Testing specific to attention difficulties such as a continuous performance test (e.g., Conners CPT-3 or IVA CPT-2) may also be helpful.
- Following are *examples* of acceptable tests in each domain of evaluation:
- Cognitive Ability
- Wechsler Adult Intelligence Scale – Fourth Edition (WAIS-IV); ages 16-0 through 90-11
- Wechsler Intelligence Scale for Children – Fifth Edition (WISC-V); ages 6-0 through 16-11
- Woodcock-Johnson Tests of Cognitive Abilities-Fourth Edition (WJ-IV Cog)
- Academic Achievement
- Woodcock-Johnson Tests of Achievement-Fourth Edition (WJ-IV)
- Wechsler Individual Achievement Test–Third Edition (WIAT-III)
- Gray Oral Reading Tests-Fifth Edition (GORT-5)
- Nelson-Denny Reading Test
- Scholastic Abilities Test for Adults (SATA)
- Please share the above information with the evaluator and confirm his or her ability to meet the requirements before scheduling an evaluation.

## Accommodations

Students and parents should direct requests for accommodations to the division learning specialist who chairs the **Accommodations Request Committee**, which also includes other members of the ESD community such as members of the Emotional Wellness and Learning Support Department, Division Head, and the School Nurse, when indicated. The Committee may request the input of other faculty members. The Committee considers all requests for disability accommodations. No person or entity other than the Committee is authorized to grant accommodation requests.

While any number of reasonable accommodations may be suggested in an assessment, ESD has determined which accommodations fit the academic Mission of the School. Depending on the disability identified, ESD may provide the following accommodations:

- Extended testing time (50% extended time)
- Participation in Language Lab (Lower School) or Learning Lab program (Middle School)
- Permission to use a laptop in the classroom for note-taking and essay exams
- Reduced penalty for misspellings
- Use of a calculator (in certain cases with a diagnosed math disorder)
- Preferential seating

ESD does not grant more than time-and-a-half or readers (an individual who reads to the student), except in rare circumstances. Additionally, ESD requires three years of world language instruction as a graduation requirement; thus, the School does not exempt upper school students from the study of a world language.

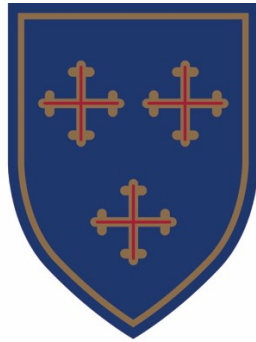
An **Individualized Accommodation Plan (IAP)** will be developed for students who are provided educational accommodations at ESD. The IAP will be signed by the student, parent(s), and committee members. A copy of the IAP will be placed in the student's file to be shared with teachers as needed. The psychoeducational evaluation will remain in a separate confidential file located in the office of the division learning specialist.

#### Requesting Accommodations from College Board, ACT, Colleges and Universities

The provision of accommodations at ESD does not guarantee accommodations from College Board, ACT and/or colleges and universities; however, these institutions generally require school provided accommodations as a prerequisite. ***Please note that the School will not support requests for accommodations (e.g., 100% extended time, use of a reader) that it does not offer through the Committee review process.*** Learning Specialists submit requests for accommodations to College Board and ACT after an Individualized Accommodation Plan has been approved and necessary consent documents have been signed; however, the timing differs by agency:

- College Board accommodation requests are submitted after a student has used and demonstrated the benefit of the accommodations (provided their testing was completed within the last 5 year and their plan was updated within the last 12 months). To use approved accommodations, the student registers for upcoming tests using the code provided in the approval letter.
- ACT accommodation requests are submitted after the student registers to take an upcoming ACT. If approved, future registration requests are generally automatic.

## Section 5: Lower School Student Life



THE EPISCOPAL  
SCHOOL *of* DALLAS

---

IGNITING LIVES OF PURPOSE

## Life in a Community

One of the founding tenets of The Episcopal School of Dallas is experiences in community. We consider that each division, Upper, Middle, and Lower, are small communities 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 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.

## Chapel

Daily **worship** is our first Founding Tenet and ESDS's oldest tradition. In fact, ESD students and faculty have attended daily **worship** since the very first day of school in 1974. The spiritual identity of ESD is grounded in the Christian faith, expressed through prayers and traditions of the Episcopal Church. We are also a community where students, faculty, staff, and families of all faiths are welcomed and respected. We believe the human family bears the image of God to one another and that we are called to love God and our neighbor as ourselves.

**Time in** chapel is at the center of our community life, where our lives of faith can grow and we can celebrate the many traditions involved with being an ESD student. ESD gathers as a community every day **in Chapel** to pray and offer our thanksgiving to God for all the blessings we share and for the forgiveness God gives us when we turn away from bearing God's image to **one another**. Daily, common prayer and reflection on God's abiding presence informs our spiritual journey.

- Chapel is our time of the day to gather as people of faith in prayer, song, and reflection on the biblical writings of the Old and New Testaments, the Christian tradition, and a life of virtue and service to others, **in keeping with the Episcopal Church and the Book of Common Prayer**.
- We also hear and wonder how differently we may believe in our faith traditions as a way of expanding our understanding of one another.
- Students lead worship, offer reflections, share music, and are instrumental to shaping our fellowship.

Because this time is central to our community, attendance is mandatory. **Students and parents should not schedule regular appointments (tutoring, counseling, etc.) during chapel time, and should only schedule other appointments during this time as a last resort.** All members of the school community are to enter **and participate** respectfully and are expected to participate in worship services. A student who is tardy/absent from chapel is subject to the same attendance rules and regulations that apply to academic classes.

## Eucharist

Eucharist is celebrated monthly with students in second through fourth grades participating in. 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.

## Uniform Policy

The School strongly encourages students to label all uniform items to aid the School in returning lost items. Students are to wear the school uniform correctly throughout the school day. Mills **Uniform Company** is the official uniform **supplier for ESD**.

### Beginner, Pre-K, Kinder

JUMPER DRESS – Navy Sailor dress with **ESD plaid tie**.

SHIRT – White polo style shirt (without logo) or **white polo shirt with ESD monogram**.

SHORTS – Modesty shorts may be worn under dresses.

PANTS – Navy Bermuda-length shorts or trousers with elastic waistband.

SHOES – Solid white or black Velcro athletic shoes.

HEADWARE – **White or navy blue** bows or headbands only.

JEWELRY – Limited to non-dangling earrings and a watch. Bracelets and necklaces are not permitted.

NAIL POLISH – Not permitted.

HAIR – Neat, clean, properly combed, and should not obscure a student's face.

### Primer – Grade Four

JUMPER DRESS – **ESD plaid jumper dress** with hemline no shorter than three inches above the knee.

SHIRT – **White blouse or polo style shirt (without logo) or white polo shirt with ESD monogram**.

SHORTS – Modesty shorts may be worn under dresses. Navy blue ESD logo shorts should be worn under jumper for P.E.

PANTS – Navy Bermuda-length shorts or trousers.

BELTS – Black or brown narrow belt or Vineyard Vines ESD Crest belt. Must be worn with pants and shorts.

SHOES – Navy and white saddles shoes, navy and white Keds, solid black leather loafers, or low, solid black or **solid white** athletic shoes.

SOCKS – Plain or ESD logo white or navy socks. Sock must completely cover the ankle bone; ankle socks are not permitted.

HEADWARE – **White or navy blue bows or headbands only**.

JEWELRY – Limited to non-dangling earrings and a watch. Bracelets and necklaces are not permitted. **Devices that connect to the internet are not permitted.**

HAIR – Neat, clean, properly combed, and should not obscure a student's face.

NAIL POLISH – Not permitted.

### Formal Dress Day: Primer – Grade Four

Jumper dress with white blouse or navy shorts/pants with white ESD monogram polo. All other guidelines apply. Formal dress days include, but are not limited to, Eucharist days, Christmas Service, Honors Assembly, Fourth Grade Closing Ceremony, and special events.

### 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 are permitted. 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 Days

There will be designated ESD spirit dress days throughout the school year. These days will be listed on the Lower School calendar online. 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.**

### Medically Necessary Uniform Modifications

The School wishes to assist students with medical conditions and allows for some uniform policy modifications for medical conditions. To do this, 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 and parents make a reasonable effort to see that the modifications are in keeping with our policies. For example: if a student's **arm is broken and cannot fit in the student's blazer, the student will be given an exemption until the cast is taken off.**

### 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, class meetings 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).

## 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 an email or phone call from the student's parent or guardian, a written explanation signed by 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 7:45 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 **before 2:00 pm**. Please include the date that 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 before 2:00 pm.**

## 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.***

## 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 and vaping. The School is concerned about the increasing use of alcohol, nicotine products, 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, nicotine products, 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 suspicion or reason to believe the student is under the influence of alcohol or a controlled substance or is a habitual user of illegal substances. Failure by a student or guardian to comply with the request will result in immediate suspension from school until further notice. Violations of these policies may result in Expulsion, including for first offenses, if it is in the best interest of the student or community as determined by the School in its discretion. Violations of this substance abuse policy may also result in other consequences, for example required counseling and periodic screening.

Students who are having problems of alcohol or substance abuse should seek immediate professional help. 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 continued enrollment in 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 physical searches of students' person or property at any time without notice, including, for example, pockets of clothing, purses, backpacks, gym bags, electronic devices, athletic equipment, lockers, desks, student automobiles (whether or not parked on school property) and during field trips and overnight trips: hotel rooms, buses, or other facilities. Failure by a student, parent, or guardian to immediately grant access to any such student property for the purpose of any such search will result in Expulsion. Parents and students acknowledge that consent to any such search granted by inclusion in this Handbook. School personnel may seize in appropriate student property located during any such search.

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 Head of Lower School. The parents will be notified following the search.



## Cubby/Desk Searches

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

## School Investigations

Students and parents **must** fully respond to and cooperate with all School investigations **whether** conducted by School **employees or outside investigators**. Failure by a student or guardian to comply with the request to **assist with a School** investigation may result in immediate **Expulsion**. It is not acceptable for a student to refuse to **cooperate with** a School **investigation** on the basis other students might **be impacted**.

## Campus Visitors

**For the safety of our students, all doors at the ESD Lower School will remain locked at all times.** Entry to the school is gained by ringing the doorbell at the **front** entrance. All visitors must check in at the Lower School Office and obtain a name tag. **Campus Security may also issue a credential badge to be worn while on school property.**

**The School may remove any visitor from campus at any time if such removal is determined by the School to be in the best interest of the community. Failure to cooperate with such removal may result in the issuance of a criminal trespass warrant.**

## ESD Student Responsible Use Policy / Parental Notification

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

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 or smart watches. 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.

### Digital Citizenship: Common Sense Media

As our students increase their use of digital media it is essential to provide them with the tools and resources to use technology safely, responsibly, and respectfully. Common Sense Media is a non-profit, non-partisan organization with a mission to help educate and inform families and schools about the responsible use of digital media. Common Sense Media provides resources for students, parents, and teachers on their website, including a K-12 Curriculum on Digital Citizenship. ESD has been awarded designation as a "Common Sense Signature School" due to the initial work of the ESD EdTech coaches and teachers. ESD teachers will continue to participate in the Common Sense Media Digital Citizenship program and incorporate lesson topics into their curriculum each year.

### 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 **may** be sent home if they are not abiding by the Code of Conduct. Students must wear seatbelts while traveling in all school vehicles.

### Lost and Found

Students should check the Lost and Found for misplaced items. Please label all student clothing and equipment. Items not claimed after a reasonable period of time are given to the uniform re-sale or a local charitable organization. **Taking items which are not yours from Lost and Found is a Code of Conduct 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

### Allergy Aware Food Policy

The Episcopal School of Dallas, in partnership with ESD families, has created developmentally appropriate policies for its students in order to reduce the risk of exposure to known allergens. Our food service provider, Sage Dining Services, does not use nuts or other commonly known allergens in the preparation of food in the Dining Commons or for school trips. Sage has published guidelines for parents and students to help prevent exposure to allergens. ESD has adopted these guidelines and teaches students to avoid sharing food and to use good hygiene before and after eating. Parents should be considerate when choosing food items to bring into school, especially regarding baked goods, granola bars, and candy bars, which may contain allergens.

Parents of students with food allergies should provide alternatives to ensure their children are safe. All adults are trained to pay attention to the children around them. If they notice a reaction, they will call 911 and get help immediately.

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 rep 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.

**Please note: Birthday treats and other snacks delivered to School must be allergen free (meaning, "nut-free" or "not containing tree nuts").**

## **LAYERS OF PROTECTION**

Protocol for prevention of anaphylaxis and protection of students with allergies:

- Annually, faculty and staff will review anaphylaxis signs and symptoms and receive Epinephrine Auto-injector administration training.
- If administration of an Epinephrine Auto-injector is required, the nearest adult will administer the medication and the LS Nurse and 911 will be called immediately.
- A Severe Allergy Action/Emergency Care Plan form must be submitted to ESD for each student through the Magnus Health Portal. The form must be signed by a parent and the student's physician. The Plan document must include known allergen(s), signs, and symptoms specific to the child and actions to take when exposure occurs. This Plan must be submitted to the school prior to the first day of school to give the nurse ample time to organize and prepare the clinic and notify teacher(s) with specifics to care for the student(s) with allergies. If a student will be self-carrying his/her Epinephrine Auto-Injector, a Self-Carry Form for each student must be submitted through the Magnus Health Portal and be signed by a parent and the student's physician.
- For students with identified allergies, parent(s) will bring indicated medications to the clinic PRIOR to the first day of school. A Prescription Medication Form should also be completed through Magnus Health in the student's health record, giving the school permission to administer said medications.
- Parent(s) must provide the School with current medications and are responsible for keeping the School supplied with non-expired medications at all times the student is subject to the Plan. The Epinephrine Auto-Injector must be valid for the entire school year and be in the original, properly-labeled pharmacy container as required by law. NOTE: ***a single Epinephrine Auto-Injector with only the student's name written on it will not be allowed on campus.***
- Classroom teachers will be notified of student(s) with allergies. The Lower School Nurse will make a copy of the Allergy Action Plan – Emergency Care Plan and provide a copy to the classroom teacher. An additional copy will be placed in the Field Trip bags with the student's Epinephrine Auto-Injector.
- Teachers will inform their class parents during the first week of school of the presence of known allergies in their classroom and instruct them on helping prevent exposure to allergens. .
- Teachers and staff will teach all students on the importance of not sharing food and not touching other students' lunches. Teachers will remind students to clean hands prior to and after lunch.
- SNACKS/FIELD TRIPS - ESD will provide allergen-free snacks, vegetables or fruit.
- TREATS - food treats brought in for special occasions must be allergen-free or an appropriate substitute is to be provided by the parent of the student with allergies
- Tables in the Dining Commons will be appropriately cleaned each day before Lower School lunch.

- Stock Epinephrine Auto-Injectors will be kept in the Dining Commons in a visible location as required by law in the event of emergency anaphylaxis. If medication is required, the nearest adult will administer the medication and 911 will be called.
  - No Lower School students will be allowed in The Eagle's Nest at any time unless accompanied by their parent(s).
  - All bake sale items should be allergen-free. All Lower School students should be accompanied to these events by their parent(s).

## **BEGINNERS AND PRE-KINDERGARTEN**

- Lunches prepared at home for Full Day Beginners and Pre-K students must be allergen-free (containing no nuts of any kind, including peanut butter).

## **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 actions will be taken.

## **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.

## **Lightning Alarm**

In the event the lightning alarm is activated, **every person** outside shall seek immediate shelter indoors. **If a determination is made that students should not change classes due to inclement weather, an announcement will be made. Anyone who does not wish to shelter indoors, or remain sheltered, will be asked to leave campus immediately.**

## **Emergency Evacuation**

Emergency evacuation routes are posted in **prominent locations throughout** campus. The School periodically holds emergency 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 a fire alarm, students assemble by advisory in a specially designated area. If circumstances require, students may be walked or bussed to 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. Susan Quill, Girls Soccer Program Director & Sports Fellowship Director coordinates this program.

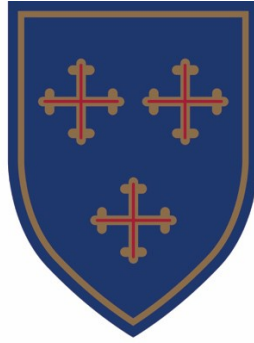
## **Community Service Program**

The Community Service Program at The Episcopal School of Dallas is based on the fourth founding tenet: service. Through community service our students are instilled with a sense of lifelong responsibility for the world God has entrusted to our care.

Program goals include:

- 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.

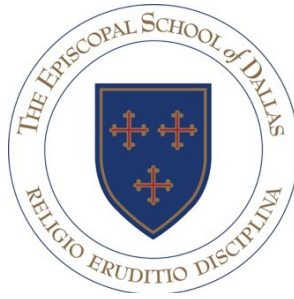
## Section 6: Athletics



THE EPISCOPAL  
SCHOOL *of* DALLAS

---

IGNITING LIVES OF PURPOSE



To the Parents and Athletes:

This material is presented to you because your son or daughter has indicated a desire to voluntarily participate in the School-sponsored athletic program. We appreciate your interest in this phase of our school program. The Episcopal School of Dallas strongly believes that participation in athletics provides many opportunities to enhance spiritual, intellectual, and physical development.

The athletic department sets policies and procedures that govern the spirit of competition and uphold the traditions and standards of ESD. These rules need a broad basis of parental support, which can only be achieved through proactive communication. This handbook will help address our guidelines, policies and procedures.

Being a member of ESD's athletic program is a privilege. Participation carries certain responsibilities on and off the field, on campus and off campus. A great athletic tradition is built by the hard work of many people over many years. You and your student athlete are a valuable part of building a wonderful tradition, a tradition you and your family are challenged to uphold.

**We ask that you read this handbook thoroughly with your student-athlete(s). Parent Authorization/Release and Medical Forms must be signed and on file prior to athletic participation.**

I look forward to another successful year in athletics!

Go Eagles!

Dan Gill  
Director of Athletics

## Athletic Department Overview

### Mission and Philosophy

The philosophy of the Athletic Department follows the basic mission and founding tenets of the School:

To educate students from a variety of backgrounds and aptitudes and to encourage students to discover their full potential spiritually, intellectually, and physically. It is our goal that through participation, with an emphasis on teamwork, unity, and commitment, we will prepare our students for a lifetime of service to others, which is the highest manifestation of God's presence in our lives.

In order to enhance and support these basic principles, the athletic department will develop programs that will teach positive lessons of sportsmanship, respect for one's opponent, respect for the rules, and the ability to win and lose with grace. We will instill perseverance, responsibility, integrity, commitment, leadership, and respect in our student-athletes. Each student-athlete will learn the importance of teamwork, team discipline, competition, and the joy of **competition**.

### Department and Program Goals

1. Develop the best overall athletic program possible and become a model for other independent school programs.
2. Teach fundamentals and techniques of each sport in a progressive planned sequence.
3. Encourage and develop healthy habits in view of lifetime wellness.
4. Comprehensive commitment to full participation in the strength and conditioning program without exception.
5. Emphasize full participation, encouraging athletes to play three sports, and not specialize in one particular sport.
6. Provide the best in facilities and equipment.

### Participation Philosophy

The Southwest Preparatory Conference, Heads of School, and Athletic Directors strongly discourage athletic specialization in a single sport and encourage the broad participation of each student in a variety of sports. Athletic specialization is contrary to the core philosophy of the SPC and its member schools, which is meaningful participation in all aspects of student life.

The pressure of athletic organizations outside of school to focus on a single sport is detrimental to the purpose of ESD Athletics. Meaningful participation by student-athletes with the ultimate objective of forming highly competitive teams in order to achieve success within the SPC is the primary goal of ESD Athletics.

### Team Level Philosophies

#### Varsity

1. Form the most competitive teams through a system of "trying-out" determined by each head coach.
2. The best athlete, at the coach's discretion, plays as much as necessary to win the game.
3. Wins are important in varsity athletics, but do not stand alone in determining the success of a season. The amount of team unity, a strong work ethic, and sense of pride that develops over the course of the season, are all factors in determining success at the varsity level.
4. No swing or flex players at this level unless roster sizes dictate as such. If necessary, approval is required by the athletic department in advance.



### Junior Varsity

1. Prepare athletes, through an appropriate level of competition, for participation in the varsity program.
2. Allow playing time in practice and games over the course of the season to foster maturity in athletes. Junior Varsity student-athletes who are on the active roster will have playing time appropriate to skill level.
3. Emphasize development of fundamental skills, game strategies, and team unity; realizing success is not measured in terms of wins and losses on the junior varsity level.
4. No seniors are allowed on Junior Varsity unless roster sizes dictate as such. If necessary, approval is required by the athletic department in advance.

### Middle School

1. Emphasize participation, teach fundamental skills, and introduce game strategies.
2. Allow playing time in practice and every game, at the discretion of the coach.
3. Introduce and develop fundamental skills and game strategies while teaching unity, a strong work ethic, and pride.

**Note:** ESD reserves the right to limit rosters if issues of safety, health, supervision, space, or facilities become problematic. In that event, the athletic administration may decide to limit roster sizes and/or number of teams.

### Sports Offered

<i><b>Fall</b></i>	<i><b><u>Boys</u></b></i>	<i><b><u>Girls</u></b></i>
	Cross Country	Cheerleading
	Football	Cross Country
	Crew (US only)	Field Hockey
		Volleyball
		Crew (US only)
<i><b>Winter</b></i>	Basketball	Basketball
	Soccer	Soccer
	Wrestling	Wrestling
<i><b>Spring</b></i>	Crew (US only)	Crew (US only)
	Baseball	Golf
	Golf	Lacrosse
	Lacrosse	Softball
	Tennis	Tennis
	Track & Field	Track & Field

### Communication Guidelines

#### Communication parents should expect from coaches

1. Philosophy of the coach
2. Locations and times of practices and contests
3. Expectations the coach has of the players and of the team
4. Team requirements regarding equipment and off-season activities
5. Team rules and disciplinary action for violation of team rules
6. What role parents may play to help the coach or team, i.e. volunteer help, transportation, team dinners, etc.

### What athletes can expect from coaches

1. To be led by example
2. To always place emotional and physical well-being ahead of personal desire to win
3. To be treated fairly and receive encouragement regardless of the athlete's level of ability
4. To recognize the contribution that each athlete has made to the team
5. To never give up on the players or team—no self-pity
6. To teach the athletes self-discipline, and to develop mental toughness
7. To demonstrate enthusiasm, communicate clearly, and to motivate positively
8. To provide fair, firm, and consistent discipline that works toward team goals

### What coaches should expect from athletes

1. Be respectful at all times to coaches, officials, and opponents
2. Always be a team player...remain loyal to teammates, coaches, and the school
3. Be in the best possible condition physically and mentally
4. Never complain to others until a concern has been discussed with the coach
5. Keep emotions under control without losing enthusiasm
6. Never give negative criticism or blame teammates
7. Adhere to all school and team rules
8. Never react to officials' ruling or calls
9. Make a commitment to win and lose with honor and integrity
10. Utilize ESD resources including Sports Medicine, Strength and Conditioning, etc.

### Communication coaches should expect from parents

1. Specific information about their child that the coach might need to know
2. Notification of any scheduling conflicts well in advance (school conflict, personal conflict, etc.)
3. Any appropriate concerns they may have
  - a. Concerns to be discussed with a coach
    1. The treatment of their child mentally and physically
    2. Ways to help their child improve
    3. Concerns about their child's behavior
    4. Academic support, college opportunities
  - b. Concerns not to be discussed with a coach
    1. Playing time
    2. Team strategy
    3. Other student-athletes
    4. Player's position on team

### Procedures for addressing a concern

1. If the concern starts with your child, have them talk to the coach first
2. **Contact** the coach and request a meeting
3. If there is no resolution, contact the Director of Athletics and request a meeting
4. IT IS IMPORTANT TO NOT CONTACT A COACH BEFORE OR AFTER A PRACTICE OR A GAME.

## Athletic Donation Guidelines

1. In the event that a generous individual approaches a coach with the desire to make a monetary gift to a particular sports program and/or give an item to a particular sport, the coach will refer the person to the Director of Athletics. The athletic administration will then make immediate contact with the Director of Development.
2. Concerning gifts to coaches, parents collectively should limit end-of-season gifts to \$150.
3. Any additional attire or equipment that a parent wishes to donate must be pre-approved through athletic administration.

## ESD Athletic Facility Usage Policy

Teams comprised of at least 75 % ESD students are allowed to request the use of designated areas for practice and occasional competition. The designated areas are Troutt Fields, the Harrison Family Tennis Center, the Gene and Jerry Jones Family Stadium, the stadium track, and the gymnasiums in the Stephen B. Swann Athletic and Wellness Center.

The designated areas may be requested for practices between 8:00 a.m. – 6:00 p.m. on Saturdays and 12:00 p.m. – 6:00 p.m. on Sundays. Additionally, the areas listed above may also be requested for use on weekdays during the summer. The school encourages 1-hour practices, but 1 ½-hour blocks may be requested.

Equipment currently on the fields may not be moved from its location. It is the responsibility of those reserving school facilities to maintain the cleanliness of the area used.

If for any reason, such as inclement weather, a scheduled practice may be bumped for an ESD athletic practice. Should the situation arise, we will try to contact teams that have scheduled practices as soon as possible. This however may be impossible should a weather event occur during or just before a scheduled practice time. For field requests please contact David Tollison at [tollisond@esdallas.org](mailto:tollisond@esdallas.org).

Please note: It is the responsibility of those reserving school facilities to maintain the cleanliness of the area used.

## Athletic Photographer and Videographer Policy

Although it is ESD's policy for all photographers and videographers to remain in the stands or behind the restraining fence during outdoor contests, an individual may request permission to be on the sideline. The number of photographers will be limited to three per season. This person(s) must be shooting for the entire team and provide access to the pictures/videos on a regular basis. If approved, the following guidelines must be followed:

1. An official "press badge" must be requested from the Athletic Office and worn at all times while filming.
2. No verbal comments to players, coaches, or officials, whether good or bad, are to be made at any time. The photographer/videographer must remain completely unbiased and quiet.
3. Sideline access will be permitted from the end zones to each 20-yard line. Between the 20-yard lines and end zones, filmers must remain on the track.
4. Do not approach team huddles any closer than 30 yards during time outs, halftime, or after the contest.

## Daily and Weekly Schedule Updates

All game schedules remain dynamic and are therefore subject to change. This is often due to weather, cancellation by the opposition, or unforeseen ESD conflicts. It is critical that parents of ESD student-athletes familiarize themselves with the ESD athletic website. Team schedules on the website will be updated as changes occur throughout each season.

## Guidelines for Team Spirit Representatives

Team Spirit representatives are a vital part of the success of each team and can make the season more enjoyable for all. We are establishing some team guidelines for each team to adhere to for the upcoming year.

- Team Spirit representatives should be in close contact with the team's head coach at all times. Team Spirit representatives may be the main line of communication between the coaching staff and the team's parents.
- Team "assessments" may not exceed \$200 for any given team/season. We must financially work with these guidelines to host all team dinners, pre-game meals, and snacks. Team assessments cannot be paid for through the Booster Club's Athletic Assistance program. Team Assessments may not be used to off-set room expenses on team over-night trips.
- Team gifts to individual coaches may not exceed \$150/season.
- Team post-season banquets **are to be held on campus and** dates should be confirmed through the Athletic Department to eliminate conflicts.
- Clothing or equipment may not be purchased outside of the Department.

ESD Athletic Website:

<https://www.esdallas.org/page.cfm?p=3077>

## Game and Practice Guidelines

### Student-Athlete Eligibility

The athlete must be less than 19 years of age on September 1 of the school year in which he or she participates in SPC.

A player must have a medical release form and a signed code of conduct on file in order to play or practice. **Impact testing will be required for all athletes in grades 7th, 9th, and 11th as well as anyone new to the school in grades 7-12. Impact testing is required every two years.**

## Club Sport and Extracurricular Activity Policy

### Varsity

It is a privilege to be a member of a varsity team that represents the Episcopal School of Dallas, therefore full commitment to ESD sports is expected from every varsity athlete. Varsity practices and contests take priority over any conflicts involving club sports or other extracurricular activities.

### Junior Varsity & Middle School

Every effort must be made by junior varsity and Middle School athletes to commit to all practices and contests. In the event that a conflict arises, the coach and/or the athletic administration will recommend discipline appropriate to the situation.

Communication is critical within this policy. During preseason, coaches must review the schedule of practices and contests with their potential squad. All conflicts must be resolved then in accordance with the above policies.

## Academic Failure and Early Departure for Athletic Events

Students who are in academic difficulty (with a grade below 70), may not be allowed to leave school early or miss classes for school events such as athletic competitions or field trips. Students are warned by their grade level Dean and given a chance to improve their grades. The decision on whether or not the student can attend is made by the grade level Dean.

## Game Guidelines for Student-Athletes

Attend all scheduled games. The head coach and the Director of Athletic must be notified of college visits, family trips, or other events that conflict with games or tournaments at least two weeks prior to the event. Absences due to illness or injury are excused with a written note from a parent or doctor.

Wear the prescribed uniform for all games. Follow team rules and guidelines established by the head coach.

If a student misses any part of the school day for an illness, he/she is ineligible for extracurricular activities that day. The Athletic Director or the Assistant Division Head may determine that an excuse is appropriate for maintaining eligibility that day.

## Travel

- All team members will travel to and from games with designated ESD transportation.
- Parents are allowed to transport their child under written/verbal agreement with the coach.
- Parents are not allowed to transport other team members without written approval by a parent.
- Student drivers may be permitted to transport themselves to local practice/contest venues. Approval must be obtained before event.
- It is the responsibility of all players to follow bus guidelines as set forth by their coach. In addition, the players must maintain bus cleanliness.

## Every team member must abide by ESD's Code of Conduct.

ESD will not tolerate inappropriate behavior or poor sportsmanship from players, fans, or coaches. Players exhibiting poor sportsmanship are subject to suspension from the game or team. Fans exhibiting poor sportsmanship may be asked to leave the game.

## Early Dismissal and Missed School Days for Competition

- There are some occasions when a team will have an early dismissal in order to get to a game on time or miss school due to competition. A student is responsible for any class work missed due to an early dismissal and missed travel days.
- Prior to leaving, the student(s) must make equitable arrangements with his/her teacher(s) for all academic issues.

## Practice Guidelines for Student-Athletes

- Attend and be on time to all scheduled practices.
- Give notice if practice will be missed.
- Excused absences are for academic or health reasons or extreme circumstances.
- All non-academic excuses must be approved by the head coach and/or the Director of Athletics.
- All excuses must be in written form and given to the coach 24 hours prior to the absence.
- Wear the prescribed uniform or practice attire as determined by the head coach and/or Director of Athletic.
- Follow the prescribed team rules and guidelines established by the Head Coach.

- If a student misses any part of the school day for an illness, he/she is ineligible for extracurricular activities that day. The Athletic Director or the Assistant Division Head may determine that an excuse is appropriate for maintaining eligibility that day.
- Students are responsible for maintaining the cleanliness and overall upkeep of the locker room facilities.
- Students are not allowed access to any facilities without proper supervision. Practices may not begin without a coach present.
- Storage areas will be secured at all times. Neither students nor anyone other than coaches will have access to storage areas without proper supervision. The same restrictions apply to athletic offices, which will remain locked when a coach is not present and should never be used as a student lounge.
- Cleats are not allowed in gym or locker room.
- No loitering is allowed in designated practice areas during practice times.
- No unsupervised playing in the gym or use of weight room at ANY time. All athletes must abide by posted rules.

### Attendance

Athletes are expected to attend all practices and games unless an illness, death in the family, or another significant event precludes their presence. If an athlete absolutely must miss a practice session or game, the coach must be notified in advance. If no prior notification occurs, the coach will notify the athletic director or assistant athletic director. Should excessive absences occur, a student-athlete may be dismissed from the team. All absences will be documented and parents made fully aware that their child's position on the team is in jeopardy before any dismissal occurs.

All Varsity practices are limited to 2 hours and 30 minutes. This includes team strength lifting, speed, agility & quickness training, and film sessions. Typically, practices take place between 4:00p.m. – 6:30 p.m., however coaches are not limited to this time slot, i.e. due to gym availability and inclement weather for outdoor sports this time slot could be in the morning or later in the afternoon or evening.

### Practice Schedule

Varsity 4:00-6:30p.m.

Junior Varsity 4:00-6:15p.m.

8<sup>th</sup> Grade 2:30-4:15p.m.

7<sup>th</sup> Grade 2:30-4:15p.m.

Due to the rotating daily schedule, Middle School athletes will not have athletic practices on days noted a "Day 7".

### Full-Season Commitment Policy

Athletes are expected to fulfill their commitment to the team by completing the entire season. Any athlete who quits a team during the season will not be allowed to participate in a sport the next season. Coaches will communicate this policy to all team members at the start of each season. Additionally, if an athlete plans to quit, the coach will remind the athlete and his/her parent(s) of the policy and the resulting consequence. In the event of extenuating circumstances, the Director of Athletics may decide to override this policy.

## Competing On Two Teams within One Season

Athletes may at times complete on two athletic teams within one given season. To do so and athlete must get approval from both head coaches and the Director of Athletics prior to the season. Athletes must designate a “priority” team in case during the duration of the season a conflict arises and the athlete must **choose between both**. The athlete must attend the “priority” teams’ game; conflict between practices should be worked out by the coaches and not place the athlete in a compromising position.

## Pre-Season Participation Policy

A student-athlete who is completing a season is not allowed to participate in pre-season practice for the following season on school nights—weekends and holidays are the exception, but only if the in-season head coach agrees to the practice schedule.

## Academic Excused Absences

Athletes will not be disciplined for missing practice for legitimate academic purposes. To prevent abuse of this policy, the coach or athletic administration will review all excuses to determine validity. Coaches will always be flexible, especially as it pertains to academic help. Students, coaches and teachers should communicate openly to create a suitable practice/study schedule that suits everyone involved.

## Athlete Participation in the Upper School Play and Musical

All athletes involved in the Upper School play and musical during the weeks following fall and winter SPC championships are excused without repercussion from practices and games on rehearsal and performance days. Inappropriate repercussions would include any form of punishment, a change in playing status, or make-up practices.

## Uniforms

All students are expected to adhere to the practice uniform and game uniform requirements set forth by each level and sport. **All athletes must wear a shirt under their pinny.**

## Practice Uniform

Middle School athletes must wear their P.E. uniform: gray Episcopal Athletics t-shirt, navy mesh shorts, white socks and athletic shoes. Middle School teams may also be issued pinnies to wear for practice. Athletes’ full names should be clearly marked on all pieces of uniform.

Upper School coaches may specify their practice uniform, which will be purchased by each athlete in the Eagles Nest. Otherwise, an ESD “logo-ed” or plain white or navy t-shirt; maroon, navy, black, gray, or white shorts and appropriate shoes should be worn.

## Game Uniform & Dress Code

Athletic uniforms are distributed at the beginning of each season. Athletes are responsible for the uniforms. NO ALTERATIONS are to be made to any uniform. Uniforms **are checked in during season ending meeting with coaches and players** at the conclusion of the season. Fines will be imposed and grades will be held pending the return of uniforms. Athletes will not be issued uniforms for the present season until he/she has turned in the entire uniform from the previous season.

Any varsity team may wear their jersey or team shirt with regular uniform bottoms on the day of any game, with a limit of once per week, and not on Wednesdays or other formal uniform days. The team should decide in advance and the whole team should wear the same thing (either jersey or team shirt).



Students do not need advance permission for this, and the days should be arranged through the team captains.

Team jackets must be purchased through the Eagle's Nest and need to be **either** solid navy **or an ESD letterman jacket** in order for students to wear them as part of the regular school uniform.

Any team with an away game which requires them to leave before noon may wear a "traveling outfit" as determined by the coach. This could be a team polo and khakis, for example. A team leaving after noon should be in regular uniform.

Any items worn on the body which serve no purpose or function will not be allowed. Examples of this include:

1. Wristbands are not to be worn above the wrist area.
2. Headbands must be worn directly above the brow line.
3. Eye black should be worn modestly directly below the eyes. Face painting is not allowed.
4. All sweatbands are to be navy, black or white.
5. All socks should match in navy, black or white.

Shoes should be a designated ESD team color. If no ESD team color is designated, only navy, black, or white is acceptable.

Undergarments should follow SPC guidelines specific to your sport. If SPC does not address your sport, then only neutral colors of navy, black, or white are acceptable.

### ESD Apparel and Merchandise Policy

No team-affiliated apparel or merchandise may be developed without the express written consent of ESD and approved by the Director of Athletics. It is the policy of the school that all such products involving the school name and logo be developed and purchased through the Eagle's Nest.

### Varsity Letter Requirement

Each head coach will determine their own criteria for lettering, but are encouraged to be guided by the following ideas:

1. A maximum of three unexcused absences from practice. (An absence due to athletic club participation is unexcused.)
2. No unexcused absences from contests.
3. Be a squad member for at least half the respective season. If an athlete participates less than half the season in that varsity sport but is a team member during an SPC contest, and incurs significant playing time, the head coach will determine whether a varsity letter is awarded.
4. If injured, complete the season successfully with the team in a capacity determined by the head coach and athletic trainer.
5. Meet the playing and team standards as set forth by the head coach.

### Managers

Varsity teams are allowed to have managers to assist the coach with practice and contests. A manager must follow the same practice and game commitment as an athlete. Managers are eligible to receive Physical Education credit, but must first be approved through the P.E. Department Chair.



## Transcript Policy

In order to more accurately chronicle a student's accomplishments in the Upper School, the transcript will designate all of the student's participation in athletics, and it will indicate each one as a separate class, with a pass/fail designation. We will continue the practice of not using these classes in the calculation of a student's GPA. This method of recording P.E. and athletic participation is the norm at many ISAS and area schools. Also, it is important to note that since all athletic credits are now going to be shown on the transcripts, we will need to formalize a few aspects of joining and leaving a team. In short, teams will now become official Upper School classes and will need to enact the same policies as an academic class. All activities will appear on transcript with specific information as to the team or class taken (i.e. Wrestling (Winter Trimester) – Pass).

## Adding, Withdrawing, or Quitting a Team

- Students will have to follow the drop/add deadlines for quitting a team. They have 7 class days from the 1st day of school for fall sports, or 7 class days from the Monday after the prior season SPC tournament for winter and spring sports, to drop a team without transcript penalty. After the 7 day deadline, their departure from a team or class will be reflected as a WP or WF on their transcript.
- Athletes may not join a team 14 days after the 1st day of school for fall sports, or 14 days from the Monday after the prior season SPC tournament for winter and spring sports.
- After three quarters of a season has passed, students will not be allowed to withdraw with a WP or WF.

## Absence Policy

Absence policies will be the same as in a class, but modified since athletics are on trimesters. Students with more than seven absences in one trimester may lose credit for that activity.

## Sports Medicine Policies

1. In case of emergency and Athletic Trainers are not available, call 911. Examples may include: severe bleeding, unconsciousness, obvious broken bones.
2. Treatments and evaluations are to be completed before or after practice. Other scheduled appointment times can be arranged if needed.
3. Return to play decisions will be made by the Athletic Trainer(s).
4. Coaches are expected to communicate to the Athletic Trainer(s) regarding any injuries that occur during practice or competition away from campus.
5. The Sports Medicine department will not dispense any medications to athletes/students unless directed by physician. Nurse Biggs will have OTC medication that she will dispense during school hours.
6. Sports medicine equipment (i.e. coolers, bottles, etc.) may not be removed from the athletic training room without prior approval from a Sports Medicine staff member.

## Lightning Policy

ESD utilizes the Perry Weather Monitor System which provides an early warning system for lightning strikes in the area. When there is immediate danger the horn will sound with one, long 15-second blast. All personnel involved in outdoor activities (students, teachers, coaches, parents, and spectators) should move to a safe shelter at once. When the area is no longer in immediate danger, three, 5-second horn blasts will sound to give the all-clear for activity to resume. The Athletic Trainers and Campus Safety Officers are equipped with computer generated weather maps and can, at their discretion, make an earlier call on the inclement weather call.

## Cold Weather Policy

1. Cold Weather (defined as temp **above 30°** with or without precipitation) =No Restrictions.
2. Extremely Cold Weather (defined as temp w/ wind chill **between 15-30° w/o rain**) =Reschedule all Sub-Varsity games, MS/JV practice canceled; Varsity games/practice will only be played at the Director of Athletics discretion.
3. Dangerously Cold Weather (defined as temp w/ wind chill **between 15-30° with rain, or below 15° w/ wind chill**) =No outside exposure, No Varsity practice, Varsity games rescheduled.

## Heat Illness Prevention Policy

1. **At heat index of 100°** all 7<sup>th</sup> and 8<sup>th</sup> grade team practices must be modified by length of practice, mandatory water breaks at least every 15 minutes, removal of pads/helmets/goalie gear, moving indoors if possible.
2. **At heat index of 105°** all US team outdoor practices will be postponed or moved to indoor areas.
3. The Athletic Trainer(s) will notify you specifically if the heat index is above these thresholds before your practice begins or is reached during practice to discuss modifications.
4. Any athlete suspected of having heat related issues needs to be sent to **Sports Medicine** IMMEDIATELY.

## Concussion Policy

The State of Texas has recently passed a Concussion Bill that requires any athlete suspected of having a head injury to be removed from practice or game activity for the day and be referred to a physician. Our policy at ESD is that the athletes are screened by the Athletic Trainers first then referred to the physician, but just be aware that there are now legal implications to take into account for coaches, especially at practices and/or events away from ESD.

1. Any athlete suspected of having a head injury on campus needs to be sent to **Sports Medicine** immediately **to** be evaluated and, if necessary, begin our concussion protocol.
2. If you are at an away event please have the athlete speak to the Athletic Trainers at the host school to make any emergency referrals if necessary and have them see the ESD Athletic Trainers the following day. Every effort needs to be made to either email/call/text one of the Athletic Trainers and let them know an injury occurred and so we can expect to see the athlete and be able to field any parent call or questions effectively.

## SPC Rules and Guidelines

### SPC Sportsmanship Creed

Athletic competition in SPC is guided by the following ideas:

#### Players and Coaches

Players and coaches shall at all times represent themselves, their school, and their conference with honor, proper conduct, and good sportsmanship. They shall understand that competitive rivalries are encouraged but that disrespect for opponents is unsportsmanlike and lessens the value of the rivalries. They shall confine the competitiveness of the game to the field, and in particular behave properly on the sidelines and in the locker rooms both before and after games. Players and coaches shall comply fully with the rulings of the officials. They must never forget that they represent their school.

#### The Spectators

SPC member schools will not tolerate any spectator, either student or adult, whose behavior is disrespectful toward players, officials, coaches, or other spectators. Nor will SPC member schools permit

any type of spectator behavior that either detracts from the proper conduct of the game or disadvantages a player or team.

## SPC Sportsmanship Policy

### Players

1. Any player who is ejected or disqualified for any reason during an SPC counter contest will automatically be suspended for the next SPC counter contest.
2. Ejection of any player from any contest, including non-conference games, requires an official report from the Director of Athletic to be filed with the President within 24 hours of the disqualification.

### Parents & Spectators

1. Any parent or spectator who acts in a disruptive or abusive manner will cause the game to be suspended until the situation is resolved or the spectator is removed by the game official, home administrator, or coach.
2. Removal of any parent, student, or other spectator from any contest, including non-conference games, requires an official report from the Director of Athletics to be filed with the President within 24 hours of the removal.

### Flagrant Violations

Any player, coach, or spectator who is in flagrant violation of the SPC Sportsmanship Policy may be brought before the Executive Committee where additional suspensions could occur.

### Noisemakers

No noisemakers of any kind are allowed to be used during any indoor sporting event. Noisemakers may be used at outdoor sporting events. The use of air horns and whistles are prohibited at all sporting events.

### Unsportsmanlike Conduct

Examples of unsportsmanlike conduct include but may not be limited to:

1. Excessive scores
2. Taunting
3. Showboating
4. Retaliation
5. Intentional physical harm
6. Grossly disrespectful behavior
7. Lack of civility

It is expected that violations will be reported to the SPC President by the Director of Athletics within 24 hours of the incident.

## SPC Member Schools

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

**Awty International School**  
7455 Awty School Ln  
Houston, TX 77055

Greenhill School  
4141 Spring Valley Rd  
Dallas, TX 75244  
972-661-1211

Saint Andrew's School  
5901 Southwest Pkwy  
Austin, TX 78725  
512-452-5779

Casady School  
9500 N. Pennsylvania  
Oklahoma City, OK 73120  
405-749-3100

The Oakridge School  
5900 West Pioneer Pkwy  
Arlington, TX 76013  
817-451-4994

Saint John's – Houston  
2401 Claremont Ln  
Houston, TX 77019  
713-850-0222

Cistercian Preparatory  
1 Cistercian Rd  
Irving, TX 75014  
972-554-2295

Episcopal High School  
4650 Bissonnet  
Bellaire, TX 77401  
713-512-3400

St. Stephen's School  
PO Box 1868  
Austin, TX 78767  
512-327-1213

The Episcopal School of Dallas  
4100 Merrell Rd  
Dallas, TX 75229  
214-358-4368

The Hockaday School  
11600 Welch Rd  
Dallas, TX 75229  
214-363-6311

Houston Christian High  
School  
2700 West Sam Houston  
Pkwy N  
Houston, Texas 77043

Fort Worth Country Day  
4200 Country Day Ln  
Fort Worth, TX 76109  
817-732-1741

John Cooper School  
1 John Cooper Dr.  
Woodlands, TX 77381  
281-367-0900

Fort Worth Trinity Valley  
7500 Dutch Branch Rd  
Fort Worth, TX 76132  
817-321-0100

Kinkaid School  
201 Kinkaid School Dr.  
Houston, TX 77024  
713-782-1640

## Important Contact Information

Athletic Office Phone: 214-353-5810

Sports Medicine Phone: 214-353-5889

Director of Athletics  
Administrative Assistant to **Athletics &  
Physical Education**  
Associate Athletic Director  
**Assistant Athletic Director**  
Assistant Athletic Director for MS  
Head Athletic Trainer  
Assistant Athletic Trainer  
**Head Strength and Conditioning Coach  
& Physical Education**

**Assistant Strength &  
Conditioning  
Coach & Physical  
Education**  
**Sports Information  
Coordinator**  
Dan Gill  
Kristen Robertson  
  
David Tollison  
Susan Quill

Laura Gomez  
Jeff Geier  
Crystal Carrizales  
**Jim Roney**

**Sally Ward**

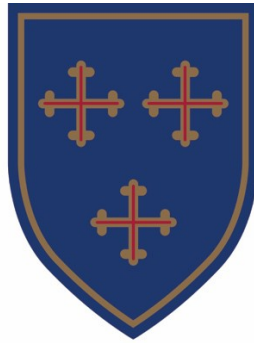
**Evan Haddrick**  
[gilld@esdallas.org](mailto:gilld@esdallas.org)  
[robertsonk@esdallas.org](mailto:robertsonk@esdallas.org)

[tollisond@esdallas.org](mailto:tollisond@esdallas.org)  
[quills@esdallas.org](mailto:quills@esdallas.org)  
[gomezl@esdallas.org](mailto:gomezl@esdallas.org)  
[geierj@esdallas.org](mailto:geierj@esdallas.org)

[carrizalesc@esdallas.org](mailto:carrizalesc@esdallas.org)  
[roneyj@esdallas.org](mailto:roneyj@esdallas.org)

[wards@esdallas.org](mailto:wards@esdallas.org)  
[haddricke@esdallas.org](mailto:haddricke@esdallas.org)

## Section 7: Student Health and Safety



THE EPISCOPAL  
SCHOOL *of* DALLAS

IGNITING LIVES OF PURPOSE

## 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 Security 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**

Campus Security: 214-366-8888

Nurse: 214-353-5867

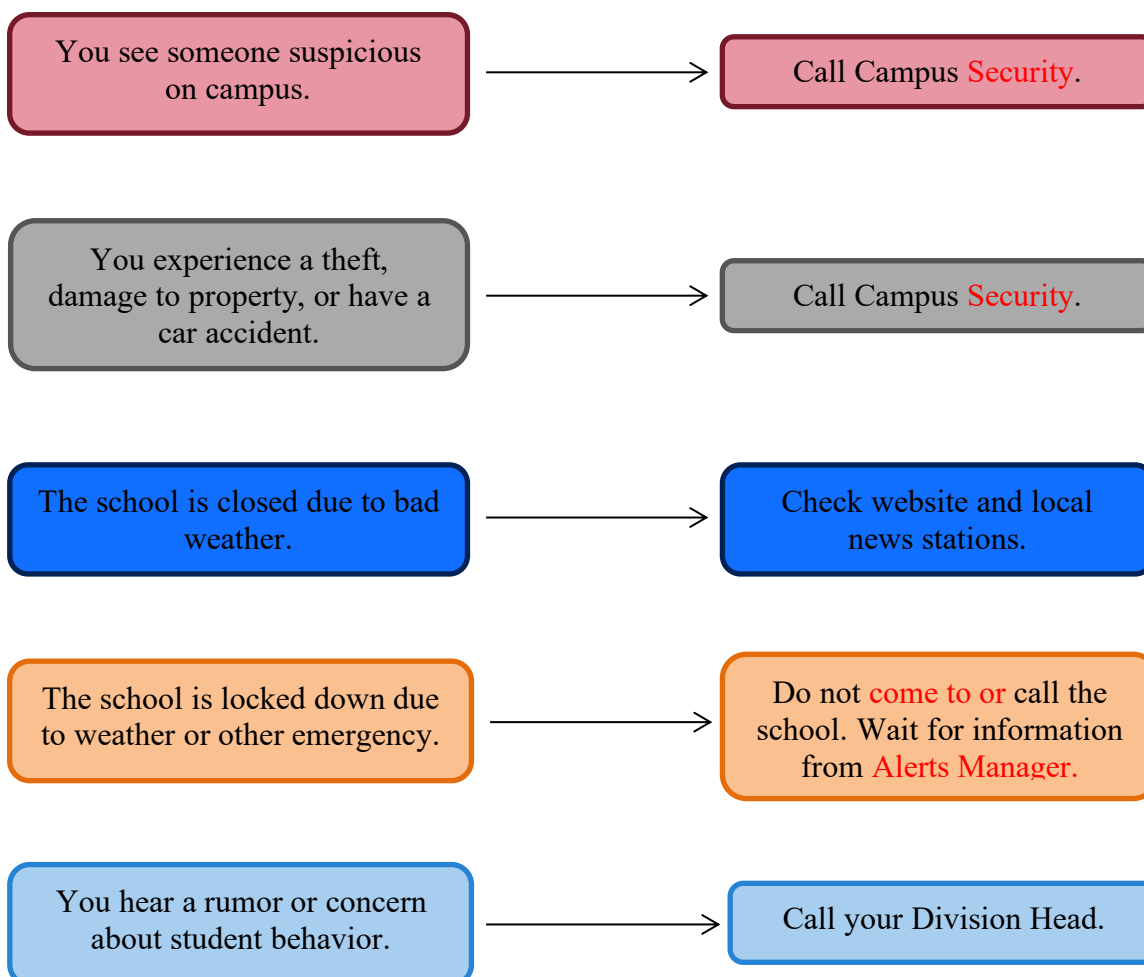
LS Nurse: 214-353-5773

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 Security 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 **allowed to be** on campus **from 7:00 a.m to 6:00 p.m., Monday through Friday. Students on campus after 6:00 p.m. or any hour on Saturday and Sunday must be accompanied by a school employee and have a valid reason for being on campus.**
3. **After-Hours Access:** If a student needs limited access to campus after hours (to retrieve a forgotten book, for example), they may have access by contacting Campus **Security** at 214-366-8888.
4. **Visiting Campus:** All visitors, including parents, **family members, alumni, and vendors must check in** when they arrive on campus. Visitors must provide a government issued **photo** identification. Visitors without proper ID will be turned away. **Visitors** must wear their **credential** badge in a prominent location on their uppermost garment. **The School may remove any visitor from campus at any time if such removal is determined by the School to be in the best interest of the community.**
5. **Emergency Alerts:** The School has an automatic texting and email system, **Alerts Manager**, to communicate with students and parents in an emergency or in the case of an inclement weather school closing.
6. **Theft on Campus:** If at any time your belongings are taken, or you believe something has been stolen, please contact Campus **Security**. 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.
7. **Parking and Driving on the Merrell Campus:** **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 student or faculty parking areas.**
8. **Car pool:** Car pool is the most dangerous time on campus for students. It is absolutely essential that all drivers keep a watchful eye out for students who may cross roads and parking lots at any time. Cellphone use is not permitted in car lines at any time.

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. Once 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 5 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 Security 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.

Parents with students in multiple grades that denote two different pick up locations should plan to pick up both children at the younger child’s pickup location at the older child’s pickup time.

Carpool Map



9. ***Inclement Weather and School Closings:*** If the School is closed, information will be disseminated in three ways: through the ESD website, through the **Alerts Manager** 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 **shelter** location. Severe weather **shelter** locations are posted in **prominent locations throughout the campus**. Students not in class will be directed to the nearest safe area by school staff and administrators. Once in the location, students will stay there until it has been determined safe for the students to leave. The School will communicate to parents through the **Alerts Manager 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 **Security** 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 **Security** as quickly as possible. Do not touch the package and do not use a cell phone in the vicinity of a suspicious package. **To avoid becoming a suspicious person yourself, you must wear your credential badge in a prominent location on your uppermost garment.**
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 the event of a lock down situation, the school will communicate with parents through the website and through our Alerts Manager system. **Do not come to the school in the event of a lock down.** You will be instructed how, when, and where you will be allowed to pick up your child. Visitors and parents will not be allowed entry to the campus during a lock down.
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 **Alerts Manager** system (see #5 above) and through the website. **Do not come directly to the school, we will not release students in emergencies until after the danger has passed. Parents will not be allowed to enter campus during a lockdown or other type of emergency.** During an emergency, **do not call** the School. 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.

#### 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 **Security** 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 **Security**, 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 **Security**, 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 **Alerts Manager** 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 is not helpful 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:** The School employs two full time, licensed, Registered Nurses 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 sixth and ninth 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 **with** the Attendance **Monitor**. The attendance monitor will either contact the parents to verify the absence or confirm that a parent email has been received prior to allowing the student to sign out. 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 attendance officer 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, Tums, Sudafed, Maalox, 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 or guardian 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 and 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:*** The counselor and chaplain are available on campus to assist students with life and emotional wellness issues. Parents are encouraged to share any concerns they may have about their child with the counselor and chaplain. Students of all ages are encouraged to utilize these resources whenever they need some extra help or guidance.
2. ***Services Available:*** The counselor and chaplain 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):*** When a student becomes concerned about the behavior or choices made by a friend, the School strongly encourages students to talk with the counselor or chaplain about how to best address these concerns.
4. ***What to do if Your Student Needs Help (for Parents):*** If you are ever concerned about your child's emotional, physical, or spiritual well-being, we strongly encourage you to contact the School. You can contact your child's teacher, advisor, Division Head, Chaplain, or the school counselor. We are all here as a team to help your child through whatever difficulties he or she might face.

## 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 accept any actions from faculty, staff, students, parents, or others on our campus which interfere with that mission. In order for the School to accomplish its mission all members of the community must 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.

Note: There are exceptions to a number of these policies for students, employees, or volunteers who are acting pursuant to relationships outside of school, or for parents, grandparents, or other caregivers. For example, a teacher at ESD who is the parent of an ESD student is allowed to have other students at their home for a play date with their child (which would otherwise be a violation of the Contact Outside of School Policy).

### Anti-Harassment Policy

The Episcopal School of Dallas is committed to providing a school environment that is free of discrimination and harassment, in which every community 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 inappropriate emails and postings on social media internet sites, on or off campus, whether associated with ESD or on a personal account. Incidents of harassment should be reported to the administration immediately and may be done so anonymously by delivering a note to the office of the Head of School. An advisor, teacher, coach, staff member, or administrator who becomes aware of possible harassment should promptly advise a member of the Executive Team or the Human Resources Department, who will investigate 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 will conduct themselves with respect, honor, integrity, decency and civility at all times. Because ESD's employees and students have a right to be treated with decency and respect and to work and learn in a respectful, courteous, professional, and supportive environment. Uninvited and unwanted sexual advances of any nature made by any community members are unacceptable and will not be tolerated.

### Definitions:

Sexual harassment consists of 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 any community member has been, or is being subjected to, any form of sexual harassment is required to report the matter to the appropriate Division Head, Executive Team member or the Human Resources Department.

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

Allegations of sexual harassment will be thoroughly investigated in a timely manner. The consequences may range from a reprimand to separation from the School. Whistleblowers will be protected to the extent reasonably possible. A written summary of the findings of the investigation, including recommended sanctions may be prepared or may be referred to counsel for confidential treatment.

## Threatening Statements Policy

The Episcopal School of Dallas provides a safe atmosphere to support its community. The School takes allegations regarding threatening statements seriously. 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 face disciplinary consequences. 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. Individuals completing initial counseling and evaluation activities 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.

### Lower School

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

## Middle and Upper School

Bullying includes, but is not limited to these actions:

- **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 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 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 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 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.

If you are a victim of bullying or a witness to what you believe to be bullying, report the incident immediately to a teacher, counselor, or administrator. That person should make the Head of their division aware of the situation, and the Division Head, or their designee will investigate the incident in a timely manner. The school may take interim action if it deems necessary, while the investigation is being carried out. If the school determines that bullying did occur, the school will take appropriate disciplinary action according to the ESD Code of Conduct, up to and including expulsion. A student who uses reasonable self-defense in response to bullying behavior shall not be subject to disciplinary action. The school will promptly notify the parents of the victim and the parents of the student engaged in bullying to share the specifics of the situation, the school will generally not share consequences given to students with other families. A report of the incident will be entered into the divisional disciplinary files maintained in each office.

The school encourages anyone involved in bullying, whether victim, witness, or perpetrator, to seek help through the Counseling Office, our Chaplain, or Human Resources.

## 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 separated 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 separated from the school.

### Policy of Cooperation

A student or employee who refuses to cooperate with the school regarding a matter of bullying, harassment, or hazing, may be subject to disciplinary action from the school, up to and including expulsion or termination.

### 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. Reports may be made by calling the hotline or visiting the Texas Departments of Family and Protective Services website ([www.dfps.state.tx.us/contact\\_us/report\\_abuse.asp](http://www.dfps.state.tx.us/contact_us/report_abuse.asp)). (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

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 any compensation should be remitted 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

Employees are only allowed to give gifts to students under the following conditions: groups of students (such as a team or class), gifts of very low value may be used as rewards for individuals. School administration must be notified of any such gifts. Parents may be notified if deemed 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.

### Social Networking Policy

Employees of The Episcopal School of Dallas are not allowed to initiate or accept “friend requests” or otherwise communicate with individual ESD students, or any alumni under the age of 18 years old, using online social media.

### 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 owned or chartered vehicles with professional drivers unless prior written permission is received from a parent and the coach.
- Teachers and administrators should not transport students in personal vehicles except in emergency situations. If such a situation arises, the teacher should attempt to notify the applicable Division Head prior to transporting the student and must notify their supervisor afterwards including a description of the circumstances which made it necessary. This documentation should include a copy of the proof of 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 such a situation arises, the teacher should attempt to notify the applicable Division Head prior to transporting the student and must notify their supervisor afterwards including a description of the circumstances which made it necessary. 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 at the teacher’s house.
- Take attendance before loading and after unloading vehicles.
- Teachers should avoid physical contact and inappropriate conversation topics while in vehicles.
- Teachers should be separately 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

Sometimes it is necessary for an ESD employee to be alone with a student, but such meetings should not occur otherwise. 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. These guidelines are intended to protect students from harm and employees from false allegations of abuse.

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 ESD students and non-ESD students prior to 7:00 a.m. or after 4:30 p.m. on school days unless they are in a public area of the school (the Commons or the Library) and prior approval of the administration has been obtained.
- There shall be no one-on-one meetings with students during the weekends or School holidays 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 too cumbersome, or not as timely or effective. ESD employees who wish to text parents must enter the “ESD Texting Number” (469-701-0850) as a member of the group text. This is a phone account that is used by the Campus Security 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 cannot be avoided, such as in emergency situations involving logistics or safety, a school administrator and 469-701-0850 **must be** copied on all texts.

### Texting Policy Regarding Upper School Students

Teachers may use text messaging to communicate with Upper School students only where the following conditions are present:

- Email and Schoology are too cumbersome, or not effective because of timeliness or clarity.
- The employee’s cell phone number has been registered with the Campus Safety Department.
- The ESD Texting Number 469-701-0850 is a member of the group text.

### 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.