THE EPISCOPAL SCHOOL OF DALLAS
UPPER SCHOOL STUDENT AND
PARENT HANDBOOK 2017-2018

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

Henry Heil, Head of Upper School
Jeffrey Laba, Assistant Head of Upper School
Mark Oglesby, Senior Class Dean
Claire Mrozek, Junior Class Dean
Phil Bryan, Sophomore Class Dean
Dawn Eatherly, Freshman Class Dean

4100 Merrell Road, Dallas, TX 75229 214-358-4368
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DISCLAIMERS AND LIMITATIONS

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

Recent handbook changes are noted in red in the digital version and in italics in the print version.
The Episcopal School of Dallas
4100 Merrell Road
Dallas, Texas  75229

August 2017

Dear Students and Parents,

This Handbook is designed to enhance communication among all members of The Episcopal School of Dallas community. It serves as the starting point for receiving information pertaining to school policy and procedure. If you do not find the information you need in this Handbook, our staff, administration, or faculty are available to assist you. Parent awareness of and support for school policies are paramount to the successful functioning of the school. Parents and students alike are responsible for understanding the entire contents of this Handbook.

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

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

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

Faithfully yours,

Henry Heil
Head of Upper School

Jeffrey Laba
Assistant Head of Upper School
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Section 1: All School Information and Policies
Founding Belief
All children are made in the image of a loving God.

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

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

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

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

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

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

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

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

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

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

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

Educational Philosophy

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

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

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

Principles of Honor, Respect, and Integrity

Honor: a keen sense of ethical conduct.
Respect: a high regard and esteem for another.
Integrity: a firm adherence to a code of high moral values.

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

ESD Code of Conduct in Summary

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

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

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

ESD believes that working with students is best done in partnership with their families. Faculty and staff strive to maintain positive and professional communication, act as role models, and work to protect the physical and emotional safety of their students. Faculty and staff are required to report 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, respect, and support this Academic Pledge as a member of The Episcopal School of Dallas.

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

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

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

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

- **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, drugs, or drug paraphernalia, is a violation of the ESD Code of Conduct.
- Hostile behavior and language, as well as the inappropriate use of dangerous objects, are not tolerated.
- Student actions that are unwanted and unsolicited regarding the property of other individuals are violations of the ESD Code of Conduct.
- Tampering with fire or other safety equipment is a violation of the ESD Code of Conduct.

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

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

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

Honor, Respect, and Integrity in Athletics

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

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

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

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

Discipline: ESD student-athletes do the right thing even when people are not looking. They make good decisions about their physical and emotional well-being for the good of the team and themselves.
The Episcopal School of Dallas also places a premium on good sportsmanship in the athletic arena by all members of the community. In perception and practice, good sportsmanship shall be defined by qualities of behavior that reflect proper conduct, respect, and integrity. Below are several essential keys to good sportsmanship:

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

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

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

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

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

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

- ESD parents model the respect, sensitivity and inclusion expected of members of our community.
- ESD parents understand and demonstrate support for the school’s policies and procedures.
- ESD parents treat everyone with respect and seek to resolve problems through appropriate channels (i.e., teacher/grade representatives or Class 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.
The faculty and staff, as members of the ESD community, are bound by the same Principles of Honor, Respect, and Integrity as other members of the ESD community. Beyond following these same Principles of Honor, the faculty and staff are also bound to a high standard of responsibility. Faculty and staff must be aware of the imbalance of power inherent in the relationship among faculty, staff, and students and must never abuse it.

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

Accreditation and Membership

The Episcopal School of Dallas is accredited by:
The Independent Schools Association of the Southwest, whose accreditation is recognized by the Texas Education Agency.

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

School Hours

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

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

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

Library Services

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

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

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

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

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

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

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

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

Religious Accommodations
The school recognizes that we are a diverse student body in terms of spiritual and religious beliefs and practices. The school will make reasonable accommodations to allow a student to honor their beliefs and/or practices after the proper steps in communication and planning are taken. There may be times when beliefs and practices may conflict with our school community’s rules or regulations, or times when they might interfere with the learning process of other students. The school will not accommodate a permanent practice that goes against the rules, regulations, or mission of the school. Likewise, the school will not allow practices that they deem unhealthy for the community as a whole. Religious accommodations should be cleared through the Senior Chaplain who will help develop a communication plan to the division and then through the appropriate division office.
Photography and Video and Audio Recording On Campus
With the exception of public events (athletic competitions, artistic performances and exhibitions, etc.) the school does not allow personal photography or audio or video recording on campus without advance written permission from the Head of School.

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

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

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

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

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

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

The Student Council and Class Officers may initiate fundraisers with the permission of the appropriate Class Dean and the Division Head. Other student clubs are limited to two fundraisers per year, with permission of the appropriate Division Head. Fund raisers for outside organizations must be coordinated with the Director of Community Service and the Chaplain to make sure that the supported organizations are in alignment with other fund raisers, other supported organizations and the mission of the school. Each division will limit student club fund raisers to approximately two per quarter or trimester (not counting Student Council and Class Officer events).

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

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

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

Reconsideration Committee
All complaints regarding publications, artwork, performances, or presentations will be forwarded to the Reconsideration Committee. The Reconsideration Committee will consist of the Academic Dean, the Division Head, Assistant Division Head, and two rotating faculty members.
**Publications Review**
All School publications must be approved by the appropriate Division Head prior to printing and distributing to the School community. The School reserves the right to edit all School publications.

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

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

1. **Approach the teacher or coach** most closely connected with the problem and who is in the most likely position to resolve the issue. If the student has difficulty approaching the teacher, the student or parent should talk with his or her **advisor**.
2. In the Middle and Upper School, if, after this, there is still dissatisfaction, approach the **Department Chair** if the issue is specific to a class, the **Class Deans** 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, **Class 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:
Upper School Information and Policies
### School Administration

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

#### Upper School Administration
- **Henry Heil** Head of Upper School
- **Jeffrey Laba** Assistant Head of Upper School
- **Dawn Eatherly** Freshman Dean
- **Phil Bryan** Sophomore Dean
- **Claire Mrozek** Junior Dean
- **Mark Oglesby** Senior Dean
- **Chris Gonzales** Director of College Guidance
- **Elizabeth Goode** Associate Director of College Guidance
- **Bonnie McCown** Associate Director of College Guidance
- **Katherine Montgomery** College Guidance Coordinator
- **Mary Jo Lyons** Head Librarian
- **Mary Hansell** Director of Educational Technology
- **Courtney Phelps** Director of Community Service Learning
- **Mark Mrozek** Upper School Director of Campus Scheduling
- **Elizabeth Goatley** Director of Diversity and Inclusion
- **Dr. Angela Fritsen** Cum Laude Society Sponsor
- **Maggie Ferris** Honor Council Sponsor
- **Marcela Garcini** Student Council Sponsor
- **Dan Gill** Director of Athletics
- **David Tollison** Assistant Director of Athletics for Grounds and Facilities
- **Dayna Davenport** Administrative Assistant to Director of Athletics
- **Eddie Eason** Director of Outdoor Education
- **Dr. Hilary Hodgson** Learning Support Counselor (11th and 12th grades)
- **Ashlyn Hudson** Learning Support Counselor (9th and 10th grades)
- **Mary Ellen Davison** Emotional Wellness Counselor
- **Mike Schneider** Director of Physical Education & Director of Summer Programs
- **Marcia Biggs** Nurse
- **Tracy Krause** Calendar & Events
- **Jody Trumble** Director of Campus Safety
- **Josephine Mucciolo** Administrative Assistant to Head of Upper School
- **Helen Skalniak** Attendance/Administrative Assistant to Asst. Head of Upper School

#### Department Chairs
- **Tolly Salz** English Department Chair
- **Dusty Davidson** Fine Arts Department Chair
- **Eric Boberg** Classical and Modern Languages Chair
- **Mary Hansell** Religious and Historical Studies Department Chair
- **Maggie Ferris** Mathematics and Computational Thinking Department Chair
- **Amy Henderson** Science Department Chair
- **Mike Schneider** Director of Physical Education/Director of Summer Programs
<table>
<thead>
<tr>
<th>Day</th>
<th>FCT</th>
<th>UA</th>
<th>UB</th>
<th>UC</th>
<th>M</th>
<th>M</th>
<th>M, B, or C</th>
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**Morning Break (note: no passing period at end)**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>10:55-11:05 am</td>
<td>Morning Break</td>
</tr>
<tr>
<td>11:15-11:15 am</td>
<td>Passing Period</td>
</tr>
<tr>
<td>11:35-12:15 pm</td>
<td>Passing Period</td>
</tr>
<tr>
<td>12:35-1:05 pm</td>
<td>Passing Period</td>
</tr>
<tr>
<td>1:05-1:15 pm</td>
<td>Passing Period</td>
</tr>
<tr>
<td>1:15-1:15 pm</td>
<td>Lunch</td>
</tr>
<tr>
<td>1:35-1:35 pm</td>
<td>Passing Period</td>
</tr>
<tr>
<td>1:55-2:05 pm</td>
<td>Passing Period</td>
</tr>
<tr>
<td>2:05-2:15 pm</td>
<td>Passing Period</td>
</tr>
<tr>
<td>2:15-3:15 pm</td>
<td>Passing Period</td>
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</table>

**Chapel/Substitute**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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</thead>
<tbody>
<tr>
<td>10:50-11:40</td>
<td>Chapel/Substitute</td>
</tr>
<tr>
<td>11:40-12:40</td>
<td>Passing Period</td>
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<tr>
<td>12:40-1:15</td>
<td>Lunch</td>
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**Class Periods**

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<th>Time</th>
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<tr>
<td>9:40-10:30 am</td>
<td>FCT</td>
</tr>
<tr>
<td>10:50-11:50 am</td>
<td>FCT</td>
</tr>
<tr>
<td>11:50-12:40 am</td>
<td>FCT</td>
</tr>
<tr>
<td>12:40-1:15 pm</td>
<td>FCT</td>
</tr>
<tr>
<td>1:45-2:35 pm</td>
<td>FCT</td>
</tr>
<tr>
<td>2:35-3:15 pm</td>
<td>FCT</td>
</tr>
<tr>
<td>Morning (7:45 a.m. Arrival)</td>
<td>Monday</td>
</tr>
<tr>
<td>----------------------------</td>
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</tr>
<tr>
<td></td>
<td>Office Hours</td>
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<tr>
<td>Advisory Lunch</td>
<td>Seniors and Juniors</td>
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<td>Seniors Off Campus Lunch?</td>
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<tr>
<td>Flex</td>
<td>Advisory Check-In/Town Hall/Class Meetings*</td>
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**US Special Schedule Days 2017-2018**

<table>
<thead>
<tr>
<th>All Meet Days</th>
<th>Special Assembly</th>
<th>Early Release</th>
<th>Late Start (ice days, etc.)</th>
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<tbody>
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<td>7:45-8:40</td>
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<td>9:40-10:25</td>
<td>9:35-9:45</td>
<td>10:00-10:35</td>
<td>Chapel</td>
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<td>10:30-11:15</td>
<td>9:45-10:45</td>
<td>10:40-11:15</td>
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<td>12:35-1:15</td>
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<td>1:20-2:05</td>
<td>1:20-1:40</td>
<td>2:00-2:50</td>
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<td>2:10-2:55</td>
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<tr>
<td>3:00-3:45</td>
<td>2:40-3:45</td>
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</tbody>
</table>
Flex Time

Monday – Advisory Check In/Town Halls
(Seniors and Juniors exempt except for meeting days). On this day, every student should report to their advisory room and check in with their advisor. On occasion, there might be some small item that needs to be addressed as an advisory (a short survey to fill out, or other 3 minute business). After that, students are free to remain in the advisory room, or go to meet with another teacher, but they must be in a room with a teacher, not hanging out in the Common Areas. This is the day when we will schedule special meetings, etc. so students should plan on this day being pre-empted a few times a month. On the first Monday of every month, this will be used as a Town Hall meeting, where the Upper School gathers in the competition gym for announcements, award ceremonies, etc.

Tuesday, Wednesday, and Friday – Open Flex
This is the time to meet with teachers or attend clubs. Unless the administration determines it necessary, there will be no class meetings or other events scheduled during this time. Students with a grade below a 75% in a class will be put into a proctored flex room (based on quarter and check period grades). All other students are free to study in common, public areas.

Thursday – Advisory
Our regular, advisory room meetings are held on Thursday.

Club Meetings
Can occur during free flex (Tuesdays, Wednesdays and Fridays), or before school on Mondays, Thursday, or Fridays. Clubs may not meet during lunch, after school, or Mondays during flex.

Before School Extra Help
Office hours for Upper School Teachers are on Mondays and Thursdays before school. There should be no meetings scheduled for those times, other than Honor Council or Student Council.

Before School Testing
Before School Testing is offered every school day beginning at 7:15 am and runs until 8:30 am. Please note that students should show up before 7:30 am if they wish to test in BST, since the room closes if no one shows up by that time.

After School Testing
After School Testing is offered every school day beginning at 3:45 pm and ending at 5:15 pm. Students have an hour and thirty minutes in AST, so testing that requires a longer time, needs to be broken up into sections and done over multiple days. Students who arrive late are not allowed to stay beyond 5:15 pm to finish, and cannot make up the time they have missed.

Tutoring Rules and Guidelines
- Students may meet outside tutors only during study halls, open flex time, lunch, or before or after school.
- Students are not allowed to miss any school responsibilities to meet with tutors.
- Students may not meet tutors during advisory time, advisory check-in time, or advisory lunch. Students may not miss any other class responsibility which is scheduled (such as a class meeting) to meet with a tutor.
- Please see the Upper School Academic Policies section for more details regarding tutoring.
<table>
<thead>
<tr>
<th>Category</th>
<th>Name</th>
<th>Department/Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academics</td>
<td>Clayton Chmiel</td>
<td>Classical and Modern Languages</td>
</tr>
<tr>
<td></td>
<td>Tolly Salz</td>
<td>English</td>
</tr>
<tr>
<td></td>
<td>Dusty Davidson</td>
<td>Fine Arts</td>
</tr>
<tr>
<td></td>
<td>Mary Hansell</td>
<td>Religious and Historical Studies</td>
</tr>
<tr>
<td></td>
<td>Maggie Ferris</td>
<td>Math and Computational Thinking</td>
</tr>
<tr>
<td></td>
<td>Mike Schneider</td>
<td>Physical Education</td>
</tr>
<tr>
<td></td>
<td>Amy Henderson</td>
<td>Science</td>
</tr>
<tr>
<td>Admissions</td>
<td>Cindy Newsom</td>
<td>Director of Admissions</td>
</tr>
<tr>
<td>Athletics</td>
<td>Dan Gill</td>
<td>Director of Athletics</td>
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<tr>
<td>Attendance</td>
<td>Helen Skalniak</td>
<td>Assistant to Assistant Head of Upper School</td>
</tr>
<tr>
<td>Business Matters</td>
<td>Mary Hernandez</td>
<td>Director of Finance</td>
</tr>
<tr>
<td>Calendar/Events</td>
<td>Tracy Krause</td>
<td>Calendar &amp; Events</td>
</tr>
<tr>
<td>Carillon (Yearbook)</td>
<td>Angie Millar</td>
<td>Carillon Sponsor</td>
</tr>
<tr>
<td>Chapel</td>
<td>Rev. Amy Heller</td>
<td>Senior Chaplain</td>
</tr>
<tr>
<td>Clubs &amp; Organizations</td>
<td>Marc Salz</td>
<td>Clubs and Activities Coordinator</td>
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<tr>
<td>College Guidance</td>
<td>Chris Gonzales</td>
<td>Director of College Guidance</td>
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<tr>
<td>Community Service</td>
<td>Courtney Phelps</td>
<td>Director of Community Service Learning</td>
</tr>
<tr>
<td>Counseling</td>
<td>Mary Ellen Davison</td>
<td>Emotional Wellness Counselor</td>
</tr>
<tr>
<td>Cum Laude Society</td>
<td>Dr. Angela Fritsen</td>
<td>Cum Laude Society Sponsor</td>
</tr>
<tr>
<td>Discipline</td>
<td>Jeffrey Laba</td>
<td>Assistant Head of Upper School</td>
</tr>
<tr>
<td>Diversity and Inclusion</td>
<td>Elizabeth Goatley</td>
<td>Director of Diversity and Inclusion</td>
</tr>
<tr>
<td>Learning Support (11th &amp; 12th)</td>
<td>Dr. Hilary Hodgson</td>
<td>Learning Support Counselor</td>
</tr>
<tr>
<td>Facilities</td>
<td>Ashlyn Hudson</td>
<td>Learning Support Counselor</td>
</tr>
<tr>
<td>Graduation</td>
<td>Jeffrey Laba</td>
<td>Director of Facilities &amp; Project Management</td>
</tr>
<tr>
<td>Honor Council</td>
<td>Maggie Ferris</td>
<td>Assistant Head of Upper School</td>
</tr>
<tr>
<td>Itinerary (Literary Magazine)</td>
<td>Heather Cernoch</td>
<td>Honor Council</td>
</tr>
<tr>
<td>Lockers &amp; Keys</td>
<td>Jeffrey Laba</td>
<td>Itinerary Sponsor</td>
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<tr>
<td>Lost &amp; Found</td>
<td>Jeffrey Laba</td>
<td>Assistant Head of Upper School</td>
</tr>
<tr>
<td>Lunch Program</td>
<td>Lily Garza</td>
<td>Assistant Head of Upper School</td>
</tr>
<tr>
<td>National Honor Society</td>
<td>Joe Snyder, Lauren Redmond</td>
<td>National Honor Society Sponsor</td>
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<tr>
<td>Outdoor Education</td>
<td>Eddie Eason</td>
<td>Director of Outdoor Education</td>
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<tr>
<td>Parents' Association</td>
<td>Stephanie Logan</td>
<td>Parents' Association President</td>
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<tr>
<td>Parking</td>
<td>Jeffrey Laba</td>
<td>Assistant Head of Upper School</td>
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<tr>
<td>Safety and Security</td>
<td>Jody Trumble</td>
<td>Director of Campus Safety</td>
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<tr>
<td>Scheduling</td>
<td>Mark Mrozek</td>
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<tr>
<td>Student Council</td>
<td>Marcela Garcini</td>
<td>Student Council Sponsor</td>
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<tr>
<td>Student Life</td>
<td>Dawn Eatherly</td>
<td>Freshman Dean</td>
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<tr>
<td></td>
<td>Phil Bryan</td>
<td>Sophomore Dean</td>
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<tr>
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<td>Claire Mrozek</td>
<td>Junior Dean</td>
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<td>Mark Oglesby</td>
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<td></td>
<td>Mike Schneider</td>
<td>Director of Physical Education &amp; Wellness</td>
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<td>&amp; Director of Summer Programs</td>
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<td>Director of Tuition Assistance/</td>
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<tr>
<td></td>
<td></td>
<td>Database Administrator</td>
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<tr>
<td></td>
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<td>Assistant to Head of Upper School</td>
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<td>Digital Communications Specialist</td>
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<td>Director of Outdoor Education</td>
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<td>Transcripts</td>
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<tr>
<td>Tuition Assistance</td>
<td>Shelle Montgomery</td>
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<tr>
<td>VOE Forms</td>
<td>Josephine Mucciolo</td>
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<tr>
<td>Web Site</td>
<td>Jamie Mitcham</td>
<td></td>
</tr>
<tr>
<td>Wolf Run</td>
<td>Eddie Eason</td>
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</tr>
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</table>
Section 3:
Upper School Academic Policies
**Academics**

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

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, and community service are specifically designed for the needs of the students in each division.

The academic program of the Upper School represents a four-year college preparatory curriculum, which provides broad training in the liberal arts and sciences and emphasizes independent thinking, problem solving, writing, critical reading, discipline, and creativity. Homework and outside preparation are required. Students may expect to spend 30 to 45 minutes per day outside of class on each academic subject. Honors or accelerated sections and Advanced Placement courses are available to qualified students upon successful application and may require significant extra effort and preparation outside of class.

The daily schedule allows time for students to meet with teachers outside of class. Each student is assigned a faculty advisor who provides guidance, counseling, and support. Advisors and students share in conversation at weekly lunch and advisory meetings. There are also club meetings and other relaxed opportunities to share in conversations with faculty and friends.

**Graduation Requirements**

The specific department requirements and programs are as follows:

- **English** 4 units – English I, II, III, IV required
- **Mathematics** 3 units taken in Upper School, including Algebra II
- **History** 3 units – World Cultures (½ unit), American History, World History, Government (½ unit)
- **Science** 3 units - Biology, Chemistry, Physics required
- **World Languages** 3 units in the same language
- **Fine Arts** 1 unit (½ unit must be performance-based or hands-on)
- **Religion** 1 unit (½ unit received for World Cultures; ½ unit must be taken junior or senior year)
- **Computational Thinking** ½ unit
- **Health & Wellness** ½ unit (recommended to be completed freshman or sophomore year)
- **Physical Education** 6 activity credits (minimum – 2 freshman year, 2 sophomore year, 1 junior year, 1 senior year)

1 Successful demonstration of mastery in a language, obtained prior to 9th grade, will count as one unit towards graduation requirements in the Upper School if the student continues to study the same language in the Upper School. In all cases, at least two units of world language study must be completed in the Upper School with the student attaining at least Level III in that language.

2 Introductory courses include the semester long courses Mobile Apps, Robotics Engineering, and Honors Computer Science (with approval). Completion of both Engineering I and II also meets the Computational Thinking requirement.

3 These lab-based sciences include the Physiology of Health, Anatomy & Physiology, and Food Science. Physiology of Health is available to all grade levels, while the latter two are open to only juniors or seniors.

Courses required for graduation credit must be taken at The Episcopal School of Dallas.

In addition to the course requirements for graduation, successful participation in the following is required: daily attendance and participation in Chapel, the Outdoor Program, and Community Service. It is important to note that some colleges require additional units in World Languages, Mathematics, or Science. The student and his or her parents are responsible for checking college entrance requirements. ESD does not extend the possibility of early graduation.

**Grade Reports**

The academic year is divided into two semesters. Semester examinations are given prior to the Christmas holiday and at the end of the second semester. Check Points, approximately four weeks apart, provide an evaluation of the student's academic performance and alert parents to opportunities to review their student’s progress. Additional information is provided on Schoology. Semester grades are the official grades of record for graduation credit. Letter grades are recorded on the student’s transcript at the end of each semester, and reported through MyBackPack. For classes which require a semester exam, that
exam will count for 20% of the student’s final grade, with the other 80% coming from the semester course work. The following grade scale is used for the Class of 2018:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numerical Value</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>97 - 100</td>
<td>8</td>
</tr>
<tr>
<td>A</td>
<td>90 - 96</td>
<td>7</td>
</tr>
<tr>
<td>B+</td>
<td>85 - 89</td>
<td>6</td>
</tr>
<tr>
<td>B</td>
<td>80 - 84</td>
<td>5</td>
</tr>
<tr>
<td>C+</td>
<td>75 - 79</td>
<td>4</td>
</tr>
<tr>
<td>C</td>
<td>70 - 74</td>
<td>3</td>
</tr>
<tr>
<td>D</td>
<td>65 - 69</td>
<td>2</td>
</tr>
<tr>
<td>F</td>
<td>Below 65</td>
<td>0</td>
</tr>
</tbody>
</table>

The following grade scale is used for the Class of 2019 and beyond:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numerical Value</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>97 - 100</td>
<td>4.3</td>
</tr>
<tr>
<td>A</td>
<td>93 - 96</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>90 - 92</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>87 - 89</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>83 - 86</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>80 - 82</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>77 - 79</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>73 - 76</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>70 - 72</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>67 - 69</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>65 - 66</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>Below 65</td>
<td>0</td>
</tr>
</tbody>
</table>

Cumulative Grade Point Average
The cumulative grade point average earned at ESD is calculated using semester grades for courses taken at ESD only. Courses taken at other schools will be transferred onto the ESD transcript; however, they will not be included in the ESD GPA calculation. Grades for all courses taken at ESD will be averaged into the GPA. Grades for Upper School courses that are repeated due to failure are included on a student’s transcript in addition to the original grade; they do not replace the original grade. The higher earned grade of a repeated class will be calculated into the GPA, the lower grade will be dropped. For transcript purposes, ESD will recalculate the ESD GPA into a 4.0 scale. Both GPA Calculations, the 4.0 scale and the 8.0 scale, will be reported to potential colleges for the Class of 2018. For the classes of 2019 and beyond, only the 4.0 scale will be reported to potential colleges.

Weighting of Honors and Advanced Placement Courses
Upper School grades in Honors and Advanced Placement courses are weighted one quality point higher than the grade earned each semester on the 8.0 scale. On the 4.0 scale, Honors courses are weighted one half quality point higher and Advanced Placement courses are weighted one quality point higher than the grade earned.

Class Rank
The policy of The Episcopal School of Dallas is to numerically rank only the top ten percent of students and not to rank the remainder of the class. A student must have attended ESD for two years to be ranked. Honor graduates are announced at the end of their senior year.

Drop/Add Policy
Students must maintain a minimum load of five courses including four core courses. Students may drop or add courses within 7 school days from the beginning of each semester without consequence. After the first seven days of a semester (1 full cycle), the following apply:

- Students enrolled in only five courses must receive semester grades for all five courses and wait until the end of the semester to drop or add a course.
- Students enrolled in more than five courses have until the second and fourth quarter check periods respectively to drop a course. A grade of WP (withdrawal/pass) or WF (withdrawal/fail) is recorded on the transcript if the drop occurs after the first seven days of the semester. WP and WF grades are not included in the student’s grade point calculation.
- For a physical education class or an athletic team, the drop-add deadline is seven (7) meeting days from the first day of the trimester.
• Students enrolled in an Honors- or AP-level section of a course have four weeks to move into a regular-level section of a course without a “W” notation on their transcripts. After the four week period, but before the final check period of the semester, students may drop from an Honors or AP course to a regular section of the same course, but will receive a “W” notation on their transcript. From the final check period until the end of the semester, students must remain in the class and receive the grade earned.

**Course Credit, Attendance, and Incomplete Grades**
If a student accumulates more than 7 absences (excused or unexcused) for a semester, the student may forfeit credit for the course and be placed on conditional re-enrollment. The Upper School Head will review special cases of absences caused by unusual circumstances such as an accident or lengthy illness, and the advisor or Class Dean will coordinate the development of a plan for the student to make up schoolwork.

Students receiving an incomplete for a course must complete all missing course work by the end of the next grading period or a date assigned by the teacher or Department Head. An incomplete grade that is not reconciled by the next grading period or assigned date will become an “F.” The Department Head or Head of Upper School may extend a deadline for incomplete work if deemed necessary.

**Semester Away Policies**
Approval for semester-away programs is required and will be granted based on the quality of the program and readiness of the individual student.

ESD will evaluate applications using the following criteria: quality of the program; consistency of the program with ESD’s mission; curricular alignment between the program and ESD; the academic standing of the applicant; the applicant’s demonstrated characteristics of honor, respect, and integrity; and the applicant’s interview with the Head of Upper School.

Students interested in pursuing a semester away should visit ESD's "Global Education" website for a more complete set of requirements, policies, and procedures.

**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, engage in normal day to day activities, and adhere to the Code of Conduct.

The Episcopal School of Dallas will make every effort to help the student complete the work missed and, when appropriate and able, will adjust classroom expectations. The student’s teachers, Head of Upper School, advisor and counselor will meet to determine what missed content must be completed in order to earn course credit. A student on medical leave will receive an Incomplete in his/her courses until the work is completed. In circumstances that involve the student missing critical amounts of classroom instruction, the school may deem it necessary for the student to withdraw from one or more courses. The student may then attend summer school (if the course is offered) or repeat a course(s) during the following school year. In the case that multiple graduation requirements are incomplete, the school may ask the student to repeat an entire year before moving up to the next grade level.

**Make-up Work Policies**
Students with absences may make up class assignments, tests, and quizzes, unless the absence is due to skipping class or is the result of some other violation of school rules or policies. The student is responsible for obtaining and completing the assignments. Students should email their teacher, communicate with classmates and check Schoology and their school email account to obtain assignments and class notes. The school provides proctored after school and before school testing.

**Return from Absence Make-up Work**
Upon returning to school after an absence, a student is required to complete their missed work according to the following schedule:
Major Papers and Projects: Provided that the student did not miss new material relevant to the project, papers and project are due on the date assigned, regardless of absences. If the paper is submitted online, it is expected to be turned in at the proper time, without extensions. If the paper or project requires a hard copy, or something physically submitted, the submission is due immediately on the students return to school.

Assignments: Smaller assignments, such as homework, are given one full day of grace, based on school days. For example, if a student is absent on Tuesday and then present on Wednesday, he or she will have until the end of the day on Thursday to complete their work.

Tests and Quizzes: Missed tests and quizzes which were announced prior to the absence must be completed within 24 hours of a student’s return to class. This allows for three Before and After School testing sessions for the student to complete the tests. If the 24 hours does not fall on a school day, it is extended until the next school day. Exceptions to this would include more time if students missed new material which is covered on the test. Students who miss a “review day” prior to a test are not allowed to postpone a test that is scheduled for a day when they are in attendance.

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 Make-up Work Policy
Students who suffer from a concussion 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 through the advisor and Class Dean in conjunction with the school nurse, teachers, and the parents.

Semester Exams
Each Upper School department is assigned an exam day. At the end of exam week, there is an assigned make-up day. Students who miss an exam must make up the exam on the assigned day or schedule a make-up day in January or May through the Upper School Office. Exams will not be given early to accommodate travel.

Senior Exam Exemption
Seniors who are in good academic and disciplinary standing may be exempt from first semester exams in semester courses only, and second semester exams in all courses if they have earned a grade of B or above in both quarters of the semester, have no more than 7 absences in the class, have no unexcused absences in the class, meet the conditions set by the Upper School office, and have permission of the instructor. Senior exam exemptions do not apply to summer school classes.

AP Exam Policy
Students who complete an AP course and will take an AP test in that subject may be exempted from taking a regular exam in the class with the teacher’s permission. For year-long courses, the exemption only applies to the spring exam, and for half year courses it applies to the end of course exam, either in the fall or the spring. All students enrolled in an AP level course are required to take the AP exam. The cost of taking the exam is the responsibility of the parents.

Academic Failure and Early Departure for School 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.

Papers and Projects
All major papers and projects are to be delivered to the course teacher on the date due according to the teacher’s instructions. Papers and projects received after the instructed time and date will have a late penalty consequence. In the event of an absence, it is the student’s responsibility to communicate the situation and deliver the paper or project immediately on his or her return to school. All papers and projects may be subjected to Internet screening for plagiarism before grades are released.

Turnitin.com
ESD requires students to electronically submit papers and writing assignments through Turnitin.com, (the leading online plagiarism checker), which is linked to their Schoology accounts.
Use of Technology
The Episcopal School of Dallas embraces the use of technology in the 21st century classroom as a tool for learning. Knowledge of appropriate use is a shared responsibility. Teachers are responsible for providing guidance and rules on their course syllabus and/or in their instructions for assignments. Students are responsible for receiving and understanding information regarding the use of technological tools on their assessments and for following those rules and guidelines. When needed, students are responsible for seeking out clarification from their teachers. Misuse is considered an Academic Pledge Violation.

Study Halls
Study Halls are considered a regular period in the school day. Attendance in study hall is required. Study halls are to be quiet and orderly. Students must arrive with the necessary study materials, prepared to work for the full period. Students may not leave the study hall without a pass from a teacher to go to the library, math lab, or a faculty appointment. Students may leave without a pass for a confirmed tutor appointment.

Study Hall Privileges
Upper School students may earn the privilege of having unproctored study halls during the school day, based on their grades. Students with an academic average qualifying them for unproctored study hall are not required to report to the study hall room for attendance. These students may go to the Commons, Library, or other public areas of the campus to study. Unproctored students must be in a public area supervised by an adult at all times, and are not allowed in the gym, locker rooms, or unsupervised classrooms during study halls. Check Period Reports, and Semester Grades will be used to determine study hall privileges. Study Hall privileges may be revoked at any time for behavioral or academic reasons. Students with a first or last period unproctored Study Hall must sign in or out at the Upper School attendance office.

The conditions for unproctored study hall are as follows:

New Students: All new students will be assigned proctored study hall at the beginning of the year.
Freshmen: All freshmen will have proctored study hall for the first semester. During the second semester, freshmen with all grades of “B” or higher will be allowed unproctored study hall.
Sophomores: Sophomores with all grades of “B” or higher will be allowed unproctored study hall.
Juniors: Juniors may have one grade in the “C” category, with all other grades of “B” or higher, to be allowed unproctored study halls. Juniors are allowed to "weigh" one Honors or AP class (taken in the junior year) in this calculation. For example, a junior with a C in regular English and a C in AP Pre-Cal will be allowed study hall privileges, since the C in the AP class is weighted higher.
Seniors: Seniors are assigned proctored study halls at the discretion of the Senior Dean, or Assistant Head of Upper School.

Any student with an incomplete is assigned a study hall until the work is made up and the final grade is entered into Senior Systems.

Multiple Study Halls
In general, the school does not recommend the selection of a second study hall except in unique and special circumstance where a second study hall is necessary to support a student’s academic success. We encourage all students first and foremost to fill any openings in their schedules with electives that will allow them to make the most of the ESD educational experience. Students who wish to have more than two study halls must meet with the Head of Upper School and the appropriate Class Dean for permission. The school does not allow students to sign up for more than two study halls.

Mandatory Tutorial Assignments
Students having academic difficulty in a subject may be assigned a mandatory tutorial by the grade level Dean. During flex time, the student will be required to report to a specific, supervised room to work on homework.

Policy for Obtaining Learning Support Services
To develop the unique potential in each student, in accordance with the School’s mission, the Episcopal School of Dallas provides support services for any student experiencing academic difficulty. Students are encouraged to seek learning support to address their own individual learning needs and improve their academic, organizational, and self-advocacy skills. The learning support team collaborates with students, parents, teachers, administrators, and outside professionals in an effort to help each student successfully meet the school’s rigorous curriculum demands and become independent learners.

Academic Accommodations
Any student experiencing academic difficulty is eligible to receive support, consultation, screening, and referral services. Students with diagnosed learning disorders or other health/medical issues that impeded the academic success may be eligible
for specific accommodations. Examples of accommodations that may be provided include extended time on tests and exams or use of a computer keyboard for written work.

In order to receive approved accommodations students must have a recent comprehensive psychoeducational evaluation on file that includes both cognitive ability and achievement testing demonstrating how the diagnosis affects their ability to learn in school. The Learning Support Counselors review documentation and, for qualified students, create an Individualized Accommodation Plan (IAP) outlining the student’s strengths and weaknesses, eligible accommodations, and customized goals. The Learning Support Counselors also work with students and parents to apply for appropriate College Board and ACT accommodations. As an academically rigorous college preparatory school, only accommodations which best fit within the academic mission of the school are provided. For more specific information about approved accommodations and psychoeducational documentation requirements please contact the Learning Support Counselors or visit the Learning Support section of the ESD website.

**Tutoring**

Students having academic difficulties may, in certain situations, be advised to work with a tutor at school. 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.

**Tutoring Guidelines**

- Tutors will make regular contact with the teacher, or teachers, to monitor the student’s continued effort, participation in class activities, and progress.
- Students without off-campus privileges must have permission to leave for tutoring appointments or exam-prep courses.
- In no circumstance may students miss any class for tutoring appointments or exam-prep courses.
- For each and every session, the student and tutor are required to sign the Tutoring Appointment Book in the library for attendance purposes. Students who do not sign in may be considered as skipping class.

**Class Schedules and Course Load**

Student schedules are designed from student-generated course requests. All students must be enrolled in a minimum of five courses each semester. Four of the courses must be core courses chosen from English, Mathematics, History, Science, Foreign Language, Religion, AP Fine Arts, or Computer Science. Physical Education and Fine Arts courses complete the schedule. Study halls are assigned to open class periods. Students who want to enroll in more than five core courses, or more than six courses total, must have the approval of the Head of Upper School.

**Grade Classification**

Students are eligible to enter the 9th grade when they have successfully completed the 8th grade. Subsequent grade classification is based on the number of accumulated units of credit. Students must complete 5 units, including English, to advance to the next grade level.

**Grade Changes**

Quarterly Grade 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.

**Academic Probation**

Anytime a student is placed on academic probation, a meeting will be convened to create a plan to support the student and discuss strategies for improvement. This meeting will include the Head of Upper School, Assistant Head of Upper School or Class Dean, advisor, parents, and student. The Upper School counselor and learning specialist may also be in attendance. The student must dedicate himself/herself to improvement, and be responsible and accountable to the plan and strategies put in place. Parents are encouraged to work closely with the school and their child. Failure to pass a graduation requirement is an especially serious situation, and the student and family must show a demonstrated ability and commitment to re-take the course at ESD during the summer or school year.

**Academic Eligibility**

It is important that a student be academically proficient in order to graduate from ESD and be successful at the next level. Students at the Episcopal School of Dallas must maintain an average GPA at a 2.0 or above; those who fall below a 2.0 GPA are at risk for re-enrollment. Any student who fails to maintain a 2.0 GPA or fails a graduation requirement will be placed
automatically on academic probation, and the re-enrollment contract will be held (first semester), or the student’s enrollment will be re-evaluated to determine if graduation is at risk (second semester). Re-enrollment may also be withheld when near-failing grades in lower levels of an academic program indicate serious difficulties in the long-term.

**Participation in Graduation**
To participate in the graduation ceremonies, a student must have successfully completed all the graduation requirements or be able to complete the requirements in an approved summer school program. The Upper School Head and Head of School may grant exceptions. The student must also remain in good disciplinary standing with the School until the graduation ceremony itself.

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

**Summer School**

**Summer School Course Work**
The Episcopal School of Dallas offers a limited number of summer courses that may be taken for graduation credit in addition to courses for enrichment or academic support. As a reminder, courses taken for graduation credit must be taken at ESD. Other courses taken to enhance student learning may be taken during the summer at a community college, online institution, or other school.

**Summer School Drop/Add Policy**
Students may drop a summer school course within three (3) school days of the beginning of each summer semester without consequence. After the three day deadline, a grade of WP (withdrawal/pass) or WF (withdrawal/fail) is recorded on the transcript. WP and WF grades are not included in the student’s grade point calculation.

**Summer School Attendance**
Because of the intensity of summer study, it is especially important that students attend summer school daily. Students are allowed to miss two days of a one-semester course and two days for each three week semester of a two semester course. Students who miss more than the allowed number of days may forfeit their ability to receive a passing grade for the course. All absences must be discussed in advance with the course instructor, including plans for make-up work.

**Summer School Grade Reports**
Semester courses will receive a final semester Grade Report. A semester exam (or comprehensive project, with departmental approval) must be given for any class taken for credit that administered an exam or required a project during the previous school year. There are no senior exam exemptions during summer school. Two-semester courses will receive check period reports and semester grades for each semester. Semester exams will be given for each semester.
Section 4:
Upper School Student Life
Life in a Community
One of the founding tenets of The Episcopal School of Dallas is engaging in community. We consider that each division, Upper, Middle, and Lower, is a small community within the larger school. Living within a caring, lively community is an essential part of a healthy, full life and is something that we foster at ESD. Students should understand that being part of a community carries responsibilities, and students are obligated to fulfill those responsibilities. Some of these responsibilities include: being polite 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
The Episcopal School of Dallas is a spiritual community that worships God as the center of life and embraces the uniqueness of each individual as a child of God. Daily worship provides the framework for a faith-centered environment where each student's intellectual, emotional, and social growth is accompanied by spiritual and moral growth.

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

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

Chapel attendance is compulsory at ESD. All members of the school community are to enter 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.

Advisory
The advisory system in the Upper School is organized so that each teacher is an advisor to between seven and ten students of the same grade level. The advisory is a “small family” unit within the larger school community. Advisories stay together for two years (freshmen and sophomore, and then junior and senior.) All students are shuffled again and new advisories are created between sophomore and junior years. The role of an advisor is to act as a guide and mentor for those students during those school years. One way advisors are often described is as an advocate within the school.

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.

Graduation Requirements
Upper School students are to complete a total of 50 hours of community service.
25 hours total during freshman and sophomore years.
   Students may begin accumulating hours the summer before their freshman year. Hours are required to be completed by May 31 of their sophomore year.
25 hours total during junior and senior years.
   Hours are required to be completed by January 31 of their senior year.
   Students are encouraged to serve a minimum of 20 of their 25 hours at one nonprofit organization in order to foster a strong commitment to the organization and its mission.

Yearly Limitations: Guidelines and Limitations
- Students may earn a maximum of 10 of the 50 hours volunteering directly for ESD and/or a place of worship. (ex. selling concessions for fine arts and sporting events. uniform resale)
- All service must be done directly for a nonprofit organization.
- Students are to request pre-approval from the Community Service Director prior to performing service that may fall outside the stated guidelines.
- Please reference the Frequently Asked Questions section on page 3 for additional details.

Documentation of Service
- ESD uses x2VOL to record and track service hours. The platform is integrated with Naviance, the college guidance program and will be included in the student’s portfolio.
• Students are responsible for recording their service hours. The Community Service Director approves student entries before credit is granted.
• Students must provide contact information of a supervising adult when entering service hours. This cannot be a parent unless pre-approval has been granted. For projects sponsored by ESD, students may enter Mrs. Morrow’s contact information or the faculty member sponsoring the project.

President’s Volunteer Service Award Requirements
Every February, ESD recognizes Upper School students with the President’s Volunteer Service Award, a nationally recognized award sponsored by the President’s Council on Service and Civic Participation. This program is strictly voluntary and designed for students wishing to excel in the area of community service.
• Freshmen must complete 50 hours of community service by the first day of classes following Christmas break.
• Sophomores, juniors, and seniors must complete 100 hours of service in 12 consecutive months. Students determine their twelve consecutive month period.
• All eligible students must post their hours on x2VOL and complete a reflection form by mid-January. Students must access this form by logging in to their Google account.
• Hours may roll over from one year to the next. For example, if a freshman earns more than 50 hours before January of his or her freshman year, he or she may apply the additional hours toward the next year’s award. A student must demonstrate a consistent commitment to service.

Service Guidelines and Limitations
• Students may earn a maximum of 20 hours per year volunteering directly for ESD and/or a place of worship. (ex. selling concessions for fine arts and sporting events. uniform resale)
• Students may earn no more than 20 hours per year volunteering indirectly. (ex: baking cookies, making cards)
• Students are to request pre-approval from the Community Service Director prior to performing service that may fall outside the stated guidelines.
• Please reference the Frequently Asked Questions section on for additional details.

Expected Behavior
Students are bound by Honor, Respect, and Integrity and are expected to abide by the Code of Conduct, modeling expected behavior as they represent ESD to the broader community. The school reserves the right to deny credit to students who display inappropriate behavior that reflects poorly on our ESD community.

Frequently Asked Questions
What qualifies for ESD Community Service?
• Service for local, national, and international nonprofit (501c3) organizations
• Service trips through travel and service organizations
• Service at libraries, city recreation centers, and city sponsored sport events
• Service at hospitals, clinics, and retirement centers
• Teen board meetings (VNA, Ronald McDonald House, etc.)
• Service at any camp that benefits a nonprofit organization
• Special events or fundraisers that benefit a nonprofit organization
• Outreach projects sponsored by ESD or your place of worship (ex. mission trips, service projects sponsored by your youth group, etc.)

What does not qualify for ESD Community Service?
• Travel time to and from your destination
• Time spent on service trips that are not part of the project (traveling, sleeping, etc.)
• Meeting hours for service organizations such as YMSL and NCL
• Volunteering at private camps or for private/select sports teams
• Fostering animals
• Hours for donations unless the project is sponsored by ESD (Thanksgiving dinner drive, teen Christmas gifts, e-recycling, etc.)
Uniform Policy
The School strongly encourages students to label all appropriate uniform items to aid the School in returning lost items. Students who are constantly out of uniform will be denied admission to class and are subject to suspension and disciplinary probation.

Formal Uniforms: Every Wednesday (for Eucharist), and on other days throughout the year, students are required to be in formal uniforms. These include a blazer, navy socks, a school tie (for the boys), long pants (for the boys), and a skirt or navy slacks (for the girls). Senior and Junior privileges in regards to uniforms are not allowed on formal uniform days, and polo shirts are not allowed on these days as well. On formal uniform days, students are not allowed to wear sweatshirts of any kind. On a day designated as a formal uniform day, students are required to be in formal uniform for the entire day.

Girls: Uniform supplier: Parker Uniforms.

Students are to wear the school uniform correctly throughout the school day.
Navy Blazer Must be worn on all formal uniform days and other days as requested. On Eucharist days, blazers are only required during the 2nd and 3rd quarters.
Blouse White oxford button-down blouse. Oxfords must be tucked in at all times with waistband visible and be buttoned up in modest fashion. Collars of shirts must be visible at all times and not tucked down or under outerwear. Seniors may wear light yellow or light blue oxford or white, navy blue, light blue, or light yellow polo.
Undergarments May not have logos or colors that are visible through the uniform shirt. Turtlenecks or long sleeves may not be worn under a short-sleeved shirt.
Skirt Navy-green-gold plaid. Skirt length should be no more than 6 inches above the top of the knee in the front and no more than 6 inches above the crease of the knee in the back.
Shorts/Skorts Navy walking shorts or skorts. May not be worn on formal uniform days.
Slacks Traditional loose fitting navy dress slacks to be worn with a dark belt.
Socks Plain white or navy socks. Navy above-the-ankle socks must be worn on formal uniform days.
Tights Tight weave solid navy. Sweat pants may not be worn underneath skirts.
Shoes Solid black, brown, tan, or cordovan dress shoes; or white and navy saddle oxfords with white laces. Shoes must have enclosed toe and heel, which may not exceed one inch in height. All shoes must be in good condition. Students may not mark or color their saddle oxfords. Clogs or any type of sandals are not considered dress shoes. Senior girls may wear cowboy boots.
Sweater Solid navy cardigan, pullover, crew, or V-neck. On formal days the only warm up option is a sweater under blazer.
Sweatshirt Solid navy sweatshirt or a solid navy fleece. Seniors may wear college sweatshirts. Sweatshirts may not be worn on formal uniform days. Navy spirit wear purchased in the Eagle’s Nest is acceptable.
Coats Navy ESD windbreaker, Varsity team jacket, or ESD letter jacket. Coats may not be worn on formal uniform days in lieu of a navy blazer. Non-ESD coats are acceptable outside, but must be removed in the classroom.
Hair Hair must be clean and well groomed. Hair may not be shaved, bleached, or dyed an unnatural color. Hair must be kept out of the eyes and off the face. Team members may not be forced to cut, bleach, or dye their hair.
Make-Up Appropriate and simple; not excessive.
Jewelry Appropriate and simple; not excessive or distracting to others. Heavy chains and visible body-piercing jewelry, except for earrings, are not allowed.
Accessories ESD scarves and white or navy scarves are allowed on non-formal uniform days.
Caps Caps or bandanas are not permitted inside buildings during the school day.

Boys: Uniform suppliers: Culwell & Sons or Parker Uniforms

Students are to wear the school uniform correctly throughout the school day.
Navy Blazer Must be worn on all formal uniform days and other days as requested. On Eucharist days, blazers are only required during the 2nd and 3rd quarters.
Shirt White oxford button-down. Must be tucked in at all times with waistband visible and be buttoned up in modest fashion. Seniors may wear light yellow or light blue oxford or white, navy blue, light blue, or light yellow polo, which must remain tucked in at all times.
T-shirt Solid white. May not have logos that are visible through the dress shirt. Turtlenecks or long sleeves may not be worn under a short-sleeved shirt.
Slacks Gray dress slacks. Must be worn on formal uniform days.
Shorts Gray walking shorts. May not be worn on formal uniform days.
Belt Dark dress belt, with regular size, appropriate belt buckles and no logos.
Socks
Plain white or navy socks. Navy above-the-ankle socks must be worn on formal uniform days.
Shoes
Solid black, brown, tan, or cordovan dress shoes. Shoes must have enclosed toe and heel, which may not exceed one inch in height. Clogs or any type of sandal are not considered dress shoes. All shoes must be in good condition. Senior boys may wear cowboy or dress boots.
Sweater
Solid navy cardigan, pullover, crew, or V-neck. On formal days the only option is a sweater under blazer.
Sweatshirt
Solid navy sweatshirt or a solid navy fleece. Seniors may wear college sweatshirts. Sweatshirts may not be worn on formal uniform days. Navy spirit wear purchased in the Eagle’s Nest is acceptable.
Coats
Navy ESD windbreaker or ESD letter jacket. Coats may not be worn on formal uniform days in lieu of a navy blazer. Non-ESD coats are acceptable outside, but must be removed in the classroom.
Tie
Official ESD school tie. Ties must be worn properly on formal uniform days.
Hair
Clean and well groomed. Hair may not be shaved, bleached, or dyed an unnatural color. Hair must be kept out of the eyes and off the face. Team members may not be forced to cut, bleach, or dye their hair.
Facial Hair
Is not permitted. Sideburns that extend below the ear lobe are considered facial hair.
Jewelry
Appropriate and simple; not excessive or distracting to others. Heavy chains and visible body-piercing jewelry, except for earrings, are not allowed.
Caps
Caps or bandanas are not permitted inside buildings during the school day.

Casual Dress or Spirit Days
On approved casual dress or spirit days, students may wear casual, modest attire. Good taste and discretion should be used in the choice of clothing. T-shirts may not have inappropriate logos. Tops should cover the entire upper torso, shoulder to waist. Tank tops, gym shorts, or bare midriffs are not allowed. Hats may not be worn in Chapel or classrooms unless the spirit theme calls for them. Girls may wear leggings, provided that their shirt extends to their thighs. Students dressed inappropriately will be sent home.

Athletic Team Wear
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.

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.

Medically Necessary Uniform Modifications
The School wishes to assist students with medical conditions and allows for uniform exceptions as are required to accommodate medical conditions. To grant such exceptions, the school requires a note from the attending physician to be kept on file in the Health Service Office that states the reason for the requested modification and the time span for which the modification is necessary. While we allow these modifications, we do require that the students receiving exceptions and their parents make reasonable efforts to see that the modifications are in keeping with ESD policies to the greatest extent possible. For students who require athletic shoes to be worn, they may wear any athletic shoe sold by Parker Uniform, which is solid black for the boys, and solid white for the girls.

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, advisory, chapel services, assemblies, class meetings, and relevant club meetings for their Division during the school day. Any time your student is not at school, we need parental verification either through email or a phone call to the school. When a student is absent from school, a parent should call or email the school before 8:00 a.m. To report an Upper School absence or tardy please call 214-353-5750 or email usattendance@esdallas.org

Signing In or Out of School and Early Dismissal by Written Request
A student leaving campus during the school day must submit a note from their parent (emails and phone calls from parents are also sufficient for verification) and sign out with the Upper School attendance office. Failure to follow this procedure may result in an unexcused absence/tardy, detention or other consequences, such as loss of privileges or athletic eligibility. Students returning to school, or arriving late to school, from off-campus appointments are to “sign in” at the Upper School attendance office before attending class. An email or phone call from a parent to the attendance office is required. Students are not allowed to leave campus without PRIOR parental consent.
Tardiness
Tardiness is a disruption to the learning atmosphere; therefore, it is usually unexcused. When a student misses more than 20 minutes of a class period, the student is considered absent from the class.

Late Arrivals to School
After a student has arrived late to school 5 times in a semester, he or she will receive a demerit each time that they are late, regardless of the reason.

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, a written explanation signed by the student’s parent or a note from the doctor’s office. Students who do not verify their absence within 24 hours may receive a disciplinary consequence. Parents are encouraged to cc their student on any emails to the Upper School attendance office.

Upper School Attendance Categories
- **School Related Absence** – this category is for absences that are related to school sponsored events (or religious holidays) and **WILL NEVER COUNT TOWARDS A STUDENT’S “RECORDED ABSENCES.”** They will, however, count towards “total absences,” which are used simply as a means of record keeping and are reported to the parents on the grade report. Examples: school sporting event, school sponsored community service, field trip, tutorial (during study hall), scholarship interview, suspension from school, religious holiday.
- **Excused Absence** – this means that the School knows and approves of the reason for the absence, and it is not for a school related reason. Examples: illness, doctors’ appointment, family trip approved by School, college visit, required court appearance, etc.
- **Unexcused Absence** – this category is for absences not approved by the School. An unexcused absence may result in disciplinary measures (detention or Saturday detentions) and may also result in the student receiving zeros for class work, papers, quizzes, or tests on the days missed. Examples: skipping class, school, chapel, advisory, advisory lunch, regular lunch, etc., and family trips for which the School does not give its approval.

Attendance Policy Consequences and Course Credit
A student is allowed 7 absences (excused or unexcused) per semester. At 8 absences the student may lose credit for the course. The following steps will be taken at each absence level.

4 Absences – the US Office will notify the student, parents, and advisor that the student has accumulated 4 absences and will remind them of the absence policy as listed in the Handbook.
8 Absences – the US Office will notify the student, parents, and advisor that the student has accumulated 8 absences. The following steps will be taken:
1. The student and parents will be given the opportunity to submit any extra information regarding absences that they feel would be helpful to the school in determining the outcome of surpassing the 7 absence mark.
2. The Upper School Office will review the student’s attendance record and determine if there were any extenuating circumstances in this student’s situation (long term illness, etc.).
3. The Upper School Office will determine whether or not credit will be received for the class and how further absences will be treated.
4. The Upper School Office will determine if an official excuse (doctor’s note, scholarship interview documentation, court papers, etc.) is required for each and every future absence. Notes from parents will not be considered an official excuse.
5. The Upper School Office will communicate its decision on the student’s absence situation to the student, parents, and advisor.
6. If a student continues to accumulate absences, the School may revisit and reevaluate the situation at any time.

Repeated Absences on Test Days
The Assistant Head of Upper School will meet with any student who is repeatedly absent on announced test days.

Repeated Absences to Chapel or Advisory
The Assistant Head of Upper School will meet with any student who repeatedly misses advisory or chapel.

College Visits
Students are encouraged to make college visits during school holidays. If the absence is for more than one school day, the student must obtain a College Visitation Request Form from the College Guidance Office. At least five days prior to the absence, the form must be signed by the student's teachers for their evaluation of the impact of the absence and turned in to the
Upper School Attendance office. The Assistant Head of Upper School and Division Head will then determine whether the absence will be excused or unexcused. Failure to follow this procedure may result in an unexcused absence.

Pre-Planned Absence
To request an excused absence for a reason that is not listed, a student’s parent must send an email to the Upper School attendance office explaining the reason for and dates of the absence, at least one week prior to the absence. The Assistant Head of Upper School and Division Head will determine whether the absence will be excused or unexcused. Failure to follow this procedure may result in an unexcused absence.

Absence and Participation in Extra-Curricular Activity
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 Head of Upper School may determine that an excuse is appropriate for maintaining eligibility that day.

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.

Academic Pledge Policies
- A faculty member who suspects that a violation of the Academic Pledge has been committed is required to report this possibility to the Assistant Head of Upper School. An assessment of the situation is made by conferring with the appropriate parties. The teacher, guided by the Assistant Head, determines whether or not there is a possibility of an Academic Pledge violation and determines whether or not the situation should be sent to the Honor Council.
- The Honor Council determines whether there was an Academic Pledge infraction and then recommends a consequence.
- If the student disagrees with the Honor Council’s verdict, they may appeal the decision to the Head of Upper School.
- A second Academic Pledge violation may result in expulsion from the School.
- In general, a teacher may not issue a consequence based on an Academic Pledge violation without taking the student to the Honor Council.
- Situations may occur when the administration feels that in the best interest of the student or the school, the Academic Pledge violation should not go to the Honor Council. In those cases, the Head of School will make the decisions of guilt or innocence and consequences.

A copy of the Honor Council’s full procedures is available in the Library.

2017-2018 Honor Council Members
Student Council President: Emma Cabrales
Seniors ‘18: Kathleen Hobson, Lauchlin Langston, Sophia Stener
Juniors ‘19: Christian King (2nd of two year term), Cooper Newsom (1st of 2 year term), Chloe Williams
Sophomores ‘20: Aiden Hieber (1st of two year term), Cambridge Bender, Virginia Baker
Freshmen ‘21: Ellie Bass, Eleanor Beck, Charlotte Clark
Honor Council Sponsor: Maggie Ferris

Discipline Policies
Discipline Policies are designed to ensure that ESD is a trustworthy and safe place to attend school for the entire student body. School rules apply to all students while they are under the School’s care, including while they are on campus or on a school-sponsored trip. Elected student representatives in the Upper School participate in the discipline process by serving on the Honor Council.

The Assistant Head of Upper School is responsible for overseeing the process and standards of maintaining good behavior and compliance with School rules. Infractions may be addressed by faculty or staff members or referred to the Assistant Head of Upper School or Class Deans. The School may elect to respond to student behavior away from the school or outside of school
hours where such behavior has the potential to negatively affect the learning environment or adversely impact the School’s reputation.

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

**Detentions** are issued by the Class Dean, the Assistant Head of Upper School, or Head of Upper School and can be issued for any violation of school rules. They are served at a time designated by the Upper School Office, and may include work duty or study hall time, at the discretion of the school.

**Saturday Detention Halls** are issued for more serious offenses, or repetitive low level offenses. There will be one Saturday Detention Hall per month, and students will be allowed one reschedule for conflicts. If a Saturday Detention Hall is not served after the second available session, it will automatically become a Day of Separation. If a student reaches a point where they have two outstanding Saturday Detention Halls, those two detention halls will be served with a Day of Separation. The second time within the year that a student accumulates two outstanding Saturday Detention Halls, the student will be suspended for one day and placed on disciplinary probation.

**Community Separation** is a one-day consequence issued for offenders who have violated the community values and morals of the ESD Code of Conduct. During this day, a student reports to school and will be separated from the community by spending the entire day doing his or her work in proctored study hall. On top of their usual course work, students in Community Separation will be assigned reflection essays to write regarding their actions and/or offenses.

**Suspension** is a temporary removal from the School for a student with a serious academic offense or behavior that negatively affects the School community and violates the Code of Conduct. Students who are suspended are required to meet with the Assistant Head of Upper School before returning to school. Suspension shall be between one (1) to three (3) days.

**Expulsion** is separation from the School. Expulsion may be for the remainder of the academic year or permanently.

The Upper School discipline procedures instruct students to be thoughtful, responsible citizens by correcting inappropriate behavior and complying with school regulations.

**Disciplinary Probation**
Probation is notice to a student who has shown continued disregard for regulations and engages in disrespectful and dishonorable behavior not in keeping with the ESD Code of Conduct. The probationary period is a time during which the student is expected to demonstrate to the School that he or she is willing to change his or her behavior and become a positive member of the community. While on probation, any other serious offenses may carry more severe consequences. At the end of a probationary period, the student and parents will be notified if the probation is allowed to lapse, or if it will be renewed. A student who does not carry out the terms of his or her probation may be separated from the School. Disciplinary Probation may include denial of privileges and participation in school programs, organizations, athletics, and other extracurricular events.

**Skipping Classes**
All students are expected to attend scheduled classes, advisory, study halls, Chapel, and school assemblies. An unexcused absence may result in a zero on any course work and/or activities missed.

**Students Leaving Campus**
Once on campus, students may not leave without permission and by properly signing out at the correct Division Office or other designated location. Students who leave campus without permission are subject to a disciplinary response from the School such as a Day of Community Separation, suspension, or disciplinary probation. Students on the street or in a parking lot are considered to be off campus. Students may not leave campus with another student without written consent from a parent and School permission. Students with off-campus privileges may not transport students without such privileges.

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

The School expects all of our students to obey the laws of the state of Texas, including those involving illegal drugs. Because of this, the School does not allow someone who is known to be using illegal drugs to remain enrolled at ESD. The School reserves the right to require students undergo drug screening at any time, and may require counselling, educational classes, and/or further drug testing if a student tests positive for drug use. Based on the situation, the student may also receive disciplinary consequences, up to expulsion from the school.

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

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

Search and Seizure Policies
To maintain order and discipline on School property and at School events and to protect the safety and welfare of students and School personnel, the School may perform unannounced searches and seize contraband and may perform physical searches of students and their property. The School may search a student’s pockets, purse, backpack, gym bag, electronic devices, or other personal property; student lockers, desks, or other school property; and student automobiles parked on school property or an adjoining public curb without notice to the student or parents. Failure by a student or guardian to comply with the request for a personal, locker, or automobile search will result in immediate suspension from School.

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

Automobile Searches
Students are permitted to drive and park on ESD premises as a matter of privilege, not of right. School administrators may inspect student parking lots and student automobiles whenever the student or automobile is on school property. Any student who refuses to promptly allow School access to a vehicle upon request will be subject to discipline including potential termination of campus driving and parking privileges, detention, suspension or expulsion.

Locker Searches
Lockers and desks are School property and may be inspected by the School at any time without notice. Students are not permitted to impede access to any locker except with a lock provided by or approved by the School. Students should keep their school locker locked at all times unless requested otherwise by the School. Any student who refuses to promptly allow School access to a locker or desk upon request will be subject to discipline including potential termination of privileges, detention, suspension or expulsion.

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

All personal searches will be performed in a manner that is respectful of the norms of decency and the emotional maturity of the student. A school administrator of the same gender will conduct the search in private, with another adult witness of the same gender present, and only upon approval of the Head of School or Head of Upper School. The parents will be notified of the search as soon as reasonably possible which may occur following the search. The School will not perform strip searches.
Field Trip Searches
Students must consent to searches of all luggage brought on school field trips at any time and to searches of hotell rooms used on overnight school trips.

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

Parental Notification
The school may assess disciplinary consequences without parental notification or approval.

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

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

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

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

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

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

Every complaint of sexual harassment will be thoroughly examined in a timely manner. The remedies and/or penalties (depending on the severity and type of the offense) can range from a reprimand to separation from the School. Action will also be taken if there is retaliation against the person bringing a complaint. The Headmaster’s Council will provide a written summary of the elements of the case, including recommended sanctions for the student’s/employee’s personnel file. If there has been harassment and the harasser has not left the school, a follow-up check will be conducted to ensure that the behavior has ceased.
Threatening Statements Policy
The Episcopal School of Dallas provides a safe atmosphere to support its community. The School responds to threatening statements in a very serious manner. Any student, faculty, or staff member who makes threatening statements about their intent to bring a weapon to school or to harm themselves or others may be suspended and may face possible expulsion. Additionally, the individual may be required to undergo an evaluation, by a counselor of the School’s choice to establish for the School and the family that the individual is safe to return to school and may be referred for further evaluation or counseling. All members of the school community, students, and adults, are to be aware that statements such as “I was just kidding” or “I didn’t mean it” are not acceptable excuses. This policy regarding a threatening statement applies to incidents on and off campus.

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

Bullying includes, but is not limited to these actions:
Verbal: Verbal Bullying is defined as harm to someone’s self-esteem or safety through verbal means such as: teasing, name calling, or insulting remarks.

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

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

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

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

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

In keeping with our philosophy and the ESD Code of Conduct, all ESD students and staff should abide by the following:
- We will not bully others.
- We will help those who are bullied.
- We will be inclusive of all.
- When we know someone is being bullied, we will tell an adult / administrator at school and an adult at home.
- If we see someone standing up for others and exhibiting exceptional leadership qualities, we will tell an adult / administrator at school and an adult at home.

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

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

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

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

ESD Student Responsible Use Policy
The Episcopal School of Dallas (ESD) electronic communications system, including access to the Internet, is available to ESD students, faculty, staff, parents, and others affiliated with the School to promote educational excellence through resource sharing, innovation, and communication. ESD has signed an online agreement with Google Apps For Education (GAFE). GAFE is compliant with the Children’s Online Privacy Protection Act (COPPA). In addition to GAFE, students will be asked to use online educational products (e.g., Schoology and Membean) which may or may not be COPPA compliant. Students and parents can access the terms of service and other policies for each product at the provider’s website. Your acceptance of the school handbook is your acknowledgment that these terms of service are available to you and that you are aware that each user will be bound by them.

Some examples of prohibited uses of technology are:
• Sharing user names, personal logins, or passwords
• Use of another person’s user name, personal login, or password
• Misappropriating information; recording or videotaping a teacher or student without permission
• Harassing or threatening others in any way, including inappropriate language, images, bullying, or threats
• Violations of law including copyright laws, privacy laws or other applicable laws, and regulations
• Obscuring one’s true identity on the Internet, whether by using another person’s electronic device without that person’s consent, through fictitious identities, by impersonating another person or through other means
• Possessing, obtaining, or transmitting obscene, indecent, disrespectful, or other inappropriate material
• Improperly accessing, altering, or destroying any electronically stored material
• Interfering with the ESD communications network or any devices connected to them
• Accessing sites which are blocked on the ESD network while on campus
• Using ESD’s communications network for commercial or other non-school related purposes
• Excessive printing on School printers

Social Networking and Social Media
Inappropriate images or writings presented in social media which are distributed electronically by students who can be identified as an ESD student may result in disciplinary action.

When utilizing social media, ESD students shall:
• Not “friend” any faculty or staff member of the ESD community unless special permission is granted for academic purposes. Such permission must be obtained in writing and be on file with the Assistant Head of the appropriate division.
• Exercise care with privacy settings and profile content on social media remembering nothing is truly private on the web.
• Not list complete birthdays, phone numbers, home addresses, or personal schedules.
• Respect email etiquette and be courteous, respectful, timely, and in keeping with appropriate educational discourse.

Digital Citizenship: Common Sense Media
As our students increase their use of digital media and our Upper School students participate in the BYOD program, 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 work of the ESD EdTech coaches and teachers. ESD teachers will continue to participate in the Common Sense Media Digital Citizenship program and incorporate lessons into their curriculum each year.

Electronic Devices
Electronic communication and entertainment devices, such as iPods, MP3 players and, cell phones, may not be displayed or used during class time unless specifically allowed to do so by the teacher. ESD’s Upper School is a BYOD environment. Use of approved devices, such as iPads and laptop computers, is primarily at the discretion of each classroom teacher. In and out of the classroom, students must use their electronic devices in keeping with the RUP and the Code of Conduct. Students are encouraged not to leave these devices unattended on campus at any time because they may become lost or stolen. The School retains the right to search electronic devices when necessary if there is sufficient suspicion that said device contains inappropriate or illegal material.

Cell Phones
The Episcopal School of Dallas permits students to carry cell phones on school property for safety and emergency use. While on campus, cell phones are to be on the silent mode or turned off. While in class, all cell phones must be turned off and placed in a designated cell phone container at the front of room. Students may not receive or make personal calls/text messages during class time. On occasion, a teacher may allow students to use their cell phones for educational purposes during class. This is at the discretion of the teacher, and students must be respectful and follow instructions. Students who violate this policy will receive two demerits for their first offense. Repeat offenders will be required to leave their cell phone in the Upper School Office during the school day for a specific period of time and may forfeit their privilege of having a cell phone on campus.

Having a cell phone accessible during a test or an exam may be considered an Academic Pledge violation, regardless of whether or not the phone was actually used.

Lockers
All school and gym lockers are the property of ESD, assigned to students for their use. Each student is assigned a school locker and key (or combination lock). Students are responsible for keeping their personal belongings and valuables locked in their locker. ESD is not responsible for items lost or stolen, especially if the stolen or lost items were not locked in an assigned locker. Students are responsible for maintaining a neat and well-organized locker. Students may not change lockers or use someone else’s locker without permission of the Assistant Head of Upper School. Lockers should not be banged, kicked, defaced, or otherwise damaged. Locker decorations must not be offensive. Students are to keep their lockers locked at all times. Replacement keys or locks are $5. Students must understand that the administration has the legal right to inspect lockers at any time (see Search and Seizure Policy). Report locker or key problems to the office of the Assistant Head of Upper School.

Parking and Driving on Campus
Parking and driving on campus is a matter of privilege and not a right. Student automobiles parked on campus must be registered with the Assistant Head of US Office. All drivers are expected to drive safely and courteously and to abide by all traffic regulations while on campus. The posted speed limit on campus is 5 mph. Faculty, staff, and students are expected to park in their designated parking areas only. Students and faculty are to park in marked spaces only and should not park against the parking lot curbs as this prevents other vehicles from entering and exiting. Vehicles parked in the fire lane are subject to towing and/or fines levied by the City of Dallas. Handicapped and visitor parking spaces are marked and are to be used for their designated purpose only. During the school day students are not to loiter or go to the parking lot without permission. Once parked on campus in the morning, students may not leave campus without permission and signing out. As part of being a
“good neighbor,” students should not park on public streets in the residential neighborhood, except on Merrell. We are a part of the greater Walnut Hill/Midway neighborhood community and strive to minimize the impact of school traffic. Students and parents should utilize Midway Road and Merrell Road to the greatest extent possible when driving to and from school. Crestline, South Better, Gooding, Middleton, Northcrest, Southerest, East Lawn, West Lawn, and Ridge are not acceptable routes for school traffic unless the student is a resident of the neighborhood, visiting a resident of the neighborhood, or picking up/carpooling with a student who resides in the neighborhood. During the school day, students may not park in the Frank Center parking lot at any time. Violations of the parking and driving regulations may result in warning citations, detentions, or loss of driving/parking privileges on school property. Students, families and other visitors to campus must keep parked cars locked with no valuables in view. ESD is not responsible for thefts or damage to vehicles. ESD will not determine responsibility for automobile accidents on or near campus. Students involved in auto accidents on campus should exchange the appropriate insurance information immediately. The School has the legal right to inspect vehicles parked on school property at any time (see Search and Seizure Policy).

**Driving to Events off Campus**

The School provides transportation to and from school-sponsored events. Students are expected to use the school transportation when provided. In the unusual event that a student needs to drive to an activity, a written note from a parent must be submitted in advance for approval by the Assistant Head of Upper School. If approval is granted, the family assumes all legal liability for their student driver. On occasion, school clubs meet at off-campus locations during non-school hours and are asked to provide their own transportation. Students must remember that even on the road, they represent the school. Respectful, safe, and courteous driving is a community expectation.

**Field Trips**

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

**School Events and Guidelines**

- Students are encouraged to arrive on time and will not be admitted later than one hour after the event starts.
- The use of alcohol, illegal drugs, or tobacco is not permitted on school property or at school-sponsored functions. A student may not arrive at a school function having consumed or used alcohol, drugs, or mood-altering substances. All students and their guests attending school functions are subject to screening for alcohol or drug use.
- Appropriate conduct and behavior are expected at all activities. Those not complying will be asked to leave and their parents will be called.
- Once a student chooses to leave an activity or event, he or she may not return.
- All school events must be chaperoned by parents/faculty, and a School official must be present and in charge of the event.
- Guests (non-ESD students) must be approved in advance by the Assistant Head of Upper School. Students should introduce their guests to the head chaperone upon arrival. The School reserves the right to deny admission of guests.
- For on-campus dances, any and all guests must be under the age of 20 years old. For off-campus dances, such as Prom, guests must be under the age of 22 years old.
- All school-sponsored functions will end before 11:00 p.m. or 12:00 midnight in compliance with the City of Dallas Curfew.

**Visitors**

Arrangements for visitors should be made with the Assistant Head of Upper School at least a day in advance of the visit. A parent must sanction the visitor. Student visitors during the school day must register at the main entrance and wear name tags while on school property. Students are to introduce their visitor to each class period teacher.

**Lost and Found**

Lost and Found items are placed in the cubes located outside the Director of Community Service’s Office. Students should check the Lost and Found for misplaced items. Items not claimed after a reasonable period of time are given to the uniform resale. **Taking items that are not yours from the Lost and Found is an Academic Pledge violation.**

**Backpacks**

Upper School students may carry backpacks on campus and are expected to be responsible for their backpack while on campus. While not in use, backpacks should be locked in the student’s locker or placed neatly in front of the student’s locker. The administration reserves the right to inspect any backpack on campus.
Outside Food and Drinks
Outside food and drink (with the exception of homemade lunches and snacks) is not allowed on campus, except as a senior privilege. Seniors may bring fast food to campus, provided it is eaten only in the senior courtyard. Delivery orders are not allowed to be placed by students during school hours.

Athletic Bags
School athletic bags must be locked and stored in the student’s assigned gym locker. Students may not leave their athletic bags in the academic buildings. The school reserves the right to search all gym bags and gym lockers.

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.

Bulletin Boards and Flyers
Random posting in the hallway, doors, and windows is not permitted. Students and organizations wishing to disseminate information should see the Assistant Head of Upper School who will broadcast appropriate information on Schoology and the information monitors. Students may post approved fliers on the bulletin boards around the school.

Junior and Senior Privileges
Each fall the Senior class submits their request for Senior Privileges. After evaluation by the Upper School administration, the Head of School awards Senior Privileges. Senior Privileges may be revoked at any time for excessive absences, academic standing, disciplinary reasons, or any breach of school or class expectations. Juniors may petition for privileges at the end of the first semester.

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 Head of School or school nurse. Medications must be brought to school in the original container appropriately labeled by the pharmacy along with specific instructions from the doctor on 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.

Prescribed asthma inhalers and EpiPens may be kept by Upper School students and self-administered if the physician indicates this in writing; students are not allowed to self-administer any other medications, prescribed or over-the-counter. The School recommends that a back-up inhaler or EpiPen be provided to the school nurse. Prescription drugs or medication, which students take during the school day, must be kept in the Health Services Office with authorized instructions for administration.

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

ABC (Addressing Behaviors of Concerns) – Student Services
The ABC Program 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 counselors, learning specialists, and administrators. The team operates on a confidential basis and members take their responsibilities seriously. The division counselor leads all ABC meetings and is responsible for assuring a plan of action is in place that assists the student with academic, social, emotional, or medical challenges, including substance abuse, by providing recommendations, resources, and support, and by serving as an organized 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 or if it is 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.
Lightning Alarm
In the event the lightning alarm is activated, students who are outside should seek immediate shelter indoors. Extreme caution should be exercised during passing periods, avoiding open paths to classes.

Emergency Evacuation
Emergency evacuation routes are posted in every classroom on campus. The School periodically holds 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 to Walnut Hill Recreation Center or another safe location.

Clubs and Interest Groups
There are many opportunities for students to participate in school clubs (official, formal school groups dedicated to different activities) and interest groups (informal organizations that meet during the school day). The clubs presently active at ESD are: Ambassadors, Art Club, Asian Society, Cum Laude, Eagle Bible Awareness, Environmental Awareness, Ex Libris, Film Club, French Club, Guitar Club, Itinerary, Junior Classical League, Mock Trial, Mu Alpha Theta, National Honor Society, Press Club, Robotics Club, Sculpture Club, Slam Poetry, SLIDE (Student Led Inclusive Diversity Experience) Spanish Club and Honor Society, World Affairs Club, Youth and Government. This list will change from year to year depending on student interests.

College Guidance
The Director and both Associate Directors of College Guidance act as facilitators and counselors to students in matters relating to the college application process; helping them formulate realistic college choices; suggesting strategies to strengthen their college applications; and providing information about application procedures, deadlines, scholarships, and financial aid.

Individual conferences with students and parents begin officially in the early Spring of the junior year. However, any student or parent may request an appointment with a member of the College Guidance staff. Juniors and Seniors are encouraged to meet with college admission representatives who visit The Episcopal School of Dallas campus. If the on-campus college visit conflicts with one of their scheduled classes, the student must have teacher permission to miss class before they sign up for the college visit on Naviance. Prior to scheduling an away college visit during school days, students must secure permission from their teachers and the Upper School attendance office to miss their classes.

All Sophomores and Juniors take the PSAT at The Episcopal School of Dallas on the national test date in October. Juniors and Seniors are encouraged to take the SAT and the ACT. The School cannot register students to take the SAT or ACT; that responsibility lies solely with the student and the student’s family.

2017-2018 PSAT, SAT & ACT TEST DATES
The Episcopal School of Dallas Code Number: 441734

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<thead>
<tr>
<th>Test</th>
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<th>Deadline</th>
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<td>Juniors and Sophomores will take the PSAT at ESD</td>
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<tr>
<td>ACT</td>
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<tr>
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<td>July 28</td>
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<td>Oct. 7</td>
<td>Sept. 8</td>
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<td>SAT</td>
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<tr>
<td>SAT</td>
<td>June 2</td>
<td>May 3</td>
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<td>ACT</td>
<td>Test Date</td>
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<td>July 14</td>
<td>June 8</td>
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Disclosure Policy for College Admission
The Episcopal School of Dallas does not routinely volunteer information regarding disciplinary issues that have taken place at the School to college admissions offices. However, if directly asked, the School will report major disciplinary actions. This type of information is typically asked of the School from service academies. To prevent students from being unduly penalized by a particular disciplinary consequence, and to recognize the redemptive value of learning from one’s mistakes, The Episcopal School of Dallas will not report to colleges any disciplinary action that results from a minor offense. However, we also recognize that colleges and universities seek to maintain healthy and safe residential learning communities. Therefore, if asked, ESD is compelled to report major disciplinary actions resulting from behavior that admission officers may deem relevant in their decision making.
Colleges and universities may also ask applicants themselves to report their own disciplinary records. In the spirit of the ESD Code of Conduct, ESD expects that students will be truthful and forthright in answering the questions that are asked of them on their college applications. Students who are unsure about whether a certain disciplinary action warrants reporting on a college application should seek advice from the Assistant Head of Upper School or Head of Upper School. In all cases, if an explanation is needed, the School will work with the student to present the situation in a manner that highlights what the student has learned from the experience, and how he or she has grown as a result.

**Athletics**

The Athletic Department at The Episcopal School of Dallas supports the basic mission and founding tenets of the School. As such, student athletes and coaches are expected to focus on character development, teamwork, commitment, hard work, and excellence within a balanced program of athletic offerings. Additionally, the athletic department develops programs that teach positive lessons of perseverance, sportsmanship, respect for one’s opponent, respect for the rules, and the ability to win and lose with grace.

ESD competes as a member of the Southwest Preparatory Conference (SPC). The SPC is comprised of accredited, independent schools with a shared mission: students’ enjoyment, physical fitness, instruction in skills and character, intrinsic worth of individual sports, and mutual benefits derived from keen competition and true sportsmanship within an educational setting. Nineteen (19) schools from Texas and Oklahoma participate in the conference.

For a physical education class or an athletic team, the drop-add deadline is seven (7) days from the first day of the trimester.

The use of alcohol, drugs, or tobacco is not permitted by athletes during a sport season. Any athlete found in violation of this policy may be subject to suspension from an athletic team and/or school.

**Practice Guidelines for Student Athletes**

All student athletes are expected to:

- 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 Athletic Director, be in written form, and given to the coach 24 hours before or after the absence.
- Wear the prescribed uniform or practice attire as determined by the Head Coach and/or Athletic Director.
- Follow the prescribed team rules and guidelines established by the Head Coach.
- Attend all scheduled classes in order to participate in practice and games.
- Eligibility requirements for practice are the same as those for games (see below).

**Game Guidelines for Student Athletes**

All student athletes are expected to:

- Attend all scheduled games. The Head Coach and the Athletic Director 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 an email from a parent or doctor’s note.
- Wear the prescribed uniform for all games.
- Follow team rules and guidelines established by the Head Coach.

In addition:

- If a student misses any part of the school day for an illness, or if a student is not in school by the end of Chapel, 11:25 a.m., he/she is ineligible for extracurricular activities that day. The Athletic Director or the Assistant Head of Upper School may determine that an excuse is appropriate for maintaining eligibility that day.
- 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.

In addition to understanding and adhering to these guidelines, ESD student-athletes are responsible for reading and adhering to policies outlined in the ESD Athletics’ Parent/Athlete Handbook.

**Varsity Athletic Letter Award Requirements**

Each head coach will determine his or her own criteria for lettering, but is encouraged to be guided by the following ideas:

1. A maximum of 3 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.

**Student Council and Class Officers**

The Upper School Student Council consists of five executive officers and two representatives and one to two members at large elected by each grade level. The Student Council has regular meetings and organizes and promotes numerous activities. Student leaders are held to high standards of conduct at school and in the community. Major disciplinary infractions and low attendance to weekly meetings may lead to removal from office. Each class also has a set of class officers, which are tasked with running the events and managing the concerns of their grade level. The Student Council Constitution and the By-Laws for Class Officers are at the end of this section.

**2017-2018 Student Council**

**Sponsor: Geraldine Owens**

**President:** Emma Cabrales  
2018 Representatives: Jack Hardage, Thomas May  
Members-At-Large: Cameron McGee, Emilie Owens

**Vice President:** Pearson Riley  
2019 Representatives: Hannah Nwakibu, Anastasia Sotiropoulos  
Member-At-Large: Grace Boyd, John Heldman

**Secretary:** Quincy Lynch  
2020 Representatives: Abby Brand, Ty Johnson  
Members-At-Large: Brooks Butler, Austin Russell

**Treasurer:** Sarah Kate Massey  
2021 Representative: (1 student TBD in the Fall, 2017)  
Members-At-Large: Christopher Hess, Lucy Sinwell

**PR:** Gwyneth Zogg

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**2017-2018 Class Officers**

**Seniors ’18 Class Dean:** Mark Oglesby

- **President:** Braden Rhone
- **Vice President:** David Talbot
- **Secretary:** Peyton Jeter
- **Treasurer:** Amanda Warren

**Juniors ’19 Class Dean:** Claire Mrozek

- **President:** Annie Sawers
- **Vice President:** Clayton Mulford
- **Secretary:** Danny Kung
- **Treasurer:** Sydney Rezaie

**Sophomores ’20 Class Dean:** Phil Bryan

- **President:** River Woods
- **Vice President:** Jack Loftus
- **Secretary:** Kate Flanagan
- **Treasurer:** Ned Dockery

**Freshmen ’21 Class Dean:** Dawn Eatherly

- **President:** Jiaying Fu
- **Vice President:** Susanna Newsom
- **Secretary:** Madison McCoy
- **Treasurer:** Evelyn Zhao

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**Student Council Constitution**

Amended April 27, 2016

We, the Upper School students of The Episcopal School of Dallas, in order to promote harmony among the student body and the various school organizations; to maintain a better understanding between students and the faculty, to institute a better relationship between this school and all others of this kind; to promote activities for the betterment of the School, community, state, and country; and to raise the standards and ideals of the students themselves, do ordain and establish this Constitution for the Upper School Student Council of The Episcopal School of Dallas, Dallas, Texas.

**Article I – Name and Purpose**

Section A – Name
This organization shall be known as the Upper School Student Council of The Episcopal School of Dallas.

Section B – Purpose
The purpose of this organization shall be:
1. To bring closer cooperation between the students themselves, as well as the students and the faculty.
2. To cooperate with the Administration in all problems concerning the School and the Student Council in relationship with the student body and to aid in the achievement of its goals.
3. To promote in each individual of The Episcopal School of Dallas a desire for good citizenship based on democratic process.
4. To create and maintain school interest, school spirit, loyalty, and honesty.
5. To provide a forum for student expression.

**Article II – Membership**

Section A – Membership
1. The Student Council consists of thirty-three (33) members: all four (4) class officers, two (2) elected representatives, and one appointed member-at-large for each grade level from nine through twelve plus the five (5) members from the Executive Board (President, Vice-President, Secretary, Treasurer, Public Relation Officer).

2. It is acceptable in some circumstances for a second member-at-large to be appointed from one grade at the discretion of the Student Council Sponsor. The total number of members might go up to thirty-seven (37) members.

3. Election of membership shall take place in the spring and be run by the sponsor. Of the two representative positions available to rising freshmen, one will be reserved for new students who may run for office the following September.

Section B – Qualifications to run for Class Representative: Two per Grade Level
1. A presidential candidate must be a member of the rising junior or senior class.
2. A vice-presidential candidate must be a member of the rising junior or senior class.
3. A candidate for secretary must be a member of the rising sophomore, junior, or senior class.
4. A candidate for treasurer must be a member of the rising sophomore, junior, or senior class.
5. A candidate for public relations officer must be a member of the rising junior or senior class.
6. A student council candidate must have an average of “C” (2.5 GPA) or above (according to GPA calculations at the time of application), with no “F’s” or “D’s” in their previous quarter or semester grades.
7. A student council candidate must not have excessive absences during the previous semester.
8. A student council candidate must not have been guilty of a major discipline infraction, major Code of Conduct violation, or Academic Pledge violation during the academic year of the election.
9. A representative candidate may not be currently on disciplinary probation.
10. No one may hold the same student council office for two consecutive years.

Section C – Qualifications to run for Student Council Office: President, Vice-president, Secretary, Treasurer, and Public Relations Officer
1. A presidential candidate must be a member of the rising junior or senior class.
2. A vice-presidential candidate must be a member of the rising junior or senior class.
3. A candidate for secretary must be a member of the rising sophomore, junior, or senior class.
4. A candidate for treasurer must be a member of the rising sophomore, junior, or senior class.
5. A candidate for public relations officer must be a member of the rising junior or senior class.
6. A student council candidate must have an average of “C” (2.5 GPA) or above (according to GPA calculations at the time of application), with no “F’s” or “D’s” in their previous quarter or semester grades.
7. A candidate must not have excessive absences during the previous semester.
8. A student council candidate must not have been guilty of a major discipline infraction, major Code of Conduct violation, or Academic Pledge violation during the academic year of the election.
9. A student council candidate may not be currently on disciplinary probation.
10. A representative candidate may not be currently on disciplinary probation.

Section D – Qualifications to be appointed as Member-At-Large
1. The appointee must be in good standing academically and behaviorally.
2. The appointee must be approved by the Student Council Sponsor.
3. An appointee must have an average of “C” (2.5 GPA) or above (according to GPA calculations at the time of application), with no “F’s” or “D’s” in their previous quarter or semester grades.
4. The appointee must not have excessive absences during the previous semester.
5. An appointee must not have been guilty of a major discipline infraction, major Code of Conduct violation, or Academic Pledge violation during the academic year of the election.
6. An appointee may not be currently on disciplinary probation.

Article III – Duties and Powers of Office

Section A – Executive Officers
President shall:
1. Preside over meetings of the Student Council, student body, and Executive Committee.
2. Appoint all committees with approval of sponsor.
3. Call special meetings as needed in coordination with sponsor.
4. Be responsible for carrying out the purpose of the Student Council.
5. Be the official school representative of the student body.
6. Be a standing member on the Honor Council or appoint someone to serve in his or her absence.
7. Sign and be held accountable to the student code of conduct.

Vice-president shall:
1. Serve as the presiding officer if the President is absent.
2. Become President if the office of President is vacated.
3. Report all student body news to the student body and administration.
4. Be aware of all standing committee proceedings.
5. Sign and be held accountable to the student code of conduct.

Secretary shall:
1. Keep the minutes of all student council meetings.
2. Keep the Student Council file exact and updated.
3. Record attendance at all Student Council and Executive Council meetings.
4. Serve as the presiding officer if the President and Vice-president are absent.
5. Be aware of all student business.
6. Prepare an annual report.
7. Sign and be held accountable to the student code of conduct.

Treasurer shall:
1. Keep a record of all money held, acquired, and disbursed by the Student Council and makes a report on the financial standing at each Student Council meeting.
2. Sign and be held accountable to the student code of conduct.

Public Relations Officer shall:
1. Keep records of all Student Council activities throughout the year.
2. Send, receive, and answer all correspondence with outside groups after consulting the President and the Sponsor.
3. Work with school staff to promote the Council and the School.
4. Produce a scrapbook at the end of the year with the aid of the Student Council.
5. Sign and be held accountable to the student code of conduct.

Section B – Representatives
Class Representatives and Members-At-Large shall:
1. Report on the Student Council affairs to their grade level as soon as possible.
2. Express the desires and opinions of the grade level they represent to the Council.
3. Sign and be held accountable to the student code of conduct.

Article V – Term of Office
1. Student Council Officers and Representatives
2. Elected Student Council officers and representatives assume their elected position following the last meeting of the retiring Student Council.
3. Elected Student Council officers and representatives begin their official term of office upon taking their oath of office.
4. New Freshman representative and members-at-large, as well as any appointed members, take office immediately after their election or appointment.
5. A student council Officer may not hold the same office for two consecutive years.

Article VI – Elections and Appointments
All Student Council elections and appointments will take place in the spring prior to the close of the current academic year. To win an election a candidate must carry a majority of all votes cast (50% + 1). In the event that a runoff election is needed, the Assistant Head of Upper School together with the Student Council Sponsor will determine which of the top vote recipients will be placed on the ballot. Members-at-large will be appointed by the Executive Board of the Student Council (giving special consideration to students who ran for office that year but did not win the election). The Executive Board may call on Class Officers for their opinions on candidates, but the Class Officers may not vote or appoint candidates. Elections for the Executive Board include the current freshmen, sophomores, and junior classes only. Elections for representatives are held within each grade level for the appropriate position. No student may run for two offices during the same election cycle.

Article VII – Vacancies and Succession
Student Council
1. If the President withdraws or is removed from office for any reason, the Vice-President assumes the office and duties of President.
2. A vacant Vice-Presidential position is to be filled by an election of the Student Body.
3. Secretary, Treasurer and Public Relations Officers positions that are vacated will be filled by a vote of the Student Body.
4. Class Representative positions that are vacated will be filled by a vote of the appropriate Class.

Article VIII – Dismissal from Office
At the conclusion of each grading period, each member of the Council is required as reminded by the Secretary, to turn in a pledge stating that he or she has met all disciplinary and academic requirements for the previous quarter and/or semester.

Student Council

Section A - Academics
1. A Student Council member must have, and must maintain, an average of “C” (2.5 GPA) or above (according to GPA calculations), with no “F’s” or “D’s” in their previous quarter or semester grades.
2. Any member who fails to meet the expected grade requirement will be placed on probation for the next grading period.
3. A council member on probation has one interim period to regain academic eligibility. Failure to regain eligibility by the interim period will result in a loss of voting privileges for the remainder of the current grading period.
4. Any member who fails to meet the expected grade requirement at the end of their probationary period will forfeit their position for the remainder of the school year.

Section B - Attendance
1. Attendance at all Student Council meetings and outside activities is expected.
2. A Student Council officer, a Class Representative or a Member-At-Large who has three unexcused absences from meetings or activities in a semester or more than three excused absences in a semester will be removed from the Student Council.
3. Any member who is more than ten minutes late to a scheduled meeting or activity will be marked as excused-absent.
4. A member who is excused from school on the day of a meeting is not expected to attend a Student Council meeting or activity that day.
5. Any member who is frequently tardy to, or frequently departs early from, meetings may be dismissed from his/her position by the Student Council Sponsor.
6. A council member must be enrolled and in attendance at ESD for the entire school year for which they are serving. A student who takes a leave of absence from ESD is no longer eligible to serve as a Student Council Member.

Section C - Discipline
1. Any member who commits an Academic Pledge violation will be removed from his/her position immediately.
2. Any member involved in a major discipline incident which result in day of separation or suspension will be removed from his/her position immediately.
3. Any member who receives an excessive amount of detentions, or disciplinary violations, as determined by the Head of Upper School, will be placed on probation during the next grading period.

Section D - Execution of Duties
1. Any member who becomes unable to complete his or her duties as outlined will be removed from his or her position immediately.
2. Any member who exhibits favoritism during the execution of his or her duties may be removed by the administration.
3. Members may not engage in contractual arrangements with Student Council in any manner and may not accept payment from Student Council for any services rendered.
Section E- Dismissal or Impeachment
1. A measure of Impeachment may be constructed by any member of the Student Council, and should include supporting reasons for the Impeachment.
2. For the measure of Impeachment to proceed, a petition signed by no less than 10% of the entire Student Body must accompany the measure.
3. Any measure of Impeachment must first be approved by the Sponsor and the Assistant Head of Upper School before being presented to the Council.
4. The Student Council Sponsor, the Head of Upper School and/or Assistant Head of Upper School (two of these three) will call a meeting of the entire Student Council to discuss the measure of Impeachment.
5. During that meeting, the measure of Impeachment is allowed to dispute the charges and a two-thirds (2/3) majority vote of the Student Council (including the member being charged with Impeachment) is required for Impeachment to continue.
6. If Impeachment continues, the petition and a written response by the accused member are circulated to the Student Body for three (3) full school days prior to Impeachment proceedings.
7. Impeachment requires a two-thirds (2/3) majority vote of the Student Body to take effect.
8. Removal from office is effective immediately after the certification of the vote by the Head of Upper-School.
9. Any member who is removed from the Student Council may not hold a position on the Student Council for the remainder of the school year.

Article IX – Regarding the Student Code of Conduct
Being a member of the ESD student government is an enormous responsibility. Student leaders are highly visible representatives of The Episcopal School of Dallas and are expected to model appropriate behavior, Honor, Respect and Integrity while on campus, while attending school activities, and in the community at large.

While serving a term of office, student leaders will not engage in any activity that reflects poorly on the school community. Student leaders will abide by all school rules and the laws of the State of Texas. Student leaders will not engage in the use of alcohol, tobacco, or any other controlled substance while in office. It is the responsibility of all students, faculty, and administrators to hold all student leaders accountable to the leadership code of conduct.

Article X – Amendments
Amendments shall be made to this Constitution whenever necessary.

Section A – Amendments Initiated by Students
Amendments shall be initiated by a petition signed by ten (10) percent of the Student Council and become a part of the Constitution when approved by three-fourths (3/4) vote of the Student Council.

Section B – Amendments Initiated by Administrators
The administration reserves the right to direct the Student Council to amend the Constitution as needed.

Section C – Changes of Syntax
Any changes to this Constitution that change only grammar or wording, and not the meaning, must only be approved by the Sponsor.

Article XI – Quorum
A quorum shall be two-thirds (2/3) of the membership of the Student Council. No business may be voted upon without a quorum.

Article XII – Veto Power
The power of veto on all matters shall go to the Administration.

Article XIII – Council Visitors
Any Upper School student who wishes may sit in on the Student Council meetings as a non-participating observer.

Class Officer By-Laws
Amended April 27, 2016

Article I – Name and Purpose
Section A – Name
The president, vice-president, secretary, and treasurer shall to be collectively known as the Class Officers.

Section B – Purpose
The purpose of this organization shall be:
1. To conduct all business relating to the class they represent.
2. To bring about closer cooperation between the students of the class themselves, as well as the faculty.
3. To cooperate with the Administration in all problems concerning the School and Class in relationship with the student body and to aid in the achievement of their goals.
4. To promote in each individual of the Episcopal School of Dallas a desire for good citizenship based on democratic process.
5. To direct each class to do something for themselves, something for the school, and something for the community over the course of the school year.
6. To create and maintain school interest, school spirit, loyalty, honor, respect, and integrity.
7. To provide a forum for student expression in matters regarding the class.

Article II – Membership
Section A – Membership
1. Each class, grades nine through twelve shall have four (4) class officers; a president, vice-president, secretary, and treasurer.
2. Election of officers shall take place in the spring and be run by the next year’s Class Dean or sponsor.
Section B – Qualifications to run for Class Office

1. A class officer candidate must be a member of the class he or she represents.
2. A class officer candidate must have an average of “C” (2.5 GPA) or above (according to GPA calculations at the time of application), with no “F’s” or “D’s” in their previous quarter or semester grades.
3. A class officer candidate must not have excessive absences during the previous semester.
4. A class officer candidate must not have been guilty of a major discipline infraction, major Code of Conduct violation, or Academic Pledge violation during the academic year of the election. Class officer candidate may not be currently on disciplinary probation.

Article III – Duties and Powers of Office

1. President shall:
   a. Preside over all class meetings.
   b. Submit a formal, written agenda to the Class Dean prior to each meeting.
   c. Appoint all committees with approval of the Class Dean.
   d. Call special meetings as needed in coordination with the Class Dean.
   e. Be the official representative of their grade level.
   f. Be a member of Student Council.
   g. Sign and be held accountable to the student code of conduct.

2. Vice-president shall:
   a. Serve as presiding officer if the President is absent.
   b. Become President if the office of President is vacated.
   c. Report all grade level news to the student body and administration.
   d. Be aware of all committee proceedings.
   e. Be a member of Student Council.
   f. Sign and be held accountable to the student code of conduct.

3. Secretary shall:
   a. Keep the minutes of all class meetings.
   b. Keep the grade level file exact and updated.
   c. Record attendance at all class meetings.
   d. Serve as the presiding officer if the President and Vice-President are absent.
   e. Send, receive, and answer all outside correspondence at the direction of their class.
   f. Be aware of all grade-level business.
   g. Be a member of Student Council.
   h. Sign and be held accountable to the student code of conduct.

4. Treasurer shall:
   a. Keep a record of all money held, acquired, and disbursed by their grade level and make a report on financial standing at each class meeting.
   b. Be a member of Student Council.
   c. Sign and be held accountable to the student code of conduct.

Article IV – Term of Office

1. Elected class officers may assume their elected position following a swearing in ceremony in May.
2. No class officer may hold more than one office involving student leadership (class offices, Student Council, or Honor Council).

Article V – Elections and Appointments

1. All Class Office elections will take place in the spring prior to the close of the current academic year and will be run by the next year’s Class Dean (or sponsor) of the class.
2. The Class Dean (or sponsor) will run a self-nomination process prior to each election.
3. No student may run for two offices during the same election cycle.
4. If, at the end of the nomination process there is only one candidate for an office, the name should still appear on the ballot and votes tallied.
5. If, at the end of the nomination process there are no candidates for an office, the current Class President will appoint a person to fill that position, in consultation with the Assistant Head of the Upper School.
6. Write in candidates are not allowed in elections, and any ballot containing a write in candidate will be discarded for the position in question, but not the other positions in the election.
7. To win an election a candidate must carry a majority of all votes cast (50% + 1). If no single candidate receives a majority of the votes, a runoff election will be held.
8. In the event that a runoff election is needed, the Assistant Head of Upper School together with the sponsor or the Class Dean will determine which of the top vote recipients will be placed on the ballot.

Article VI – Vacancies and Succession

1. If a class officer withdraws from ESD, or is removed from office, his/her position will be filled (following Articles II and IV).
2. If the President withdraws or is removed from office for any reason, the Vice president assumes the office and duties of President.
3. All offices (except for President) that are vacated will be filled by a class election.

Article VII – Dismissal from Office

1. Academics
   a. A class officer must have, and must maintain, an average of “C” (2.5 GPA) or above (according to GPA calculations), with no “F’s” or “D’s” in their previous quarter or semester grades.
b. At the conclusion of each quarter, each class officer, as reminded by the Class Dean, must turn in a pledge stating that they are eligible in terms of grades and disciplinary actions to continue in their office.

c. Any member who fails to meet the expected grade requirement will be placed on probation for the next interim period.

d. Any member who fails to meet the expected grade requirement at the end of their probationary period will forfeit their position for the remainder of the school year.

2. Attendance
   a. Attendance at all class meetings, class officer meetings, and outside activities is expected. If an officer is to miss a meeting, they are expected to contact either the Class President or the Student Council President (depending on the meeting) ahead of time.
   b. A class officer who has five absences (excused or unexcused) from meetings or activities in a semester will be removed from their position. Note: The Student Council only allows three absences per semester.
   c. Any member who misses more than ten minutes of a scheduled meeting or activity will be marked absent.
   d. A member who is excused from school due to a school related absence on the day of a meeting is not expected to attend a class meeting, class officer meeting, or activity that day.
   e. Any member who is frequently tardy to, or frequently departs early from, meetings may be dismissed from his/her position by the Class Dean.
   f. Class Officers must be enrolled and in attendance at ESD for the entire school year for which they are serving. A student who takes a leave of absence from ESD is no longer eligible to serve as a Class Officer.

3. Discipline
   a. Any member who commits an Academic Pledge violation will be removed from his/her position immediately.
   b. Any member involved in a major discipline incident which results in day of separation or suspension, will be removed from his/her position immediately.
   c. Any member who receives an excessive amount of detentions, or disciplinary violations, as determined by the Class Dean, will be placed on probation during the next grading period.

4. Execution of Duties
   a. Any member who becomes unable to complete his or her duties as outlined (including serving as a Student Council Representative) will be removed from his or her position immediately.
   b. Any member who exhibits favoritism during the execution of his/her duties may be removed from office by the administration.
   c. Class officers may not engage in contractual arrangements with the class in any manner and may not accept payment from the class for any services rendered.

5. Dismissal or Impeachment
   a. A measure of impeachment may be constructed by any member of the class, and should include supporting reasons for the impeachment.
   b. For the measure of impeachment to proceed, a petition signed by no less than 10% of the class must accompany the measure.
   c. Any measure of impeachment must be approved by the Class Dean and Assistant Head of Upper School before being presented to the class.
   d. The Class Dean will inform the class of the measure, and conduct the impeachment election.
   e. The Class Dean, the Head of Upper School, and/or Assistant Head of Upper School (two of these three) must be present at a meeting where dismissal of a member is being discussed.
   f. Any class officer may be removed by a two-thirds majority vote of the entire class.
   g. Removal from office is effective immediately after the certification of the vote.
   h. Any member who is removed from class office may not hold a class office for the remainder of the school year.

Article VIII – Regarding the Student Code of Conduct

Being a member of the ESD student government is an enormous responsibility. Student leaders are highly visible representatives of The Episcopal School of Dallas and are expected to model Honor, Respect, and Integrity while on campus, while attending school activities, and in the community at large.

While serving a term of office, student leaders will not engage in any activity that reflects poorly on the school community. Student leaders will abide by all school rules and the laws of the State of Texas. Student leaders will not engage in the use of alcohol, tobacco, or any other controlled substance while in office. It is the responsibility of all students, faculty, and administrators to hold all student leaders accountable to the leadership code of conduct.

Article IX – Amendments

1. Amendments can be made to the Rules and Bylaws whenever necessary.
2. The administration reserves the right to amend the Rules and Bylaws as needed.
3. Any changes to the Rules and Bylaws that change only grammar or wording, and not the meaning, requires only the approval of the Class Dean.
4. A quorum of the class officers may amend the Rules and Bylaws with approval of the Class Deans and Assistant Head of Upper School.

Article X – Quorum

A quorum shall be three out of the four officers. No business may be conducted without a quorum.

Article XI – Veto Power

The power of veto on all matters shall go to the Administration.

Article XII – Visitors

Any member of the class may sit in on any meeting as a non-voting attendee.
Section 5: Student Health and Safety
Introduction
The purpose of this section is to introduce students and parents to some of the many policies and procedures that The Episcopal School of Dallas has in place to keep students, faculty, staff, parents, and visitors safe on our campuses. This booklet is not meant to be a complete volume of every suggestion, policy, and procedure, but rather a summary and a quick reference for some of the main points that every student and parent should have a working knowledge of while they are part of the ESD community. It is also essential that everyone understands that safety and security starts with each and every one us as individuals. We are our first line of defense for keeping ourselves and our own property safe. Everyone should be aware of their surroundings and know what to do in an emergency. Everyone should also feel empowered to report any unsafe conditions that they notice to Campus Safety or the School administration. This includes everything from a water spill on the floor of the Commons to a suspicious person on campus. As a community, we each have a part to play in working together to make the campus a safe and healthy environment.

Important Phone Numbers

**ALWAYS CALL 911 FOR AN IMMEDIATE EMERGENCY**
Merrell Road Campus Safety: 214-882-3589
Colgate Avenue Campus Safety: 214-536-7013
Merrell Road Campus Nurse: 214-353-5867
Colgate Avenue Nurse: 214-353-5773
Head of Lower School: 214-353-5621
Head of Middle School: 214-353-5878
Head of Upper School: 214-353-5990

Who to Contact If….

You see someone suspicious on campus. → Call Campus Safety.

You experience a theft, damage to property, or have a car accident. → Call Campus Safety.

The school is closed due to bad weather. → Check website and local news stations.

The school is locked down due to weather or other emergency. → Do not call the school; wait for information from School Messenger.

You hear a rumor or concern about student behavior. → Call your Division Head.
Information for Students and Parents

Physical Safety:

1. **Personal Safety:** The School makes every attempt to ensure that the campus is a safe environment for you to attend school, learn, and develop. We will not tolerate actions or circumstances that get in the way of the School’s mission. Your physical safety is of paramount importance to us, but we need your help in this area. Please be alert to your surroundings at all times and do not hesitate to contact Campus Safety if you ever have even the slightest concern. You are the first person responsible for your own safety, but we are here to help.

2. **Building Hours:** Students are permitted on the Merrell Campus beginning at 7:00 a.m., but are restricted to the Study Commons or the Dining Commons until 7:30 a.m. At 7:30 a.m., the other public areas of campus become available. After school, beginning at 4:15 p.m., 5th and 6th grade students must go to the appointed after-school room. At 4:30 p.m., all students (including Upper School students) must move to the library unless they are directly supervised by a teacher. After 6:00 p.m., no students may be on campus unless directly supervised by a teacher or coach. Weekend building hours will vary, but no students are allowed on campus on days when school is not in session without direct supervision by a faculty member. On the Colgate Campus, students enrolled in the Kids on Campus program may be on campus and supervised from 7:00 a.m. to 6:00 p.m.

3. **After-Hours Access:** If a student needs limited access to the Merrell Campus after hours (to retrieve a forgotten book, for example), they may have access by contacting Campus Safety at 214-882-3589. There is no after-hours access available on the Colgate Campus.

4. **Visiting Campus:** All visitors, including parents, have to sign in when they arrive on campus. The sign in system is located at the reception desk on either campus. Visitors must provide valid government issued identification. Visitors without proper ID will be turned away. Parents must wear their parent badge in a prominent location on their uppermost garment.

5. **Emergency Alerts:** The School has an automatic texting and email system to communicate with students and parents in an emergency, or in the case of an inclement weather school closing. This is a system called “School Messenger.”

6. **Theft on Campus:** If at any time your belongings are taken, or you believe something has been stolen, please contact Campus Safety. Even if you feel that there is no action that can be taken, it is important for us to keep a record of all the reported thefts on campus. This allows us to look for patterns and increase patrols in needed areas. Campus Safety will facilitate contacting the appropriate Law Enforcement personnel if necessary.

7. **Parking and Driving on the Merrell Campus:** Student parking on campus is restricted to certain areas, based on grade level. We ask that all cars that might be parked on campus be registered with Campus Safety. All that is required to register a car with the school is the student’s name, car make, model, year, and color. This information can be sent via email to labaj@esdallas.org. When parents visit campus during the school day, we ask that they park in either the “open parking” areas, or in the visitor spots in the “faculty and staff” lot. Please do not park in the areas labeled “Faculty and Staff Parking Only,” and please follow all directions offered by Campus Safety personnel. See the map for more information.

8. **Car Pool:** While it might not seem so, car pool is probably the most dangerous time on campus for students. It is absolutely essential that all drivers on campus during car pool keep a watchful eye out for students who may cross roads and parking lots at any time. It is also essential that everyone operating a motor vehicle is not distracted at any time. **Cellphone use is not permitted in car lines at any time.** Please see Appendix C and D for complete car pool information for both campuses.
9. **Inclement Weather and School Closings:** If the School is closed due to inclement weather or for any other reason, information will be disseminated in three ways: through the ESD website, through the School Messenger system, and through the local media. Television and radio stations that will carry the information are: KTVT/CBS 11, WFAA 8, KXAS 5, KDFW-4.

10. **Weather Emergencies:** If a severe weather event occurs during school hours (tornado, flooding, etc.) students will be directed to take cover in a severe weather location. Severe weather locations are posted in each classroom. Students not in class will be directed to the nearest safe area by school staff and administrators. Once in the location, students will need to stay there until it has been determined safe for the students to leave. The School will communicate to parents through the School Messenger system and through the website. 

[Diagram of Merrell Campus Parking Map]
weather, please take precautions to keep yourself safe, and do not come to the School. The School will be closed down and we will not dismiss students to their parents until we determine it is safe to do so.

11. **Suspicious Persons/Suspicious Packages:** If you see a suspicious person on campus, please notify Campus Safety or a faculty member immediately. In no case should you approach or question the individual. If a suspicious person begins a conversation with you, you should ignore them, leave the area, and notify a faculty member as quickly as possible. If you notice a suspicious package on campus, you should leave the area and notify Campus Safety as quickly as possible. Do not touch the package and do not use a cell phone in the vicinity of a suspicious package.

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

13. **Where to Get Information in an Emergency (for Parents):** In the event of an emergency (severe weather, lock down, etc.) the school will communicate to parents primarily through the School Messenger system (see #6 above) and through the website. Please do not come directly to the school, since we will not release students in emergencies until after the danger has passed. Also, during an emergency the phone lines become crowded, and you will not be able to get through to the School on the phone. During certain emergencies, students may be moved to a safer location to be reunited with parents. It is important to wait for instructions before arriving at the campus.

14. **Reporting Rumors or Concerns:** Students have multiple ways to bring concerns to the attention of the administration and we strongly encourage all students to discuss concerns with their parents or another trusted adult. Concerns or rumors should be brought to the attention of the Head or Assistant Head in the division in which the student is enrolled, or the counseling office. These can be relayed via email, a phone call, or an in person discussion. Each division also has two options for anonymous reporting; there is a black suggestion box near each division office, or the concerns can be mailed to the School at the following address:

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

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

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

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

In An Emergency (for Parents)

1. Information: In an emergency situation, information will be released to the parents via School Messenger and through the website. In most emergencies, school personnel will not be available to staff the switchboard, so do not call the school. Keep monitoring the website, Twitter, Facebook, and your text messages for the timeliest information. If possible, the School will also post information to local media outlets.

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

Physical Health

1. Registered Nurses: Both campuses employ a full time, licensed, Registered Nurse in good standing with the State Board of Nurse Examiners. The nurses are available during school hours and for a limited time before and after school.

2. Athletic Trainers, Certified: The Merrell Campus employs two state licensed and nationally certified Athletic Trainers (a male and a female). Treatment hours are available during all sporting events as well as practices on campus. The Athletic Trainers can help with: injury prevention, evaluation/diagnosis of injuries, immediate care of injuries, rehab and recondition, hydrotherapy, facilitation of physician and physical therapy appointments, and general injury counseling.

3. Health Forms and Requirements: In accordance with state regulations, ESD requires that all students have a current and complete immunization record on file. All students must have a complete physical exam every year. All students subject to the state guidelines for hearing and vision screening will need to show evidence of the screenings, including referrals and subsequent treatment. Screensings are available on campus for those students not screened by a private physician. Students entering the 6th and 9th 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
4. **Flu Immunizations:** Seasonal flu shots are made available on site to the faculty, staff, students, and families through a third party provider. Other immunizations are not available on site.

5. **CPR and AED Training:** The faculty and staff are regularly trained in CPR and use of an AED (automated external defibrillators). AEDs are located around both campuses (and Wolf Run), and there are roaming AEDs for use during sporting events.

6. **Signing Out of School:** If a Middle or Upper School Student needs to leave campus for a non-health related reason (DMV, dentist, doctor appointment, etc.) he or she should sign out at the division office. The attendance officer will contact the parents to verify the absence. If a Middle or Upper School Student needs to leave campus for a health related reason, they should report to the Nurse’s Office first. The nurse will speak with the parents to determine the most appropriate form of action. Lower School Students who need to be released from class before the end of the day will be dismissed from their classrooms when their teacher receives a green Early Release Form. These forms are available in the Lower School Office. No student, regardless of age, is allowed to leave school unless the nurse or receptionist has permission from a parent.

7. **Over-the-Counter (OTC) Medication:** Several OTC medications are kept in the Nurse’s Office and are available to faculty, staff, and students should the need arise. Examples of these include: Tylenol, Advil, Sudafed, Tums, Claritin, Aleve, Benadryl or their generic equivalents. Aspirin is kept for emergency administration only. The nurses are only allowed to issue medication that is approved by the parents in their “Student Health Information Form” or if contact is made by the nurse directly with the parents. If a student needs an OTC medication that is not kept by the school, they will need to bring it in its original container, along with instructions signed by the parents, to the Nurse’s Office. Students are not permitted to self-administer OTC medications on campus.

8. **Use of Prescription Medication on Campus:** Students who require prescription medication to be administered during the school day should have their parents contact the school nurse to arrange for the proper paperwork to be filled out and on file with the School. Once the paperwork is complete, parents may send the medication to the nurse, in its original container. All prescription medications need to be administered through the school nurse. Students are never allowed to be in possession of, or to self-administer, prescription medications, with the exception of an asthma inhaler or an EpiPen, which students may self-administer with a doctor’s note (contact the school nurse for details).

9. **What to Do if You are Ill (for Students):** If you have a communicable disease or illness, the School may require a note from your doctor stating that you are in good health before you may return to school. You must be fever-free without fever reducing medications for 24 hours before returning to school. This 24-hour rule also applies to vomiting and diarrhea. It is also important that you not attend school when you might be contagious, since it could cause other students to become ill as well. Please stay home if you are sick, and have a parent email or call the attendance office to let them know that you will not be in school that day. If you are sent home by the school nurse during the school day for any reason, you may not return to school that day without a doctor’s excuse and may not participate in ESD after school activities, school sports, or after school care (including Kids On Campus).

10. **When to Keep a Student at Home:** Any time that a parent determines that their student is ill, contagious, or has a fever, they should keep them at home. It is very important, for the sake of all the other students and adults at ESD that sick children do not attend school. Parents should refer to the Student section for specifics regarding policies and procedures or if they need advice about the appropriateness of keeping a child at home, and are encouraged to contact the school nurse for guidance.

11. **Epidemic Plan Information:** The School has a plan in place for dealing with epidemics, which might disrupt the school year. In the event of such an event, information will be made available to all parents and students via the school’s website and our emergency alerts system.
12. **Health and International Travel**: The Center for Disease Control and Prevention (“CDC”) publishes Travel Health Notices on its website ([www.cdc.gov/travel/notices](http://www.cdc.gov/travel/notices)). Students who travel to any country associated with a Level 2 or Level 3 Notice must notify the ESD school nurse on the first school day following their return to the USA.

**Emotional Health and Wellness**

1. **Availability of Counseling Services**: Professional counselors and chaplains are available on both campuses to assist students with life and wellness issues and to help them make sound personal choices. Parents are encouraged to share any concerns they may have about their child with the counselors and chaplains. Students of all ages are encouraged to utilize these resources whenever they need some extra help or guidance.

2. **Services Available**: The counselors and chaplains are available to the student body to help with guidance, advice, or outside referrals for academic, social, emotional, and medical challenges, including substance use.

3. **What to do if a Friend Needs Help (for Students)**: There are often times in a student’s life when he or she might become concerned about the behavior or choices made by a friend. In these cases, the School strongly encourages students to talk with the counselors or chaplain about how to best address these concerns.

4. **What to do if Your Student Needs Help (for Parents)**: If you, as a parent, are ever concerned about your child’s emotional, physical, or spiritual well-being, we strongly encourage you to contact the School in some manner. You can contact your child’s teacher, advisor, Division Head, Chaplain, or the school counselors. We are all here as a team to help your child through whatever difficulties he or she might face.

**Campus Safety Q&A**

**Before School Hours**

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

**When do the automobile gates open? (Merrell Campus Only)**
The main gate on Merrell (Gate #3) opens at 6:00 a.m., the Swann Center, the Junior Lot, and Tennis Center gates open at approximately 7:00 am.

**When do the pedestrian gates open? (Merrell Campus Only)**
The pedestrian gates are only open during car pool in the mornings.

**Who is supervising students?**
On the Merrell Campus, between 7:00 a.m. and 7:30 a.m., students are only allowed in the Commons and the Dining Commons. These areas are supervised by an assigned teacher or administrator. After 7:30 a.m., students may be allowed to go to their lockers and be in other buildings, since teachers are required to be on campus by 7:30 a.m. and therefore will be in offices and classrooms to supervise hallways.
On the Lower Campus, students are either supervised by their classroom teacher, or they must be enrolled in Kids On Campus if they will be arriving at school early or staying after classes end.

**How do we register guests before school?**
All visitors must check in with either the receptionist or Campus Safety and must provide a valid government issued ID.

**How do parent groups gain access in the early morning? (Merrell Campus Only)**
All groups must enter through the front gates only.
If a student, parent, or alumni wants to come and work out in the early morning, how do they gain access? (Merrell Campus Only)
They come through the front gates only.

During School Hours

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

How do visitors check in to campus?
Visitors will be greeted by Campus Safety when they arrive on campus and will be directed to the receptionist to sign in and receive a visitor’s badge.

How do substitute teachers check in to campus?
Substitutes will report to the appropriate office (Lower, Middle, or Upper School) and receive a special visitor badge for substitutes.

How do parents pick up a sick child? (both campuses)
The school nurse will call the parent and will coordinate with the parent where to pick up the child.

How do parents drop off refreshments for athletics? (Merrell Campus Only)
Parents may report to the Montwood gate and use the intercom to be buzzed in by Campus Safety. When they arrive at the Swann Center doors, they can use the phone to call Athletics (dial 5810) and someone will come and open the doors for them.

How do we orchestrate an athletic send-off? (Merrell Campus Only)
An athletic send-off should occur in either the Merrell or Montwood parking lots. We ask that parents park on the street or in the tennis center if a large number are expected.

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

How does the school track parents who are not allowed access to their children due to custody issues or court orders? Cara Holmes (LS), Kristi Rayburn (MS), and Helen Skalniak (US) are the three employees that would receive this information. They will pass it on to Campus Safety, and internal alerts will be entered through the visitor sign in system.

After School Hours

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

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

When do the automobile gates close? (Merrell Campus Only)
All gates close no later than 8:00 p.m.

When are the pedestrian gates secured? (Merrell Campus Only)
These gates are secured immediately after car pool ends in the morning.

What is the difference between a building being locked and secured? (Merrell Campus Only)
If a building is locked, that means that people can still access the building using their swipe cards. If a building is secured, that means there is no access to that building. This rarely happens on the Merrell campus but might occur over some holidays.

Where do students go to await pick-up? (Merrell Campus Only)
After 4:30 p.m., there should be no unsupervised students on campus. Students remaining on campus after 4:30 p.m., except for 5th or 6th graders who will be in After School Care, will be supervised in the library. For a student to be picked up from the library, the parent should call or text the proctors to release the student. The student can then be picked up at the main entrance.

**Where do students go to await pick-up? (Lower School)**
Students remaining fifteen (15) minutes after the regular dismissal time will be taken to the main office. The parent/driver will need to park and go to the office to pick up their child or car pool group.

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

**Are there any special rules for lessons ending after 6:00 p.m.? (Merrell Campus Only)**
Fine Arts lessons ending after 6:00 p.m. require that the teacher supervise the student until a parent comes and picks them up. Students cannot be left alone or with Campus Safety.

**Who ensures that there are no students in unlocked buildings? (Merrell Campus Only)**
The library proctors and Campus Safety will sweep the campus on a regular basis to ensure that there are no students unsupervised after 4:30 p.m.

**Who is supervising the students who are in buildings with teachers (private lessons and tutoring)?**
They are supervised by the teacher giving the lesson, and then should be released to the library (if before 6:00 p.m., on the Merrell Campus) or escorted directly to be released to the parents. If after 6:00 p.m., the teacher needs to supervise the student personally until the parents arrive.

**What is the process for ensuring parent/guest parking for after-school events? How does the school communicate this to the parents? (Merrell Campus Only)**
After school, since the campus is open, parents and guests can park in any open parking lot.

**Weekends**

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

**Athletics Events (Merrell Campus Only)**

**What is the procedure for picking up students from athletics (either a practice or a game)?**
- **Before 4:30 p.m.** Students dismissed from athletics before 4:30 p.m. will report to the Commons and may be picked up from there at either entrance by their parents, just as they would for any normal school day. Upper School students that drive themselves will be dismissed to their own recognizance.
- **From 4:30-6:00 p.m.** The coaches will coordinate dismissal of students and will make a note of any student who is not going home with their parents (the coach will let the parents know where to pick up their students). If a ride is not immediately available, the coach will send the students to the library, and they can be picked up from there just as any student on campus past 4:30 p.m. would be. Upper School students that drive themselves will be dismissed to their own recognizance.
- **After 6:00 p.m.** The coaches will coordinate dismissal of students and will make a note of any student that does not go home with their parents (the coach will let the parents know where to pick up their students). The coach will stay with the students until the last student has been picked up. Upper School students that drive themselves will be dismissed to their own recognizance.

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

**What is the parking procedure for parents during a sporting event?**
During a sporting event, the campus is “open” and therefore parents and visitors may park in any open lot.
What kind of security does the school have during athletic events?
Depending on the crowd at an athletic event, the School will have Campus Safety Officers present, and often employs sworn Police Officers as well.

The Episcopal School of Dallas Student/Faculty Protection Policies

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

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

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

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

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

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

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

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

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

Bullying includes, but is not limited to these actions:
• threatening, taunting, or teasing a person by saying mean and hurtful things
• consistently ignoring or excluding another person from a group of friends and/or leaving a person out of activities on purpose
• hitting, kicking, pushing, or restraining a person
• telling lies or spreading rumors about a person or attempting to make others dislike him/her

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

In keeping with our philosophy, all ESD students, faculty and staff should abide by the following:
• We will not bully others.
• We will help those who are bullied.
• We will be inclusive of all.
• When we know someone is being bullied, we will tell an adult / administrator at school and an adult at home.

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

Bullying includes, but is not limited to these actions:
Verbal: Verbal Bullying is defined as harm to someone’s self-esteem or safety through verbal means such as: teasing, name calling, or insulting remarks.
Physical: Physical Bullying is defined as harm to someone’s body or property such as pushing, shoving, destruction of one’s property, or theft (or destruction) of school materials.
Social/Relational: Social/Relational Bullying is defined as harm to someone’s group acceptance through purposeful exclusion, telling another not to be someone’s friend, gossiping, or spreading or starting rumors.
Cyber: Cyber Bullying is defined as the use of electronic communication technologies to intentionally engage in repeated or widely disseminated acts of cruelty towards another that result in emotional harm. Cyber Bullying includes, but is not limited to: cyber stalking, impersonation through social media, or texting.
Sexual: Sexual Bullying is defined as harm of a sexual nature to someone’s self-esteem, body, property, or sense of safety, and includes, but is not limited to: unwelcomed sexual comments, leering, gestures, and actions or comments based on a person’s sexual orientation or perceived sexual orientation.

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

In keeping with our philosophy and the ESD Code of Conduct, all ESD students and staff should abide by the following:
• We will not bully others.
• We will help those who are bullied.
• We will be inclusive of all.
• When we know someone is being bullied, we will tell an adult / administrator at school and an adult at home.
• If we see someone standing up for others and exhibiting exceptional leadership qualities, we will tell an adult / administrator at school and an adult at home.
Hazing Policy
The Episcopal School of Dallas will not tolerate any form of hazing by members of the school community. What constitutes hazing? The following policy was passed by the Texas State Legislature relating to offenses of hazing at or in connection with an educational institution, public or private:

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

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

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

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

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

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

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

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

Verbal Interaction Policy
All ESD community members should refrain from speaking to each other in any way that is, or can be construed by an observer as harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. All members should also refrain from making compliments relating to physique or body development. School personnel may not initiate sexually oriented conversations with students, and personnel may not discuss their own sexual activities with students.
Appropriate Verbal Interaction Examples: positive reinforcement, appropriate jokes, encouragement, praise, discussion of mistakes or errors with an emphasis on improvement.
Inappropriate Verbal Interaction Examples: name-calling, secrets, cursing, off-color or sexual jokes, shaming, derogatory remarks, discussions that involve the personal problems of a school employee being shared with a student, personnel issues being shared with a student.

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

Appropriate Outside Contact Examples: meeting a group of students at Starbucks on the weekend, attending a function at a student’s home when the parents are present, a student and their parents having a dinner at a faculty member’s home.
Inappropriate Outside Contact Examples: meeting a single student at Starbucks, visiting a student in their home without the parents present, attending a student’s party that does not have parents in attendance, inviting a student to dinner at a faculty member’s home without the parents in attendance.

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

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

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

Examples of Allowed Gifts: Stickers or lollipops given to students for giving a correct answer in class or demonstrating a certain value (honesty, etc.), a pizza lunch given to an entire class or group of students.
Examples of Inappropriate Gifts: gift cards given to individual students for correct answers in class, any gift given to an individual student without administrative approval.

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

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

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

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

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

Texting Policy Regarding Parents of Current Students
Texting is a disfavored method of communication. Professional standards support use of telephone, email and Schoology in order to maintain appropriate boundaries, clarity and for good record keeping. In certain circumstances texting may be used, such as where email and Schoology are 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 Safety Department to monitor and store texts.

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

Texting Policy Regarding Upper School Students
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 with alumni under the age of 18 years old.

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

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

Examples of the types of concerns that should be reported are: suspected drug use or sale, knowledge of or suspected abuse, harassment, bullying, thefts, or any other activities that are not in keeping with the mission of the School.
Section 6: Appendices
Appendix A: Car Pool Information for Merrell Road Campus

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

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

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

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

- Please do not use ANY handheld devices while driving.
- Please keep your speed at or below the 10 mph speed limit.
- Please do not load or unload your student unless your car is against the curb. Loading is never allowed in the “traveling lane,” which is one lane removed from the building.
- Once your student is in the car, please have them buckle up.
- After your student is loaded, you may carefully move from the loading lane to the traveling lane to exit the parking lot.
- Please do not ever drive against the flow of traffic.
- Please keep alert and keep your eyes and mind on the task at hand. Remember that at any moment, a child might run out into the traffic.
- Please always yield to pedestrians whenever they appear.
- Please obey all directions given by the Campus Safety Officers, their job is to keep your children safe.
- If your child is “late” to car pool, a teacher will give directions for you to pull up and the child to be escorted to your car.
- Please do not leave your car unattended in the car pool line.
- If your child is placed into your vehicle and realizes that he or she has forgotten something, please park in the lot and walk your child back into the building. Children should not return to the Lower School Building unattended after being released to a parent.
Mid-Day Car Pool (Noon)

Afternoon Car Pool (2:30-3:30 pm)

2:30 pm - PreK through 1st Grade Singles (Nurse's Office Doors)
2:30 pm - Prek through 1st Grade Group Pick-Up (Porte Cochere)
3:30 pm - 2nd, 3rd, 4th Grade Group Pick-Up (Porte Cochere)
3:30 pm - 2nd Grade Singles (Nurses' Office Doors)
3:30 pm - 3rd and 4th Grade Singles (MDO Doors)
Appendix C: Further Health and Safety Resources

Personal Safety (crime prevention and abuse)
Dallas Police: http://www.dallaspolice.net/content/11/66/uploads/PersonalSafetyTips.pdf
Tennessee Department of Human Services:

Abuse (Physical and Sexual) and Neglect

Texas Child Protective Services (CPS)
http://www.dfps.state.tx.us/child_protection/

Fire Safety

Weather Safety

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

Overall Health and Safety (all topics)
Nemours Children’s Health System: http://kidshealth.org/parent/firstaid_safe/
National Safety Council: http://www.nsc.org/news_resources/Resources/Pages/SafetyHealthFactSheets.aspx#UbneYdh2OSo
American Red Cross: http://www.redcross.org/prepare
Red Cross Safety Apps for smartphones: http://www.redcross.org/prepare/mobile-apps