

# Primary School Handbook



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## SECTION I: ST. FRANCIS EPISCOPAL SCHOOL AND THE COMMUNITY

### DEFINING STATEMENTS

#### MISSION STATEMENT

In the Anglican tradition, St. Francis Episcopal School (“St. Francis” or the “school”) challenges and motivates students in an academically and spiritually stimulating environment to become imaginative, critical thinkers, and people for others.

#### CORNERSTONES

*Faith • Dignity • Courage • Scholarship*

#### CURRICULUM AND INSTRUCTION BELIEF STATEMENT

We live our mission through programming that does the following:

- **Places people first.** We honor and respect others for who they are, and we value their unique backgrounds. We foster students’ interests and passions, allow for voice and choice, and emphasize the importance of service to others as we remain true to our commitment to be people for others.
- **Connects to the lives of students.** We co-create learning experiences that are knowledge-rich, collaborative, interdisciplinary, and relevant. We strive to nurture students’ innate sense of imagination and creativity in all endeavors.
- **Serves students with diverse strengths and challenges.** We are responsive to students’ needs by fostering an educational environment that is academically and developmentally appropriate and based on research-informed practices and standards that support persistence to mastery.
- **Encourages spiritual growth.** We cultivate an inclusive community where students from diverse backgrounds engage, question, and reflect on their own faiths, while honoring and respecting the traditions and beliefs of others.
- **Promotes wellness.** We promote physical, spiritual, and social-emotional development, giving students the confidence to challenge themselves and practice agency.

### THE SPIRITUAL DIMENSION OF ST. FRANCIS

St. Francis Episcopal School has as its foundation the belief and tradition of the Anglican (“of England”) Church and its commitment to the ministry of education. As an Episcopal school, we are committed to educating the whole student based on the example of Jesus Christ. Each child is affirmed and celebrated as a unique creation of God and educational efforts respect all faiths, traditions, and cultures.

Over nine hundred Episcopal parishes within the United States have a school as part of their ministry. Parish schools seek to provide quality academic instruction in an environment that fosters ethical development and an authentic relationship with God. The foundations of instruction are chapel and religion classes. St. Francis chapels and religion classes provide a place for discussion of the moral and ethical dilemmas students face in their daily lives and provide students with a basis for better understanding themselves and their relationships to God and their community.

Faith is a personal issue and the school takes seriously the delicate balance between proclaiming our faith in God as revealed in Jesus Christ and the need to respect other traditions that are a part of our school community.

- We seek to integrate religious and spiritual formation into the overall curriculum and life of the school community.
- We strive for intentional pluralism. We invite people from all denominations and creeds to work in and attend our school. We honor all persons, Episcopalian or not; strive for justice, peace, and understanding among all people; and respect the dignity of every human being.
- We exist not merely to educate, but to demonstrate and proclaim the unique worth and beauty of all human beings as creations of a loving, empowering God.
- We guide and challenge all who attend our school to build lives of genuine meaning, purpose, and service in the world they will inherit.

#### CHAPEL AND WORSHIP

In chapel, students are invited to celebrate the goodness of life and to discover more about themselves, the world, and God through the worship of Jesus Christ. Chapel is the heart and soul of our school community. Students have many opportunities to participate in,

and to contribute to, our corporate worship. They are challenged to stretch and grow in their understanding, and to respond to God and His world with love and compassion.

## AN EPISCOPAL PARISH SCHOOL

A parish school is a Christian community whose mission integrates spiritual formation into all aspects of the educational experience. All Christian communities, even the most ecumenical and diverse of Episcopal schools, are upheld by the basic principles of the Baptismal Covenant. As embodiments of the Christian faith, parish schools are created to be communities that honor, celebrate, and worship God as the center of life. They are created to be models of God’s love and grace. They are created to serve God in Christ in all persons, regardless of origin, background, ability, or religion. They are created to “strive for justice and peace among all people and [to] respect the dignity of every human being.” These principles are the basis on which identity and vocation are to be defined in Episcopal schools.

Parish schools are populated by a rich variety of human beings, from increasingly diverse religious, cultural, and economic backgrounds. In fact, the intentional pluralism of most Episcopal parish schools is a hallmark of their missions. It is also a distinguishing characteristic of these schools that they seek to integrate religious and spiritual formation into the overall curriculum and life of each school community. Episcopal schools are clear, yet graceful, about how they articulate and express their basic identities, especially in their religious curricula and traditions. They invite all who attend and work in them—Episcopalians and non-Episcopalians, Christians and non-Christians, people of no faith tradition—both to seek clarity about their own beliefs and religions and to honor those traditions more fully and faithfully in their own lives. Above all, Episcopal parish schools exist not merely to educate, but to demonstrate and proclaim the unique worth and beauty of all human beings as creations of a loving, empowering God.

By weaving these principles into the very fabric of the school’s overall life, Episcopal schools ensure that their missions are built on the sure foundation of a Christian love that guides and challenges all who attend our schools to build lives of genuine meaning, purpose, and service in the world they will inherit.

—*Excerpted, paraphrased, and edited from the National Association of Episcopal Schools (NAES) website on July 17, 2014*

## DIOCESE OF TEXAS CANON 38: SCHOOLS

**Section 38.1 Relationship to the Diocese.** The Rector shall be a member ex-officio and chair of the governing board of the school; provided that, in the absence of or at the pleasure of the Rector, a designee of the Rector may serve from time to time as chair.

**Section 38.2 Standards of Compliance.** All schools shall comply with such standards as well as the other provisions of the Canon.

## BOARD OF TRUSTEES

The school is governed by a board of trustees with independent decision-making authority that is extended according to the school’s bylaws. The Board is responsible for:

- Employing the Head of School with the advice and consent of the Rector;
- Establishing the governing policies for the school;
- Maintaining the financial integrity of the school;
- Fundraising; and
- Charging the Head of School with the authority of the day-to-day operations of the school.

The Board of Trustees is composed of up to 30 members. At least 60 percent shall be Episcopalian, and 30 percent shall be St. Francis Episcopal Church parishioners. The Rector and the Head of School are permanent voting members. The Rector appoints a vestry member as a voting member. The Head of School serves as the president of the Board. The Board uses standing committees to review and monitor yearly and strategic matters. The chair may appoint *ad hoc* committees to address current issues. The Board is the governing body that entrusts the day-to-day business of running St. Francis to the Head of School.

Neither the Board nor the Rector hears grievance issues concerning St. Francis. Grievances brought to the Board’s or Rector’s attention will be passed along to the Head of School, who speaks for St. Francis Episcopal School and is the final decision-making authority for day-to-day school matters.

## HEAD OF SCHOOL

The Head of School is empowered by the Board of Trustees to speak for the school and manage the affairs of the parish school.

## ACCREDITATIONS

The Independent Schools Association of the Southwest and the Southwestern Association of Episcopal Schools accredit St. Francis.

## SECTION II: ADMISSIONS, ENROLLMENT, AND RE-ENROLLMENT

### ADMISSIONS

St. Francis is coeducational and accepts qualified students who, in the opinion of the school, will have successful experiences within the school program and will contribute to the classes for which they are applicants. The school requires each candidate for admission to undergo evaluation to enable the school, the family, and the student to determine if matriculation would be educationally appropriate and mutually beneficial. St. Francis reserves the right to place students in the grade levels or classes that, in the school's judgment, seem best for them.

Transfer students must submit final transcripts from the schools they currently attend before being officially accepted to St. Francis. Until the final transcript is received, the enrollment agreement will be marked "pending." Pending enrollment agreements may be withdrawn during the period of time they are pending.

A limited number of qualified students are placed in a wait pool. If a spot becomes available, the admissions committee will review all candidates in the wait pool. If a spot does not become available and the candidate decides to apply for the following year, he or she must reapply and go through the admissions process for the next year. St. Francis accepts applications one year prior to the date of expected entry.

Students who move into the Houston area after a school year begins may be considered for midyear entry. However, St. Francis does not normally permit midyear transfers in circumstances other than these.

*Our admissions policy pertains to students seeking placement at St. Francis Episcopal School. When two applicants are otherwise equal, the following priorities exist when spaces are available:*

- Priority 1: Qualified children of St. Francis Episcopal Church communicants in good standing for at least one year prior to seeking admission, as certified by the church
- Priority 2: Qualified siblings of students continuing in the school; children of alumni
- Priority 3: Other qualified candidates

Children of St. Francis communicants in good standing, siblings of current students, and children of alumni are not guaranteed admission; however, if all other factors are equal, they do receive preferential consideration. Our policy states that every effort is made to accommodate qualified siblings of current students and qualified children of alumni and of St. Francis communicants who have been members of the church in good standing for at least one year; however, admissions decisions are based primarily upon the composite qualifications of the individual candidate. Ultimately, the decision is based on the whole student profile, including factors such as grades, test scores, individual school assessments and recommendations, and student visits. Admissions decisions are made at the sole discretion of the administration.

**Please also note that the sibling priority is not available to new students with siblings at St. Francis who do not intend to re-enroll for the following school year.**

*For admissions purposes, St. Francis defines someone as an "alumnus" or "alumna" when that person has attended St. Francis for at least three years.*

If both biological parents (as noted on the student's birth certificate) do not reside at the primary residence, the family must submit a legal custodial agreement. The submitted custodial agreement should include the front and back pages, with signatures. It should be submitted to admissions if the student is new to St. Francis, and to the appropriate division office manager if the child is a returning student. In either case, it is required before the student can be officially classified as enrolled.

### DIVERSITY STATEMENT

St. Francis Episcopal School, being a central part of an Episcopal Christian faith community, affirms the dignity and worth of each individual and celebrates the rich diversity of human society. At St. Francis, we recognize that diversity encompasses differences in gender, race, religion, age, sexual orientation, ethnicity, physical ability, family composition, and socioeconomic circumstances, as well as differences in aptitude, talent, and learning style.

Our goal is to create a school community that welcomes and embraces individuals from diverse backgrounds. We therefore strive to instill in our students a sense of dignity, of respect, and of appreciation for diverse viewpoints and individual differences in keeping with our stated mission to motivate them to be "people for others." St. Francis aims to prepare its graduates to live and thrive as citizens of an increasingly diverse nation and global society.

The Board of Trustees is committed to the implementation of this statement as a component of its Strategic Plan and long-range vision for the school. St. Francis will strive to recruit families, faculty, staff, and trustees of diverse backgrounds. The school will provide an inclusive culture in which diverse perspectives are welcome and respected. The school's implementation of this statement will be regularly evaluated.



## ENROLLMENT CONTRACT GUIDELINES

For a student to be enrolled in St. Francis, a parent/guardian must sign an Enrollment Contract guaranteeing that the entire tuition for the full academic year will be paid regardless of the absence, withdrawal, or dismissal of the student for any reason, should the withdrawal occur after specified dates in the Enrollment Contract. There can only be one contract per student and the enrollment deposit and tuition may not be transferred to another student. St. Francis requires Tuition Refund Insurance for all tuition payment plan options. *Please contact the Business Office for more information.*

The Enrollment Contract may be canceled by a parent/guardian without penalty (except for forfeiture of the enrollment deposit) by electronically completing, signing, and submitting the online **Non-Enrollment/Withdrawal Form** located on the Parent Portal **ON OR BEFORE THE SPECIFIED DATE STATED IN THE ENROLLMENT CONTRACT. (AN EMAIL, CONVERSATION WITH AN EMPLOYEE, VOICEMAIL, OR FAX IS NOT CONSIDERED OFFICIAL NOTICE OF CANCELLATION OR WITHDRAWAL.)**

- Withdrawal after the date specified in the Enrollment Contract and on or before the last business day of June is subject to a cancellation fee as specified in the Enrollment Contract.
- It is the responsibility of the parent/guardian to ensure that the online Non-Enrollment/Withdrawal Form is electronically completed, signed, and submitted to the school on a timely basis.
- St. Francis will not refund the enrollment deposit under any circumstances.
- Signing the Enrollment Contract for the academic year constitutes acceptance of and agreement to abide by the rules, regulations, policies, and procedures of St. Francis as stated in the Primary School Handbook and other written materials, including guidelines for parent/guardian behavior and the obligation concerning payment of fees referenced above.
- In making the decision to offer a place to a student, the school relies on information provided on the application for admission. The school reserves the right to void the Enrollment Contract if it learns that information provided on the admissions application is incomplete, factually incorrect, or dishonestly presented, or that substantive information has been omitted.
- Student accounts must be kept current for students to continue at St. Francis; to attend school; to receive report cards; conference information, and transcripts; and to participate in extracurricular activities for which an additional fee is required (e.g., summer travel program, enrichment classes, School of Music, St. Francis Wings Program, St. Francis Reading Program, and Summer on the Point).
- Any student who consistently neglects work, fails to meet academic or attendance standards, exercises poor citizenship, disregards school rules, or fails to cooperate (or whose parents/guardians fail to cooperate) may be asked to withdraw from St. Francis.
- Any student whose parents/guardians consistently speak negatively or communicate negatively in writing or through social media about St. Francis; its decisions; or its employees, families, or students may be asked to withdraw from St. Francis.
- Preference regarding re-enrollment always goes to students who have been enrolled at the school during the previous academic year.

## RE-ENROLLMENT THROUGH YEARLY ENROLLMENT CONTRACTS

St. Francis seeks to re-enroll students whose academic learning style and social needs can be met by the school. The school recognizes that particular environmental and academic standards may not be suited to all students' needs or capabilities. This is often evidenced by a student's academic performance, attendance, or behavior choices. Before issuing a contract for re-enrollment to a student, the faculty and administrators review the student's academic and discipline records and the family's spirit of cooperation with St. Francis staff to determine whether it is in the best interest of the student to return to St. Francis. Final enrollment for the next school year is contingent upon (1) successful completion of the current school year in good conduct, good academic standing, and good financial standing; and (2) the timely receipt of all documents and payments as set forth in the Enrollment Contract. The Head of School is the only person authorized to ask a family or student to separate from the school.

## CONDITIONAL ENROLLMENT CONTRACTS

Conditional Enrollment Contracts (as defined in the exhibit in the contract) may be issued within the following monitor status areas: Academic, Attendance, and Behavior, as described elsewhere in this Handbook.

If a student receives a Conditional Enrollment Contract due to Academic, Attendance, or Behavior Monitor Status, the expectation is that the student will improve to the satisfaction of the school during the remainder of the year. Progress is reviewed again at the end of the second trimester. If the student has shown progress, the student's re-enrollment may go forward, but the student will remain on Academic Monitor Status, Attendance Monitor Status, and/or Behavior Monitor Status for at least the first trimester of the subsequent school year.

## NOTICE OF NON-DISCRIMINATORY POLICY

St. Francis Episcopal School does not discriminate on the basis of race, national origin, gender, sexual orientation, disability, or age in any of its policies or administration of those policies pertaining to hiring or employment practices. Nor does the school discriminate on

the basis of race, gender, sexual orientation, or national origin with regard to admission procedures, scholarship, tuition assistance, or in any of the athletic or other school-administered curricular programs.

## STUDENT PLACEMENT

### AGES SERVED

#### PRIMARY SCHOOL (PRE-PRIMARY TO PRIMARY II)

St. Francis utilizes a September 1 cutoff date in all Primary School grades in order to best establish a pattern of success for its students:

- Pre-Primary: 2 years old by September 1 of the school year entering, but has not turned 3 years old before September 1
- Primary I: 3 years old by September 1 of the school year entering, but has not turned 4 years old before September 1
- Primary II: 4 years old by September 1 of the school year entering, but has not turned 5 years old before September 1

#### LOWER SCHOOL (KINDERGARTEN TO FOURTH GRADE)

- Kindergarten: 5 years old by September 1, but has not turned 6 before June 1 during the summer the student will enter kindergarten

#### MIDDLE SCHOOL (FIFTH TO EIGHTH GRADES)

#### UPPER SCHOOL (NINTH TO TWELFTH GRADES)

## TEACHER ASSIGNMENTS

For all newly hired educators, a committee of St. Francis faculty and administrators works with the Department of Human Resources to verify college transcripts, applicable teacher certifications, successful prior teaching experiences, and work ethic; to perform background checks; and to observe teaching demonstrations.

Student classroom assignments and class lists are made by the head and assistant heads of the division in conjunction with the academic faculty. Likewise, the composition of a classroom is made by division heads and assistant heads in conjunction with academic faculty. Class lists are shared with parents and students after teacher inservice begins each school year. Parent requests for specific teachers are not accepted.

## TUITION ASSISTANCE

St. Francis Episcopal School recognizes that some families of qualified students cannot pay full tuition. Through the Tuition Assistance Program, students with financial need who are accepted for enrollment or re-enrollment into **kindergarten through twelfth grade** may apply for assistance.

The Tuition Assistance Program of St. Francis offers funds to qualified, enrolled students whose families demonstrate the need for financial assistance. It is imperative to note that a student must be accepted for the following year's enrollment to be considered for financial assistance. After such financial need is determined, the following priority guidelines apply:

- Currently enrolled students
- New students

Before an actual award is extended to currently enrolled students, **the Enrollment Contract must be returned and the student must be enrolled**. New students receive their awards with their admissions decisions.

Requests for financial assistance are coordinated through the school's Head of Admissions and Enrollment Management, who can be reached at 713.458.6112. To be considered for financial assistance, all pertinent information (including IRS tax documents) and the completed application **must be submitted by the posted deadline, which will be published on the school's website**. A family's financial need is evaluated through a "blind" process, using *Financial Aid for Student Tuition* (FAST) by Independent School Management (ISM). A Tuition Assistance Committee then determines the amount of the award, based on the FAST recommendation.

St. Francis holds the position that separated or divorced parents/guardians retain their individual and collective obligation to finance their student's independent school education. In this instance, both parents/guardians are required to complete a FAST application, as financial awards consider the combined financial need and resources of both parents/guardians.

The Tuition Assistance Committee appropriately considers related issues of remarriage and stepparent obligations to other children. The school is not bound by agreements or settlements that might otherwise exist between individual parents/guardians. However, the Head of Admissions and Enrollment Management may waive the requirement of financial information from the non-custodial parent when the non-custodial parent has given no financial support to the student or has made no contact with the student, or when the non-custodial parent's whereabouts are unknown.

Each family is expected to contribute financially to their student's independent school education. **St. Francis does not extend full tuition awards**, and the maximum award to a family cannot exceed the total of two Middle School tuitions. Each award is made for one school year, and there should be no expectation of tuition assistance for additional years. Families seeking assistance in subsequent years must reapply for assistance each year.

## WITHDRAWAL FROM THE SCHOOL

St. Francis Episcopal School has specific guidelines regarding the withdrawal of students. The objectives of these procedures are to ensure that the student's school records are prepared and ready on the day of withdrawal, that all school property is returned, and that all due bills are paid. A parallel objective is to inform the Admissions Office of available class space.

### PARENT-INITIATED WITHDRAWAL FROM THE SCHOOL

Parents who wish to separate their student from the school must notify the school by electronically completing, signing, and submitting the online Non-Enrollment/Withdrawal Form that is located on the Parent Portal. When possible, parents/guardians are to submit the online Non-Enrollment/Withdrawal Form to St. Francis with 30 days' notice, detailing the reason for withdrawal and the effective date of withdrawal. **EMAILS, VOICEMAILS, VERBAL CONVERSATIONS, AND FAXES ARE NOT ACCEPTABLE FORMS OF WITHDRAWAL NOTIFICATION.**

The following steps should be followed for a parent-initiated separation from the school:

- Parent logs into the Parent Portal and electronically completes, signs, and submits the online Non-Enrollment/Withdrawal Form, giving 30 days' notice (**emails, voicemails, verbal conversations, and faxes are not acceptable**).
- The Head of School, Business Office, Head of Admissions and Enrollment Management, and other affected administrators of the school automatically receive electronic notification of the Non-Enrollment/Withdrawal Form that is submitted by the parent/guardian.
- Records are available for release upon clearance from the Business Office. Parents must request official school records from the registrar. Only the registrar and data analyst can approve and provide official school records, which will be sent in a sealed envelope directly from St. Francis to the requested school. Official school documents may not be handed to parents/guardians requesting them for another school. Parents/guardians must allow at least two to three business days for records processing.

Once the student is officially withdrawn from the school, he or she may no longer participate in official school activities, including field trips and trips over the summer.

### SCHOOL-INITIATED WITHDRAWAL FROM THE SCHOOL

If St. Francis initiates the separation of a student from the school, the Business Office and Head of School will determine the release of records based on the parents'/guardians' financial obligation to the school. Once this obligation is satisfied, the Head of School will request official school records from the registrar and data analyst, who will provide them to the appropriate division office or administrator. Please note that records take a minimum of two to three business days to process.

Once the student is officially withdrawn from the school, he or she may no longer participate in official school activities, including field trips and trips over the summer.

## FINANCIAL HOLD OF RECORDS

Transcripts, report cards, grades, and conference reports generally will not be released until all records are clear in the Business Office and all financial obligations to the school have been met related to any and all accounts for which the family is responsible. Likewise, all financial obligations to St. Francis must be met for students to participate in the school's travel program, School of Music program, Explore and Extend Enrichment Classes, St. Francis Reading Program, Wings Program, and Summer on the Point camps/programs.

Student account statements are posted online in Veracross each month on or before the 15th. Parents have 30 days from this posting to question charges on student accounts.

## SECTION III: CAMPUS EMERGENCIES, SAFETY, SECURITY, AND HEALTH

### EMERGENCY CONTACTS

If an immediate problem concerning security, health, or safety presents itself, please contact us using the following information:

Administrative Office Manager	713.458.6101
Director of Explore and Extend	713.458.6467
Primary School Office	713.458.6166
Lower School Office	713.458.6122
Middle School Office	713.458.6140
Upper School Office	713.458.6100
Assistant to the Head of School	713.458.6125
Director of Facilities	713.458.6142
School Nurse (Piney Point Campus)	713.458.6128
School Nurse (Couper Campus)	713.458.6167
Athletics Office	713.458.6135

All of the above offices or staff members have smartphones for use in contacting others in charge of security. St. Francis places the highest priority on campus security, health, and safety. The school has put the following related procedures in place. These procedures are not a guarantee of safety and may be amended if faculty and staff deem a change necessary.

### CHECK-IN PROCEDURES

The safety and security of our students are priorities. To minimize risk, only the doors to the front entrance of each campus (main building courtyard doors on Piney Point Campus and Administrative Building entrance doors on Couper Campus) are open during the school day. All other doors must remain locked and closed.

All visitors, parents/guardians, and volunteers must enter and leave through the front entrance of the Piney Point or Couper Campus. St. Francis encourages all campus visitors to help keep other doors closed and to require anyone outside the building who is seeking entrance to enter and check in at the front entrance.

Upon entering, they will be asked to present a valid driver's license to be scanned in the Raptor Security System. The school will not access or store any additional information. Once the visitor has been added to the system, the school will ask the visitor's destination in the building. He or she will then receive a temporary name tag to wear while on campus.

Volunteers who are on campus frequently can request a plastic name tag from their division's assistant. They should display the plastic name tag upon entering the school. By utilizing this monitoring system, we hope to provide a safer environment for our students.

### CAMPUS SAFETY AND SECURITY

During the week, the front entrance doors of the Piney Point and Couper Campuses are unlocked from 7:00 a.m.–4:00 p.m., Monday through Friday. All other campus doors are routinely kept locked except at the following times for carpool:

- 7:00–8:00 a.m. for morning carpool
- 2:30–4:30 p.m. for afternoon carpool

*The school asks parents/guardians to refrain from entering the building during carpool times.*

The following guidelines help facilitate the safety of our students:

- Only a parent/guardian or preauthorized adult shall pick up and sign out the student from the division office, Explore and Extend After-School Care, or Explore and Extend Enrichment Classes.
- All visitors to campus must report to the Primary School reception desk to receive a visitor name badge.
- All visitors must wear a badge supplied by St. Francis while on campus.
- Parents/guardians must call the division office **and** send an email to the division office and copy the teacher when students are to go home with persons other than the adults listed on the Authorization Form for Student Release.

- Police and security officers direct the school's carpools, patrol the campus throughout the day, and provide security for special events and at varying hours each evening and on weekends.

## SECURITY GATES

Piney Point Campus gates will open and close according to the following schedule:

- Monday–Friday
- Morning: Opens at 7:00 a.m.; Closes at 8:30 a.m.
- Afternoon: Opens at 2:40 p.m.; Closes at 9:00 p.m.
- Saturday and Sunday
- Open

Couper Campus gates will open and close according to the following schedule:

- Monday–Friday
- Morning: Opens at 7:00 a.m.; Closes at 8:30 a.m.
- Afternoon: Opens at 2:00 p.m.; Closes at 9:00 p.m.
- Saturday and Sunday
- Closed

## EMERGENCY PROCEDURES AND DRILLS

The school is required by state law to have monthly fire drills during which students practice the procedures for evacuating the school. During these drills, all students are accompanied by school personnel and report to designated areas on campus, where attendance is taken. Visitors and employees on campus during a drill must evacuate the building and report to the designated areas along with employees and students.

## CRISIS MANAGEMENT

### SCHOOL CLOSURE OR MODIFICATIONS DUE TO A FORCE MAJEURE EVENT

Should events beyond the control of the school, including, but not limited to, any fire, act of God, hurricane, tornado, flood, extreme inclement weather, explosion, war (including armed conflict), governmental action, act of terrorism, risk of infectious illness, epidemic, pandemic, shortage or disruption of necessary utilities (water, electricity, etc.), or any other event beyond the school's control, occur, the school has the discretion to close the school and/or modify its operations, curriculum, schedules (including, without limitation, the provision of instruction on Saturdays and/or Sundays), length of school day, length of school year, and/or means of learning and teaching methods. The family's contractual financial obligations for tuition and fees remain in full force and effect. Should the school close, the school's duties and obligations shall be suspended immediately without notice until such time as the school, in its sole and reasonable discretion, may safely reopen. If the school cannot reopen due to a force majeure event, the school is under no obligation to refund any portion of tuition paid.

### LEVELS OF CRISIS

St. Francis has a confidential crisis management plan in place for the following levels of emergency:

- **Level I:** Emergency within Houston, no immediate danger to St. Francis
- **Level II:** Emergency within Houston, possible danger to St. Francis
- **Level III:** Emergency within Houston, probable danger to St. Francis
- **Level IV:** Dangerous emergency, immediate and likely danger to St. Francis

### EARLY SCHOOL CLOSING

*Should there be an instance when the school closes early as a result of weather or crisis, parents/guardians are asked to follow the Early School Closing Procedure. Specific details will be sent by email, text, and voicemail once the decision to close school early has been made.*

## EARLY SCHOOL CLOSING PROCEDURE

- In the event of an unexpected or emergency school closure or early dismissal, parents/guardians will be notified through email, voicemail, and text message. For this reason, it is particularly important that parents/guardians promptly notify St. Francis of changes to their contact information by updating their profile on Veracross. In addition, an announcement will be posted on the home page ([www.StFrancisHouston.org](http://www.StFrancisHouston.org)). When the school closes early, all students will leave from their normal pickup area.
- Even in the case of an emergency, students will not be released to unauthorized adults.
- Faculty members will stay until all students are picked up by parents/guardians or authorized adults.
- The designated carpool driver or parent/guardian should pick up students.
- Follow the normal traffic pattern for carpool pickup.
- Do not park to pick up your student. Stay in the carpool line.
- Above all, be patient!

**Should the school close early, no Explore and Extend After-School Care, Explore and Extend Enrichment Programs, athletics competitions, performances, or other extracurricular activities will take place that day.**

## SHELTER-IN-PLACE

The shelter-in-place procedure will be in effect should toxic chemicals or hazardous materials be released in our area. In this situation, we will expect everyone to go immediately indoors and remain there until clearance is given. The heating or air conditioning system will be turned off within the entire school and the shelter windows and doors will be sealed for extra protection. Students will be taken to the designated shelter-in-place location for the duration. Once the students are secured inside our shelter, we will not release them until permission is received from either Houston's Office of Emergency Management or local officials. Specific details will be sent via email, text, and voicemail.

## PROCEDURES

- Parents will be notified that we are sheltering in place via email, text, and voicemail.
- Parents **must not** come to school to get their students in a shelter-in-place emergency. Students will not be released from our shelter until permission is received from the proper authorities.
- Since the entire school will be sheltered at the safe place, parents/guardians should not expect to be able to get a live person through the phone system.
- Students cannot be released from the shelter once the shelter-in-place procedure is in effect.

The school will notify parents/guardians that the crisis is resolved via email, text, and voicemail.

## AFTER-SCHOOL CRISIS

Should there be an emergency crisis involving sheltering in place or evacuating the building due to a fire alarm or other indicator, the program will follow our normal procedures and students will be released to parents/guardians when the situation is resolved and it is deemed safe to leave campus.

## HEALTH SERVICES

### ABOUT HEALTH SERVICES

*"School nursing, a specialized practice of nursing, protects and promotes student health, facilitates optimal development, and advances academic success. School nurses, grounded in ethical and evidence-based practice, are the leaders who bridge health care and education, provide care coordination, advocate for quality student-centered care, and collaborate to design systems that allow individuals and communities to develop their full potential."* (Adopted by the National Association of School Nurses Board of Directors, February 2017)

The St. Francis school nurse serves our community as a public health advocate by providing nursing services that advance the health, well-being, and academic performance of our students.

The St. Francis school nurse:

- Maintains and analyzes student health records annually
- Manages health conditions such as asthma, diabetes, food allergies, ADHD, and seizures

- Provides first aid and emergency care to students, faculty, and staff using nursing professional assessment skills
- Administers supplied medication to students per the instructions and authorization of the student's parents/guardians
- Manages student Medical Action Plans and Food Allergy Action Plans
- Maintains student immunization compliance
- Maintains emergency equipment such as AEDs and first aid bags for use on field trips

The school nursing staff will not provide medical services to parents/guardians, nor refer parents/guardians to physicians.

## STUDENT HEALTH RECORD REQUIREMENTS

The Texas Department of State Health Services mandates that schools must maintain a health record for each student. St. Francis uses the Magnus Health system for this purpose and must have an up-to-date health record on file for each student before he or she will be allowed to attend classes. **Students whose health record is not current on the first day of school will not be allowed to attend school.** Per the terms of the Enrollment Contract, the student's family remains financially obligated to the school regardless.

To complete a student's annual health record requirement, information must be submitted to the Magnus Health Student Record System, which is accessible via the Parent Portal in Veracross. **Students will not be allowed to attend school if this process is not completed and approved by the deadline.**

It is the responsibility of the parent/guardian to update all medical information annually. Additionally, parents/guardians should update their student's health record via Magnus in the event of changes throughout the school year. Parents are responsible for providing accurate information regarding their student's health or change of medication to the school nursing staff. Failure to provide complete and accurate information may result in harm to the student, for which the school will not be held responsible. If a parent/guardian is unavailable, the information in a student's health record allows school personnel to react quickly and accurately in calling emergency contacts and to perform or seek emergency treatment.

## HEALTH AND SAFETY PLAN

The school has adopted a Health and Safety Plan, and students and parents should be familiar with it. The plan, which is subject to change, will control if there is any discrepancy between the plan and a Handbook provision. The policies in this Handbook and the school's Honor Code apply whether students are on campus or engaging in distance learning.

## COVID RISK ACKNOWLEDGEMENT

The school cannot promise that, even with the steps we are taking, your child(ren) will not be exposed to COVID-19. By sending your children to our school, you acknowledge the contagious nature of COVID-19 and knowingly and voluntarily assume the risk that you and your child(ren) may be exposed to or infected by COVID-19 by coming to our campus and participating in school activities, such as but not limited to the sharing of supplies, belongings, and equipment, and that such exposure or infection may result in personal injury, illness, permanent disability, or death. You further acknowledge and understand the risk of becoming exposed to or infected by COVID-19 may result from or be caused by the actions, omissions, or negligence of yourself or others, including other school families, school employees, or other third parties.

## IMMUNIZATIONS AND/OR MEDICAL EXEMPTIONS

Every student will be required to maintain current immunization records/medical exemptions in their St. Francis Magnus Health Account. Medical exemptions are those as defined by the Texas Department of State Health Services. Upload records to your Magnus Health account for review by the school nurse.

## PHYSICAL EXAM

All students require an annual physical exam.

## MEDICATIONS

To protect the health and safety of all students, St. Francis Episcopal School will follow specific guidelines regarding the administration of medications.

**Prescription Medications:** In accordance with the Nurse Practice Act, Texas Code, Section 217.11, the school nursing staff has the responsibility and authority to refuse to administer medications that in the nurse's judgment are not in the best interest of the student.

- Medication must be provided by the student's parent/guardian. Over-the-counter medications are not available in the clinic.
- A Medication Permission Form with written instructions and parent/guardian signature must be included with each medication.

- Medication must be in its original container with a label stating the medication name, dose, and instructions.
- Prescription medication must have a pharmacy label stating the child's name, drug, dose, and instructions. A pharmacist can provide an additional prescription bottle for school.
- Primary School students are not allowed to carry or possess medication on school property, except that students may possess and self-administer medications for diabetes, asthma, and anaphylaxis if the nurse has received signed permission and authorization statements from the student's parent/guardian and physician/health care provider.
- Medications can be administered daily or on an "as needed" basis for a period of up to ten consecutive school days (two weeks) if accompanied by a Medication Permission Form signed by the parent/guardian.
- Medications that will be administered or kept in the clinic longer than ten consecutive school days (two weeks) must be accompanied by a physician's authorization form that has been completed and signed by the student's physician.
- Sample medications provided by a physician can be administered by an RN when the medication is accompanied by a written order for the medication from the student's health care provider AND written permission from the child's parent/guardian.
- Many medications prescribed for school-aged children can be administered at home by the child's parent(s) or guardian(s). For example, a medication that is to be administered three times daily should be given every eight hours. Most students are not in school for more than eight hours, and therefore, parents/guardians should give this medication before and after school and then at bedtime.
- All unclaimed medication will be destroyed after the last day of school.

**Controlled Substance Medications:** *Parents must hand-carry any controlled substance medication to the school nursing staff. It must be in the original container, labeled with the student's name, the date, the number of tablets contained therein, and directions for administering. The school nursing staff or UAP (unlicensed assistive personnel) will administer all controlled substance medications.*

**Self-Administration of Prescription Asthma or Anaphylaxis Medicine by Students:** St. Francis Episcopal School follows the guidelines provided in Section 38.015 of the Texas Education Code, as follows:

*A student with asthma or anaphylaxis is entitled to possess and self-administer prescription asthma or anaphylaxis medicine while on school property or at a school-related event or activity if:*

- *The prescription medicine has been prescribed for that student as indicated by the prescription label on the medicine;*
- *The student has demonstrated to the student's physician or other licensed health care provider and the school nurse, if available, the skill level necessary to self-administer the prescription medication, including the use of any device required to administer the medication;*
- *The self-administration is done in compliance with the prescription or written instructions from the student's physician or other licensed health care provider; and*
- *A parent/guardian of the student provides to the school both a written authorization, signed by the parent, for the student to self-administer the prescription medicine while on school property or at a school-related event or activity; and a written statement from the student's physician or other licensed health care provider, signed by the physician or provider, that states:*
  - *That the student has asthma or anaphylaxis and is capable of self-administering the prescription medicine;*
  - *The name and purpose of the medicine;*
  - *The prescribed dosage for the medicine;*
  - *The times at which or circumstances under which the medicine may be administered; and*
  - *The period for which the medicine is prescribed.*

*The physician's statement must be kept on file in the office of the school nurse of the school the student attends or, if there is not a school nurse, in the office of the principal of the school the student attends.*

**Over-the-Counter Medications:** If an over-the-counter (OTC) medication must be taken for ten or more days, parents/guardians must hand-carry the OTC medication to the school nursing staff. OTC medications will be administered at St. Francis Episcopal School with a medical provider's authorization and parental permission submitted on the Medication/Treatment Form.

The school clinic does not supply OTC medication to students per Section 22.052(a) of the Texas Education Code. If a student requires a medication, the parent/guardian needs to supply the medication (e.g., Advil, Tylenol, Benadryl, TUMS, Pepto-Bismol, etc.). The medication must be in the original container labeled with the student's name.

**Self-Carry and Self-Administration of Medications:** With proper doctor's orders that include the signatures of both the doctor and parent, a student may self-carry and self-administer inhalers for asthma or epinephrine injections for acute allergic reactions. All other medicines will be kept in the school's clinic and administered by the school nursing staff or a designated representative.

**Homeopathic Treatments:** The school clinic does not administer any herbal or homeopathic treatments due to the lack of FDA approval and established safety parameters.

**Overnight School Trips:** Parents supply the medications for overnight school trips. Medications and special medical equipment are to be given to the representative assigned for the trip. See the "Prescription Medications," "Controlled Substance Medications," or "Over-the-Counter Medications" sections, above.



## ILLNESS

If members of the school nursing staff deem it necessary for the student's health or the health of others in the school that a student be sent home, parents/guardians are expected to retrieve their student in a timely manner. Parents are to follow the student's medical providers' and school nursing staff's directives about when to return to school, and provide any paperwork requested by the school nursing staff.

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

- Fever
- Vomiting and/or diarrhea
- Suspicion of a contagious illness

**After an illness, students may return to campus on the next school day after:**

- They are well enough to participate in all school programs; and
- They have been symptom-free for 24 hours without the help of fever-reducing medication. (For example, if noon on a Thursday marks 24 symptom-free hours without medication, the child may return to school on Friday morning.)

Parents of Primary School students returning to class after an illness may not request that the student avoid outdoor play; students should not return to school until they are released for normal activities, including outdoor play, because faculty may not leave students in classrooms without adult supervision during recess.

Absences in excess of five consecutive days require a release note signed by the student's attending physician on the office letterhead. If the absence is due to a contagious condition or disease, the student must be officially released from the attending medical provider by providing the school with a release note signed by the attending physician on the office letterhead.

**Treatment of Minor Injuries:** Certain topical ointments such as antiseptics and antibiotics may be used in the treatment of minor wounds. If a student has an allergy or sensitivity to any item that might be used in normal first-aid care (such as latex, tape, antiseptics, or antibiotic cream), parents/guardians are responsible for notifying the school nursing staff in writing on the student's health record.

## MANAGEMENT OF STUDENTS WITH CHRONIC CONDITIONS

If a student has a chronic or lifelong condition, additional communication must occur between parents/guardians, faculty, and the nursing staff. If the student's condition requires a Medical Action Plan, one must be completed and signed by the examining physician and parent. Upload the Medical Action Plan form(s) to the student's Magnus Health record. Then, schedule an appointment with the school nursing staff to review the Medical Action Plan and deliver any necessary medications. Changes to any condition will require updates to the Medical Action Plan, and the updated form must be completed by the student's physician and uploaded to Magnus Health.

## STUDENT ILLNESS AND COMMUNICABLE DISEASES

The school has a responsibility to provide a safe and healthy environment for employees, parents, students, and visitors. In the case of global or local threats of a communicable disease, the school will take all reasonable measures that may be necessary to protect the safety and health of members of the school community. These may include implementing infection control guidelines designed to stop or slow the spread of infectious diseases. The school will apply guidance from the Centers for Disease Control and Prevention (CDC) and its affiliate, The National Institute for Occupational Safety and Health (NIOSH); state and local health departments and the World Health Organization (WHO); and other agencies and resources as appropriate. Each communicable disease is unique. The school's response depends on public health guidance for the specific communicable disease, the nature and stage of the disease, whether mitigation methods are or can be used, and public health guidance on the risk and exposure. Response may include, without limitation, a determination that no risk exists or that no action is required; immunization programs may be put into place; mandatory health screening may be implemented; mitigation steps may be needed such as a student refraining from some activities; utilizing bandages or other barriers; enhanced housekeeping; cancellation of field trips; a medical exam and release; and being sent home from school. Depending on the event, the school may require parents to disclose upcoming travel plans and to self-quarantine their child upon return. School closure may be necessary or the school may need to modify its curriculum, schedules, length of the school year, and/or means of learning and teaching methods. During certain communicable disease events, threat levels may change rapidly and the school may need to modify various measures as additional information becomes available.

Examples of communicable diseases include seasonal influenza; tuberculosis; measles; chicken pox; mumps; scarlet fever; hepatitis A, C, and D; meningitis; antibiotic-resistant staph; Severe Acute Respiratory Syndrome (SARS); H1N1 Flu; Swine Flu; Avian Flu; Ebola; and novel coronavirus—COVID-19. Lice; ringworm; pinworms; impetigo; pink eye; strep infection; hand, foot, and mouth disease; mononucleosis; and other similar childhood illnesses are covered by this policy. We recognize that some diseases may not be infectious under certain circumstances.

We rely on our parents as the first step in preventing infection in the school environment. We count on them to use good judgment in protecting our school community. A sick child should not be in school, but should remain at home in an environment where proper care may be given. The school nurse is available to students daily. If a student is not feeling well, he/she should inform the classroom teacher and ask to be excused to go to the nurse's office. If a student asks to go home, the student will be released only with permission from the parent/guardian or from the person designated on the student's emergency card. A student who presents at school with symptoms of an illness and/or is unable to participate in the day's activities will be removed from the classroom and the parents, or an emergency contact if the parents cannot be reached, will be contacted. Students must be picked up within the hour of

the school's request that the child be sent home due to illness. The student should be signed out by the clinic. Teachers will be informed of the student's dismissal for illness. To prevent the spread of infection through direct contamination (coughing, sneezing, talking, sharing articles, etc.), students must be asymptomatic without the aid of medications before returning to school. In other words, students must have no fever, vomiting, etc., for 24 hours prior to their return to school.

Parents/students who know or have a reasonable basis for believing that a student has a communicable disease that may pose a threat to other students, parents, school employees, visitors, or the public should immediately contact their health provider. Parents/students have a "reasonable basis" for believing that a student has a communicable disease when they show or feel signs of illness, such as coughing, sneezing, fever, and joint aches; have an overall ill feeling; or know that they have been exposed to someone with a known communicable disease or suspected communicable disease. For the health and safety of the school community, parents should report to their division head if their child has a confirmed communicable disease that poses a risk to others in the school community. The Department of Health shall be notified when a student is sent home because of a communicable disease. In case of student absence due to the reportable communicable disease, a release card from the Department of Health or a letter from the family physician indicating that the Department of Health regulations have been fulfilled must be presented when the student returns to school (indicating that the student is no longer infectious).

The school will generally not identify an infected student to school employees or other students or their parents, although public health guidance will guide the school's communications. It may be necessary to alert others in the community who were in certain areas at certain times that exposure could have occurred. The school will disclose sensitive medical information of students no further than is necessary to ensure the health and safety of our employees, students, parents, and visitors in a manner consistent with applicable law. The school will comply with all federal and state laws in regard to confidentiality and privacy requirements.

More information on teaching habits that protect students from disease is available on the Centers for Disease Control and Prevention website at <http://www.cdc.gov>.

For more information regarding communicable diseases and immunizations, please review Title 25, Part 1, Chapter 97 of the Texas Administrative Code at [http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac\\_view=4&ti=25&pt=1&ch=97](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=4&ti=25&pt=1&ch=97).

## THREAT OF HARM TO ONESELF

If a student threatens suicide or to inflict bodily harm on himself or herself in any way, the student will be removed from class and every effort will be made to accompany the student at all times. Parents will be called to take the student to a medical facility. To return to school, the student must show evidence of release from a medical provider's care signed by the licensed medical provider. The parents/guardians will meet with the Head of Student Support Services and the appropriate division administrator prior to the student's readmission to class to assure the school that the student is past the crisis. Further, the school may request a release that allows communication with the student's medical providers.

## AUTOMATED EXTERNAL DEFIBRILLATORS (AEDs) ON CAMPUSES

Automated external defibrillators, or AEDs, are invaluable portable devices that can be used to treat life-threatening cardiac arrhythmias until professional medical help arrives. St. Francis has multiple AEDs located across both campuses. Specific locations can be found on all fire drill maps. The school makes every effort to keep the AEDs in working order, but cannot be held responsible if an individual is harmed due to equipment failure.

## ACCIDENTS AND SCHOOL INSURANCE

All St. Francis Episcopal School students are enrolled in an independent accident insurance plan. The premium is included in the tuition and fees. It is an excess coverage policy that pays for what the family's personal insurance does not and applies to students during school hours, while participating in school games and practices, and while attending school trips.

All accidents are reported to the school nursing staff, the division heads, and the clinic supervisor.

## CHILD PROTECTIVE SERVICES

If an employee thinks a child has been or may be abused or neglected, he or she must report the concern to Child Protective Services (CPS) within 48 hours. *Employees may not delegate or rely on another to make report.* Failure to report suspected child abuse or neglect is a Class B Misdemeanor. In addition, the Episcopal Diocese of Texas requires schools to call the Office of Safeguarding God's Children if an employee thinks the child has been or may be abused or neglected.

Child Protective Services also will be contacted in any other situations in which an employee at the school has a reporting obligation, including when a child may be a danger to himself or herself or to others.

## STUDENT SUPPORT SERVICES

Student support services are available as a resource for students, parents/guardians, faculty, and staff. The school's counseling services are primarily short-term, temporary services aimed at facilitating more effective education and socialization of our students within the school community. These services are not intended as a substitute for either a prescribed program of psychological intervention or a comprehensive psychological, educational, or medical evaluation by an outside professional; accordingly, from time to time, school administration will refer a student for outside mental-health, counseling, or other psychological services. Parents may obtain a list of suggested professionals in order to seek further support services. Students and parents/guardians are encouraged to contact the Head of Student Support Services with any concerns that may affect a student's academic, social, or emotional well-being. From time to time, the school may require compliance with directives of the counselor as a condition of continued enrollment and attendance. Additionally, the school reserves the right to contact parents/guardians, a student's outside providers, and/or state or local agencies with concerns about a student's well-being. Depending upon the nature of the concerns, they will be shared with parents/guardians on a need-to-know basis.

## SCHOOL CHAPLAIN

The school chaplains serve as pastors, counselors, teachers, and liturgists, and are spiritual resources for students, parents/guardians, faculty, and staff. The chaplain program provides our community with assistance in understanding the balance of the physical, social, spiritual, and mental aspects of health; school chaplains also provide services to the church parish. Students and parents/guardians are encouraged to contact the school chaplains with any concerns that may affect a student's spiritual well-being.

## SECTION IV: GENERAL PRIMARY SCHOOL PARENT INFORMATION

### VISITS TO CAMPUS

#### NAME BADGES

As part of our crisis management plan, all parents/guardians, visitors, and non-school siblings must sign in and out of the main office and wear name badges supplied by St. Francis while visiting either the Piney Point or Couper Campus.

#### ATTENDING CHAPEL SERVICES

Parents/guardians and family are invited to attend chapel services on the following days: Tuesdays for Primary I and Wednesdays for Primary II. Chapel attendance for Pre-Primary children and parents/guardians will be communicated by the classroom teacher. Parents/guardians attending chapel are asked to remember that chapel is part of the mission of St. Francis and the curriculum of each grade. It is a religious service, not a performance, and it is important that each student experience the service. While we encourage your attendance, we ask that parents/guardians:

- Do not take photos or videos during chapel service. Parents may take pictures after the service.
- Do not bring food or drink into chapel. Primary School students may sit with their parents/guardians in designated areas.
- Refrain from using electronics or toys during the service while sitting with your student.

#### STUDENTS ARRIVING LATE TO SCHOOL OR LEAVING SCHOOL EARLY

For late arrivals, parents are asked to walk their child to the front desk for check-in. Your child will be escorted to class.

For early dismissals, parents are asked to report to the front desk and ask for the student. Parents will then drive to the appropriate cottage and get their child, or the child will be escorted to the front.

#### USE OF FACILITIES

The following guidelines govern the use of St. Francis' facilities by campus visitors:

- St. Francis' facilities—including the Outdoor Activity Center (OAC), gymnasium, and athletics fields—are *not* to be used for private parties, including birthday parties, etc.
- The field, gymnasium, and OAC exist first and foremost to be used for sports practices and games by St. Francis athletics teams, summer and after-school programs, and the St. Francis Sports Association. However, the athletics fields at the Piney Point Campus and Couper Campus, along with the Piney Point Campus and Crum gymnasiums, may be reserved and/or rented with proper communication with and approval from the St. Francis Athletics Department.

When St. Francis faculty is not present and supervising the use of the facilities, the school is not responsible for their use, and students and parents/guardians use these facilities at their own risk.

### FIELD TRIPS

Students in Primary II may participate in off-campus trips. The purpose of school trips is to provide captivating primary source learning and unforgettable lifetime memories. Per the Enrollment Contract, unless parents/guardians otherwise notify the school in writing, they agree to allow the school to take their child(ren) on school-sponsored field trips.

Students are expected to ride the provided school transportation. Every student participating in a school-approved trip must have a signed parental permission form before departure. St. Francis expects exemplary behavior from students while on trips.

#### PARENT/GUARDIAN CHAPERONES

Parent/guardian chaperones on field trips are asked to follow the same rules as faculty sponsors. The following guidelines are for faculty, parent/guardian, and guest chaperones:

- Attend the required three-hour workshop, *Safeguarding God's Children*.
- Read all written trip documents concerning itinerary, rules, and dress requirements.
- Stay with the assigned students during the field trip.

- Follow the bus to and from the destination.
- Assume full responsibility for the behavior of the assigned students at lunch, during play time, and at all other times.
- Do not drink alcoholic beverages or use tobacco products at any time during the entire trip.
- Adhere to strict confidentiality regarding students' actions during a trip.
- Be punctual.
- Refrain from making purchases for any students.
- Other adults or younger siblings may not accompany the parent chaperones on field trips.

## STUDENT TRANSPORTATION

Students of St. Francis Episcopal School will leave campus on school-sponsored trips, by St. Francis buses or chartered vehicles. Unless the Head of School authorizes an exception, St. Francis students will not travel to and from school-sponsored events in private cars driven by parents/guardians or school employees.

## AFTER-SCHOOL PROGRAMS AND SUMMER PROGRAMS

St. Francis offers after-school care and enrichment classes for students through Explore and Extend, which also encompasses Summer on the Point.

The family student account balance(s) must be current for the student to sign up and/or participate in enrichment classes, Summer on the Point, and other programs where an added fee is involved.

### AFTER-SCHOOL CARE

St. Francis offers after-school care from dismissal to 6:00 p.m. The Director of Explore and Extend determines the daily activities, as well as the daily snack. Students signed into after-school care **MUST** be signed out by an authorized adult before leaving.

### ENRICHMENT CLASSES

St. Francis's after-school enrichment program provides a variety of interesting classes. Primary I and Primary II students may choose to enroll in enrichment classes, even if they do not participate in after-school care. We recommend Primary School students limit enrollment to two classes maximum for three-day students and three activities maximum for five-day students.

**Late Pickup:** Late pickup fees will be assessed for any student not picked up from after-school care, starting at 6:01 p.m. according to the school clock. The first ten minutes will cost \$10. After the first ten minutes, the fee becomes \$5 per minute. Habitual late pickup may result in a student's removal from the after-school care program and may potentially result in other consequences, up to and including dismissal from school.

Enrichment class instructors will wait with the students for 15 minutes after the enrichment class is over. Students not picked up by then will be taken to after-school care. Regular program rates will apply.

**Drop-Ins:** All drop-in attendance for Explore and Extend requires a reservation, in order to keep student groups within appropriate ratios.

### SUMMER PROGRAMS (SUMMER ON THE POINT)

St. Francis offers academic and enrichment courses in June and July through our Summer on the Point program. Covering subjects such as arts, sports, math, science, technology, dance, language arts, and engineering, these classes enhance school-year learning and allow for deeper explorations of topics of interest. Students enrolled in these summer programs are held to the same standards of behavior as St. Francis students are during the school year, and the terms of this Handbook generally apply. A family's student account balances must be current in order for the student to be able to enroll in enrichment classes. Summer on the Point is open to students in rising Primary I through twelfth grade.

## TEACHER RECOMMENDATION FORMS

If a student applies to attend another school, any teacher recommendation forms need to be given to the division office at least one week in advance. On-time delivery cannot be guaranteed without a week's notice. St. Francis sends these directly to the school.

## ST. FRANCIS FACULTY AND OUTSIDE EMPLOYMENT/TUTORING/COACHING

All employees of St. Francis Episcopal School are considered faculty. All faculty members contribute in some way to the education of the school's students. Often a student requires an extra moment, a few minutes after class or school, or a formal tutorial organized by the division. This extra effort by the faculty is a standard in noteworthy independent schools and an expectation at St. Francis.

Therefore, St. Francis employees shall not accept employment or engage in any business or professional activity that will require or induce them to disclose confidential information acquired by reason of their official position as a school employee. ***For the safety of students and the integrity of St. Francis, the school asks parents/guardians to notify the appropriate division administration when attempting to engage any St. Francis employee in a business dealing. St. Francis employees are bound by Diocesan Policies. Even an unintentional violation could place their career in jeopardy.***

St. Francis employees and consultants are not allowed to tutor St. Francis students for a fee during the school year, and all arrangements for instruction during the summer must be considered private agreements. Employees and parents/guardians must speak with the appropriate division or department administration before engaging in any private instruction.

St. Francis athletics coaches, both full- and part-time, may only charge fees for private coaching sessions during the off-season for the sport they are coaching. Any arrangements for private coaching during the off-season may be individual or small group, and are considered a private agreement. No coach shall be alone with a single child at any time. The Director of Athletics must approve all requests for private coaching on campus.

Private coaching is not allowed on campus during June or July during summer program hours (program hours are determined by the Director of Explore and Extend) or during the season while the coach is being paid by St. Francis. Exceptions must be approved by the Director of Athletics. St. Francis strongly discourages the hiring of faculty and staff as babysitters, house sitters, and nannies. Should a parent/guardian decide to employ a St. Francis faculty or staff member, the arrangement is considered a private agreement between that individual and the parent. St. Francis cannot be expected to monitor private arrangements and agreements with school employees. Parents are strongly advised to avoid private arrangements and agreements of any kind. St. Francis assumes no liability whatsoever, including but not limited to liability for any claims against its employees related to private business arrangements with families or the employee's actions in any such arrangement.

## ST. FRANCIS FACULTY AND ADMINISTRATIVE OR JUDICIAL PROCEEDINGS

A parent or guardian will be responsible for reimbursing the school for any and all expenses incurred by the school when the parent or guardian requires the school or an employee, in connection with a judicial or administrative proceeding to which the school is not a named party, to: (1) appear for testimony or (2) produce documents related to the student. Reimbursable expenses include, but are not necessarily limited to, the expense of an employee's absence from school, including costs associated with a substitute or temporary replacement; and the cost of reviewing and preparing documents in response to a subpoena or other official request for documents. The school in its sole discretion may waive this reimbursement requirement for extenuating or other circumstances. Enrollment contracts shall be subject to termination for failure to reimburse the school as outlined above.

## PARENT VOLUNTEER OPPORTUNITIES

St. Francis encourages its parents/guardians to be involved through volunteering. There are many opportunities to participate through various parent organizations, which are described in part below. These organizations are run by parents/guardians, with oversight by the school. Their purpose is to promote the general welfare and betterment of St. Francis and its students through organized volunteerism.

All school volunteers must attend Safeguarding God's Children training, a nationally mandated and certified course provided by the Episcopal Church. Classes are offered throughout the year on the school campus at no charge to parents/guardians.

St. Francis expects that all parents/guardians will model excellent behavior for our students and community. Inappropriate behavior by any parent/guardian (whether or not a school volunteer or a participant in a parent organization) that affects the school or St. Francis students can result in a student's separation from the school, as is described in the Enrollment Contract.

More information about parent volunteer opportunities is available through the Advancement Office.

## ART À LA CARTE DOCENTS

Art à la Carte, an innovative program designed to foster the appreciation of historically significant art and architecture, was founded by parents of St. Francis students in 1986. It has since been adopted by a number of schools nationwide. Art à la Carte offers students in kindergarten through eighth grade the opportunity to explore the visual arts from prehistoric through modern times. With trained parent volunteer docents as their guides, students learn about important artists, paintings, sculptures, and architecture, often in a historical context. Students learn to approach art as educated critics, building confidence and inspiring their own creativity. The Art à la Carte curriculum is considered part of the school's standard academic offerings. Art à la Carte docents are considered adjunct faculty and must attend training in the spring and fall.

## NEW FAMILY AMBASSADORS

New Family Ambassadors help welcome and orient new St. Francis families. The program offers entering students and parents/guardians a ready link to vital information resources, promoting fellowship and a smooth transition into our school community.

## PARENT AMBASSADORS

Parent Ambassadors assist prospective parents/guardians through the admissions process. Ambassadors play critical roles in welcoming new students and their friends and family members to campus and in familiarizing prospective families with enrollment procedures, school programs, and opportunities. They are available to answer questions, conduct tours, and assist in hosting a variety of admissions events throughout the year.

## ST. FRANCIS PARENTS ORGANIZATION

Every St. Francis parent is a member of the St. Francis Parents Organization (SFPO). The purpose of the SFPO is to support the mission of St. Francis by providing meaningful volunteer opportunities for our parent community to uphold the four pillars of Care & Compassion, School Spirit, Teacher Appreciation, and Community Building across all four divisions (Primary School through Upper School). Opportunities include those specific to athletics, fine arts, communications, community-building activities, special events, and teacher appreciation, as well as those to support general administrative needs of the school. Friends of Fine Arts, Athletics Booster Club, and Dad’s Club are all SFPO committees.

## TEACHER GIFTS AND CELEBRATIONS

We ask that school families refrain from giving gifts to faculty and staff, including soliciting money for teacher gifts or birthdays. We encourage families, instead, to contribute to the St. Francis Parents Organization’s Faculty/Staff Gift Collection. Twice a year, funds from this donation go directly to faculty and staff as a cash gift. This allows any family, regardless of resources, to show their appreciation while maintaining equity for our hardworking teachers and employees.

Please note that during Teacher Appreciation Luncheons, faculty and staff members (and not parents/guardians) monitor students in the Dining Hall.

## CHARITABLE OPPORTUNITIES

**All fundraising and the solicitation of money and gifts (regardless of the amount) must be approved by the Head of Institutional Advancement, who then makes a recommendation to the Head of School for final approval.**

Like most private schools and universities, St. Francis Episcopal School depends on the generosity of parents/guardians and friends to provide funds not otherwise available through tuition and investments.

St. Francis and its students benefit from donor gifts in several areas. In addition, donors can make gifts-in-kind and other contributions that are earmarked for special projects.

Donors will receive an official gift receipt for tax purposes. All gifts to St. Francis are tax-deductible to the full extent allowed by law; for more information, parents/guardians should consult their own tax professional.

For more information about charitable opportunities, please contact the Head of Institutional Advancement.

## CAPITAL CAMPAIGNS

Capital campaigns support the vision of the school as it moves forward. These campaigns help us expand and maintain our campuses, facilities, programs, and curriculum so that we may remain at the forefront of faith-based education.

## ENDOWMENT

Endowment gifts are invested in a fund that provides revenue to augment the operating budget and support capital projects as needed.

## GALA AND AUCTION

The St. Francis Gala and Auction is a hugely popular biennial event. It provides our community with an evening of fun and dancing—plus the opportunity to bid on various auction items. Gala proceeds fund emerging opportunities and unforeseen needs of greatest priority based on recommendations from the divisions, administrators, and the greater St. Francis community.

## ONE COMMUNITY FUND

Established jointly by the St. Francis Episcopal Church Vestry and the St. Francis Episcopal School Board of Trustees, the One Community Fund offers financial support for expenditures that benefit both the church and the school. The fund supports landscaping projects, improved security measures, staffing expenses, and many infrastructure improvements that are vital to the growth of our school and church community. Funding for the initiative is provided by the St. Francis Festival Day, which is held each spring.

## THE ST. FRANCIS FUND

The St. Francis Fund is the most important year-to-year fundraising initiative at the school, providing us with unrestricted funds for operating expenses that support our faculty and students. St. Francis relies on tax-deductible gifts to the St. Francis Fund to fulfill the school's mission.

## SARAH W. WOOLRICH FUND FOR FACULTY

This award, named in honor of the first full-time principal of St. Francis, allows the Head of School to recruit and retain excellent teachers by providing out-of-the-ordinary learning opportunities for faculty and staff. Award winners bring the information or techniques they gain back to the school for implementation in the classroom or on campus so that the entire St. Francis community benefits.

## SPORTING CLAYS CLASSIC

The annual Sporting Clays Classic benefits the Patrick Nicosia CARE Fund, which provides cultural, academic, and recreational enrichment (CARE) for St. Francis students who otherwise may not be able to participate. The fund was established in 2013 in memory of Patrick Nicosia, a passionate volunteer whose dedication to providing our students with the finest enrichment opportunities was a true inspiration to our community.

## SFPO FACULTY/STAFF GIFT COLLECTION

Twice a year, funds from this donation go directly to faculty and staff as a cash gift. This allows any family, regardless of resources, to show their appreciation while maintaining equity for our hardworking teachers and employees.

## MEDIA RELEASE—PHOTOS AND IMAGES

Parent/guardian agrees to allow his or her student's name, photograph, voice, image, and information to be used by the school, and those acting with the school's permission, for use in the school's publications, promotional materials, website, and social media accounts, without compensation and without prior notice. Parent/guardian agrees to allow the student to be interviewed by the media on campus or at school-related events. Parent/guardian also consents to the recording and distribution or live streaming of the student's voice, image, and video in instruction or presentations as may be deemed appropriate in the school's discretion. Parent releases and holds the school harmless from any liability stemming from the use of the student's name, photograph, voice, video, image, or information.

If you do not want your student's voices and images recorded in the event of remote learning, we are relying on parents to take steps with their computer or the spacing of the child to the computer to block their child's image from being recorded. If you do not want your student's voice to be recorded, we would similarly ask that you instruct your child not to verbally participate and advise the teacher of such instruction.

There may be times when teachers are having one-to-one video conferencing or digital communications with students, and the school is relying on parents to monitor these from their end, as they are in the best position to do so. Please contact your child's division head if you have any concerns about any interaction.

## PROHIBITION ON SHARING INFORMATION

The school prohibits screenshots, photos, audio/video recordings, and distribution of any virtual educational experiences. This is in order to protect privacy, prevent cyberbullying, and reduce distribution of content from virtual educational experiences.

Parents/guardians and other household members who normally are not privy to day-to-day classroom activities agree to respect and keep confidential any personal or private information inadvertently discovered about other students due to their proximity to virtual education.



## SCHOOL COMMUNICATIONS

The appropriate division head must approve all information sent home by St. Francis. To keep paperwork to a minimum, it is the expectation that the majority of the information sent to parents/guardians will appear in Seesaw and in *Wolf Watch*. Rarely does St. Francis approve the use of flyers.

St. Francis does not provide email lists to parents/guardians or other groups. Should a parent/guardian desire to send a school-related email to a group, the sender must contact the appropriate division office. School email lists are to be used for school-related business only.

St. Francis strongly encourages the inclusion of all-school and division-specific news in *Wolf Watch*. However, under certain circumstances, St. Francis may decide to send out a single-subject email. Factors in deciding whether to send an email include the urgency of the information, the number of grade levels affected, whether parents/guardians need to take action, and other means of communication being used. Parent groups requesting a single-subject email to address unforeseen circumstances should contact the Director of Communications and Marketing at least 48 hours prior to the requested delivery date; however, whether the information is sent out via single-subject email or is saved for that week's *Wolf Watch* is at the discretion of St. Francis. St. Francis reserves the right to send out publications and information in a manner of its own choosing to the audience of its own choosing or to refrain altogether from sending out any particular message in its publications and communications. Communication with the St. Francis community is at the sole discretion of the school.

Grade level–specific information should be sent out via the division office.

## PUBLICATIONS

St. Francis sends out a variety of regular school publications and correspondence. As of July 1, 2018, St. Francis uses the following methods of regular communication with the St. Francis community:

- *Wolf Watch* weekly e-newsletters contain information pertinent to the entire school community, as well as information specific to each division and details about events at St. Francis Episcopal Church. These e-newsletters are published on St. Francis's website every Sunday throughout the school year, except during holidays. Members of the school community receive the link to that week's *Wolf Watch* via text and/or email, depending on their designated communications preferences. The e-newsletter may also be accessed directly in the Life at SFES section of St. Francis's website.
- Weekly folders provide a way for faculty to send communications home to the parents/guardians of Primary School students.
- The *Annual Report* provides a list of donors, as well as information about the financial status of the school.
- Dining Hall menus and calendars—including the general school calendar, division calendars, and sports calendars—can be found on the school's Parent Portal.
- In addition to these main methods of communication, other materials are sent throughout the year.

## SCHOOL WEBSITE—WWW.STFRANCISHOUSTON.ORG

St. Francis hosts a website at [www.StFrancisHouston.org](http://www.StFrancisHouston.org). Current school, sports, lunch, and division calendars are available exclusively on the website's Parent Portal. The school's website is used solely for school communication.

St. Francis relies on email and the website as its primary modes of communication with parents/guardians. Please make sure that the school has your correct contact information at all times.

## POSTING INFORMATION ON CAMPUS

With the **prior approval** of the Communications Department, 713.458.6328, posters publicizing school events may be placed on easels on Main Street (People Place and the Robert E. Gay Foyer). To keep our campus neat, information may not be posted on doors or windows. Posters or flyers must be approved by the Communications Department. Unauthorized materials will be removed without notification.

## ADVERTISING

St. Francis does not use its campus or communications to promote or support programs other than school programs or programs affiliated with the school, nor is it able to promote any specific businesses or services. St. Francis intends to be neutral politically. No signs, advertisements, or propaganda promoting an outside business, ideology, or public candidate are allowed to be distributed on campus or through school communications or to be displayed in classrooms. Additionally, no solicitation is allowed at school events.

## CHANGE OF CONTACT INFORMATION

Parents should report changes of physical/mailling address, telephone number, and email address to the school via our online student information system.

To update your contact information online:

- Log in to the Parent Portal via the school's website with your assigned username and password. If you have misplaced your login information, contact [Technology@StFrancisHouston.org](mailto:Technology@StFrancisHouston.org) for assistance.
- Click on "My Household."
- Click on "Update Family Profile."

## SCHOOL DIRECTORY AND EMAIL LIST POLICY

St. Francis provides an online school directory to facilitate communication among members of the community. The use of the online directory is restricted to non-commercial, private use, and the information it provides should never be used to solicit business, defame an individual or group, promote a personal agenda, or influence a political position. Use of the online directory for these purposes is strictly prohibited and may result in consequences up to and including separation from the school, consistent with the other provisions of this Handbook. Further, St. Francis reserves the right to notify law enforcement officials. Any delay in response shall not be deemed a waiver, and the school reserves the right to respond in the manner it deems most appropriate.

## NOTIFICATION OF SCHOOL CLOSING

Normally, if Spring Branch Independent School District closes due to a weather event or other unsafe conditions, St. Francis will close as well. In special cases, St. Francis may choose to close when Spring Branch remains open. Faculty and parents/guardians are urged to exercise their own judgment about the safety of conditions in their areas when determining whether to attempt to drive to school.

## RETURNING PHONE CALLS AND EMAILS

The St. Francis policy is that phone calls and emails will be acknowledged within 24 hours or one school day. (Example: Friday afternoon's message must receive a response by Monday afternoon.) Keep in mind that faculty and staff are teaching and working with students the majority of the day, and seldom have time to check their email and voicemail until after students have gone home in the afternoon.

The exception to this policy occurs when the school is closed on holidays. In these instances, phone calls and emails will be returned within 24 hours after St. Francis resumes its regular office hours. If parents/guardians need a more immediate response, they are encouraged to call the division office and speak with the office manager to help route their call.

## FAMILY AND SCHOOL RELATIONSHIP

To foster the positive spirit within each student, St. Francis believes that a supportive relationship must exist between the family and the school.

Because a positive relationship is so important, St. Francis will not tolerate parental action that interferes with the rights of others, conduct that subverts the order and discipline of St. Francis, behavior that disregards school rules and school decisions, disrespect of school employees, defamation of the school, or repeated disruptive or uncooperative behavior.

Parents/guardians are expected to support school decisions. Parental behavior deemed inappropriate or defamatory may result in separation from the school. The Head of School is the sole individual who may require a family to separate from St. Francis.

The guidelines for parent-school relationships are outlined below.

- Parents/guardians are responsible for understanding, accepting, and supporting the mission, direction, and decisions of the school.
- Parents/guardians and guests (including non-school children) are to *sign in and out* of the administrative office and wear name badges supplied by St. Francis while visiting either the Piney Point or Couper Campus. Parents and guests are asked to support the school's security efforts by presenting their driver's license at either campus's main entrance on their first visit. They are also asked to only enter and exit through the campus's main entrance.
- Pets from home (except guide animals and pets that are part of a planned classroom experience) are not allowed in the building.
- St. Francis expects parents/guardians to be courteous and polite and to treat others with dignity and respect.
- Parents are expected to follow and model all school safety rules.
- St. Francis values input, suggestions, and constructive comments from parents/guardians; however, the direction of St. Francis rests with the Board of Trustees and the Head of School.
- Encouraging or allowing serious student misbehavior off campus is considered to be a violation of the parent/school agreement.

- Parents are expected to monitor their student's home usage of the Internet, cell phones, and electronic devices for the purpose of keeping student harassment away from our community and our students.
- Parents may not publicly embarrass or defame a student, family, or school employee, either verbally or in writing.
- Any other parental action that, in the estimation of the school, seriously interferes with its ability to accomplish its educational purposes may also result in separation.

## **PARENT ABSENCE**

If parents/guardians are going to be away from home so that another adult will be left in charge of their child, they must ensure that at least two non-parental emergency contacts are on file with the school. Before leaving, they should notify the division office and provide the name of the adult left in charge as well as phone numbers where both they and the adult in charge can be reached. If the parent/guardian will be unavailable, the parent/guardian must leave information with the school allowing the adult in charge to act in the parent's/guardian's place with regard to emergencies and educational decisions.

## **CUSTODIAL DOCUMENTS**

When parents/guardians are separated or divorced, the school requires that parents/guardians file with the division office the most recent court orders specifying access to the student, student records, and school officials, as well as possession and visitation. The school's copy must contain the judge's signature and the date signed. A parent/guardian must give the division office a copy of any special legal considerations that affect the student. St. Francis will follow the information on the Authorization Form for Student Release unless other information is provided.

The school has no ability to monitor custody arrangements of separated or divorced parents/guardians and asks that both parents/guardians work together in the best interests of their child without involving the school in the role of intermediary.

School communications will be sent to both parents unless the court order says otherwise.

## **PARENTAL RESPONSIBILITY FOR DAMAGE TO PROPERTY OR EQUIPMENT**

The parents/guardians of St. Francis students are responsible for the repair and/or replacement costs of any and all property or equipment damaged or destroyed by their child including, but not limited to, buildings, furniture, athletics equipment, computer equipment, software, audio-visual equipment, textbooks, or any other school property. For replacement charges, see the division office or the Business Office.

Student records such as report cards will be held until the responsibility is fulfilled. In some cases, parents may be asked to keep their child home until their financial responsibility is fulfilled.

## SECTION V: PRIMARY SCHOOL LIFE

### PRIMARY SCHOOL ADMINISTRATION

The Primary School has a division head, an assistant head, and an office manager. The division head makes the final decisions for the division. The assistant head works with curriculum and student discipline. The office manager serves the entire division. If you have a question, always contact the office manager first. They will be able to answer your question or direct you to the proper person.

### SCHOOL LIFE

#### PRIMARY SCHOOL (PRE-PRIMARY–PRIMARY II)

Ages two through five are critical for the development of language, social-emotional growth, and problem-solving capabilities. The Primary School program at St. Francis is designed to meet these needs by offering a developmentally appropriate curriculum based on a Reggio-inspired approach that stimulates growth in the areas of cognitive, social, emotional, physical, and spiritual development. Through constructive exploration, the emergent curriculum provides students with opportunities for positive social and emotional interaction; the development of respect and compassion, creative expression, decision-making, responsibility, and safe risk-taking; practice in reason and logical thinking; and increased independence.

We have an enriched curriculum that is planned, implemented, and continually revised by degreed professionals who have the knowledge and skills to create and supervise an excellent, research-based, developmentally appropriate program.

#### CAMPUS HOURS

Monday through Friday, from August through May, hours for the Couper Campus are 7:00 a.m.–6:00 p.m. Staff and faculty are available (with the exception of those who provide before- or after-school care) from 7:30 a.m.–3:45 p.m.

#### CARPOOL

#### GENERAL RULES

We ask for your support in making carpool a safe time on our campus. Carpool instructions and maps for the 2022–23 school year can be found in the Parent Portal under “Division Resources.” Parents must follow these procedures and ensure that any individual who picks up his or her child on our campus knows and follows these procedures.

**St. Francis does not allow transportation services to deliver or pick up students during carpool.**

Parents/guardians must adhere to the following procedures at all times:

- Stay in your car and allow the unloader/loader to assist with your child, who should only exit the car when assisted by a teacher;
- Ensure your child is ready to exit the car upon arrival at unloading zones;
- Move your car to the most forward position, not the one closest to the entrance, and avoid gaps in the line;
- Refrain from walking your child into the building in the morning or from parking your car and entering the building at the end of the day to wait for them (having parents/guardians in the building before or after school causes congestion and compromises the safety of our students);
- Display the carpool card issued by the school;
- Refrain from cell phone use during carpool;
- Use the proper legal child restraints at all times when your car is on campus;
- Place your student’s car seat in the rear seat on the passenger side so that the child enters and exits the car door closest to the building (this prevents children from walking between cars);
- Comply with the 10 mph speed limit while on campus;
- Never leave your car unattended with the motor running;
- Do not park in a faculty parking space, even briefly, between the hours of 7:00 a.m.–4:30 p.m.;
- Absolutely never hire or use a personal limousine or party bus to deliver students to school OR pick them up from school; and

- Do not gather students while on school property for a private party.

## ARRIVING AT SCHOOL

- Primary School classes begin at 8:15 a.m., and Primary School morning carpool begins at 7:45 a.m. Limited adult supervision is available starting at 7:00 a.m. Under no circumstances may parents/guardians drop off their students before 7:00 a.m.
- If Primary School students arrive between 7:00 and 7:40 a.m., they must be walked to their appropriate cottage for Early Bird care. To arrange for Early Bird care, parents/guardians must contact the Primary School Office Manager at least 24 hours in advance at 713.458.6166.
- If students arrive between 7:45 and 8:15 a.m., they will participate in carpool and must be dropped off at their designated cottages.

## PICKING UP FROM SCHOOL

- **Afternoon Dismissal:** Carpool begins at 2:30 p.m. and ends at 3:00 p.m. Students who need to be checked out before 2:30 p.m. dismissal must be checked out at the Primary School front desk by 2:15 p.m.
- **Transportation Changes:** If a student must be picked up early, the division office should be notified by phone at least 30 minutes before dismissal. Transportation changes cannot be guaranteed if called in later than 30 minutes prior to dismissal. If transportation arrangements are changed, the parent/guardian should notify the St. Francis teacher by sending a written note pinned securely to the outside of the school bag or clipped inside the school folder, or by notifying the division office at 713.458.6166. Anyone who arrives to pick up a child without the child's assigned carpool tag will be asked to provide a driver's license, and the parent/guardian will be called for verification, even if the parent/guardian calls ahead of time. Students may not leave with an unauthorized person.
- **Explore and Extend After-School Care:** After 3:00 p.m., a teacher will walk any students not picked up in carpool to the appropriate Explore and Extend After-School Care location. Once a student has been signed into Explore and Extend, a parent/guardian or authorized person must sign them out of after-school care. Regular fees will apply.
- There is no carpool line for Explore and Extend After-School Care. Adults picking up a student in Explore and Extend should park and walk up to the designated pickup location. All students must be signed out of after-school care by an approved adult.

## STUDENT HEALTH RECORDS

The Texas Department of State Health Services mandates that schools must maintain a health record for each student. St. Francis uses the Magnus Health system for this purpose and must have an up-to-date health record on file for each student before he or she will be allowed to attend classes. **Students whose health record is not current on the first day of school will not be allowed to attend school.**

## ATTENDANCE POLICY

### ABSENCES AND TARDIES

Absences may be excused for illness, injury, or medical appointments that cannot be scheduled outside of school hours; death in the family; or religious holidays. Failure to notify the division office of an absence may result in the classification of the absence as unexcused. *Excused absences are counted in the absence total.*

If the absence is due to a contagious condition or disease, the student must be officially released from the attending medical provider by providing the school with a release note signed by the attending medical provider.

If the absence from class is due to a doctor or dentist appointment, the parent should present a note signed by the attending doctor to the division office upon return to school.

**The school has the sole discretion whether to classify absences as excused or unexcused.**

- Being present at school is paramount to a student's success. Learning begins the minute students arrive at St. Francis, and many gaps can be created by being absent from or perpetually tardy to school. Make every effort to schedule appointments after school or during non-academic times. If a child is ill, please do not send them to school.
- After ten absences, tardies, or early checkouts have accumulated on the student's record, the student's parent/guardian will receive a phone call from the division administration. After twenty absences, tardies, or early checkouts have accumulated, the student may be placed on Attendance Monitor Status. Excessive absences or tardies may result in disciplinary action up to and including separation from the school.

- Arrival after 11:00 a.m. is considered absent, and arrival after 8:15 a.m. is considered tardy. Checking a student out before the dismissal time is considered early checkout.

**REPORTING ATTENDANCE**

Parents are to call or email the division office and their child’s teacher to report the following: absences, late arrivals, and the time of day a parent/guardian plans to pick the student up for early dismissal. Parents are asked to call or email the night before when possible and leave a voicemail message if the school is closed.

Primary School                      713.458.6166

**COMMUNICATING WITH THE DIVISION OFFICE**

**Reporting Significant Family Events:** Parents are encouraged to contact their division’s office manager about family events such as a new baby in the family, a death or illness in the family, the death of a pet, separation or divorce, or other significant changes at home. When faculty members are aware of circumstances that may be affecting a student at school, they are better able to understand and assist the student.

**Family Trips:** The school calendar provides a generous vacation schedule. Therefore, we strongly encourage the planning of family trips that will not result in students missing school.

**Delivery of Items to School:** When clothing or other items are delivered to the Primary School Office, the classroom teacher will be notified to pick up the items.

**Signing Students In—Tardies:** Primary School students tardy to school will check in at the front desk and will be walked directly to their classroom.

All students late to school due to medical appointments must bring a note signed by the doctor.

**Signing Students Out—Dismissals:** Students will be released to parents/guardians and authorized adults who are listed on the Authorization Form for Student Release. If an authorized adult is not listed on the Authorization Form for Student Release, the **parent/guardian must call** the division office and send a note verifying the dismissal before the student will be released. A family may incur fees, such as those for Explore and Extend After-School Care, due to a parent’s failure to arrange appropriate transportation.

Parents/authorized adults sign out students in the division office. In order to avoid disruption to carpool, early student sign-out (for things such as doctor’s appointments, etc.) must take place prior to 2:15 p.m. When a student needs to be dismissed early from school, advance notice and direct communication from the parent/guardian to the classroom teacher is appreciated so the teacher and student may be prepared when the parent/guardian arrives.

**NOTE:** If a student must be picked up early, the division office should be notified at least 30 minutes before dismissal. Transportation changes cannot be guaranteed if called in fewer than 30 minutes before dismissal.

**PROPER LINES OF COMMUNICATION**

St. Francis expects parents/guardians to practice positive problem-solving strategies involving school concerns. The proper lines of communication are as follows:

<b>Academics</b>	<ol style="list-style-type: none"> <li>1. Teacher</li> <li>2. Assistant Head of Primary School</li> <li>3. Head of Primary School</li> </ol>
<b>Behavioral Concerns (Social and/or Disciplinary)</b>	<ol style="list-style-type: none"> <li>1. Teacher</li> <li>2. Assistant Head of Primary School</li> <li>3. Head of Primary School</li> </ol>
<b>Explore and Extend After-School Care, Explore and Extend Enrichment Classes, School of Music, St. Francis Reading Program, and Summer Programs</b>	<ol style="list-style-type: none"> <li>1. Teacher/Instructor</li> <li>2. Director of Explore and Extend</li> <li>3. Head of Primary School</li> </ol>

<p><b>Parent Volunteers: Except Parent Ambassadors and New Family Ambassadors</b></p>	<ol style="list-style-type: none"> <li>1. Chair of the Organization (Art à la Carte, SFPO, Booster Clubs, etc.)</li> <li>2. Director of Alumni &amp; Parent Relations</li> <li>3. Head of School</li> </ol>
<p><b>Parent Volunteers: Parent Ambassadors and New Family Ambassadors</b></p>	<ol style="list-style-type: none"> <li>1. Chair of the SFPO and New Family Ambassadors</li> <li>2. Head of Admissions and Enrollment Management</li> <li>3. Head of School</li> </ol>

## DINING

Pre-Primary, Primary I, and Primary II students dine at 11:00 a.m. in their age-level dining hall or other areas designated by the classroom teacher. The school provides healthy and nutritious lunches in the Primary School, the cost of which is included in tuition. All classes within each age level eat together at the assigned time. Due to limited space, parents/guardians may not be accommodated unless invited for a student's birthday lunch in Primary II.

## DINING PROCEDURES

St. Francis seeks to teach students to eat properly, in a healthful way, while displaying appropriate table manners. Our Primary School lunch program is designed to provide a healthy meal each day. Parents/guardians are asked to support the school's efforts to provide healthy meals for students and encourage their child to try new foods.

The following guidelines will help make dining pleasant:

- All eating and drinking will be confined to the Dining Hall or designated areas, unless otherwise noted as part of a scheduled event.
- Students and faculty say grace together.
- Students clean their places at the tables and discard trash.
- After eating, students remain at the table until dismissed by the faculty.
- Students keep noise to a moderate level, observe proper table manners, and conduct themselves appropriately.

## FOOD ALLERGIES/DIETARY RESTRICTIONS

St. Francis respects a family's wishes for their student to avoid certain foods for medical, religious, or other reasons. If the student has a food allergy, talk to the Primary School Office Manager and the school nurse to provide the school with instructions from the student's medical provider. Parents of students enrolled in after-school programs must make this information available to the Director of Explore and Extend. The school cannot guarantee that all requests to provide specific diets will be accommodated, and school-provided dietary accommodations will be at the school's discretion. Parents may also send appropriate, balanced, safe meals and snacks with their students, if necessary. Refrigeration and/or heating devices will not be available to students.

## SCHOOL SNACKS

**Primary School:** Parents/guardians will provide two snacks per day for their child. In order to help maintain a safe classroom environment, students may not share snacks from home. **Please do not send anything with nuts or nut butters** (some children have severe allergic reactions) or fruit roll-ups (choking hazard). Your child's teacher will contact you regarding any additional food limitations and directions. The snacks should be nutritious and easy to serve. Please include napkins. Students will drink from their water bottles during snack.

**After-School Programs:** Explore and Extend provides snacks each day. Students may bring their own snacks for after-school activities, but the snack **must not contain any nuts or nut butters**, and candy may not be eaten in Explore and Extend After-School Care. No sodas are permitted during Explore and Extend After-School Care. In order to help maintain a safe environment, students may not share food from home.

## LOST AND FOUND

With more than 200 students on our Couper Campus, it is easy to have a large pile of lost and found items. Please help our school and your family by labeling *everything!*

Misplaced articles of clothing and other personal items are turned in to the Primary School Office or taken directly to the lost and found area in the Primary School administration building. Anything of value is taken to the main school office, and every effort is made to find the rightful owner. Please contact the Primary School Office Manager for access to the Primary School lost and found.

Approximately once a month, unclaimed clothing is donated to the St. Francis Parents Organization uniform resale or given to charity.

## STUDENT PARTIES AND CELEBRATIONS

### BIRTHDAYS

Primary School welcomes the opportunity to celebrate a student's birthday. The student may bring pennies (for example, five pennies for five years) in a baggie for the outreach project during the chapel closest to the student's birthday. The student will come forward with his or her parents/guardians during the service and receive a special birthday blessing. If your child has a summer birthday, the teacher will assign a chapel day for the celebration. Parents may not send birthday refreshments, party invitations, goodie bags, balloons, floral arrangements, or gifts to school. Photos may not be taken during chapel.

### CLASS PARTIES

**Parents/guardians attending parties and special events are asked to please not bring siblings or additional children.** The focus should be on the Primary School students. Parents/guardians may become distracted when attending to the needs of other children. Primary School parties are held in the class areas during school hours.

### SPIRIT OF INCLUSIVENESS

St. Francis encourages parents/guardians to be aware that sponsoring parties that exclude students in the class is hurtful to the excluded students and detrimental to the development of community spirit. Excluding classmates from an invitation list also counters what we teach our students about being "people for others." St. Francis relies on parents/guardians to guide their children when making party lists. It is suggested that if your student is considering inviting half or more of the boys/girls in the class, the invitation should be for **all girls, all boys, or for the whole class.**

### PERSONAL PARTIES

St. Francis does not permit personal parties in the classrooms for students. **Students may not distribute invitations or exchange gifts in the classrooms or on St. Francis grounds,** including in the after-school program. Please do not gather students for a party while still at school unless everyone in the grade level is invited. (See "Spirit of Inclusiveness," above.)

St. Francis is not able to intervene if behavior issues occur at personal parties, although behavior that brings disfavor to St. Francis could result in separation from the school. Make arrangements for group pickups off campus, since limousines or party buses are not allowed on campus. Parents are encouraged to communicate with each other regarding any event problems or issues.

### GOODIE BAG AND TREAT POLICY

Primary School students may not give gifts, goodie bags, or treats for any occasion. Students may have food allergies, and gifts of candy and cookies could pose a serious health hazard. In addition, small toys and trinkets in goodie bags can easily become a choking risk. Therefore, goodie bags and gifts—as well as cupcakes, cookies, and other treats—are not allowed. For Valentine's Day parties, cards without candy are preferred; however, if a card has candy attached, the candy will not be consumed at school and will be sent home.

## TOILET LEARNING

In the Pre-Primary program, teachers work with parents/guardians on toilet training their child.

All Primary I and Primary II students must be toilet trained and capable of handling their own bathroom needs on the first day of school. Accordingly, these grade levels do not have facilities for diaper changing. Students who have toileting accidents at school may necessitate a parent or guardian being called to come to school to change them.



## TOYS AT SCHOOL

Toys brought to school from home can be distracting to students during the school day. Students may not bring toys, stickers, backpack key chains, or any other items deemed by the teacher to be distracting. The exception to this rule is a lovey or stuffed animal for nap time. Any nap time stuffed animal must easily fit inside the blue St. Francis student tote bag. Failure to abide by this policy may result in the toy or personal item being set aside. At the conclusion of the day, parents/guardians will be asked to pick up toys that have been set aside.

## SUNSCREEN AND INSECT REPELLENT

Sunscreen and insect repellent, if needed, should be applied at home before your student arrives at school.

## CHAPEL, OUTREACH, AND SERVICE

### PRIMARY SCHOOL CHAPEL

In Primary School, students gather for chapel twice a week. These chapels are particularly enthusiastic and joyful! Students participate in a number of ways, including carrying the cross, the Bible, candles, and the program basket, and contributing songs, drama, dance, and art. Teachers supplement and complement the lessons from chapel in their classrooms. Parents/guardians will be notified by the teacher when their child's class is making a special presentation. A special chapel tradition is "birthday pennies." On the chapel day closest to their birthday, students bring pennies that equal their number of years of age. Students are recognized in chapel, and later these pennies are donated to a child-centered charity. Parents/guardians and family are invited to attend chapel services on the following days: Tuesdays for Primary I and Wednesdays for Primary II. Chapel attendance for Pre-Primary children and parents/guardians will be communicated by the classroom teacher.

In an effort to maintain the respect and sanctity of chapel worship services and to distinguish chapel from school performances, parents/guardians are asked to model respectful behavior and attire when in chapel. Please wear clothing appropriate for a church service and refrain from bringing food or beverages into the chapel, taking pictures or videos, or speaking on your cell phone during chapel services. Photo opportunities are permitted before and after the service, with permission from the chaplain.

### OUTREACH AND SERVICE

St. Francis provides an atmosphere in which young people can develop character traits that guide their behavior. Integrity, honesty, and respect for other people are essential to the success of any community, and the school strives to be a place where these qualities are fostered. St. Francis' Community Outreach Program consists of gatherings and service projects. By encouraging participation in these opportunities, the school strives to develop in students not only a desire to serve and pride in that service, but also a moral sense of "giving back" and hope for the future.

***The main goals of the Community Outreach Program are as follows:***

- Develop in each student a desire to serve the community and an ability to take pride in that service.
- Encourage a personal pattern of service by developing an ability to organize time and talents.
- Cultivate an awareness of human needs and differences that extend beyond the student's normal classroom or home experiences.
- Develop a moral sense of "giving back."
- Experience "hands-on" outreach to human and environmental needs in the world.
- Develop a hopeful sense of the future.
- Believe that change for the better is possible through individual and group efforts.

## STUDENT LEADERSHIP

### STATEMENT OF PHILOSOPHY

St. Francis believes that effective leadership requires interpersonal skills and competencies that must be learned through experience and practice and through the assessment of successes and failures. Young people can only learn the skills of leadership if they are allowed to exercise leadership in meaningful ways. Faculty members guide students in developing mutual respect, objectivity, empathy, and understanding in order to create a safe place to test their ideas, and students are invited to join teachers in the learning experience.

*St. Francis reserves the right to remove a student from a leadership position or deny a leadership position due to academic, behavior, or attendance considerations, or any other reasons considered sufficient by the faculty.*

## PRIMARY SCHOOL LEADERSHIP

Every student in the Primary School participates in classroom jobs that help encourage responsibility, help the class run smoothly, and provide a sense of ownership of the class. Generally, roles filled by these “class leaders” include the line leader, lunch helper, and prayer helper. However, the classroom teacher and the students collaboratively determine the designated responsibilities and duties for the year.

## SECTION VI: PRIMARY SCHOOL PROGRAM

### FREEDOM OF INQUIRY

Freedom of inquiry by students and faculty is fundamental to the process of learning and acquiring knowledge. St. Francis encourages intellectual inquiry, critical reasoning, analyses, independent thinking, and respect for opposing viewpoints.

### PRIMARY SCHOOL APPROACH TO LEARNING

Research has identified specific skills that our children will need to live and work successfully in our rapidly changing world. These include the ability to ask questions, think critically, solve problems, and work with others. We have identified an approach that teaches these skills through child-initiated projects that require teamwork and problem-solving. Our program is modeled after the early education programs of Reggio Emilia, Italy. Although the Reggio approach is not new, the depth of inquiry and shared responsibility for learning between the child, teacher, and peers make this approach relevant today.

**Students are engaged in the following:**

- Chapel, Bible stories, songs, and prayers;
- Developmentally appropriate academics, including reading readiness, mathematics, science, and social studies;
- Reggio-inspired activities and project work;
- Enrichment classes including Spanish, motor skills, music, drama, and library;
- Exploration of materials;
- Small-group, differentiated instruction;
- Hands-on learning, such as constructing, cooking, and creating;
- Open-ended, process art exploration; and
- Outdoor learning, including free play, nature experiences, and gardening.

### RECESS

All Primary School students are provided a daily recess. Recess is held outside except in the following weather-related instances:

- Thunder, lightning, or precipitation;
- A heat index of 105°F or higher;
- An actual temperature lower than 45°F or a wind chill factor lower than 40°F; or
- When the weather is not appropriate for recess in the estimation of the administrators (for instance, excessive ozone or other hazardous conditions).

### LIBRARY

Students in Primary I and Primary II visit the Primary School Library once a week. Pre-Primary students visit the library on a regular basis. Students in Primary I and Primary II may check out books.

Parents/guardians are always welcome to check out books from the Primary School Library. Both the Primary School Library and the Crum Library and Technology Center on the Piney Point Campus have a Parent Resource Area, with parent education materials available for checkout.

### SCHOOL SUPPLIES

Primary School students are supplied with all necessary materials and equipment. There may, from time to time, be additional fees associated with provided supplies.

A St. Francis school bag is required and provided by the school to new students. The student's name is written on the school bag. Families are asked to keep their school bag during their years in Primary School. Parents may purchase replacement bags from the division office and may be asked to do so if their student's bag is lost or is no longer usable.

## ACADEMIC COMMUNICATION TO PARENTS/GUARDIANS

An important cornerstone of any independent school is effective communication between parents/guardians and teachers. St. Francis considers it a privilege to designate two days each year for the sole purpose of conferencing with parents/guardians on campus, along with other times throughout the year as requested by either parent/guardian or teacher. The purpose of these conferences is to discuss the student's progress, as well as his or her adjustment to the classroom routines. Each official conference day is considered a student holiday.

Faculty at all grade levels use assessment tools such as developmental milestones, benchmarks, work samples, observations, and anecdotal records to track growth and communicate progress to parents/guardians.

## PRIMARY SCHOOL ASSESSMENT (PRE-PRIMARY–PRIMARY II)

Primary School assessments are aligned with developmentally appropriate best practices for young children. Developmental education is based on the premise that children develop at different rates. Mastery is not expected by a certain age or grade level. Primary School faculty members stay in continuous communication with one another and with parents/guardians to promote and monitor each student's progress.

Primary School faculty and parents/guardians officially discuss student adjustment and progress four times a year at the following scheduled conferences:

### 'WELCOME TO THE DEN' CONFERENCE TOPICS

Prior to the start of school, parents/guardians help the teacher get to know their child by sharing the following:

- Strategies for how to help him/her be successful
- Input on strengths and special interests
- Parental goals and aspirations for the student

### FALL CONFERENCE TOPICS

- Adjustment to school
- Portfolio—a meaningful collection of the students' work samples
- Learning Continuum Report—based on grade-level benchmarks, teacher observations, and in-house assessments

### WINTER TELEPHONE CONFERENCE TOPICS

- Student's development to date
- Goals for the second semester

### SPRING CONFERENCE TOPICS

- End-of-year grade-level benchmarks
- Portfolio
- Learning Continuum Report

## PROMOTION

### STUDENT SUITABILITY FOR PROMOTION

St. Francis's primary concern when considering whether to promote a student to the next grade is whether we can offer the educational setting that student needs to excel. Students demonstrating difficulty with academic courses, attendance, and/or behavior may need a different or more specialized educational setting than St. Francis can provide. The division administrators and grade-level faculty will review a student's suitability for the next grade or division and make a decision about whether St. Francis is able to meet the needs of the student.

## PROMOTION REQUIREMENTS

Students are promoted to the next grade level when they have demonstrated mastery of all minimum grade-level academic expectations and have maintained satisfactory conduct and attendance.

Repeated failures in a particular academic area indicate that, in order to reach his or her full academic potential, a student may need a different or more specialized educational setting than St. Francis can provide. Therefore, this lack of demonstrated mastery may result in non-promotion and dismissal.

Likewise, failure to meet expectations in conduct or attendance requirements or in a combination of academic areas may indicate a similar need for a different or more specialized educational setting, and therefore may cause a student to be denied promotion and/or to be dismissed from St. Francis.

Promotion decisions are at the sole discretion of the administration.

Primary School students with birthdays prior to June 1 will not be considered for retention in the division.

## MONITOR STATUS

Primary School students may be placed on **monitor status**, which is an important and formal statement made by the school. Monitor status should not be viewed as a final warning; however, the school reserves the right to determine whether St. Francis is the best school to meet a student's educational needs.

Students may be placed on Academic, Behavior, or Attendance Monitor Status at any time. Students on Behavior or Attendance Monitor Status may be restricted from participating in class trips/field trips and any after-school programs, including Explore and Extend After-School Care and Enrichment Classes. These decisions will be made on a case-by-case basis. Simultaneous monitor status areas or repeated monitor status designations is inconsistent with the school's mission and may result in separation from the school.

## ACADEMIC MONITOR STATUS

Teachers and administrators regularly evaluate the performance of students, both informally in grade-level discussions about students and formally through developmentally appropriate assessment. A student who has persistent difficulties with the academic program may be referred to division administration and placed on Academic Monitor Status at any time during the school year. Students consistently making multiple "needs improvement" marks in academic areas are not considered to be making appropriate academic progress and will be evaluated for placement on Academic Monitor Status by the division administrators. The student will be presented with certain performance goals and a timeline for making the necessary improvements.

In most cases, students who have persistent difficulties with the academic program will not receive an Enrollment Contract from the school for the following year. Students and parents/guardians must keep in mind that continual academic struggles point to a mismatch in the student's abilities and the St. Francis program, and St. Francis faculty are trained to accommodate minimal differences. If allowed to stay, students will be placed on Academic Monitor Status for the following year and may be required to attend a summer program to demonstrate mastery before being promoted to the next grade. The faculty has discretion to determine whether the student effectively demonstrates mastery.

## BEHAVIOR MONITOR STATUS

In general, students who exhibit behavior concerns or poor conduct marks disturb the learning of others and may be asked to withdraw from school. If allowed to stay, they will be placed on Behavior Monitor Status. The division head and/or assistant head will inform the parent(s), and a formal behavioral plan will be put into action.

## ATTENDANCE MONITOR STATUS

Students with chronic attendance problems, regardless of the reason, may be asked to withdraw from school. If allowed to stay, they will be placed on Attendance Monitor Status. Students on Attendance Monitor Status may not be allowed to participate in off-campus trips or attend other extracurricular events as determined by the division head.

## ENDING THE YEAR ON MONITOR STATUS

Students ending the year on monitor status start the new school year under the same status. Following the trimester, a review will be conducted and a determination will be made as to whether the student will stay on monitor status for another trimester, will be removed from monitor status, or will separate from the school. If the condition warrants monitor status beyond two consecutive trimesters, the student may separate from the school at the end of the academic year or before at the discretion of the faculty and the Head of School.

## SCHOOL UNIFORM

When students accept the invitation to come to St. Francis, they agree to wear the proper uniform and to conform to the spirit of proper grooming. Students should maintain a high standard of neatness and cleanliness at all times.

**Any distraction** caused by a student's dress or grooming works against the school's goal to provide an optimal learning environment and will be dealt with as a disciplinary matter that could result in detention or suspension from the school. If a student continues to violate the dress code, it will result in further disciplinary action and/or separation from the school.

### PRE-PRIMARY DRESS CODE

Students in the Pre-Primary program should be dressed in comfortable play clothes. On Fridays, Pre-Primary students may choose to wear St. Francis spirit wear.

- Shorts and pants should have elastic waists. No belts are allowed.
- Students who use the toilet or are learning should not wear clothing that snaps between the legs.
- Girls' dresses should not be too long or full for climbing (no more than two inches below the knee).
- Necklaces can become entangled with playground equipment and may not be worn.
- Students should wear athletic shoes at all times—rubber soles, closed toes, with backs and Velcro closure. Shoes with lights, sounds, or wheels are not allowed. Boots are not permitted.
- All clothing must be labeled with the student's name.

### PRIMARY SCHOOL CHANGE OF CLOTHES

Keep a clearly labeled change of clothes—socks and underwear included—in a plastic bag in your student's bag. In case of an accident, we will use the clean clothes and send home the used clothes in the plastic bag. Parents/guardians should check the change of clothes throughout the school year to ensure that the clothes still fit and are appropriate for the change of seasons.

- Weather permitting, all students are expected to go outside with their classes. Parents/guardians should try to be aware of current weather, and students should be dressed appropriately for it. If there is any doubt, send a coat, sweater, or jacket with the student's name clearly printed on the article of clothing.
- During the year, the division head and faculty notify parents/guardians of Primary School special events. On these days, faculty may ask students to bring or wear something special.
- All clothing and personal items **MUST** be labeled with the student's name. This greatly increases the chance of items being returned to the parents/guardians. In some cases, the school will put the student's name on personal items.

### PRIMARY I AND PRIMARY II DRESS CODE

- For all Primary I and Primary II students, uniforms are worn Monday through Thursday. On Fridays, students may wear either their uniform or St. Francis spirit wear with blue jeans or uniform bottoms (shorts, skorts, or pants).
- All components of the uniform (except socks, shoes, tights, and modesty shorts) must be purchased from DENNIS Uniform. If a parent/guardian questions the appropriateness of purchased shoes or accessory items, he or she should show them to the division office before the student wears them to school.
- All clothing must be labeled with the student's name.
- Exceptions may be made by division administration on a case-by-case basis.

### DRESS CODE FOR GIRLS, PRIMARY I–PRIMARY II

*Appropriateness is defined at the discretion of the Head or Assistant Head of Primary School.*

*Uniform (Required, Monday Through Thursday)*

- Navy polo dress
- Navy modesty shorts for under dresses
- Navy knit shirt with logo (short- or long-sleeved)
- Khaki skirt, shorts, or pants
- Plaid skort

- Socks (white or navy) or white or navy tights (no texture or design)
- Tennis shoes with Velcro if child cannot tie own shoes

*Optional*

- Sweatshirt with St. Francis logo (approved Wolf Wear)
- Navy fleece jacket with St. Francis logo

*Spirit Dress (Fridays Only)*

- St. Francis T-shirt and regular blue jeans or uniform bottoms
- Tennis shoes

**DRESS CODE FOR BOYS, PRIMARY I–PRIMARY II**

*Appropriateness is defined at the discretion of the Head or Assistant Head of Primary School.*

*Uniform (Required, Monday Through Thursday)*

- Khaki shorts or pants
- Navy knit shirt with logo (short- or long-sleeved)
- Socks (white or navy)
- Tennis shoes with Velcro if child cannot tie own shoes

*Optional*

- Sweatshirt with St. Francis logo (approved Wolf Wear)
- Navy fleece jacket with St. Francis logo

*Spirit Dress (Fridays Only)*

- St. Francis spirit wear and regular blue jeans or uniform bottoms
- Tennis shoes

**DRESS CODE DURING SUMMER PROGRAMS**

- No uniforms are required during summer programs. However, students are encouraged to dress comfortably, in clothing that can get messy and that displays appropriate messages for the school environment as determined by school faculty.
- Each student enrolled in the summer program is given a T-shirt. Additional T-shirts may be purchased by contacting the Director of Explore and Extend.
- Shoes should have non-skid soles and have closed toes and backs. No flip-flops, cleats, or heels.
- Shorts should be modest in length.
- Skirts should be no higher than three inches above the knee.
- Students attending a program with a splash or water-exploration day may wear swimsuits. Swimsuits should be modest.

If the faculty determines that a student is out of compliance with the dress code, the student may be asked to change, sent home, or subject to discipline. Solely the school determines compliance with the dress code.

## SECTION VII: PRIMARY SCHOOL STUDENT BEHAVIOR GUIDELINES

Our aim at St. Francis is to encourage and support students in reaching their full potential academically, physically, emotionally, and spiritually. Establishing clear boundaries with kindness and logic helps students understand the benefits of positive choices and behaviors. As students learn and grow, it is natural for some of them to test established boundaries, and we recognize that consistent, predictable expectations and consequences help children feel safe.

This section outlines our expectations for student behavior and the resources we make available to help students achieve a healthy social-emotional life. It also delineates the process we follow to review and address questionable behavior that occurs either on or off campus.

### PHILOSOPHY

According to the school's mission statement, St. Francis, in the Anglican tradition, challenges and motivates students in an academically and spiritually stimulating environment to become imaginative, critical thinkers, and people for others. Developing these traits in children and achieving academic excellence within an engaging, differentiated, safe, and inspiring learning environment is our priority.

- Safety includes the ability to learn from mistakes and to take ownership of the learning process, as well as of individual responsibilities.
- Students should make choices that promote learning, acquisition of knowledge for themselves, and the ability for the teacher to teach.
- Teaching self-discipline assists in creating individuals who are respectful, resilient, self-sufficient, and internally motivated. Self-discipline and self-management are expected of each student and are keys to every student's success. St. Francis is committed to supporting the home in teaching children self-control, respect for others, and good manners.
- Students will observe the specific guidelines established at the beginning of the school year by both faculty and students. Students who do not comply consistently with the guidelines will be assisted by several courses of action, depending on the student and situation. All consequences will be respectful, relevant, and realistic.

### PRIMARY SCHOOL HONOR CODE

In Primary School, students learn the St. Francis Way:

- *Listen carefully to teachers and friends.*
- *Be kind to others.*
- *Be safe.*
- *Take care of our school.*

If a student is unable to demonstrate self-controlled behavior, a brief time away from the activity may be necessary.

If a student is still unable to gain control, the parent/guardian may be contacted and the student may be removed from the classroom.

If one-on-one attention is necessary, the school may require the student to be temporarily removed from campus.

Repeated behavioral concerns may result in separation from the school. These disciplinary measures may or may not be applied in the order listed above, based on factors including, but not limited to, the severity of the issue, the safety of the student and fellow students, occurrences of behavioral issues, and actions taken by the parents/guardians.

### PRIMARY SCHOOL GUIDANCE

Through positive guidance and student-focused discipline, St. Francis reinforces positive attitudes and behavior patterns that benefit our students throughout their lives. Positive guidance and student-focused discipline are used to help the individual student develop self-control, acceptable behavior, responsibility, and respect for the rights of others. Positive guidance and student-focused discipline are used as instructional tools and should not be viewed as punishment. Primary School faculty will typically apply the following guidance techniques:

- Give notice before transitions.
- Use redirection.
- Teach social interaction skills.



- Allow children to have choices.
- Have a regular routine.
- Practice consistency.
- Use affirmative statements.
- When giving directions, bend to the child’s level, make eye contact, speak quietly, and ask the child to repeat the directions.
- Use logical and developmentally appropriate consequences.

If a student is unable to demonstrate self-controlled behavior, a brief time-out may be issued if other measures do not work. If a student is still unable to gain control, the parent/guardian may be contacted and the student may be removed from the classroom. If a student needs one-on-one attention, the school may require the student to be temporarily removed from campus for safety’s sake. Repeated uncontrollable behavior may result in separation from the school. These guidance measures may or may not be applied in the order provided based on factors including, but not limited to, severity of the incident, safety of the student and fellow students, occurrences of inappropriate behavior, and actions taken by the parents/guardians.

## BITING

Biting is a typical behavior often seen in two-year-olds. When children bite, it may be because they do not have the words or social skills needed to express their thoughts and feelings. Many children bite out of frustration in various situations or because they feel powerless. Biting may be a way of seeking out a reaction or attention from others. Children feel the stress of new or difficult situations as strongly as adults, but they may not have the maturity or social skills to communicate.

When a child bites, the following steps will be taken to support the child who bit and the child who was bitten:

- The child who was bitten is comforted first.
- The child who has bitten will be taken aside for a talk. The talk will be simple and brief, and the child will be reminded of positive ways to use their teeth and to communicate with others.
- Both sets of parents/guardians will be called. The name of the other child involved will not be shared with either parent.
- If the biting is repeated a second time, the child will be briefly removed from the group while the teacher talks to the child. Again, both sets of parents/guardians will be called.
- If there is a third incident of biting within the same six-month period, the parents/guardians of the child who has bitten will be called to come and get their child. Until the parents/guardians arrive, the child will be kept separated from the group and will be offered quiet activities. We do ask that the child be picked up promptly. It helps the child to understand that their teachers and their parents/guardians are working together.
- Parents/guardians will be asked to pick up a student who bites more than twice in the same day.

## REPORTING HARASSMENT

A student who has been harassed or bullied in any way is encouraged to share the experience with an employee at St. Francis or with a trusted adult, including a parent, who will report the incident to St. Francis.

If an adult experiences harassment, he or she should report the incident directly to the Head of School.

## DRUGS, ALCOHOL, TOBACCO, AND WEAPONS

St. Francis has clear policies on the use and possession of drugs, alcohol, weapons, and tobacco products. It is essential that every student, family member, parent, and other person involved in the school community understand the following:

- The use, sale, and possession of drugs and/or alcohol on campus, on the surrounding streets, or on any school bus or at any school function including school-sponsored trips—even during vacation time—is prohibited. Attending any school function under the influence of drugs and alcohol is strictly prohibited.
- Smoking and other tobacco use is not permitted on the campus, on the surrounding streets, or on any school bus or at any school function including school-sponsored trips—even during vacation time.
- The possession of drugs by anyone and the purchase of alcohol or tobacco by minors are illegal and against school policy.
- The use, sale, or possession of guns, knives, or weapons of any kind on campus, on any school bus, or at any school function including school-sponsored trips is prohibited.

The school may take immediate and significant action in any case where the safety of students is in jeopardy. The Head of School will, from time to time, take action to ensure school safety and may immediately discipline any students who either are on campus or are attending school-sponsored or school-approved events off campus and are suspected of the following:

- Possession, use, or sale of drugs listed in the current federal Controlled Substances Act;
- Possession of drug paraphernalia;
- Possession, use, or sale of alcohol, tobacco substances, e-cigarettes, or inhalants; or
- Possession, use, or sale of a known weapon including, but not limited to, guns, knives, fireworks, or weapons of any kind.

**General:** Students are prohibited from possessing, using, selling, or purchasing any alcoholic beverages or other mind-altering substances (including synthetic salts or other substances), or possessing drug paraphernalia on or near school property or at school-related activities. "Mind-altering" substances include any type of substance ingested, snorted, smoked, or inserted into one's body that may impact the individual in some way. Such substances include, without limitation, alcohol, legal or illegal substances (including medical marijuana pursuant to a prescription or physician certification), and over-the-counter salts, spices, vapors, incense, or other similar items. Off-premises possession, use, sale, or purchase of mind-altering substances and off-premises alcohol abuse is also prohibited. Smoking and other tobacco use is not permitted on the campus, on the surrounding streets, or on any school bus or at any school function, including school-sponsored trips.

**Testing:** Students may be required to submit to urinalysis drug screens, blood alcohol tests, breathalyzer tests, and/or medical examinations under the following circumstances: (a) when a student is suspected of attending school or school-related activities with intoxicants or mind-altering substances in his or her system; (b) when a student suffers an injury or is involved in an accident while at school; (c) on a periodic or random basis, including but not limited to, in connection with the student's participation in extracurricular activities; or (d) when a student is placed under disciplinary contract and such screenings or examinations are terms of the contract. The presence of alcohol or the presence of any other intoxicants or mind-altering substances in the body is a violation of this policy. Refusal of a student (by the student or the student's parent) to undergo testing or to cooperate fully with any of these tests (including signing consent forms or providing testing results promptly to the school) is also a violation of our policy and will result in expulsion.

This policy does not prohibit the proper use of medication under the direction of a physician, although the use of medical marijuana is prohibited in all circumstances. However, the misuse or abuse of such drugs is prohibited. Students who are taking prescription or nonprescription drugs must notify an administrator in the school office of this fact when they report to school.

**Consequences:** In addition to determining the appropriate disciplinary action pursuant to the school's disciplinary rules, the school reserves the right to impose the following additional or different requirements as appropriate for the circumstances: determination of possible legal action; required professional counseling approved by the administration; removal from all elected or appointed positions of leadership in the school; and required random and/or regularly scheduled drug and/or alcohol testing at a school-approved local clinic or doctor's office for a time period and at intervals to be determined by the school's administration. Refusal of a student (directly or through a parent/guardian) to undergo testing or to cooperate fully with any of these tests is considered a positive result and will result in automatic expulsion.

**Weapons:** Firearms, guns, explosives, knives, and other weapons are prohibited on campus, including in all buildings; on driveways, streets, sidewalks, or walkways; and in parking lots, parking garages, or other parking areas. Guns are also prohibited from being in locked vehicles or trunks while parked or driving on campus. Employees, students, parents, and visitors shall not interfere with normal activities, occupancy, or use of any building or portion of the campus by exhibiting, using, or threatening to exhibit or use a firearm, gun, explosive, knife, or other weapon. Campus security officers may be allowed to be armed on campus.

**Threats:** The school takes all threats seriously, even when students make comments in jest, on the Internet, by text, or away from school toward or about another student, employee, or the school. Students are prohibited from bringing any type of weapon to school or school-sponsored events, including knives, guns (all types), fireworks, etc. This prohibition includes, without limitation, pocketknives (even those that are part of a key chain), firecrackers, matches, lighters, smoke bombs, stink bombs, or any type of explosive device. Any such item may be confiscated and, if appropriate, turned over to law enforcement. Any pictorial depictions of weapons, or verbal or written comments that the administration determines in its discretion appear to be threatening in nature, or any behavior that is threatening, will result in disciplinary consequences.

All members of our community are required to immediately report any comment, posting, text, or other form of communication or information that they receive or learn about that reflects that someone has made a threat toward or about another student, an employee, or the school. If there is any communication or behavior that concerns you, report it to one of the deans or to any administrator.

Threats of violence or acts of violence by a student, employee, parent, or other individual may be reported to law enforcement and any other authorities the school deems appropriate. The school will cooperate with investigations by authorities, and the school may also conduct its own investigation. With respect to such threats or acts by students, the school may report such threats or acts of violence to future schools, camps, athletics programs, and other organizations in which the student participates. The student's transcript or report card may also note the threat or act. In determining whether to report such threats or acts of violence, the school may consider, among other factors, the gravity and nature of the threat or act of violence, the disciplinary history of the individual, academic or work performance, behavioral history, social profile, other information available to the school (i.e., access to weapons, mental health information, family situation, etc.), and/or the outcome of any investigations.

## AFTER-SCHOOL PROGRAMS

The same disciplinary expectations for students during the normal school day also apply to students during after-school programs, summer programs, school-sponsored activities, or school-sponsored trips. Rules that apply to the students in their school's division continue to apply to them while at other school-sponsored events. Any disciplinary issues that occur at after-school programs, summer programs, and school-sponsored activities will be jointly handled by the director of that program and the appropriate division administration. In addition, the following discipline guidance applies:

- Students on off-campus or in-school suspension may not participate in after-school programs of any kind during the period of the suspension.
- Students on monitor status may be restricted from participating in all after-school programs. Such decisions will be decided on a case-by-case basis.
- Students will adhere to the school’s standard of conduct with after-school programs. If a student is unable to do so, he or she may be prohibited from participating in after-school programs either temporarily or permanently.
- Students whose conduct warrants immediate dismissal from the programs will wait in the director’s office until their parents/guardians arrive.
- Students arriving to school after 11:00 a.m. are considered absent for the day and may not participate in any after-school programs unless explicitly permitted by the division office before the after-school program begins.
- Students who are habitually picked up after the closing of after-school programs will be removed from those programs.

The same disciplinary actions permitted by St. Francis for violations during activities in the normal school day also apply to all school-sponsored activities on or off campus that are scheduled at times other than when the normal school day is occurring.

## PARENTAL RESPONSIBILITY

St. Francis strives to maintain the safety of all students who attend our school; therefore, we ask all parents/guardians to observe our rules and help reinforce these rules when you and your children are on campus and at other school-sponsored activities. It is the parents’/guardians’ duty both to uphold the school’s decisions regarding student discipline matters and to prevent any future misbehavior by the student.

The school’s disciplinary rules and processes have been established through careful thought and an understanding of the day-to-day procedures at St. Francis. Our disciplinary guidelines, procedures, and directions are meant to protect students and the school’s staff and faculty; to prepare students for adulthood; to teach students self-discipline, responsibility, and personal conduct; and to support the effective and efficient operation of the school. Refusal by the parents/guardians of a student to cooperate with the school regarding disciplinary consequences demonstrates a breach of faith, and the school may use its option to terminate all contracts with the parents/guardians for students attending the school. The school may also terminate a contract, or take other action, if a student’s behavior, or a parent’s behavior, compromises the mission of the school or brings disfavor on the school in any way.

## BEHAVIOR MANAGEMENT

St. Francis is committed to consistency and integrity in response to student behavior. **The following list correlates possible conduct violations with the appropriate consequences that can generally be expected as a result.**

**Individual circumstances may require deviation from these options.** The school reserves the right to take such circumstances into consideration when determining disciplinary consequences for any conduct violation. St. Francis also reserves the right to notify law enforcement officials in the event of a serious disruption or criminal act.

**NOTE: The Head of School reserves the right to, at any time, make the final decision concerning the administration of consequences.**

Violations	Primary School
<p><b>Distracting/Disruptive Behavior</b></p>	<p><u>1st–5th Offense</u> Corrective intervention; Parent phone call</p> <p><u>6th–9th Offense</u> Parent conference; Sent home for the day</p> <p><u>10th Offense</u> Parent conference; Sent home from school; Monitor status</p>

Violations	Primary School
<p><b>Disrespect to Adults</b></p> <p><i>Purposefully saying or doing something disrespectful to adults</i></p>	<p><u>1st–5th Offense</u> Corrective intervention; Parent phone call</p> <p><u>6th–9th Offense</u> Parent conference; Sent home for the day</p> <p><u>10th Offense</u> Parent conference; Sent home from school; Monitor status</p>
<p><b>Disrespect to Student(s)</b></p> <p><i>Purposefully saying or doing something to hurt another student</i></p>	<p><u>1st–5th Offense</u> Corrective intervention; Parent phone call</p> <p><u>6th–9th Offense</u> Parent conference; Sent home for the day</p> <p><u>10th Offense</u> Parent conference; Monitor status</p>
<p><b>Technology Device Violation</b></p> <p><i>Misuse of electronic devices (e.g., iPads and cameras); Acceptable Use of Technology Policy (AUP) violation</i></p>	<p><u>1st Offense</u> Notify parents</p> <p><u>2nd Offense</u> Loss of technology privileges</p>
<p><b>Physical/Verbal Aggression</b></p> <p><u>Physical Aggression</u>— <i>Hitting, punching, kicking, tripping, spitting, hair pulling, or other physically harmful acts</i></p> <p><u>Verbal Aggression</u>— <i>Criticizing, verbal cruelty, teasing, name calling, mean words, threats, or other verbally harmful act</i></p>	<p><u>1st Offense</u> Corrective intervention; Parent conference</p> <p><u>2nd Offense</u> Parent conference</p> <p><u>3rd Offense</u> Sent home for the day; Division administration notified</p>
<p><b>Bullying</b></p> <p><i>Intentionally targeted aggressive behavior, repeated over time, that involves an imbalance of power (e.g., hazing, shunning, social exclusion, rumor spreading, or cyberbullying)</i></p> <p><i>Bullying is also present in repeated instances of relational, physical, or verbal aggression</i></p>	<p><u>1st Offense</u> Corrective intervention; Parent conference</p> <p><u>2nd Offense</u> Parent conference</p> <p><u>3rd Offense</u> Sent home for the day; Division administration notified</p>

Violations	Primary School
<p><b>Academic Dishonesty</b> <i>Including skipping class</i></p>	<p>Not Applicable</p>
<p><b>Other Severe Violations</b> <i>Including public Honor Code violations</i></p>	<p><u>1st Offense</u> Corrective intervention; Parent conference</p> <p><u>2nd Offense</u> Parent conference</p> <p><u>3rd Offense</u> Sent home for the day; Division administration notified</p>

### CHILD PROTECTIVE SERVICES

If an employee thinks a child has been or may be abused or neglected, he or she must report the concern to Child Protective Services (CPS) within 48 hours. *Employees may not delegate or rely on another to make a report.* Failure to report suspected child abuse or neglect is a Class B Misdemeanor. In addition, the Episcopal Diocese of Texas requires schools to call the Office of Safeguarding God’s Children if an employee thinks the child has been or may be abused or neglected.

Child Protective Services also will be contacted in any other situations in which an employee at the school has a reporting obligation, including when a child may be a danger to himself or herself or to others.

## SECTION VIII: ACCEPTABLE USE POLICY (AUP)

### TECHNOLOGY

It is best to keep all electronics not used for the purpose of education off of the school's campus. St. Francis cannot monitor or guarantee the safekeeping of these items. Electronics not expressly permitted by the school to be used as an educational tool will not be allowed to be used in the classroom, during the academic day, or during other school activities. Their use at the school during any time may lead to their confiscation until the end of the day or until the school has an opportunity to talk with the student's parents/guardians.

A cell phone is considered an electronic device not used for the purpose of education, and students will not be permitted to use cell phones in any manner during the school's academic time. Use of the cell phone means use under any method including, but not limited to, phone communication, text messaging, emailing, gaming, music listening, video watching, picture taking, or any other possible use for a cellular phone. Cell phones are expressly prohibited in classrooms, school hallways, locker rooms, lockers, chapel, or assembly rooms. If, for any reason, a cell phone is brought to the campus, a designated teacher or the assistant head of the division will keep the cell phone from the beginning of the school day until a designated time. At all times, a student is not allowed to keep a cell phone on his or her person or to place the cell phone in a locker. A telephone in the division office is available to students if a student must make a phone call.

Under very limited circumstances, a student may need a cell phone to contact their parents/guardians. Upon the approval of the school, such use may be permitted. However, St. Francis must have access to all cell phones while the devices are on campus or at a school-related event. If the cell phone is locked, then the school must be provided with all passwords and pass codes associated with the cell phone. Also, at no time while the student is on campus will the student be permitted to access social networks, email, or any other cell phone applications.

These guidelines apply at all times, including during after-school programs, and apply to all other electronic handheld devices, including, but not limited to, handheld games, iPods, smart watches, and cameras. During after-school programs, cell phones must be kept in the student's backpack. Devices may, on very limited occasions, be used with the permission of the Director of Explore and Extend. With an instructor's permission and under direct supervision of the instructor, a student in an after-school program may use a cell phone to call a parent/guardian or other person in order to be picked up from the school.

### ONLINE LEARNING MANAGEMENT SYSTEMS AND COPPA INFORMATION

We are committed to high-quality teaching and learning. We realize that part of 21st century learning is adapting to the changing methods of communication and providing rich and varied contents and experiences for our students. The importance of teachers and students engaging, collaborating, learning, and sharing in digital environments is a part of 21st century learning and provides students the opportunity to develop as literate and technologically competent individuals. Educational standards are now requiring the use of online education tools, and our school uses several computer software applications and web-based/cloud-based education technology services operated not by the school, but by third parties. These applications include, but may not be limited to, Google Drive, Discovery Education, Schoology, Explain Everything, Seesaw, Scratch, Minecraft, Kodable, Zoom, Canvas, Code Monkey, and other similar educational programs.

In order for our students to use these programs and services, certain personal identifying information—generally the student's name and school email address—must be provided to the website operator. Please note that any personal information provided by the school is for educational purposes only and is used by the school solely to communicate with the service provider. Students will receive a school email address to participate in certain of these computer software applications and web-based/cloud-based services. Under federal law entitled the Children's Online Privacy Protection Act (COPPA), certain website providers must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. For more information on COPPA, please visit <https://www.ftc.gov/tips-advice/business-center/guidance/complying-coppa-frequently-asked-questions-0>.

COPPA permits schools such as ours to consent to the collection of personal information on behalf of its students, thereby eliminating the need for individual parental consent to be given directly to the website operator. Your signature on this Handbook will reflect and constitute your consent for our school to provide personally identifying information for your child consisting of first name, last name, an email address, username, and school-related information, such as school name, class, and teacher name. Your signature will also reflect and constitute your consent for your child to participate in video conferencing, podcasts, and live chats, which means that their voice will be heard and their image displayed to others and both may be recorded. If you do not want your student to participate in these programs, please notify your child's division head.

### PRIMARY SCHOOL

The following is the text of the agreement required of each Primary School student and his or her parent(s) before the student may use the school's technology resources.

- Be careful with the equipment.
- Listen to your teacher's words and follow classroom rules.

*The information contained in this Handbook is the most accurate, up-to-date information available and applies to the entire school unless otherwise noted. While we did our best to ensure that this document covers everything important, there may be omissions or mistakes. The Head of School reserves the right to add new school rules and information, to withdraw curricula and specific courses, to alter course content, to change the calendar, or to impose or increase fees whenever circumstances require it. In addition, Board policies may be changed or added whenever necessary. The Head of School will make final interpretations of all school documents, policies, and procedures, as well as all final decisions concerning enrollment at St. Francis.*

*Anywhere this Handbook refers to “school” and “St. Francis,” it means “St. Francis Episcopal School,” unless otherwise specified. To the extent that any particular section in this Handbook generally describes an activity or procedure of the school, but more specific information follows, more specific information will usually control.*

*St. Francis provides school families with access to a digital copy of this Handbook via the school’s website, and parents/guardians and students are responsible for understanding the guidelines in it. As members of our school family, parents/guardians and students also agree to adhere to all the rules and regulations in this Handbook—even if they choose not to read it.*

*Non-Discriminatory Policy—St. Francis Episcopal School does not discriminate on the basis of race, religion, national origin, gender, sexual orientation, disability, or age in any of its policies or administration of those policies pertaining to hiring or employment practices. Nor does the school discriminate on the basis of race, religion, gender, sexual orientation, or national origin with regard to admission procedures, scholarship, tuition assistance, or in any of the athletic or other school-administered curricular programs.*