



Engaging the Mind, Body & Spirit

STUDENT HANDBOOK



Engaging the Mind, Body & Spirit

STUDENT HANDBOOK

Student Policies and Procedures

- Attendance Policy.....2
- Chapel Attendance.....3
- Student Illness Guidelines.....3
- Food Allergies.....4
- After School Supervision (Extended Day Program).....5
- Inclement Weather Policy.....5
- Student Dress Code Policy.....6
- Field Trips.....6
- Bus Protocol.....7
- Visiting EDS.....7
- Pets and Visiting Animals Policy8
- Conferences.....8
- Acceptable Use of Technology Policy.....8
- Integrity.....8
- Abuse Policy: Physical, Neglect, Sexual, and Emotional.....8
- Tobacco Products Use Policy9
- Possession or Use of Drugs and Alcohol.....9
- Theft or Damage to Property9
- Supervision of Students and School Grounds.....9
- Weapons and Dangerous Materials on School Grounds.....9
- Threatening Behavior/Bullying9
- Student Misbehavior10
- Student Discipline Policy.....10

Episcopal Day School Student Policies and Procedures

Introduction

The mission of EDS is to provide a strong foundation for lifelong learning by engaging the mind, body, and spirit in a nurturing Christian community.

The Board of Trustees sincerely believes that all policies are designed to reflect this mission statement. EDS does not use zero tolerance policies. Rather, its policies are intended to reflect a teaching environment in which students learn appropriate behavior and values, as well as academics. We believe this philosophy reflects the mission statement of our school. Consistently, we expect parental support at home concerning appropriate and similar behavior and values.

All policies are subject to the school's jurisdiction. Students, parents, faculty, and staff are under school jurisdiction when they are:

- on campus or school sponsored trips
- in the company of students under school jurisdiction
- anywhere in the presence of faculty members

Attendance Policy

Episcopal Day School believes that regular, timely, attendance in school is essential for learning. Frequent absences and tardiness interrupt the continuity of the instructional process and may hinder the student's academic and social adjustment. Excessive absences and tardiness are clearly detrimental to the learning process. That said, unusual family trips to special locations can provide wonderful enrichment for an EDS student. On these special occasions, absences from school will be accepted with prior notice to the Head of School and/or Director of Academics. In general, the following attendance procedures are to be followed:

1. Absences will be considered appropriate and legitimate for one of the following reasons when a hand-written note or e-mail is provided on the first day back to school after the absence:
 - illness or injury of the student
 - death in the extended family
 - medical or dental appointments
 - court or administrative proceedings if the child is a party to the proceedings, or a subpoenaed witness
 - religious observances when family religious tenets require or suggest the observance of a religious event
 - family emergency

Students who are habitually late and/or absent risk placing themselves in academic jeopardy at EDS. The continuity of educational experiences at EDS is critical for student success. Therefore, Episcopal Day School does not assume responsibility for a child's lack of academic success and/or social development as a consequence of excessive tardiness and/or absences.

2. When a student is absent from school for any reason, teachers will assign makeup work upon his/her return to school. With advance notice, teachers may give work prior to a planned absence.

Parents may pick up work at the end of the school day if their child is absent because of sickness. They should notify the office ahead of time so the teacher is prepared to respond to the request.

Students arriving after 8:10 a.m. are considered tardy and **must be signed-in by an adult in the office** in order for the student to be counted present that day.

3. After ten absences and/or tardies, the Head of School, or Director of Academics, will schedule a conference with the parents to discuss the nature of the absences or tardies, and if needed, put a plan in place to significantly reduce, or eliminate them. While EDS is flexible about absences and/or tardies a significant amount may place the student's continued enrollment in jeopardy.

Chapel Attendance

We consider attendance at chapel an integral part of our curriculum, consistent with the school's mission. Therefore, the school views an absence from chapel in the same way it does an absence from an academic class. We urge all parents to make absolutely sure that the child arrives at school in time to attend the Tuesday and Thursday services. We also encourage parents to attend chapel with their children and sit in the transept or balcony.

Episcopal Day School Student Illness Guidelines

Children should be fully able to participate in all activities, including outdoor activities. If they are ill and unable to participate, they must remain home. EDS seeks to protect the health and well-being of all its students. Containing contagious illnesses is an important aspect of this goal. Students may be excused from P.E. with a note from a physician.

Children cannot attend school with:

- a fever of 101 degrees F or above
- a fever of 100 degrees F – 100.9 degrees F if combined with another sign of illness
- a skin rash that has not been identified by a phone call or a note from a physician who has seen the rash
- diarrhea and/or vomiting
- evidence of head lice
- severe coughing
- rapid or difficult breathing
- yellowish skin or eyes
- conjunctivitis
- sore throat or difficulty swallowing
- stiff neck
- infected skin patches
- pain of which child complains and interferes with normal activity
- evidence of infection
- excessive fatigue

- a moist or open sore

Children may return to school when:

- they have recovered from their illness and no risk to others is evident
- the child is visibly free from communicable disease, fever free without benefit of fever reducing medications for **24 hours**, and free of vomiting or diarrhea for **24 hours**

Food Allergies

At Episcopal Day School, we believe that school should be a safe place for children with food allergies. In this light, we also believe that members of the school community, including parents, faculty, and staff share the responsibility for promoting a safe physical environment that protects children with food allergies, and creates a climate that supports these students' positive psychological, social, and educational development. Children with food allergies need an environment in which they feel secure and interact with caring people---all of whom they trust. A positive psychosocial climate, coupled with food allergy education and awareness directed at *all* children and staff members, helps to remove potential feelings of anxiety and/or alienation among children with food allergies.

To this end, EDS provides the following safe-guards for these children:

- annual training of all staff to create a shared understanding of food allergies, and knowledge regarding how to respond to a food allergy reaction, including how to administer epinephrine with an auto-injector
- easily accessing and using epinephrine auto-injectors when necessary, while immediately contacting emergency medical personnel and parents in an allergy emergency
- providing a "Medical Statement for Students with Special Nutritional Needs" to parents and their physicians to complete and return to the school; it will be shared, confidentially, with appropriate teachers, the lunch manager, and administrators
- creating special seating arrangements, as requested by parents, to be used during meal times and classroom parties when age and circumstances deem this sequestering of students to be appropriate
- designating a special storage area for foods brought from home by children with food allergies
- providing information to all children about food allergies and the importance of not sharing food
- establishing rules for staff and students regarding washing hands before and after meals to reduce the risk of exposure to food allergens
- establishing rules that prohibit the teasing or bullying others, including people with food allergies
- avoiding the use of identified allergens in class projects, arts, crafts, science experiments, cooking, and food rewards; modifying materials as needed
- seeking a balance between food (allergen free) and non-food items that are used as prizes, gifts, and awards
- requesting that parents of children with food allergies provide safe snack items for their children in the event of unexpected circumstances such as a class party or celebration

- including information about children with special needs and known food allergies in the materials given to special teachers, substitute teachers, and any other adults who will come in contact with these children during the school day and/or on field trips

To ensure a successful partnership in providing a safe learning environment for children with food allergies, parents of these children are requested to provide the following:

- complete, detailed information regarding their child’s food allergy sent to the school office and to the classroom teacher. (This should include recommendations for special seating arrangements, if needed, as well as a completed “Medical Statement for Students with Special Nutritional Needs,” a form available through the EDS office.)
- a consideration of the recommendation that the child with food allergies wear a medical alert bracelet
- a container of safe snacks that may be maintained in the school refrigerator, or freezer, for use during classroom parties, as needed
- a safe home lunch provided as needed (depending on the published school lunch menu) throughout the school year

Through the mutually supportive efforts of school staff, health care providers, and parents, children with food allergies can be assured a safe school environment in which they can thrive. Finally, as students mature, become more responsible, and develop increasing self-awareness, it is expected that they will continue to join teachers and parents in being responsible for, and managing, their own food allergies.

After School Supervision (Extended Day Program)

For the protection of the students and the school, students are not to be on campus after regular school hours except for specifically scheduled school events, and, they must be under the supervision of the school staff or parents. The school accepts no responsibility for students left on campus after hours for scheduled events. All students who are not picked up by 3:20 pm will be taken to the Episcopal Day School Extended Day Program until their parents arrive.

Inclement Weather Policy

Please know that the safety of Episcopal Day School children is the primary objective of our inclement weather policy. When the local area experiences severe or unusual weather conditions, please refer to one or more media for information regarding school’s status. EDS will make every effort to notify you by email, the EDS website, Facebook, and Twitter. Additionally, information will be sent to STAR 102.5 FM, and WRAL-TV Channel 5 concerning EDS’ school closings and delays. When possible, we will make this decision by 8:00 pm. Ordinarily, you will find our status as either *Closed*, *Delayed*, or *Closing Early*. If the status is *Delayed*, the time of the delay will be specified. A delay will be either 1 hour, or 2 hours. Please be aware that EDS will make a decision about closing, or a delay, independent of the Moore County Schools, or other nonpublic schools. We may be open, or delayed, when other schools are closed.

MOST IMPORTANTLY, IF EDS IS OPEN, AND YOU FEEL UNCOMFORTABLE TRANSPORTING YOUR CHILD TO SCHOOL, EPISCOPAL DAY SCHOOL WILL RESPECT YOUR DECISION TO REMAIN AT HOME. PARENTS SHOULD MAKE THE FINAL DECISION REGARDING THE SAFETY OF TRANSPORTING THEIR CHILDREN.

If weather conditions worsen during a school day, you have the prerogative of picking up your child at any time. Depending on conditions and continuing weather reports, the school may call and ask you to pick up your child early, but we will try to avoid this circumstance, if at all possible. We realize that an early dismissal creates a difficult circumstance for working parents. The availability of the Extended Day Program, or its hours,

will also depend on the nature of the weather conditions. Please consult the website, or other media noted in this policy. Again, we will use a variety of media to communicate this information if necessary.

Student Dress Code Policy

While Episcopal Day School does not have uniforms, it requires that all students wear appropriate, neat, and clean clothes to school. Students should wear proper school attire while on campus, as well as on field trips when they are representing the school in the larger community.

Guidelines:

- hats, caps, or dark glasses may **not** be worn inside any school or church building;
- dresses, skirts, and shorts must be **at least** finger-tip in length;
- tank tops, spaghetti-strap tops, and tops that allow the midriff, back, or undergarments to show are not allowed;
- tee shirts with vulgar, violent, or suggestive messages or advertisements for alcohol or drugs may not be worn; oversized tee-shirts, i.e. tee-shirts that hang below the fingertips when arms are extended downward are not allowed;
- jeans and shorts must be worn at the waistline; if this clothing is too large, a belt must secure the pants at the natural waistline; torn or ripped jeans are not allowed;
- leggings may only be worn in conjunction with a top that is at least mid-thigh in length;
- for safety reasons, all shoes must enclose the entire foot; heels of any height, Heelies (shoes with wheels), flip-flops, and clogs are not allowed on campus; all students must wear athletic shoes for physical education; **athletic or tennis shoes are the best choice for the safety and daily routine of children;**
- make-up of any kind is not allowed while attending school.

If any unacceptable or inappropriate clothing is worn to school and cannot be remedied, a parent will be notified to bring other clothing, or to pick up the student and take him or her home.

Field Trips

A permission form shall be issued to each child's parent(s) or guardian(s) annually. This form must be signed and on file in order for the child to participate in field trips or informal educational walks.

When a trip requires vehicles, parents will be notified. Also, each child must be restrained by an appropriate individual seat belt. In most cases, the EDS bus and private vehicles will be used, providing that all parent drivers are in compliance with state and federal regulations concerning the safe transportation of passengers. Appropriate procedures will be provided to all drivers by the school, and parents/drivers will be required to complete a driver eligibility form, including a copy of their driver's license, prior to the field trip.

No siblings are allowed to attend field trips in order for parent chaperones to focus solely on the safety of EDS students.

With the exception of the EDS bus, no more than nine (9) persons, including the driver, may be transported in any vehicle. Only an official school bus or a charter company vehicle may transport more than nine (9) persons, including the driver. No private (non-chartered) vehicle, including vans, with more than nine (9) seats should be used, regardless of the number of passengers. Informal educational walks in Southern Pines are those that require crossing any streets beyond the school grounds. These informal walks require prior parent notification and the following ratio of adults to students per class:

- Preschool-kindergarten 1:5
- Grades 1-5 1:10

Bus Protocol

The EDS bus is available to all teachers for a wide of variety of uses during the school year, as well as to the staff during the summer program. It reduces the need for parent drivers for field studies (PBL), field trips, and encourages greater use of our local communities and resources. Trips can enrich and expand areas of study, while providing real experiences for children outside of EDS. This is consistent with the school’s commitment to “learning by doing”, and providing “hands-on-experiences” for all students. As usual, students should be reminded that they are representing EDS in the larger community when they are traveling to and from a campus on the bus, as well as when they are on site.

Bus Procedure

Teachers should indicate on their field trip request forms that they would like to reserve the bus for a particular trip, indicating the destination and expected time of arrival. The Administrative Assistant will call one of our bus drivers and arrange for a driver for the day. Just prior to the trip she will confirm the trip with the driver.

“Rules of the Road” Concerning Bus Usage

- there should always be two adults on the bus when traveling with children, the driver and a teacher/chaperone
- children who weigh 40 lbs. or more may ride the bus, smaller children must travel in a car and car seat
- all passengers must use a seat belt; there can be two children per seat; the bus’ capacity is one teacher/chaperone and thirteen students
- before the bus departs, the chaperone and/or driver should check each passenger to ensure that seat belts are properly buckled
- food and drink may not be consumed on the bus
- the bus is air conditioned so windows, while operable, should not be opened. Per chance they are open, students may not put their hands, arms, or heads out the windows
- loud, potentially distracting talk is not allowed
- use of the radio at a moderate volume is up to the discretion of the teacher and/or driver
- book bags and other carry-ons should be placed under the seats and not in the aisles; there is some storage in the back of the bus
- students must remain seated while the bus is in operation. They are not to touch the rear emergency door lever at any time
- teachers are responsible for ensuring that the interior of the bus is clean and all trash and personal items are removed upon return to school

Visiting EDS

The Episcopal Day School encourages visits by parents, grandparents, and other members of the family. All visitors are required to check in at the main office. However, in order to maintain a pattern of visitation that is not disruptive to the learning environment, visitation requests are encourage two days in advance. Non-enrolled children are allowed to visit classrooms only when accompanied by an adult. Visitors may not be disruptive to the learning environment. Prospective students will be asked to spend some additional time in the classroom interacting with the teacher(s) and students as well as complete an age/grade admission assessment.

Pets and Visiting Animals Policy

Classroom pets provide excellent opportunities for an array of educational activities and can add to the positive environment in a classroom. Teachers should ensure that any visiting pet is not a health hazard or nuisance to any employee or student. All class pets must be approved by the Director of Academics and should have all necessary vaccinations up to date, with such documentation on file at the school. It is expected that teachers will ensure to proper sanitation and containment, as well as maintenance and feeding of the animal(s), both routinely and over weekends or longer breaks.

Conferences

A parent/teacher conference day is scheduled for all students near the end of the first trimester (12 weeks), and again at the end of the school year (36 weeks). Conferences may be scheduled by parents or teachers at other times during the school year, as circumstances warrant. These are important opportunities to celebrate success, clarify problems, discuss options, and develop strategies for continued classroom success. Attendance is expected of all parents.

Summative conferences, including portfolio review, are scheduled for the end of the year. These conferences are student-led, but the teacher is present to support the student, share pertinent information about the student's performance, and discuss any concerns or advice for moving forward. Students may be excused from the conference room if the parents want to speak with the teacher individually.

Acceptable Use of Technology Policy

Access to computers and the internet is restricted at EDS. EDS has taken precautions to prohibit use of materials the administration and the faculty deem undesirable. However, it is impossible to control all materials and behaviors of users. It is the policy of EDS that unauthorized use of school computers is prohibited and this may result in discipline, including but not limited to suspension and/or dismissal. Unauthorized use includes use for non-educational purposes.

All students and parents are required to read, agree to, and sign an acceptable use policy for technology at the beginning of the school year. School owned i-Pads must be used with adult supervision. Using technology at EDS is a privilege, not a right.

Cell phones/electronic devices must remain in the student's backpack and turned off while on campus. In the event of an emergency, parents must contact the school to reach the child.

Integrity

The basic integrity of our school program dictates that cheating/plagiarism will not be allowed. This includes classroom work and involvement in community educational events. Blatant cheating and/or repeated plagiarism may result in discipline up to suspension or expulsion.

Episcopal Day School's Abuse Policy: Physical, Neglect, Sexual, and Emotional

Any student who feels that he or she has suffered an act of abuse, i.e., physical, neglect, sexual, or emotional, must report the incident to an EDS adult or to the Head of School. If the student notifies an adult, that person must immediately notify the Head of School. If the Head of School is the subject of the complaint, the individual will notify the chair of the Board of Trustees. No person will suffer retaliation in any manner for reporting a claim of abuse. The school will promptly report any and all complaints to the proper authorities. All complaints brought to the Head of School and/or the Board of Trustees will be handled in a confidential and professional manner.

Episcopal Day School will consider violations of this policy as grounds for appropriate disciplinary action, including suspension, or expulsion, from school.

Tobacco Products Use Policy

EDS is a smoke-free campus for everyone. It is the policy of the Board of Trustees to promote the health and safety of all students and to promote the cleanliness of all school facilities. To this end, the Board shall prohibit smoking and the use of tobacco products by students as follows: No student shall possess or use any tobacco product in any school building, or school provided transportation at any time, or on the school grounds during the day or at any time when the student is subject to the supervision of designated school personnel. This also includes when the student is at any school function, extracurricular event, field trip or activity. A violation of this policy may result in discipline up to, and including, suspension, or removal of the student from school.

Possession or Use of Drugs and Alcohol

As part of a Christian community, the Board of Trustees believes that any incident of either drug or alcohol use/abuse will be addressed individually. No person on campus shall possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, or any controlled substance or any alcoholic beverage. Every effort will be made to educate an older child about the use/abuse of illegal drugs, prescription drugs, and alcohol with the cooperation of parents and all community resources. On occasion, alcohol may be permitted for a social event involving adults only. Alcohol may not be served to adults at school events when students are not present.

Theft or Damage to Property

No student shall steal or attempt to steal or knowingly be in possession of stolen property nor may they intentionally damage or attempt to damage any school or private property while under school jurisdiction. A violation of this policy may result in discipline up to and including suspension, or removal of the student from the school.

Supervision of Students on School Grounds

For the safety and well-being of all students, all facilities, (internal and external), are for the exclusive use of the Episcopal Day School and Emmanuel Episcopal Church. A teacher, after-school care giver, or parent must supervise any child who remains for after-school hours. Any persons who use school grounds after hours or on the weekend without permission are trespassing, and do so at their own risk.

Weapons and Dangerous Materials on School Grounds

The safety of everyone on campus is of utmost importance. Firearms, BB guns, slingshots, knives of any size or type, or anything else that could cause injury to oneself, or another, are strictly prohibited by school policy, and by state and federal law. Possession of any of these weapons will be treated as a serious matter, and may result in discipline up to and including suspension and/or dismissal.

Threatening Behavior/Bullying

Bullying and threatening behavior is contrary to EDS' mission statement and will not be tolerated. Any student making a threat of bodily harm or other examples of bullying/hazing toward any other person will be subject to strict disciplinary action.

Threats made personally, via phone contact, in writing, or through technological means will be subject to this

action. A violation of this policy may result in discipline including suspension and/or dismissal.

Any student who feels that he or she has suffered an act of threatening behavior/bullying should report it to any EDS adult. The person who received the complaint should notify the Head of School. If the Head of School is the subject of the complaint, the individual will notify the chair of the Board of Trustees

Student Discipline Policy

We believe that every child is an important member of our school. Further, each child has the right to feel secure within the school environment. Our pledge is to ensure that the conditions and behaviors within each classroom are those that reflect mutual respect and understanding. However, with these rights is the attendant responsibility of each Episcopal Day School student to treat fellow students, and teachers, with respect and consideration, thus maintaining a positive learning environment.

To help EDS Faculty and Staff provide compassionate accountability and apply their instructional skills to improving their students' behavior, all will use the acronym PRAISE to promote positive behavior in the classroom and throughout the school: Being **P**roactive, using **R**einforcements (using signals, etc.), **A**ssessing and analyzing the **I**ntent of misbehavior, being **S**incere, and **E**mpowering students with scripture (referencing Fruit of the Spirit). This mnemonic tool will serve as a primer for evaluating and guiding student behavior and for creating a positive and structured classroom environment.

Negative behavior which disrupts learning will not be tolerated. However, no child will be subject to corporal punishment, firm physical contact, or verbal abuse. Likewise, young children will not be punished for lapses in toilet training. (see EDS Registration Guidelines for specific information about toilet training)

We believe that the policies at EDS have been developed with consideration for the entire school population. Effective discipline teaches accountability, self-control, and independence. Therefore, children are encouraged to work toward solutions by stating the problem, accepting responsibility, expressing what they need to do to correct the situation, and importantly, following those steps. A student will be disciplined according to his/her age and developmental level.

Any child, who physically endangers other children, or severely disrupts the class, will be removed immediately from the classroom setting and sent to the Head of School's office, or to the Assistant Head of School's office. Parents will be notified. Repeated incidents of intentional physical threats or behavior will result in discipline, including suspension or removal of the student from the school.

Student Misbehavior

The following strategies for misbehavior are listed below:

- praise the child for appropriate behavior, with less concentration on inappropriate actions;
- redirect the child to another activity;
- provide alternatives where the child can express his/her frustrations in a positive way;
- remove the child from the group to a "timeout" chair or area, (not to exceed 10 minutes per day) still maintaining close supervision;
- remove the child to the office if the problem persists, where the Head of School will continue to work on appropriate behavior;
- consult with parents if the problem continues;
- withhold special privileges (i.e. field trips);
- suspend the child from school (10 days or less), or terminate enrollment, for continued disruption.

Revised 8/2/18