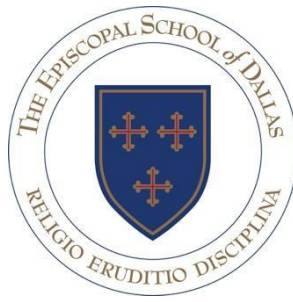


THE EPISCOPAL SCHOOL *of* DALLAS

2024-2025 Middle School Student and Parent Handbook

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

August 2024

Dear Students and Parents,

Welcome to the 2024-25 school year, Middle School!

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

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

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

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

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

Warmly,

Jonathan Chein
Head of Middle School

Allison Darnell
Assistant Head of Middle School

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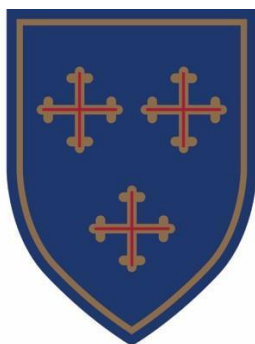
HANDBOOK DISCLAIMER

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

Any reference to “parent” shall include the student’s legal guardian or step-parent where applicable.

Recent handbook changes are noted in red.

Section 1: All School Information and Policies



THE EPISCOPAL
SCHOOL *of* DALLAS

IGNITING LIVES OF PURPOSE

WELCOME TO THE EPISCOPAL SCHOOL OF DALLAS

Mission Statement

Igniting a life of purpose through the development of an educated conscience.

On the first day of school in 1974, The Reverend Canon Stephen B. Swann and his faculty of two gathered their eleven students around a campfire, and they together established the principles that would become the foundation of The Episcopal School of Dallas. Our Founding Tenets of *religio*, daily worship; *eruditio*, scholarship; and *disciplina*, training within a community of learners, have continued to direct our mission to ignite a life of purpose in each student through the development of an educated conscience. In combination with outdoor education and service learning, these elements are essential to the ESD experience, allowing teachers to shepherd children through lessons that enable them to overcome trepidation, develop resilience, and embrace stillness.

Though we have grown to serve more than 1,100 students, age 3 to 12th grade, we continue to know and love each child. We optimally challenge all students, capitalizing on their passions or interests, making our most advanced curriculum accessible to all. We shape our curriculum using the Hallmarks of a Graduate: academic excellence and rigor, a strong sense of community, understanding of self, and a faith-informed foundation of values. Our community members live with honor, integrity, and respect for all as expressed in our Code of Conduct.

ESD's faculty and staff are the backbone of our institution and are paramount to the school's success. They are committed to inspiring, developing, and sustaining excellence, and strive to balance the rigors of a college-preparatory environment with nurture and compassion. Guided by the belief that we make our collective work better through the sharing of our practice with one another, our educators are committed to reflection, growth, and collaboration. Our faculty of lifelong learners models intellectual discovery, risk-taking, and continuous improvement.

Central to the school's teaching culture is its Episcopal identity. We value the dignity of every human being, as we believe that each child is a unique individual, created in and reflecting the image of a loving God. We are committed to establishing, maintaining, and nurturing a diverse, safe, and inclusive environment where people of all faith traditions are welcomed, valued, and heard. Essential to our Episcopal identity is the conviction that diversity enhances the quality of an ESD education and is essential to the development of a well-rounded person. We welcome and celebrate diversity in all its forms, including but not limited to socioeconomic background, ethnicity, religion, gender, and sexual orientation.

ESD Code of Conduct

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

Principles of Honor, Respect, and Integrity

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

In the Lower School, the Code of Conduct is embedded in the Lower School Way:

The **ESD WAY**:

1. We yield to the young.
2. We use polite language.
3. We finish what we start.
4. We bounce back from failures.
5. We stay curious and see solutions.
6. We find joy and express gratitude.
7. We appreciate and encourage one another.
8. We contribute to our community.
9. We work hard and play hard.
10. We respect ourselves, our surroundings, our ideas and others'.

ESD Code of Conduct in Summary

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

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

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

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

Expectations of the Code of Conduct

Honor, Respect, and Integrity in Academics

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

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

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

All students sign the ESD Code of Conduct, which includes the Honor Code, on the "wall of signatures," acknowledging that they understand the importance of the Honor Code.

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

By Middle School, most students have a well-defined sense of what constitutes honorable behavior. The middle grades offer an ideal time for students to learn the importance of being honest and direct in their academic efforts. It is crucial that students and parents develop a clear understanding of what constitutes academic dishonesty and plagiarism. The Middle School handbook carefully reminds students that lying, cheating, or stealing of any kind is a breach of the Honor Code and the ESD Code of Conduct and may result in a disciplinary response. Beginning in Middle School, students sign a confirmation of their commitment to the Honor Code on all assignments turned in for a grade, a habit that they will continue throughout Upper School. This signature says simply: "Honor, Respect, and Integrity" or can be abbreviated to "HRI." Signing each graded assignment with these words confirms that the student understands and accepts his or her commitment to living the ESD Code of Conduct in all actions as a student.

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

Violations of the Honor Code at The Episcopal School of Dallas include, but are not limited to, the following categories and subcategories:

- **Lying:** Making a false representation of the truth.
 - **Quibbling:** To avoid acknowledging the truth or speaking the truth in such a manner as to deceive another.

- **Stealing:** To take something that is not yours or to borrow without consent
- **Cheating:** Any acts of deception that result in gaining or attempting to gain an unfair academic advantage over another, representing another's work as one's own, or aiding another student in such deception. Cheating includes, but is not limited to, copying from notes, books, or material without the permission of the teacher or aiding another student in such practices.
 - **Copying:** Copying is the direct use of another student's work to complete a test or assignment, or allowing another student to copy one's work.
 - **Plagiarism:** Plagiarism is the use of, or paraphrasing of, another's ideas or expressions in one's own writing without properly acknowledging (citing) the source. This includes material posted on the Internet.
 - **Collusion:** To allow a peer, parent, or tutor to edit or modify your work in any substantive fashion. Corrections made to papers, etc., should reflect your own work.

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

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

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

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

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

- Social media is, by definition, a public forum.
- As such, involvement in social media by any member of the ESD community is expected to be respectful and appropriate, in keeping with the **Principles of Honor, Respect, and Integrity**.

- Communication that is harmful, degrading, dangerous, and/or disrespectful damages the reputation of The Episcopal School of Dallas and thus is in violation of the ESD Code of Conduct. Examples include, but are not limited to bullying, harassment, and the transmission or dissemination of inappropriate digital or other material.
- Students are expected at all times to act in accordance with the ESD Responsible Use Policy.

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

Honor, Respect, and Integrity in Athletics

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

- ESD student-athletes are positive and confident. They respect all opponents and fear none of them. They are humble. They realize that a truly confident athlete does not need to talk about performance. They allow their own performance to speak for itself.
- ESD student-athletes recognize the strong traditions of ESD athletics. They compete to the best of their abilities and always support their teammates' efforts.
- ESD student-athletes are proud to be members of ESD athletics. They treat the School's good name and all equipment and facilities, home or away, with utmost respect.
- ESD student-athletes do the right thing even when people are not looking. They make good decisions about their physical and emotional well-being for the good of the team and themselves.

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

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

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

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

When ESD students elect to participate on an athletic team, they assume a commitment to themselves, their teammates, and the School to develop their athletic potential. Therefore, the use of alcohol, drugs, or nicotine products will not be tolerated.

Honor, Respect, and Integrity as a Parent

The Episcopal School of Dallas believes that students learn best when there are positive and productive relationships among parents, educators, and children. The success of these relationships is essential to the

fulfillment of the School's mission. To be a member of our school community is to accept and abide by the following expectations:

- ESD parents model the respect, sensitivity and inclusion expected of members of our community.
- ESD parents understand and demonstrate support for the school's policies and procedures.
- ESD parents treat everyone with respect and seek to resolve problems through appropriate channels (i.e., teacher/Department Chair/Deans/Advisor/Division Head, Head of School).
- ESD parents support the School's efforts to prevent student abuse of drugs and alcohol. Parents do not knowingly sponsor any activity at home or elsewhere where drugs and/or alcohol will be available to students. Parents should not be under the influence of drugs and/or alcohol in the presence of ESD students at school or school-sponsored events, wherever they occur.
- ESD parents exhibit good sportsmanship towards officials, coaches, faculty, students, and other schools (and their fans) at ESD-related athletic and extracurricular events.
- ESD parents respect the School's responsibility to do what is best for the entire community, while recognizing the needs of their individual student. This acknowledgement includes acceptance of different perspectives, support for School determined consequences for inappropriate actions and behavior, and acceptance that the School must often maintain privacy and confidentiality.
- ESD parents strive to maintain a positive home environment consistent with the Principles of Honor, Respect, and Integrity. They provide an academic structure that sets their children up for success.
- ESD parents respect the School calendar and understand the importance of student attendance to support and fulfill the School's commitment to educating and providing a full ESD experience for their child.
- Parents who violate the ESD Code of Conduct jeopardize their children's standing with the School.

Honor, Respect, and Integrity as Faculty and Staff

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

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

- ESD faculty and staff should report (through the appropriate channels) any suspicions of breaches of the Code of Conduct within the ESD community as soon as they occur.

Good Neighbor Policy (GNP)

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

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

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

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

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

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

Campfire Program

The Campfire Program was created in 2020 to serve students and families from a diverse group of backgrounds and interests, providing experiences that benefit both participants and the school. The program's mission is to guide new and current students and families through both a successful transition into ESD and a fulfilling experience throughout their time here.

By design, the program provides a network of support to students and families who desire additional help navigating the social, cultural, and academic dynamics within ESD. We value and look forward to the contributions they will make as thriving members of our community. Participants will self-identify and enroll in the program during the admission process.

Current students and families who desire additional support and guidance can request to opt in by emailing the Campfire Director, Corey Henderson. Applicants who are current students will require a more extensive review process including recommendations by either an administrator, dean, teacher, or counselor, as well as the approval and signature of the Division Head and Campfire Director.

Benefits include:

- Onboarding into the ESD community

- Social and cultural guidance
- Academic guidance
- One on One Mentoring
- Campfire family events
- Help with self-advocacy, study skills, & time management

Criteria includes:

- Significant change in academic and/or cultural environment
- New to independent schools
- Commute beyond a < 10 mile radius
- Move from out of the state or country
- Mid year entry (special circumstance)

This program is not intended to replace the advisory program in which every ESD student participates. Additionally, the Campfire Program is not a tuition assistance program. However, participants may apply for and receive tuition assistance, if qualified, through the normal process.

Accreditation and Membership

The Episcopal School of Dallas is accredited by:

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

The Episcopal School of Dallas holds membership in:

National Association of Episcopal Schools (NAES)	Independent School Management (ISM)
Southwestern Association of Episcopal Schools	One Schoolhouse
National Association of Independent Schools (NAIS)	Folio Collaborative
Southwest Preparatory Conference	Independent Schools of the Southwest (ISAS)
National Association of College Admission Counselors	Education Advisory Board (EAB)
National Middle School Association	National Business Officers Association (NBOA)
National Association of Secondary School Principals	National Association of School Resource Officers (NASRO)
American Association of Counseling and Development	ASIS International
College Board	Praesidium
Texas Association of College Admission Counselors	Association of Independent School Admission Professionals (AISAP)
National Honor Society (NHS)	Texas Private Schools Association (TPSA)
Center for Spiritual & Ethical Education (CSEE)	Association of Technology Leaders in Independent Schools (ATLIS)
The Cum Laude Society	Educational Records Bureau (ERB)
Educational Records Bureau	

School Hours

Lower School

The Lower School Office opens at 7:30 a.m and closes at 4:30 p.m. Carpool lane service begins at 7:30 a.m. Students arriving between 7:30 a.m. - 7:45 a.m. will go to either the EC Library or the RoCS where they will be supervised by Lower School faculty. Beginner-Primer classes are held from 8:00 a.m. to 2:30 p.m.. Grades first-fourth Grade attend classes from 8:00 a.m. to 3:10 p.m. Kids on Campus is the extended day

program and is designed for working parents. Before and after school care is provided. Kids on Campus is open all school days during the convenient hours of 7:00 a.m. to 7:45 a.m. and 2:30 p.m. to 5:30 p.m. Enrollment information and registration are available in the Veracross Parent Portal at www.esdallas.org.

Middle and Upper School

The Study Commons in the Schoolhouse building opens at 7:00 a.m. The Dining Commons opens at 7:15 a.m. for breakfast. Administrative offices open at 7:30 a.m. The Gill Library opens at 7:30 a.m. and closes at 4:00 p.m. Students are to have transportation arrangements following the day's activity.

Any middle school student who remains on campus after the school day has ended must be **enrolled in an after school program or Middle School After-Care**.

Any upper school student who remains on campus after 4:30 p.m. must be in the **Gill Library for After School Care** or working with a teacher or coach. Students must leave the campus by 6:00 p.m.

Inclement Weather

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

Library Services

The purpose of the library program at The Episcopal School of Dallas is to prepare students to be lifelong, informed, and ethical creators and consumers of information; to foster a love of information seeking; to provide an introduction to a variety of diverse types and styles of literature, storytelling, and information sources; to provide dynamic and engaging spaces and services that inspire learning and collaboration; and to partner with faculty to meet course learning outcomes while incorporating 21st century information literacy skills to students through project based learning.

The Lower School Library

The Lower School library is open daily from 7:45 a.m. to 4:00 p.m. Students may visit anytime during the school day with permission from the classroom teacher. Outside of school hours (before 7:45 a.m. or after an individual student's dismissal), students must be accompanied by an adult guardian. Parents may request a library card number and borrow books from our collection.

The Gill Library

The Gill Library supports Middle and Upper School students in their pursuit of academic and personal success. The library provides both academic and leisure materials, computers, a printer, a copier/scanner, as well as collaborative and individual study spaces for students. The library has a small number of technology items available for students to borrow for daily use. Two librarians are available to assist students with their information, technology, and research needs.

The Gill Librarians are here to partner with families as they take an active role in helping their child choose books that are the best fit for them and their families.

By default, students in fifth, sixth, and seventh grades may only check out books designated Middle Grade; however, since the Middle Grade designation reflects the average or expected reading level, world-view, thematic interests, and maturity of readers, students and families may find this to be too restrictive for mature readers in these grades. We encourage families to review this policy and adjust their child's borrowing privileges to include Young Adult and/or Adult books if they feel that is appropriate for their child.

Starting in the spring of seventh grade, students may begin to check out books designated Young Adult. We encourage families to adjust their seventh and eighth grader's borrowing privileges to include Adult books if they feel that is appropriate for their child.

Students in the Upper School may check out books designated Adult.

To support the partnership between librarians and families, please review the Check Out Policy document on the Gill Library web page and adjust, if desired, the borrowing privileges for your child:

<https://www.esdallas.org/academics/academic-resources/gill-library>.

Students are responsible for all items that they borrow, and all materials must be checked-out before removing them from the library. Students may borrow up to 5 books at one time and may borrow Chromebooks and charging cords; however, students must follow guidelines set forth by the Middle School Office. The loan period for circulating books is three weeks, and all technology items are due back the same day. There are no overdue fines; however, replacement and processing fees may be assessed to a student's account if an item is lost or damaged. **Using another student's ID badge or name to checkout materials or purposely taking books or materials without properly checking them out is a violation of the Code of Conduct and the Honor Code.**

The Gill Library strives to create a welcoming, comfortable, and safe environment for all users and encourages personal responsibility and respect for other students, library materials, furnishings, space, equipment, and technology. Following the school's Outside Food and Drinks policy, covered beverages and light snacks are permitted in the Gill Library while students are studying. Students are responsible for cleaning up after themselves and leaving the area in the same or better condition in which it was found.

An overview of the library's mission and policies can be found on the library website.

Library hours are 7:30 a.m. – 4:00 p.m.

Enrollment/Residency Status

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

Contract Holds

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

Sharing of Records and Information

Students who have reached the age of majority are required to consent to the sharing of academic health, attendance, discipline, and other School related information by the School with their parents. As a condition of playing in SPC, all athletes must allow the SPC access to their student records.

ESD Statement on Diversity and Inclusion

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

Religious Accommodations

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

Assistive Technology Policy

Families are responsible for acquiring assistive technology devices or support. The public school district where the family lives may provide such technology at little or no cost to the family but the process can take considerable time. ESD may provide some financial assistance to families receiving Tuition Assistance. For further information about assistive technology in the middle school please contact Adam Jones, Middle School Learning Specialist.

Photography and Video and Audio Recording on Campus

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

Audio and Video Surveillance

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

Social Media Posting

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

Texting Policies

Texting Policy Regarding Parents of Current Students

Texting is a disfavored method of communication. Professional standards support use of telephone, email and Schoology in order to maintain appropriate boundaries, clarity and for good record keeping. In certain circumstances texting may be used, such as where email and Schoology are too cumbersome, or not as timely or effective. ESD employees who wish to text parents must enter the “ESD Texting Number” (817-476-0953) as a member of the group text. This is a phone account that is used by the Campus Security Department to monitor and store texts.

Texting Policy Regarding Lower and Middle School Students

Employees should not text students in the Lower and Middle Schools. If texting cannot be avoided, such as in emergency situations involving logistics or safety, a school administrator and 817-476-0953 must be copied on all texts.

Texting Policy Regarding Upper School Students

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

- Email and Schoology are too cumbersome, or not effective because of timeliness or clarity.
- The employee’s cell phone number has been registered with the Campus Security Department.
- The ESD Texting Number 817-476-0953 is a member of the group text.

Texting Policy Regarding Alumni

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

Drones and Unmanned Aircraft Use

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

Acceptance of Gifts from Students and Parents

From time to time, faculty and staff may be offered gifts by grateful students, parents, or other family members of students. ESD does not want to discourage the kindness of our students (such as in offering handmade items of appreciation that they have created for their teachers). However, due to the potential for conflicts of interest (such as with regard to grading, student promotions, awards, etc.) as well as the potential for inappropriate competition, faculty and staff members are not permitted to accept gifts that are reasonably estimated to be worth in excess of \$100.00, per teacher per ESD family per year.

Faculty and staff are instructed to report all gifts from students or parents exceeding \$100.00 to the Head of School.

As a fair and non-biased means of rewarding Faculty and Staff, gifts exceeding the \$100.00 limit are encouraged to be donated to the **ESD** Parents Association. The **ESDPA** organizes raffles as a means to provide all ESD employees with an opportunity to receive gifts that show gratitude for their hard work and efforts year-round.

Fundraising

Third party fundraising and solicitation of school families directly by ESD families is not allowed. That said, the School appreciates the myriad of organizations outside of ESD which are supported by our families and are aligned with ESD's Mission. Should a student wish to encourage other ESD students to get involved with a particular non-profit, the student should contact the **Assistant Head of their division**.

As an institution, ESD is grateful for the many families who participate in fundraisers that benefit the School, such as The ESD Fund (annual giving) and the ESDPA Auction, as well as several other ESDPA activities throughout the year.

A full set of fundraising and solicitation guidelines and restrictions for school related groups (Parent's Association, Booster Club, Student Council, etc.) is available from the Chief Advancement Officer.

Fundraising and Solicitation

The mission of the Episcopal School of Dallas is to "prepare young men and women for lives of intellectual discovery, integrity, and purpose." We believe that an excellent education prepares our students to make ethical decisions and use their time, talents, and blessings for the benefit of the community. The following fundraising and in-kind donations policy is to ensure that students' efforts maintain an educational focus and maximize learning as well as community impact, while also limiting the demand of students and families.

1. At the discretion of the Head of School, ESD will sometimes initiate an event to help an outside organization. An example of this might be a Relief Support Drive to support victims of a natural disaster.
2. The Student Council and Class Officers may initiate fundraisers with the permission of the appropriate Class Dean and the Division Head.
3. The Director of Community Service may also run fundraisers or drives (canned food, toys, etc.) throughout the year for a particular division or grade level. These are coordinated with the Division Head, the Chaplain, and the Advancement Office.
4. Fundraising initiatives or drives must originate with students and their teachers or advisors and be for the benefit of a 501(c)(3).
5. Student clubs are limited to two fundraisers per quarter or trimester, with the permission of the appropriate Division Head. These fundraisers may only be for the benefit of the club itself, or for an outside institution with which the school has a relationship. Student clubs are discouraged from any fundraising which requires a significant amount of money to participate and instead should focus on smaller cost fundraising which is more inclusive. Student clubs should not design fundraisers aimed at generating more than \$1000.
6. Fundraisers or drives for outside organizations must be coordinated with the Director of Community Service and the Chaplain to make sure that the supported organizations are in alignment with other fundraisers, other supported organizations, and the mission of the school. The fundraiser and drive request form can be found in Schoology. Each division should limit student club fundraisers to approximately two per quarter or trimester (not including Community Service Council, Student Council, and Class Officer events).
7. Fundraising funds should be distributed in the same school year as they are raised.
8. To reduce the number of drives that occur within a single year, students may apply for a Community Impact Grant. Grant funds can only be used to purchase materials designated by third-party organizations or a check will be directly sent to the organization on behalf of the student organization or grade level. Grant requests will be reviewed by the Director of Community Service Learning and the appropriate Division Head. Grant request forms can be found in Schoology.

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

Support of Other Non-Profits

The Episcopal School of Dallas does not make cash donations to other nonprofit organizations except in circumstances where there is mission alignment and either (1) school presence at an event is of benefit to an existing ESD relationship; or 2) the nonprofit provides educational programming to ESD students. This policy does not apply to student organization funds managed by the students. Exceptions to this policy will be considered case-by-case first by the appropriate Department Head or Division Head and, if needed, by the School Leadership Team.

Business Operations

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

Life Studies Philosophy

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

Reconsideration Committee

All complaints regarding publications, artwork, performances, or presentations will be forwarded to the Reconsideration Committee. The Reconsideration Committee will consist of the Chief Academic Officer, the Division Head, Assistant Division Head, and two faculty members appointed by the Chief Academic Officer. The Reconsideration Committee is not a standing committee but is convened only when needed.

Publications Review

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

Pets

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

Certified Service Dogs are welcome on campus in accordance with the Americans with Disabilities Act (ADA). Emotional Support Animals and/or Comfort Animals do not meet specific ADA guidelines and are not considered Service Dogs.

Communication with Faculty

ESD Faculty and Staff strive for the utmost professionalism in communication and work hard to respond to voice messages or email in a timely manner. While their primary focus is on instruction and supervision during school hours you should expect to receive a response within one business day (24 hours) unless you

initiate communication over a weekend or school holiday. If you have an emergency please call the administrative assistant in your child's division.

Substance Policy Regarding Drugs and Alcohol

The Episcopal School of Dallas supports and adheres to all State and Federal laws regarding the use of any controlled substance, including alcohol and vaping. The School is concerned about the increasing use of alcohol, nicotine products, and illegal drugs by young people in our society. The School desires that school events which include students be kept free from the presence of these substances and from their influence. For this reason, the School forbids the use, possession, sale, or distribution of alcohol, nicotine products, illegal drugs, drug paraphernalia, and intoxicating inhalants by its students at any school related function, on or off school property. The school considers students who are under the influence of illegal drugs or alcohol as being the same as being in possession of those products. The sale or distribution of prescription drugs is also illegal and strictly forbidden. These policies also apply to students being transported to or from school events, in vehicles either owned or chartered by the School. The School reserves the right to screen students for alcohol or substance use if the School has suspicion or reason to believe the student is under the influence of alcohol or a controlled substance or is a habitual user of illegal substances. Failure by a student or guardian to comply with the request will result in immediate suspension from school until further notice. Violations of these policies may result in Expulsion, including for first offenses, if it is in the best interest of the student or community as determined by the School in its discretion. Violations of this substance abuse policy may also result in other consequences, for example required counseling and periodic screening.

ESD will provide a safe harbor and assistance to any student who voluntarily asks for help. Students who are having problems with alcohol or substance abuse should seek immediate professional help. School counselors and administrators are available to make appropriate referrals when help is needed. The School provides a number of age-appropriate educational programs to encourage healthy decision making and to inform students about the dangers and legal consequences of drug and alcohol use.

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

Search and Seizure Policies

To maintain order and discipline on School property and at School events and to protect the safety and welfare of students and School personnel, the School may perform physical searches of students' person or property at any time without notice, including, for example, pockets of clothing, purses, backpacks, gym bags, electronic devices, athletic equipment, lockers, desks, student automobiles (whether or not parked on school property) and during field trips and overnight trips: hotel rooms, buses, or other facilities. Failure by a student, parent, or guardian to immediately grant access to any such student property for the purpose of any such search will result in Expulsion. Parents and students acknowledge that consent to any such search granted by inclusion in this Handbook. School personnel may seize inappropriate student property located during any such search.

All personal searches will be performed in a manner that is respectful of the norms of decency and the emotional maturity of the student. A school administrator of the same gender will conduct the search in private, with another adult witness of the same gender present, and only upon approval of the Head of School or Head of Middle School. The parents will be notified following the search.

School Investigations

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

Contraband

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

Weapons

In order to ensure the safety and well-being of all, and in accordance with Texas Penal Code 46.03, Places Weapons Prohibited, weapons of any kind are strictly prohibited on the school campus. This includes but is not limited to firearms, knives, explosives, and any other potentially harmful objects as deemed by Law Enforcement, the Director of Campus Security, or an administrator. Possessing, displaying, or using such weapons on any portion of the campus, at any school sponsored event, or in any form of school transportation constitutes a violation. Any violation of this policy will result in serious disciplinary action, which may include expulsion or termination.

Any person who has a concern, suspicion, or actual knowledge of a weapon being possessed or left on campus shall report that information to campus security and to an administrator.

This policy makes no provision for those who may be issued a State of Texas License to Carry or equivalent.

This policy does not apply to duly commissioned or honorably retired members of law enforcement or currently employed and on duty members of the ESD Security Team who are commissioned as a level III security officer who may carry firearms under Texas laws and provisions or under the LEOSA act.

Student Health and Safety

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

Important Phone Numbers

ALWAYS CALL 911 FOR AN IMMEDIATE EMERGENCY

Campus Security: 214-366-8888

Nurse: 214-353-5867

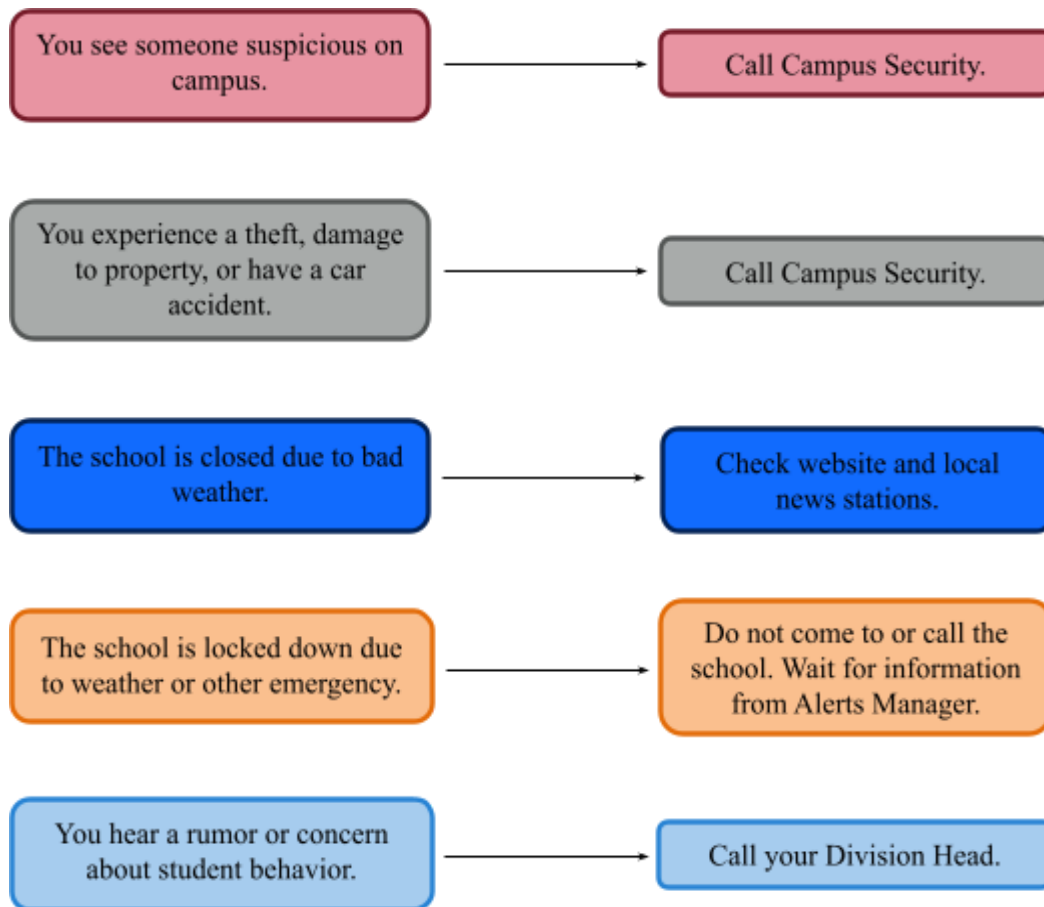
LS Nurse: 214-353-5773

Head of Lower School: 214-353-5621

Head of Middle School: 214-353-5878

Head of Upper School: 214-353-5990

Who to Contact If....



Information for Students and Parents

1. **Personal Safety:** The School makes every effort to ensure that the campus is a safe environment for you to attend school, learn, and develop. We will not tolerate actions or circumstances that get in the way of the School's mission. Your physical safety is of paramount importance to us, but we need your help in this area. Please be alert to your surroundings at all times and **do not hesitate to contact Campus Security if you ever have even the slightest concern.** You are the first person responsible for your own safety, but we are here to help.
2. **Building Hours:** Students are allowed to be on campus from 7:00 a.m to 6:00 p.m., Monday through Friday. Students on campus after 6:00 p.m. or any hour on Saturday and Sunday must be accompanied by a school employee and have a valid reason for being on campus.

3. **After-Hours Access:** If a student needs limited access to campus after hours (to retrieve a forgotten book, for example), they may have access by contacting Campus Security at 214-366-8888.
4. **Visiting Campus:** All visitors, including parents, family members, alumni, and vendors must check in when they arrive on campus. Visitors must provide a government issued photo identification. Visitors without proper ID will be turned away. Visitors must wear their credential badge in a prominent location on their uppermost garment. The School may remove any visitor from campus at any time if such removal is determined by the School to be in the best interest of the community.
5. **Emergency Alerts:** The School has an automatic texting and email system, Alerts Manager, to communicate with students and parents in an emergency or in the case of an inclement weather school closing.
6. **Theft on Campus:** If at any time your belongings are taken, or you believe something has been stolen, please contact Campus Security. Even if you feel that there is no action that can be taken, it is important for us to keep a record of all the reported thefts on campus.
7. **Parking and Driving on the Merrell Campus:** When parents visit campus during the school day, we ask that they park in either the “open parking” areas or in the visitor spots in the “faculty and staff” lot. Please do not park in the student or faculty parking areas.
8. **Inclement Weather and School Closings:** If the School is closed, information will be disseminated in three ways: through the ESD website and through the local media. Television and radio stations that will carry the information are: KTVT/CBS 11, WFAA 8, KXAS 5, KDFW 4.
9. **Weather Emergencies:** If a severe weather event occurs during school hours (tornado, flooding, etc.) students will be directed to take cover in a severe weather shelter location. Severe weather shelter locations are posted in prominent locations throughout the campus. Students not in class will be directed to the nearest safe area by school staff and administrators. Once in the location, students will stay there until it has been determined safe for the students to leave. The School will communicate to parents via text, email, and through the website. **In the event of severe weather, please take precautions to keep yourself safe and do not come to the School. The School will be closed and we will not dismiss students to their parents until we determine it is safe to do so.**
10. **Suspicious Persons/Suspicious Packages:** If you see a suspicious person on campus, please notify Campus Security or a faculty member **immediately**. In no case should you approach or question the individual. If a suspicious person begins a conversation with you, you should ignore them, leave the area, and notify a faculty member as quickly as possible. If you notice a suspicious package on campus, you should leave the area and notify Campus Security as quickly as possible. Do not touch the package and do not use a cell phone in the vicinity of a suspicious package. To avoid becoming a suspicious person yourself, you must wear your credential badge in a prominent location on your uppermost garment.
11. **Lock Down Situations:** In the event of an emergency at the School or in the neighborhood, it may become necessary to lock down the School. In the event of a lock down situation, the school will communicate with parents through the website and through text or email. **Do not come to the school in the event of a lock down.** You will be instructed how, when, and where you will be allowed to pick up your child. Visitors and parents will not be allowed entry to the campus during a lockdown.

12. **Where to Get Information in an Emergency (for Parents):** In the event of an emergency (severe weather, lock down, etc.) the school will communicate to parents primarily through **text or email** and through the website. **Do not come directly to the school, we will not release students in emergencies until after the danger has passed.** Parents will not be allowed to enter campus during a lockdown or other type of emergency. During an emergency, do not call the School. During certain emergencies, students may be moved to a safer location to be reunited with parents. It is important to wait for instructions before arriving at the campus.

In an Emergency (for Students)

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

In an Emergency (for Parents)

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

Physical Health

1. **Registered Nurses:** The School employs two full time, licensed, Registered Nurses in good standing with the State Board of Nurse Examiners. The nurses are available during school hours and for a limited time before and after school.
2. **Athletic Trainers, Certified:** The Merrell Campus employs two state licensed and nationally certified Athletic Trainers (a male and a female). Treatment hours are available during all sporting events as well as practices on campus. The Athletic Trainers can help with: injury prevention, evaluation/diagnosis of injuries, immediate care of injuries, rehab and recondition, hydrotherapy, facilitation of physician and physical therapy appointments, and general injury counseling.
3. **Health Forms and Requirements:** In accordance with state regulations, ESD requires that all students have a current and complete immunization record on file. All students must have a current physical exam every year. The following forms must be completed/updated each year using Magnus (the electronic medical record portal): Parental Authorization Form, Student Health Information Form, Physical Examination Form, and Immunization Record Form. The following forms must be filled out each year and kept on file at the school: Parental Authorization Form, Student Health Information Form, Physical Examination Form, and Immunization Record Form.
4. **Flu Immunizations:** Seasonal flu shots are made available on site to the faculty, staff, students, and families through a third party provider. Other immunizations are not available on site.
5. **CPR and AED Training:** The faculty and staff are regularly trained in CPR and use of an AED (automated external defibrillators). AEDs are located around both campuses (and Wolf Run), and there are roaming AEDs for use during sporting events.
6. **Signing Out of School:** If a Middle or Upper School Student needs to leave campus for a non-health related reason (DMV, dentist, doctor appointment, etc.) he or she should sign out with the Attendance Monitor. The attendance monitor will either contact the parents to verify the absence or confirm that a parent email has been received prior to allowing the student to sign out. If a Middle or Upper School Student needs to leave campus for a health related reason, they should report to the Nurse's Office first. The nurse will speak with the parents to determine the most appropriate form of action. Lower School Students who need to be released from class before the end of the day will be dismissed from their classrooms when their teacher receives a green Early Release Form. These forms are available in the Lower School Office. No student, regardless of age, is allowed to leave school unless the nurse or attendance officer has permission from a parent.
7. **Over-the-Counter (OTC) Medication:** Several OTC medications are kept in the Nurse's Office and are available to faculty, staff, and students should the need arise. Examples of these include: Tylenol, Advil, Tums, Sudafed, Maalox, Claritin, Aleve, Benadryl, or their generic equivalents. Aspirin is kept for emergency administration only. The nurses are only allowed to issue medication that is approved by the parents in their "Student Health Information Form" or if contact is made by the nurse directly with the parents. If a student needs an OTC medication that is not kept by the school, they will need to bring it in its original container, along with instructions signed by the parents, to the Nurse's Office. Students are not permitted to self-administer OTC medications on campus.
8. **Use of Prescription Medication on Campus:** Students who require prescription medication to be administered during the school day should have their parents contact the school nurse to arrange for

the proper paperwork to be filled out and on file with the School. Once the paperwork is complete, parents may send the medication to the nurse, in its original container. All prescription medications need to be administered through the school nurse. Students are never allowed to be in possession of, or to self-administer prescription medications, with the exception of an asthma inhaler or an EpiPen, which students may self-administer with a doctor's note (contact the school nurse for details).

9. **What to Do if You are Ill (for students):** If you have a communicable disease or illness, the School may require a note from your doctor stating that you are in good health before you may return to school. You must be fever-free without fever reducing medications for 24 hours before returning to school. This 24-hour rule also applies to vomiting and diarrhea. It is also important that you not attend school when you might be contagious, since it could cause other students to become ill as well. Please stay home if you are sick, and have a parent or guardian email or call the attendance office to let them know that you will not be in school that day. If you are sent home by the school nurse during the school day for any reason, you may not return to school that day without a doctor's excuse and may not participate in ESD after school activities, school sports, or after school care (including Kids on Campus).
10. **When to Keep a Student at Home:** Any time that a parent determines that their student is ill, contagious, or has a fever, they should keep them at home. It is very important, for the sake of all the other students and adults at ESD, that sick children do not attend school. Parents should refer to the Student section for specifics regarding policies and procedures or if they need advice about the appropriateness of keeping a child at home, and are encouraged to contact the school nurse for guidance.
11. **Epidemic Plan Information:** The School has a plan in place for dealing with epidemics, which might disrupt the school year. In the event of such an event, information will be made available to all parents and students via the school's website and our emergency alerts system.
12. **Health and International Travel:** The Center for Disease Control and Prevention ("CDC") publishes Travel and Health Notices on its website (www.cdc.gov/travel/notices). Students who travel to any country associated with a Level 2 or Level 3 Notice must notify the ESD school nurse on the first school day following their return to the USA.

Emotional Health and Wellness

1. **Availability of Counseling Services:** The counselors and chaplains are available on campus to assist students with life and emotional wellness issues. Parents are encouraged to share any concerns they may have about their child with the counselor and chaplain. Students of all ages are encouraged to utilize these resources whenever they need some extra help or guidance.
2. **Services Available:** The counselors and chaplains are available to the student body to help with guidance, advice, or outside referrals for academic, social, emotional, and medical challenges, including substance use.
3. **What to do if a Friend Needs Help (for Students):** When a student becomes concerned about the behavior or choices made by a friend, the School strongly encourages students to talk with the counselor or chaplain about how to best address these concerns.

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

Student/Faculty Protection Policies

The Episcopal School of Dallas has a mission to “prepare young men and women for lives of intellectual discovery, integrity and purpose” and will not accept any actions from faculty, staff, students, parents, or others on our campus which interfere with that mission. In order for the School to accomplish its mission all members of the community must feel safe and secure on campus. To that end, The Episcopal School of Dallas has developed a number of policies regarding the protection of students, faculty, and staff. Some of these are listed below.

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

Anti-Harassment Policy

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

Sexual Harassment

The Episcopal School of Dallas community embraces the highest standards of moral and ethical behavior with the expectation that they will conduct themselves with respect, honor, integrity, decency and civility at all times. Because ESD's employees and students have a right to be treated with decency and respect and to work and learn in a respectful, courteous, professional, and supportive environment. Uninvited and unwanted sexual advances of any nature made by any community members are unacceptable and will not be tolerated.

Definitions:

- Sexual harassment consists of any unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature.
- Any employee who has cause to believe that any community member has been, or is being subjected to, any form of sexual harassment is required to report the matter to the appropriate Division Head, Executive Team member or the Human Resources Department.

- Any employee who receives a report of sexual harassment towards another ESD member is obligated to relate the matter to administration or to Human Resources. Every complaint will be treated with seriousness and handled as confidentially as possible.
- Allegations of sexual harassment will be thoroughly investigated in a timely manner. The consequences may range from a reprimand to separation from the School. Whistleblowers will be protected to the extent reasonably possible. A written summary of the findings of the investigation, including recommended sanctions may be prepared or may be referred to counsel for confidential treatment.

Threatening Statements Policy

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

Anti-Bullying Policy

Lower School

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

Bullying includes, but is not limited to these actions:

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

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

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

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

Middle and Upper School

The Episcopal School of Dallas strives to create an environment that is safe for all students, faculty, and staff. To that end, ESD does not tolerate bullying, which we define as follows: An individual is being bullied

when another individual repeatedly subjects him or her to negative actions in which there is also an imbalance of power.

Bullying includes, but is not limited to these actions:

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

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

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

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

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

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

Hazing

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

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

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

False Accusations

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

Policy of Non-Retaliation

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

Policy of Cooperation

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

Roughhousing

The Episcopal School of Dallas strives to create an environment that is safe for all students, faculty, and staff. Students who engage in rough housing such as pushing, shoving, hitting, punching, or wrestling are subject to disciplinary action by the school.

Reporting Policy

As educators, all ESD Employees are required by Texas State Law to report any suspected or confirmed cases of child abuse or neglect to the Texas Department of Family and Protective Services or a law enforcement agency. ESD is not required to notify the family of any report that is made. Reports may be made by calling the hotline or visiting the Texas Departments of Family and Protective Services website (www.dfps.state.tx.us/contact_us/report_abuse.asp). (Texas State Law)

Physical Contact Policy

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

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

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

Verbal Interaction Policy

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

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

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

Contact Outside of School Policy

In order to protect all parties involved, The Episcopal School of Dallas has implemented the following policy for student and teacher contact outside of school: School personnel should avoid contact with students outside of normal school activities, but may have contact under the following conditions; personnel may

meet with groups of students in public areas (restaurants, coffee shops, art museums, etc.) and may meet with individual students if the parents are present.

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

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

Conflict of Interest Policy

The School considers it to be a conflict of interest for any employee to directly accept money from any immediate family member of an enrolled student. In special cases where the School decides that it is in the best interest of a student to work with an ESD employee outside of the normal school duties, the School will make the arrangements and any compensation should be remitted directly to the School.

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

Gift Policy

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

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

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

Social Networking Policy

Employees and representatives of the School cannot interact with individual ESD students of any age or any former student under the age of 18 on social media. This includes initiating or accepting "friend" or "follow" requests, "tagging" current students or former students, or reposting or sharing content created by students that are linked to the student's account or handle.

Employees of the School who have a significant personal relationship to a student may connect with that student with the written permission of the student's parents. Such permission must be submitted to the Head of School prior to engaging in online communications with the student. Employees of the School should use professional discretion in keeping with the School's mission when deciding whether or not to "friend" or "follow" adult members of the community including parents, colleagues, and alumni.

Email Policy

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

Transportation Policies

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

One-on-One Student Teacher Interaction Guidelines and Policies

On very rare occasions it is necessary for an ESD employee to be alone with a student. These procedures are intended to protect students from harm and employees from false allegations of abuse. Employees must adhere to all applicable policies and procedures, as expressed in the Employee Handbook, regarding student safety. Meeting one-on-one with a student is prohibited except:

- In a public area of the school during school hours, or
- In the case of one-on-one testing, will leave the door open, and with notification to other teachers or administrators that you are meeting with a student individually and a request for them to stop by to check on the meeting, or
- When a parent or another ESD employee is nearby and aware of the meeting.
- **With prior written approval from the Division Head (including in cases where a prior existing relationship exists).**

Carpool:

Carpool can sometimes be chaotic, which could lead to unsafe situations for our students. It is absolutely essential that drivers keep a watchful eye out for students who may be crossing roads or parking lots. Cell phone use is not permitted in car lines at any time.

Our priority is to provide a safe environment for all members of our community. This includes, monitoring traffic on campus. All drivers must be aware of students who may dart from between parked cars or traffic at any moment, extra vigilance is required. One brief moment of inattention could lead to serious injury. With that in mind, we ask that you follow the rules below when operating a vehicle on the ESD campus:

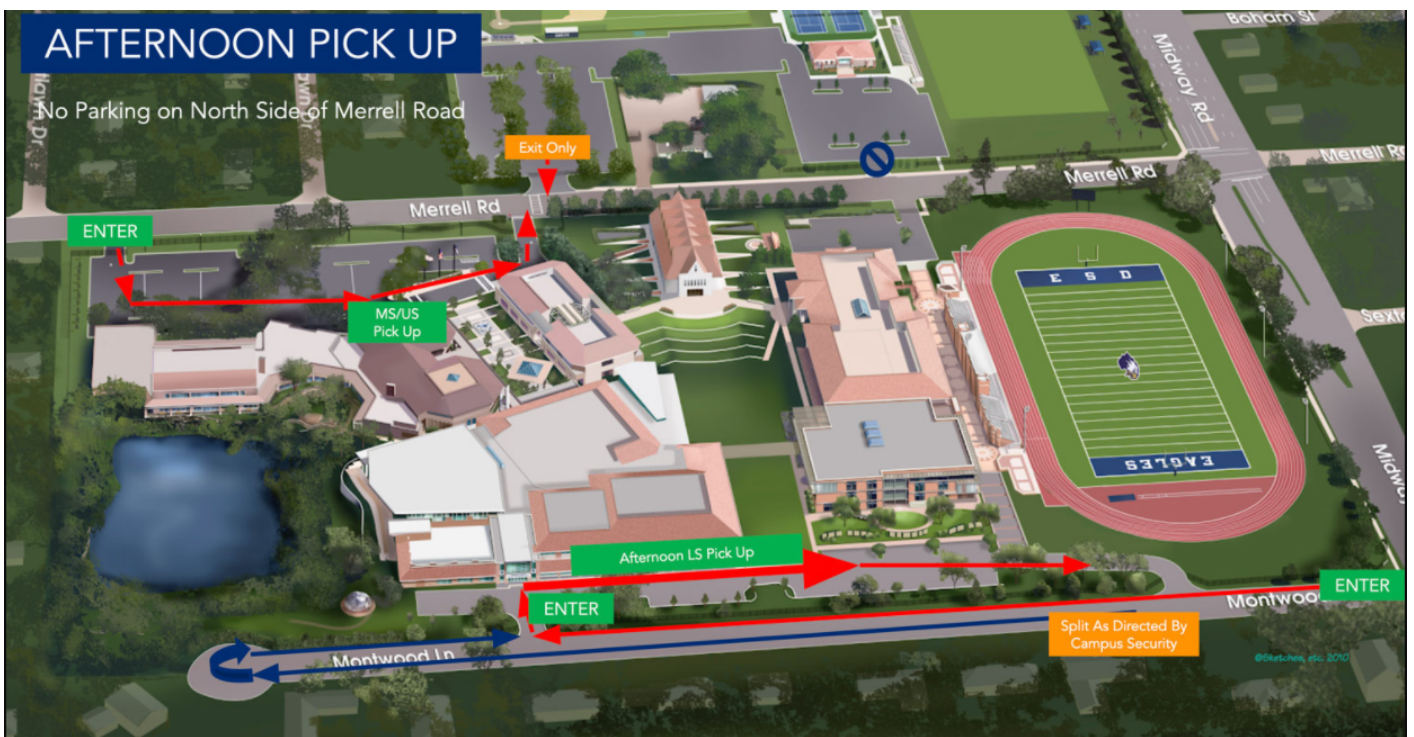
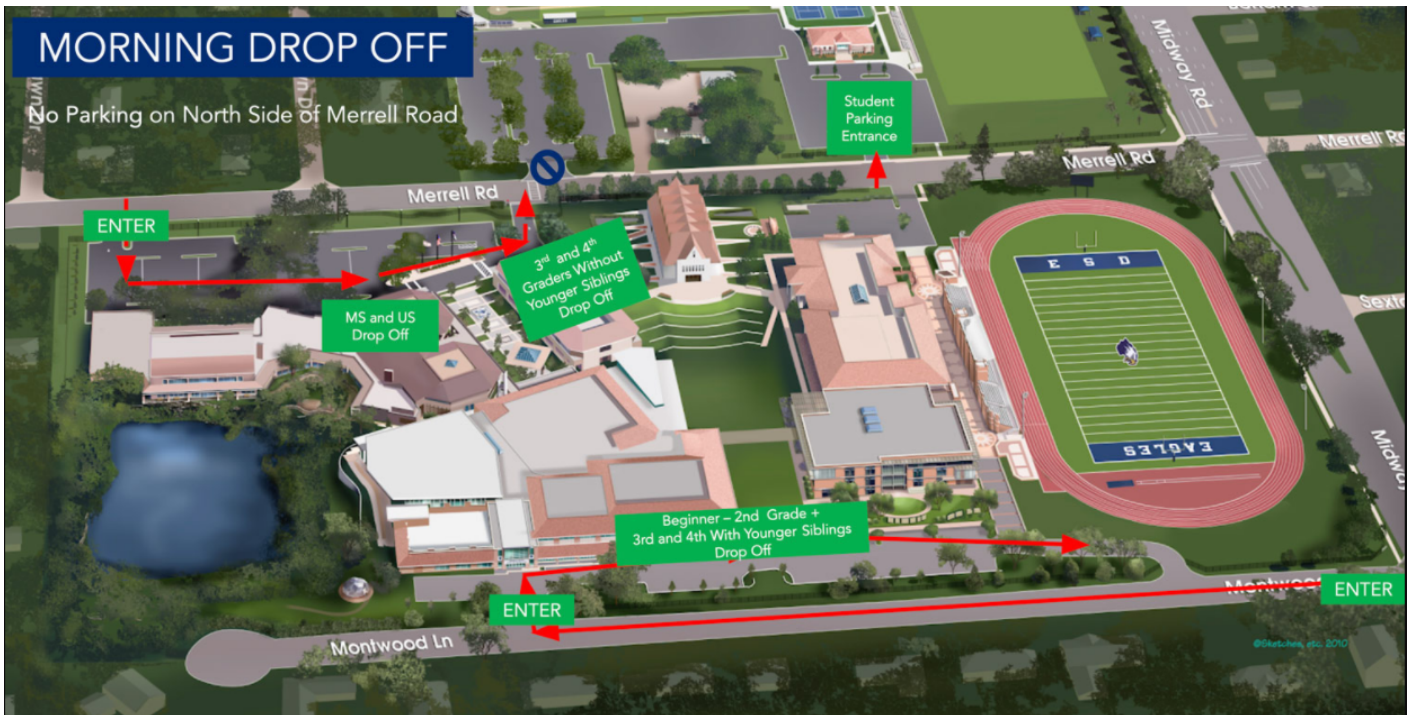
- Please do not use ANY handheld devices while driving.

- Please keep your speed at or below the 5 mph speed limit.
- Please do not arrive before the published carpool times.
- Please do not load or unload your student unless your car is against the curb. Loading or unloading is never allowed in the traveling lane, on Eagle Family Way or Merrell Rd. Once your student is in the car, please have them buckle up. If your child needs assistance with buckling, please move to a designated buckle zone before exiting your vehicle to help your child.
- After your student is loaded you may carefully move from the loading lane to the traveling lane to exit the parking lot.
- Please do not drive against the flow of traffic.
- Please keep alert and keep your eyes and mind on the task at hand.
- Please always yield to pedestrians.
- Please obey all directions given by the Campus Security Officers and Dallas Police Department officers; their job is to keep your children safe.
- Follow established carpool routes; please do not cut through neighborhood streets (Middleton, South Better, Ridge, Gooding, etc.)
- Do not u-turn on Merrell or Midway Road.
- Please do not park on the North side of Merrell Road (this disrupts the carpool process).

Carpool Drop Off and Pick Up

Grade Level / Activity	Morning Drop-Off	Location	Class Start Time	Afternoon Dismissal	Arrival Time Range	Location
Lower School KOC/Clubs	7:00 - 7:30 a.m.	Eagle Family Way	---	---	---	---
Beg, PK, K, Pr	7:30 - 8:00 a.m.	Eagle Family Way	8:00 a.m.	2:30 p.m.	2:15 - 2:35 p.m.	Eagle Family Wa
1st - 4th	7:30 - 8:00 a.m.	Eagle Family Way	8:00 a.m.	3:10 p.m.	2:50 - 3:20 p.m.	Eagle Family Way
3rd & 4th with No Younger Siblings	7:30 - 8:00 a.m.	Merrell	8:00 a.m.	3:10 p.m.	2:50 - 3:20 p.m.	Eagle Family Way
5th - 8th	7:00 - 8:25 a.m.	Merrell	8:30 a.m.	3:30 p.m.	3:25 - 3:55 p.m.	Merrell
7th & 8th Athletics	---	---	---	4:00 p.m.	4:10 - 4:30 p.m.	Merrell
9th - 12th	7:00 - 8:55 a.m.	Merrell	9:00 a.m.	4:00 p.m.	4:00 - 4:30 p.m.	Eagle Family Way
9th - 12th Athletics	---	---	---	6:30 p.m.	Varies	Eagle Family Way

Carpool Maps



Concerns/Inquiry Procedures

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

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

Anonymous Concerns or Complaints

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

Concerns

Attn: Executive Team

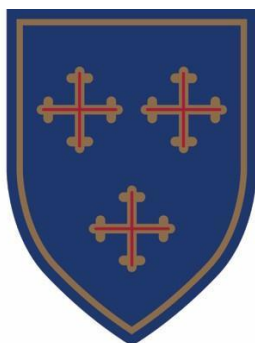
The Episcopal School of Dallas

4100 Merrell Road

Dallas, TX, 75229

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

Section 2: Middle School Information and Policies



THE EPISCOPAL
SCHOOL *of* DALLAS

IGNITING LIVES OF PURPOSE

School Administration

Executive Team

David Baad	The Ann and Lee Hobson Family Head of School
Ruth Burke	ESDPA Associate Head of School
Rebecca Brady	Chief Academic Officer
Mary Hernandez	Chief Financial Officer
Cara Holmes	Director of Emotional Wellness & Learning Support Services
Matt Peal	Head of Upper School
Jonathan Chein	Head of Middle School
Tracey Shirey	Head of Lower School
The Reverend Nate Bostian	Stemmon Family Senior Chaplain
Thad Lepcio	Director of Athletics
Bernadette Gerace	Chief Human Resources Officer
Denis Stokes	Chief Advancement Officer

Middle School Administration

Jonathan Chein	Head of Middle School
Allison Darnell	Assistant Head of Middle School
Susan Wiles	5 th Grade Dean
Jane DeGrenier	6 th Grade Dean
Sarah Havins	7 th Grade Dean
Scott Goetsch	8 th Grade Dean
Matt Stroud	MS Chaplain
Claire Reddig	MS Librarian
Cindy Newsom	Director of Admissions
Laura Gomez	Middle School Athletics Coordinator
Davis Felder	Director of Lutken/Eason Outdoor Program
Adam Jones	Middle School Learning Specialist & Crew Program Director
Maricela Aquino	Emotional Wellness Counselor (5-7)
Mary Ellen Davidson	Emotional Wellness Counselor (8-9)
Becca Gwinn	Social Emotional Learning Coordinator (LS-6)
Corey Henderson	Campfire Program Director
Jody Trumble	Director of Campus Security
Kristi Rayburn	Administrative Assistant to Head of Middle School

Academic Department Chairs

Laila Kharrat	Classical and Modern Languages
Lindsey Cullins	Computer Science & Engineering
Tolly Salz	English
Christopher Northrup	Mathematics & Computational Thinking
Lauren Redmond	Performing Arts
Wendy Howe	Physical Education
Bryan Cupp	Religious & Historical Studies
Matt Varvir	Science
Dane Larsen	Visual Arts

Middle School Department Coordinators

Jill Remaud	English Department
Kristi Cardwell	Fine Arts Department
Caroline Moses	Classical and Modern Languages Department
Jana Barger	Religious & Historical Studies Department
Claire Reddig	Library Department
Ginny Schommer	Mathematics & Computational Thinking Department
Mariam Fadel	Science Department
Laura Gomez	Physical Education Department

Whom to See in Middle School

Academics	Jonathan Chein	Head of Middle School
Athletics	Laura Gomez	Middle School Athletics Coordinator
	Kate Applequist	Coordinator of Athletic Operations
Attendance	Ashley Little	Campus Visitor & Attendance Monitor
Business Matters	Student Billing	studentbilling@esdallas.org
Calendar/Events	Alexa Montesinos	Campus Calendar & Event Coordinator
Chapel	Matt Stroud	MS Chaplain
Clubs & Organizations	Allison Darnell	Assistant Head of Middle School
Community Service	Courtney Phelps	Director of Community Service Learning
Counseling	Maricela Aquino	Emotional Wellness Counselor (5-7)
	Mary Ellen Davidson	Emotional Wellness Counselor (8-9)
	Becca Gwinn	Social Emotional Learning Coordinator (LS-6)
Discipline	Allison Darnell	Assistant Head of Middle School
Diversity and Inclusion	Elizabeth Goatley	Director of Diversity and Inclusion
Facilities	Jay Michael	Director of Facilities & Project Management
Learning Support	Adam Jones	Middle School Learning Specialist
	Jenny Montgomery	Associate Learning Specialist
Librarian	Claire Reddig	Middle School Librarian
Lockers	Allison Darnell	Assistant Head of Middle School
Lost & Found	Allison Darnell	Assistant Head of Middle School
Nurse	Marcia Biggs & Leslie Treuer	MS/US Nurse
Outdoor Education	Davis Felder	Director of Outdoor Education
Parents' Association	Caitlin Hyatt	Parents' Association President
Registrar	Kristi Rayburn	Administrative Assistant to Head of Middle School
Safety and Security	Jody Trumble	Director of Campus Security
Scheduling	Allison Darnell	Assistant Head of Middle School
Student Council	Jonathan Chein	Student Council Sponsors
Student Life	Allison Darnell	Assistant Head of Middle School
Summer Programs	Mike Schneider	Director of Summer Programs
Technology	Cassie Nutter	Director of Educational Technology (7-12)
	Megan Barnes	Director of Educational Technology (1-6)
Textbooks	Gabrielle Harrington	Eagle's Nest Campus Store
Tuition Assistance	Shelle Montgomery	Director of Tuition Assistance/Database Administrator
Web Site	Jackie Robertson	Digital Communications Manager
Yearbook	Ana Rosenthal	Carillon Sponsor

Middle School Daily Schedule

Time	Period	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Wednesdays	Time
7:45 - 8:30	Before-school Testing / Faculty Office Hours / Study Table									7:45 - 8:30
8:30 - 9:20	1st	A	E	D	D	C	B	A	1st	8:30 - 9:20
9:25 - 9:45	Chapel	Chapel							Eucharist	9:25 - 9:45
9:50 - 10:10	Advisory	Advisory								9:50 - 10:10
10:15 - 11:05	2nd	B	A	E	E	D	C	B	2nd	10:15 - 11:05
11:10 - 12:00	3rd	M	M	A	M	M	M	M	3rd	11:10 - 12:00
12:05 - 12:25	Lunch/IGLT	6/8 Lunch 5/7 IGLT							Lunch/IGLT	12:05 - 12:25
12:25 - 12:45	Lunch/IGLT	5/7 Lunch 6/8 IGLT							Lunch/IGLT	12:25 - 12:45
12:50 - 1:40	4th	C	B	B	A	E	D	C	4th	12:50 - 1:40
1:45 - 2:35	5th	D	C	C	B	A	E	D	5th	1:45 - 2:35
2:40 - 3:30	6th	F	F	F	F	F	F	E	6th	2:40 - 3:30

Middle School Special Schedules

Flex	
Time	Period
8:30 - 9:15	D
9:20 - 9:40	Chapel
9:45 - 10:30	E
10:35 - 11:15	A
11:20 - 12:00	B
12:05 - 12:25	Lunch/IGLT
12:25 - 12:45	Lunch/IGLT
12:50 - 1:50	FLEX
1:55 - 2:40	C
2:45 - 3:30	F

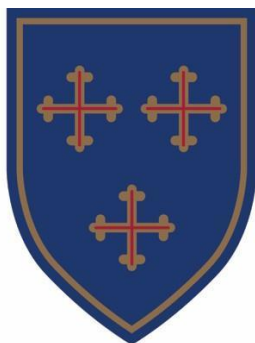
Mini Flex	
Time	Period
8:30 - 9:20	D
9:25 - 9:45	Chapel
9:50 - 10:20	Mini FLEX
10:25 - 11:10	E
11:15 - 12:00	A
12:05 - 12:25	Lunch/IGLT
12:25 - 12:45	Lunch/IGLT
12:50 - 1:40	B
1:45 - 2:35	C
2:40 - 3:30	F

Pass it On	
Time	Period
8:30 - 9:10	D
9:15 - 9:50	E
10:00 - 11:00	Service
11:05 - 11:55	M
12:00 - 12:20	Lunch/IGLT
12:25 - 12:45	Lunch/IGLT
12:50 - 1:40	A
1:45 - 2:35	B
2:40 - 3:30	F

Convocation & Pep Rally	
Time	Period
8:30 - 9:20	D
9:30 - 9:50	Convocation
10:00 - 10:30	Pep Rally
10:35 - 11:05	E
11:10 - 12:00	M
12:05 - 12:25	Lunch/IGLT
12:25 - 12:45	Lunch/IGLT
12:50 - 1:40	A
1:45 - 2:35	B
2:40 - 3:30	F

Lessons & Carols	
Time	Period
8:30 - 9:10	A
9:15 - 9:50	B
10:00 - 11:00	Service
11:05 - 11:55	M
12:00 - 12:20	Lunch/IGLT
12:25 - 12:45	Lunch/IGLT
12:50 - 1:40	C
1:45 - 2:35	D
2:40 - 3:30	F

Section 3: Middle School Academic Policies



THE EPISCOPAL
SCHOOL *of* DALLAS

IGNITING LIVES OF PURPOSE

Academics

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

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

The academic program of the Middle School provides broad training in the liberal arts and sciences and emphasizes independent thinking, writing, critical reading, discipline, and creativity. Homework and outside preparation are required. Students may expect to spend 15 to 45 minutes per day outside of class on each academic subject.

The daily schedule allows time for students to meet with teachers outside of class. Each student is assigned a faculty advisor who provides guidance, counseling, and support. Advisors and students share in conversation at daily lunch and advisory meetings.

Grade Reports

The academic year is divided into **two semesters**. Semester assessments are given to seventh and eighth grade students prior to the Christmas holiday and at the end of the **second semester**. Official grades are recorded on the student's transcript at the close of each **semester** and reported through Veracross. **Unofficial mid-semester progress reports are shared through Veracross at the midpoint of each semester**. Additional information and pertinent feedback is provided on Schoology. Schoology comments provide an evaluation of the student's academic performance and alert parents to opportunities to review student progress. The following grade scale is used:

Letter Grade	Numerical Value
A+	97 – 100
A	93 – 96
A-	90 – 92
B+	87 – 89
B	83 – 86
B-	80 – 82
C+	77 – 79
C	73 – 76
C-	70 – 72
D+	67 – 69
D	65 – 66
F	Below 65

Academic Honors

To qualify for the Head of School's List, a student must receive grades of an A- or higher in all courses. To earn Honor Roll status, a student must receive grades of B- or higher in all courses **for each grading period**.

Course Credit, Attendance, and Incomplete Grades

If a student accumulates more than 10 absences (excused or unexcused) for a semester, the student may be placed on conditional re-enrollment. The Head of Middle School will review special cases of absences caused by unusual circumstances such as an accident or lengthy illness, and coordinate the development of a plan for the student to make up schoolwork.

Students receiving an incomplete for a course must complete all missing coursework by the end of the next grading period or date assigned by Middle School leadership. An incomplete grade that is not reconciled by the next grading period or assigned date will become an "F." A deadline for incomplete work may be extended only with permission from the Head of Middle School.

Outside Course Credit

Once enrolled at ESD, a student may not take courses outside the School for credit.

Extended Medical Leave Policy

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

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

The Episcopal School of Dallas will make every effort to help the student complete the work missed and, when appropriate and able, will adjust classroom expectations. The student's teachers, Head of Middle School, advisor, and counselor will meet to determine what missed content must be completed in order to earn course credit. A student on medical leave will receive an Incomplete in his/her courses until the work is completed.

Make-up Work Policies

Students with excused absences may make up class assignments, tests, and quizzes. The student is responsible for obtaining and completing the assignments. Students should email their teacher, communicate with classmates, and check Schoology and their school email account to obtain assignments and class notes.

Return from Absence Make-up Work

Upon returning to school after an absence, a student is permitted one (1) day for each excused day of absence to complete all missed assignments, quizzes, and tests, with the exception of long-term projects, which are due on their return to school. Any extensions are given at the discretion of the teacher or Department Chair. Students will be required to make up the test or quiz on the first available after or before school session following the allowed make up time. Students who miss a "review day" prior to a test are not allowed to postpone a test that is scheduled for a day when they are in attendance. If a student is absent on a day a long-term project or paper is due, the project or paper is due immediately on his or her return to school. Students returning from an extended absence should set a make-up schedule through the advisor.

Assignments, including tests and quizzes that are not made up according to these rules are considered late and subject to the late penalty of the class for which the work was due.

Late Arrival Make-up Work

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

Concussion or Extended Absence Make-up Work Policy

Students who suffer from a concussion or have an extended absence should contact the school nurse to arrange to have information shared by their doctor with the School. An attendance and make-up work schedule will be arranged through the Learning Specialists and/or Grade Level Dean in conjunction with the school nurse, teachers, and the parents.

Semester Exams

Seventh and eighth grade students take exams at the end of each semester in select classes. First semester exams take place prior to the December vacation. Each subject is assigned an exam day. At the end of exam week, there is an assigned make-up day. Students who miss an exam must make up the exam on the assigned day or schedule a make-up day in January or May through the Middle School Office. Accommodations for exams taken early will be determined by the Middle School Office on a case-by-case basis.

Academic Support and Eligibility for Extracurricular and Athletic Programs

To better support students with academic struggles, students experiencing academic struggles are provided structured and timely support **before and during the school day. There are three levels of intervention which increase support and intensity depending on the level of academic concern, and at the highest level of concern, impact a student's eligibility to participate in extracurricular activities and school athletics.**

At the end of the third week of the academic **semester**, and at the end of every week thereafter, the extracurricular and athletic eligibility status of a student will be evaluated based on their academic performance. Students earning a grade below 70% for the current **semester** will be placed in one of the following tiers, progressing to the next tier each week their grades remain below 70%.

Tier 1: Student required to attend **the Academic Enrichment Center (AEC)** during IGLT

Tier 2: Student required to attend **the Academic Enrichment Center (AEC)** during IGLT;
Student required to attend **the Academic Enrichment Center (AEC)** before school (7:45 - 8:25);
Ineligible for school related travel that would result in missing classes or study support.

Tier 3: Student required to attend **the Academic Enrichment Center (AEC)** during IGLT;
Student required to attend **the Academic Enrichment Center (AEC)** before school (7:45 - 8:25);
Ineligible for school related travel that would result in missing classes or study support.
Students in grades 7 or 8 required to attend proctored study support during F-Period (in lieu of athletics/PE).

Students will be notified by their grade level dean or the Assistant Head of Middle School whenever being placed into or out of one of the tiers above.

At the end of each week, a student in one of the tiers who raises their grades to at least 70% will regain full eligibility for the following week. Any future decrease in grades below 70% will result in the student restarting the process (into tier 1 for the following week).

Papers and Projects

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

Use of Technology

The Episcopal School of Dallas embraces the use of technology in the 21st century classroom as a tool for learning. Knowledge of appropriate use is a shared responsibility. Teachers are responsible for providing guidance and rules on their course syllabus and/or in their instructions for assignments. Students are responsible for receiving and understanding information regarding the use of technological tools on their assessments and for following those rules and guidelines. When needed, students are responsible for seeking out clarification from their teachers. Misuse is considered an Honor Code Violation.

Tutoring

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

Tutoring Rules and Guidelines

- Only approved tutors who have gone through the ESD application and vetting process are allowed to tutor students on campus and must do so in the designated areas. Questions regarding tutors can be directed to Sandra Woolever, woolevers@esdallas.org.
- For each and every on-campus session, the tutor is required to sign the Tutoring Appointment Book (at the Attendance Monitor desk) upon arrival and departure from campus for attendance purposes.
- Tutors must wear their tutor badge at all times when on campus.
- Tutors will make regular contact with the teacher, or teachers, to monitor the student's continued effort, participation in class activities, and progress.
- In no circumstance may students miss any class for tutoring appointments or exam-prep courses.

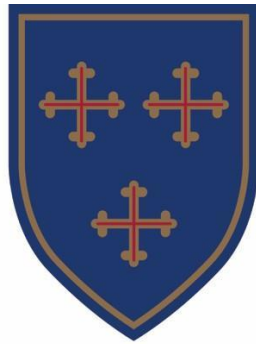
Grade Changes

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

Student Records

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

Section 4: Emotional Wellness and Learning Support Services



THE EPISCOPAL
SCHOOL *of* DALLAS

IGNITING LIVES OF PURPOSE

Counseling

The Episcopal School of Dallas is fortunate to have licensed mental health professionals on staff as counselors available to our students, parents, and faculty/staff. The primary responsibility of the counselors in the Department of Emotional Wellness and Learning Support Services is to provide emotional and social guidance and support for the school community in an effort to promote an exceptional environment for learning, social responsibility, and childhood development.

Developmental differences among students help to define the roles and responsibilities of counselors at each division level, but the primary responsibilities of the school counselors include (1) provision of direct, short-term counseling services, (2) consultation with administration and faculty, (3) wellness education for students, faculty/staff, and parents, (4), serving as chairperson of the Addressing Behaviors of Concern (ABC) team , a multi-disciplinary team whose efforts focus on assisting and supporting students with specific challenges, and (5) serving as a liaison amongst the school, students, parents, and outside professionals in order to help each student achieve his or her full potential at ESD.

ABC (Addressing Behaviors of Concerns) – Student Support Services

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

Learning Support

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

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

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

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

Obtaining an Evaluation

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

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

Evaluation Report Documentation Guidelines

Psychoeducational evaluations submitted to ESD for consideration of accommodations must:

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

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

Accommodations

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

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

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

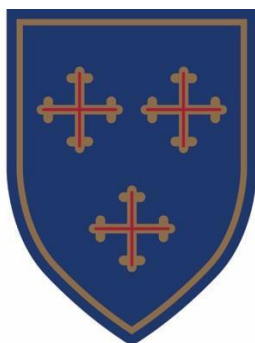
ESD does not grant more than time-and-a-half for readers (an individual who reads to the student), except in rare circumstances. Additionally, ESD requires three years of world language instruction as a graduation requirement; thus, the School does not exempt upper school students from the study of a world language. An **Individualized Accommodation Plan (IAP)** will be developed for students who are provided educational accommodations at ESD. The IAP will be signed by the student, parent(s), and committee members. A copy of the IAP will be placed in the student's file to be shared with teachers as needed. The psychoeducational evaluation will remain in a separate confidential file located in the office of the division learning specialist.

Requesting Accommodations from College Board, ACT, Colleges and Universities

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

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

Section 5: Middle School Student Life



THE EPISCOPAL
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IGNITING LIVES OF PURPOSE

Life in a Community

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

Daily Worship

Daily worship is our first Founding Tenet and ESD’s oldest tradition. In fact, ESD students and faculty have attended daily worship since the very first day of school in 1974. The spiritual identity of ESD is grounded in the Christian faith, expressed through the prayers, hymns, and traditions of the Episcopal Church. We are also a community where students, faculty, staff, and families of all faiths and those with no religious background are welcomed and respected. We believe the human family bears the image of God to one another and that we are called to love God and our neighbor as ourselves.

Time in chapel is at the center of our community life, where our spiritual lives can grow and we can celebrate the many traditions involved with being an ESD student. ESD gathers as a community every day in Chapel to give thanks to God for all the blessings we share, to pray for our world, to ask for forgiveness when we turn away from bearing God’s image to one another, and to reflect on God’s abiding presence on our spiritual journey.

- Chapel is our time to gather in prayer, song, and reflection on the biblical writings of the Old and New Testaments, the Christian tradition, to develop a life of virtue and service to others, in keeping with the Episcopal Church and the Book of Common Prayer.
- We also hear and wonder how differently we may believe in our faith traditions as a way of expanding our understanding of one another.
- Students lead worship, offer reflections, share music, and are instrumental to shaping our fellowship.
- All of this helps our community grow spiritually as we develop our sense of meaning and purpose in life, and grow ethically as we learn how to make good choices and embody healthy virtues.

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

Advisory

The advisory system in the Middle School is organized so that each teacher is an advisor to eight to ten students of the same grade level. The advisory is a small “family” unit within the larger school community, strengthened by the relationship between advisor and advisee. The advisor serves as a trusted guide, mentor, and advocate for his or her students. Further, the advisor is the point person for contact between families and the School.

Students eat lunch and attend Chapel daily with their advisor and advisory group. Students meet for 20 minutes daily during the advisory period to plan and organize the week’s assignments, check-in with the

advisor about academic issues, and to address topics that strengthen a student's social and emotional intelligence and ethical decision making. A student's Advisor holds conferences with students and families twice a year to assess academic progress, challenges, and social-emotional wellbeing.

Uniform Policy

The School strongly encourages students to label all uniform items to aid the School in returning lost items. Students who are out of uniform, or exhibit a pattern of disrespecting the community norms for dress and appearance, will be subject to corrective measures. Students are to wear the school uniform correctly throughout the school day. **Dennis** Uniform Company is the official uniform supplier for ESD.

White Shirt (Formal)

Must be worn on all formal uniform days, including Eucharist. White oxford button-down; clean, tucked in with waistband visible and appropriately sized. When worn with a skirt, all but the top button buttoned. When worn with a tie, all buttons should be buttoned.

Navy Blazer (Formal)

Required for formal dress days. Blazers should fit well and be in good condition.

Tie (Formal)

ESD school tie (top button of oxford shirt must remain buttoned). Students wearing gray dress pants must wear a tie on formal dress days.

Gray Slacks (Formal and Not Formal)

Dennis gray pants are required for formal dress days. Optional for non-formal dress days. Must be worn with a belt.

Belt (Formal and Not Formal)

Solid brown or black leather belt to be worn at all times with shorts or pants. No large belt buckles and no logos.

Skirts (Formal and Not Formal)

ESD plaid **from Dennis Uniforms. The skirt may not be altered in any way.**

Navy Polo (Not Formal)

Must be worn on non-formal uniform days. Must be appropriately sized, clean and tucked in with waistband visible. May be short or long sleeve; must have 2 or 3 buttons that are navy, white, or clear. May include ESD logo if purchasing from Dennis or The Eagles Nest.

Gray Shorts (Not Formal)

Dennis gray shorts of appropriate length to achieve a professional appearance. Shorts may not be altered and undergarments may not be visible in any way. Not permitted on formal dress days.

Socks (Every Day)

Solid white or navy, small logo acceptable

Shoes (Every Day)

Dress shoes in brown, tan, or black; athletic shoes in solid black or solid white; saddle oxford shoes in navy or white & black. Shoes must be in good condition with enclosed toe and heel, heel may not exceed 1" in height.

Undergarments (Every Day)

Undergarments may not be exposed in any way or have logos or colors that are visible through the uniforms.

Tights (Optional)

Tights must be solid weave and in good condition without rips, holes, or sheer. Tights must be solid navy, black, or white in color. No sweatpants or long underwear under the skirt.

Navy Sweater (Optional)

Solid navy cardigan, pullover, crew, or v-neck without logo (small monogram permitted). If worn on formal dress days, sweater must be worn under blazer.

Gym/Athletics (Grades 6-8)

Navy gym shorts **of appropriate length** and gray PE t-shirt (both available at Eagles Nest), athletic shoes. **Some sports have their own practice wear.** *Students in grade 5 do not change for PE class.

Outerwear

Navy Sweatshirt (Optional)

Solid navy sweatshirt or fleece (ESD logo or no logo); regular dress days; monogram or **non-ESD** logo permitted if 2" or less in size.

Coats (Optional)

Navy ESD jackets, varsity letter jackets, or plain navy jackets may be worn both inside and outside on regular uniform days. Non-uniform coats may be worn outside but must be removed in the building.

Other Guidelines

Hair

Clean, well-groomed. No facial hair. No unnatural hair dye colors permitted.

Jewelry/Make-up (Optional)

Appropriate and simple.

Accessories

Hats are not permitted inside the school building during the school day. ESD scarves and white or navy scarves are allowed on non-formal uniform days.

Formal Dress Days

Every Wednesday and on other specified days, students are required to be in formal uniform for the entire school day. All students wear a blazer, accompanied by a school tie with gray dress pants, or a blazer and a skirt.

Spirit or Casual Dress Days

On approved casual dress or spirit days, students may wear casual, modest attire. Good taste and discretion should be used in the choice of clothing. Students dressed inappropriately may be asked to change or sent home.

- Clothing should be free of rips or holes.
- **Clothing** may not have inappropriate logos, text, or images. **Political or partisan images and messages should be avoided.**
- Shorts, dresses, and skirts should be appropriate length to achieve a professional appearance.
- Leggings (non-sheer) may be worn provided that the shirt extends to the thighs.
- Tops should cover the entire middle torso, shoulder to waist.
- Tank tops and bare midriffs are not allowed.
- Undergarments (including camisoles) should not be seen.
- Pajamas, slippers, and hats are not permitted unless the spirit theme calls for them.
- Hats may not be worn in the chapel or in the classrooms.

Medically Necessary Uniform Modifications

The School wishes to assist students with medical conditions and allows for some uniform policy modifications for medical conditions. To do this, the School requires a note from the attending physician to be kept on file in the Health Service Office that states the reason for the requested modification and the time span for which the modification is necessary. While we allow these modifications, we do require that the student and parents make a reasonable effort to see that the modifications are in keeping with our policies. For example: if a student's arm is broken and cannot fit in the student's blazer, the student will be given an exemption until the cast is taken off.

Student Drop Off and Pick Up

The Commons will be open to receive students at 7:00 a.m. Middle School students are to be dropped off and picked up at the Merrell Road entrance. The pick up time for Middle School students is 3:30 p.m. on the Merrell Road entrance. For more details, refer to the Carpool Drop Off and Pick Up Schedule in Section 7. All Middle School students who remain on campus after 4:00 p.m. must remain in the After-School Program unless participating in athletic programs, theater rehearsals, or other supervised activities. All students must

be picked up by 6:00 p.m. Students not picked up by 6:00 p.m. may be charged a late pick up fee. Repeated late pick up may result in being excluded from After School care. For a map of Carpool drop off and pick up points, and traffic patterns. See Information for Students and Parents in Section 7 for map.

Bicycles and Electric Bikes

Bicycles, electric bikes (eBikes), scooters, and electric scooters are not allowed to be ridden on campus. Middle School students wishing to ride a bike or eBike to school should have their parents submit a request through the Assistant Head of Middle School. Once granted permission, the following safety guidelines must be followed:

- EBike riders must operate an EBike that complies with all State of Texas laws and regulations regarding such bikes and must be riding the class of EBike authorized for the age of the rider.
- Helmets must be worn at all times while riding the EBike.
- Students who ride bikes or scooters must enter the campus via Gate 1 (Frank Lot Gate).
- **Once inside the gate, the student must WALK** the bike or scooter directly to the rack located near the stadium and secure the EBike there.
- To exit the campus, the student must remove the bike or scooter from the rack and **immediately WALK it off campus via Gate 1** (Frank Lot Gate). If exiting before the last class of the day, the student is responsible for following guidelines, including obtaining a dismissal list prior to exiting campus.
- Bikes or scooters are not permitted anywhere else on campus.

Failure to comply with these safety guidelines will result in disciplinary consequences.

Attendance

The Episcopal School of Dallas attendance policy promotes regular class and trip attendance as an integral part of the learning process and an orderly atmosphere in which learning may take place. Students are to attend all classes, advisory, chapel services, assemblies, class meetings, and relevant club meetings for their division during the school day, as well as class and Outdoor Education trips. When a student is absent from school, a parent or guardian should report the attendance in Veracross before 8:30 a.m. To submit a request, log into the Veracross Parent Portal. Under Quick Links, click Report Your Child's Absence, Tardiness, or Carpool Changes. Excessive absences have a negative impact on teaching and learning for both the student, their classmates, and their teacher. Excessive absences may impact future enrollment opportunities.

Signing In or Out of School and Early Dismissal by Written Request

Appointments for students should be made after school hours. If it is necessary for a student to leave school during school hours for any reason, the student must have documented permission from their parent or guardian. This can be submitted through the Veracross Parent Portal at the beginning of the school day. Students are not allowed to leave campus without PRIOR parental consent. Early dismissal for reasons other than school trips or medical appointments may be considered unexcused.

Students are required to badge in and out with their student ID at the kiosk located at the Attendance Monitor's desk and may meet their parent or guardian at the main doors of the schoolhouse for pickup. Students returning to school from off-campus appointments or arriving late to school are to badge in and out with their student ID at the kiosk located at the Attendance Monitor's desk before attending class. Failure to follow this procedure may result in an unexcused absence/tardy and the consequences that accompany this procedural infraction.

Tardiness

Tardiness is a disruption to the learning atmosphere; therefore, it is usually unexcused. When a student misses more than 20 minutes of a class period, the student is considered absent from the class.

Late Arrivals to School

Instruction in the Middle School begins at 8:30 a.m. and students are expected to be in the classroom with the proper materials at that time. After a student has arrived late to school 5 times in a semester, parents should expect to receive a call from the student's Advisor to help rectify the situation. Should late arrivals continue, families can expect a call from the Assistant Head or Head of Middle School.

Middle School Attendance Categories

- **School Related Absence:** this category is for absences that are related to school sponsored events and trips. Students will be reported as Present on their attendance and grade report. Examples: school sporting event, school sponsored community service, field trip, tutorial, suspension from school
- **Non-School Related Absence:** this category is for any absence, approved or not approved by the School. It is not for a school related reason. Examples: illness, professional appointment, family trip, required court appearance, skipping class, attending an off-campus tutoring session during regular class, more than 20 minutes late to a class

Attendance Policy Consequences and Course Credit

A student is allowed 10 absences (excused or unexcused) per semester. At 11 absences the student may lose credit for the course. The following steps will be taken at each absence level.

- **6 Absences:** The Middle School Office will notify the student, parents, and advisor that the student has accumulated 6 absences and will remind them of the absence policy as listed in the Handbook.
- **11 Absences:** The Middle School Office will notify the student, parents, and advisor that the student has accumulated 11 absences. The following steps will be taken:
 1. The student and parents will be given the opportunity to submit any extra information regarding absences that they feel would be helpful to the school in determining the outcome of surpassing the 10 absence mark.
 2. The Middle School Office will review the student's attendance record and determine if there were any extenuating circumstances in this student's situation (long term illness, etc.).
 3. The Middle School Office will determine whether or not credit will be received for the class and how further absences will be treated.
 4. The Middle School Office will determine if an official excuse (doctor's note, scholarship interview documentation, court papers, etc.) is required for each and every future absence. Notes from parents will not be considered an official excuse.
 5. The Middle School Office will communicate its decision on the student's absence situation to the student, parents, and advisor.
 6. If a student continues to accumulate absences, the School may revisit and reevaluate the situation at any time.

Repeated Absences on Test Days

The Assistant Head of Middle School will meet with any student and his or her parent who is repeatedly absent on announced test days.

Pre-Planned Absence

To request an excused absence for a reason that is not listed, a student's parent or guardian must send an email to the Assistant Head of Middle School explaining the reason for and dates of the absence at least one

week prior to the absence. The Assistant Head of Middle School and Grade Level Dean will then determine whether the absence will be excused or unexcused. Failure to follow this procedure may result in an unexcused absence.

Absence and Participation in Extra-Curricular Activity

If a student misses any part of the school day for an illness (up to and including the entire school day), he/she is ineligible for extracurricular activities that day, this includes practices. For non-illness related absences or late arrivals, the student must be present for at least three full classes to be eligible to participate in athletics or extracurricular activities. The Middle School Athletic Director or the Assistant Head of Middle School may determine that an excuse is appropriate for maintaining eligibility that day.

Honor Code

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

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

Honor Code Policies

- A faculty member who suspects that a violation of the Honor Code has been committed is required to report this possibility to the Assistant Head of Middle School. An assessment of the situation is made by conferring with the appropriate parties. The Assistant Head of Middle School will confer with the faculty member and advise them regarding the procedural action to be taken.
- The Grade Level Dean, Assistant Head of Middle School, and Head of Middle School will determine whether there was an Honor Code infraction and determine the ensuing consequence.
- A student who has been suspended may be required to bring his/her parents/guardians to a meeting with the Assistant Head of Middle School to redefine the student's status with the School.
- **Honor Code violations are considered internal matters. They are not recorded on a student's transcript or shared with other schools. However, teachers and administrators completing application and recommendation forms for students are expected to answer questions honestly and candidly. In addition, multiple** Honor Code violations may put a student's enrollment in jeopardy.
- Per the Middle School Student Council's Charter, an Honor Code Violation in the semester leading up to elections may make the student ineligible to run for office.

Accountability and Discipline Practices

Creating a consistent, shared culture of dignity, sits at the heart of ESD's Code of Conduct, Episcopal Identity, Founding Tenets, and Mission. Understanding and upholding our community norms and living out the explicit values of Honor, Integrity, and Respect in the classroom and as a community member, is an essential component of life at ESD. Accountability practices exist to empower students to make ethical decisions, to ensure that ESD is a trustworthy and safe place to attend school for the entire student body, and to discover lifelong value in the Code of Conduct. The Middle School years are a unique developmental period in the lives of young people as their brains and bodies are changing dramatically. These four years provide the gradual and appropriate transition from Lower School to Upper School and are marked by a developmentally responsive program as we strive to cultivate ethical decision making and responsibility. Middle School is a place to grow and learn from mistakes. Students who make mistakes and demonstrate growth in the wake of those errors in judgment are maturing in the appropriate manner. ESD provides supportive structures and responsive accountability practices to facilitate this growth.

The ultimate goal is to proactively construct a positive student culture that mitigates disciplinary infractions before they occur. The system of corrective actions highlights a commitment to ESD's critical values in support of adolescent growth. Errors in the judgment of students and the choices they make fall into three broad categories:

- Procedural Norms
- Academic Integrity
- Community Trust

Procedural Norms are the systems and standards that govern the school day. Uniform guidelines, grading policies and attendance standards fall into this category and community violations (CV's) are earned when a student fails to observe them. Arrival at school without a belt, leaving trash in common areas, unexcused tardies or arrival in class without the necessary materials (including a charged Chromebook), fall into this category. Three violations of procedural norms in a calendar week lead to a lunch/IGLT detention. Two lunch/IGLT detentions result in a Saturday detention. The accumulation of six violations without serving a lunch/IGLT detention will result in a lunch/IGLT detention.

This system of community violations provides a means of record keeping and allows for clearer understanding and recognition of patterns of procedural violations. Community violations will always be communicated to students and advisors when issued. Parents will be notified once a detention is assigned. A Discipline Violation is more serious than a Community Violation and indicates behavior that disrupts the learning environment and/or violates the standards of the community. Discipline Violations are generally determined by the Grade Level Deans in coordination with the Assistant Head of Middle School and can result in a response which can vary from a warning up to and including Day of Separation. Examples include, but are not limited to, disruption in the classroom, disrespect to a teacher or other student, and fighting.

The **Honor Code** notes, "On my honor, I promise that I will not lie, steal, or cheat. I will abide by, respect, and support this pledge as a member of The Episcopal School of Dallas." **Academic Integrity** means that students complete their own work and give credit to the ideas of others. Classroom assignments exist to help students learn and grades exist to provide feedback that guides that learning. All work should reflect a student's own scholarship. Violations of this pledge include cheating, lying to a teacher, plagiarism, copying another student's work or knowingly allowing another student to use your work.

The fabric of our community is rooted in Honor, Integrity and Respect, both in and out of the classroom. When a student lies to a teacher, purposely engages in hurtful behavior, either in person or virtually, or takes something that does not belong to him or her, damage is done to this fabric and **Community Trust** has been violated. Consuming alcohol, drugs, or nicotine (including vaping), or texting an illicit photo of oneself, also falls into this category as a student is demonstrating a lack of respect for the laws of our state and his or her own physical well-being.

The Assistant Head of Middle School, in conjunction with other school leaders as appropriate (Head of Middle School, Chaplain, Director of Diversity, etc.), oversees structures and accountability practices to ensure that student life is rich, rewarding, fun, safe and consistent with the School's overall values and mission. Issues may also be addressed by faculty or staff members or referred to the Assistant Head of Middle School or Grade Level Deans.

Participation in or promotion of activities or behavior not in keeping with the School's Mission, Founding Tenets, Episcopal Identity or Code of Conduct, wherever they occur, may lead to accountability measures up to and including dismissal from ESD.

The School may elect to respond to student behavior away from the school or outside of school hours where such behavior has the potential to negatively affect the learning environment, adversely impact the School's reputation or create a rift in the fabric of the School community.

The School may utilize a range of responses depending on the severity or regularity of a student's behavior. Responses may include, but are not limited to, detention, community separation, suspension, and dismissal. The goal is always to foster student growth and to ensure ESD's values are represented.

Skiping Classes

All students are expected to attend scheduled classes, advisory, study halls, Chapel, and school assemblies. Students who skip any of these will receive an unexcused absence for course work missed and be issued a Saturday Detention. Students may be required to meet with the Assistant Head of Middle School and may be subject to more serious responses from the School.

Students Leaving Campus

A student leaving campus during the school day must submit a note from their parent or guardian (emails and phone calls from parents are also sufficient for verification) and will wait for a parent or guardian to come in and sign out at the Attendance Monitor's desk before leaving campus. Once on campus, students may not leave without permission only by a parent signing out with the Attendance Monitor. Students may not leave campus after school hours with another student without written consent from both sets of parents/guardians and school permission. Students who do leave campus without permission are subject to a disciplinary response from the School.

Offensive Actions/Statement Responses

The Episcopal School of Dallas honors the dignity and worth of every person. We firmly believe that everyone is made in the image of a loving God. We actively stand against any form of oppression, injustice, and bigotry and will enact consequences that address these systems and/or incidence(s) as they relate to race and ethnicity, gender, sexual orientation, ability, religion and socio-economic status, when they are in conflict with our institutional values. Incidences including, but not limited to, the use of hate symbols or hate speech are examples of incidents which are in contradiction to our values as a school. The School may respond to actions that conflict with these values, including actions that occur on or off campus or online, through disciplinary action, required educational components, restorative justice, or other methods appropriate to the situation.

Campus Visitors

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

ESD Student Responsible Use Policy

The Episcopal School of Dallas (ESD) electronic communications system, including access to the Internet, is available to ESD students, faculty, staff, parents, and others affiliated with the School to promote educational excellence through resource sharing, innovation, and communication. ESD utilizes Google Workspace for Education to provide communication and collaboration tools to faculty and students. Google Workspace is compliant with the Children's Online Privacy Protection Act (COPPA). In addition to Google Workspace, students will be asked to use online educational products (e.g., Google Meet, Schoology, or other platforms as assigned) which may or may not be COPPA compliant. Students and parents can access the terms of service and other policies for each product at the provider's website. Your acceptance of the school handbook

is your acknowledgement that these terms of service are available to you and that you are aware that each user will be bound by them. Students may be recorded during online classes conducted in the event of distance learning.

Students are required to bring a fully charged device to school each day.

This Responsible Use Policy (RUP) expresses the School's standards and expectations regarding the acceptable use of technology in our community. Access to ESD's electronic communications systems is a privilege, not a right, and all use must be in keeping with the RUP, the applicable Handbook and the ESD Code of Conduct. Non-compliance may result in one or more disciplinary actions, including suspension or termination of electronic communications privileges, loss of other privileges, suspension, or expulsion.

Students shall:

- Use ESD's network for school-related purposes
- Use technology in a positive manner with respect for others at all times
- Access sites that are allowed on the ESD network
- Use technology to represent themselves and their work and follow all copyright laws
- Only record, videotape or take a photo of a teacher or fellow student with permission

Students shall not:

- Circumvent filtering technology or applications in place to promote academic integrity
- Share passwords or give access to the student's ESD account with others, including fellow students or tutors
- Send harassing or other inappropriate communication through their ESD account
- Attempt to break into the school's technology system

NOTE about avatars on all platforms:

- Please make sure any avatars used on Schoology, Google +, and other school-related platforms are appropriate.
- Acceptable Avatars:
 - o A picture of the student
 - o A "stock" avatar of the same race and gender
 - o A clip art of an interest of yours (ex. a baseball, picture of a deer, a car, etc.)
 - o A picture of a favorite place - ESD, Hawaii, London, NYC, etc
 - o A generic design
- Unacceptable avatars:
 - o Pictures of other people – including actors, comedians, musicians, presidents, etc.
 - o Memes
 - o Animated gifs
 - o Logos of sport franchises
 - o A "stock" avatar of a different race or gender
 - o Videos of sporting events
 - o Vulgar or inappropriate messages or images
- It is important to note that students are expected to abide by copyright laws and only use images labeled for reuse.

Social Networking and Social Media

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

When utilizing social media, ESD students shall:

- Only friend peers; not any faculty or staff member of the ESD community (unless special permission is granted for academic purposes. Such permission must be obtained in writing and be on file with the Assistant Head of the appropriate division).
- Exercise care with profile content on social media remembering nothing is truly private on the web.
- Keep their information private (birthdays, phone numbers, home addresses, personal schedules).
- Respect email etiquette and be courteous, respectful, and timely.

Digital Citizenship: Common Sense Media

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

Electronic Devices

All Middle School students are issued a school-managed Chromebook. Having a single platform environment allows teachers to use the device as a learning tool, and having managed Chromebooks allows the School to push out applications that all students need to use. These are the only devices permitted on campus for middle school use during the academic day except by written permission from the Division Head.

- Upon entering Middle School at ESD, each student will be issued a school-managed Chromebook with the cost included in tuition. This includes a case and insurance for one free replacement during the Middle School years. After the first replacement, if a student damages his or her device, he or she must buy a replacement Chromebook through the school and it will be charged to the incidental student account in the Eagle’s Nest.
- Chromebooks should arrive at school fully charged each day. The Gill Library has loaner chargers. Students must return the charger at the end of the day.
- Students are expected to have their own set of headphones each day. With that in mind, part of being in a community is being present, and as such use of headphones, including AirPods, should only be used under the direction of a teacher. They should not be worn in the Schoolhouse Commons or other community places.
- In and out of the classroom, students must use their electronic devices in keeping with the RUP and the Code of Conduct. Students are encouraged not to leave these devices unattended on campus at any time because they may become lost or stolen. Students should put their names on these devices. The School retains the right to search electronic devices when necessary if there is sufficient suspicion that said device contains inappropriate or illegal material.
- If a student has technical difficulties with their school-managed Chromebook, they should go to the Gill Library for assistance or email cbhelp@esdallas.org. The Librarians will work with the Tech Department to resolve the issue. In the meantime, the student will be able to borrow a Chromebook from the library.
- If a student forgets their Chromebook or has misplaced it, they can go to the library to check out a loaner Chromebook for the day. A record will be kept to ensure the Chromebook is returned. The Assistant Head of Middle School and the Grade-level Deans will keep track of the frequent borrowers and deliver necessary consequences.

Cellphones

Students in grades five through seven are not permitted to have cell phones or smart watches on campus. *This policy covers phones, smart watches, and other portable or wearable devices.* Use of these devices is an eighth-grade privilege and, as such, can be revoked in cases of non-compliance with these guidelines:

- Eighth grade students are permitted to bring cellphones to school, but they must be TURNED OFF and stored in the cell phone bins/slots/pockets and may not be used from 8:30 a.m. until 3:30 p.m..
- After 3:30 p.m., eighth graders may use phones to communicate efficiently with families about logistics but otherwise these devices should not be out or in use in common areas.
- Cell phones are NOT permitted in locker rooms for any purpose.
- Should a student fail to follow these guidelines, the device may be picked up by a parent in the Middle School Office.

If a student needs to contact his or her parents, he or she may do so in the Middle School Office on a school phone. If a parent needs to contact a child, he or she may contact the Middle School Office at (214) 353-5847.

Lockers

All school and gym lockers are the property of ESD, assigned to students for their use. Each student is assigned a school locker with a combination lock. Students are responsible for keeping their personal belongings and valuables locked in their locker. ESD is not responsible for items lost or stolen, especially if the stolen or lost items were not locked in an assigned locker at all times. Students are responsible for maintaining a neat and well-organized locker. Students may not change lockers or use someone else's locker without permission from the Assistant Head of Middle School. Lockers should not be banged, kicked, defaced, or otherwise damaged including "jamming" lockers in the open position. Costs associated with repairing damage to lockers stemming from misuse will be assessed to families. Seventh and Eighth grade sports signs are allowed during the respective sports season. Locker decorations are also allowed for one week for birthdays. Locker decorations must not be offensive. Replacement keys or locks are \$5. Students must understand that the administration has the legal right to inspect lockers at any time (see Search and Seizure Policy). Report any locker or key problems to the Assistant Head of Middle School.

Driving to Events off Campus

The School provides transportation to and from School-sponsored events. Students are expected to use the school transportation when provided. In the unusual event that a student needs to be driven to an activity, a written note from a parent/guardian must be submitted in advance for approval by the Assistant Head of Middle School. If approval is granted, the family assumes all legal liability for their student being driven. On occasion, school clubs meet at off-campus locations during non-school hours and families are asked to provide their own transportation.

Field Trips

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

School Events and Guidelines

Students are encouraged to arrive on time and will not be admitted later than one hour after the event starts. Once a student chooses to leave an activity or event, he or she may not return.

- The use of alcohol, illegal drugs, or tobacco is not permitted on school property or at school-sponsored functions. A student may not arrive at a school function having consumed or used

alcohol, drugs, or mood-altering substances. All students and their guests attending school functions are subject to screening for alcohol or drug use.

- Appropriate conduct and behavior are expected at all activities. Those not complying will be asked to leave and their parents will be called.
- All school events must be chaperoned by parents/faculty and a School official must be present and in charge of the event.
- All school-sponsored functions will end before 11:00 p.m. or 12:00 midnight in compliance with the City of Dallas curfew.

Visitors

Arrangements for visitors should be made with the Assistant Head of Middle School at least one day in advance of the visit. A current parent/guardian must sanction the visitor. Student visitors during the school day must register with Campus Security and wear the issued credential badge in a prominent location on their uppermost garment while on school property. Students are to introduce their visitor to each class period teacher. The School may remove any visitor from campus at any time if such removal is determined by the School to be in the best interest of the community.

Art Collection and Management Policy

Each student is responsible for removing his or her artwork from ESD in a timely manner. Artwork that is left at ESD without authorization for more than 90 days will be deemed to have been donated to ESD. Donated artwork may be displayed, transferred, removed, or discarded at the discretion of the School.

Lost and Found

Lost and Found items are placed on the shelves located near the elevator on the second floor of the number pod. Students should check the Lost and Found for misplaced items. Items not claimed after a reasonable period of time are given to the uniform resale shop, a local charitable organization, or are discarded. **Taking items which are not yours from Lost and Found is an Honor Code violation.**

Backpacks

Middle School students may not carry backpacks between classes during the school day and are expected to unload their backpack into their lockers before classes begin. While not in use, backpacks should be locked in the student's locker. Backpacks that do not fit in the locker are not permitted. The School is not responsible for lost backpacks or items taken from a backpack that were not locked in a school locker. The administration reserves the right to inspect any backpack on campus (see Search and Seizure Policy).

Backpacks will not be allowed to be taken to F period athletics. These must remain in student lockers until practice is complete. If the student's team is leaving for a game that day, he or she may take the backpack to F period athletics. On days with a scheduled team study hall, a student may take his or her backpack to F period athletics, but eighth graders with cell phones may not turn them on until 3:30 p.m.

Outside Food and Drinks

Outside food and drinks (with the exception of homemade lunches and snacks) are not allowed on campus. **Lunches or snacks stored in lockers must be in a sealed bag. Students may not order food to be delivered to campus. Gum is not allowed during the school day.**

Birthday Snacks

Student birthdays are celebrated during Chapel with a Birthday Blessing by the Chaplain. Parents who wish to bring something during lunch are permitted to bring individual snacks such as cookies, cupcakes, milkshakes, snow cones, etc. for the student's advisory group only. Any leftover birthday treats may be

stored with the advisor for the student to take home or offered to teachers, not shared with students outside of the advisory. Main course meals, such as pizza or chicken nuggets, are not permitted.

Athletic Bags

School athletic bags must be locked and stored in the student's assigned athletic locker. Students may not leave their athletic bags in the academic buildings. The School reserves the right to search all athletic bags and athletic lockers. Items left out in locker rooms are subject to removal from the locker room without notice.

Bulletin Boards and Flyers

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

Administration of Medicine by School Personnel

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

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

Health Records

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

Lightning Alarm

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

Emergency Evacuation

Emergency evacuation routes are posted in prominent locations throughout campus. The School periodically holds emergency drills for the safety of the students. During evacuations, students are to move to their assigned area in a quiet, orderly manner, then await further instruction. In case of a fire alarm, students assemble by advisory in a specially designated area. If circumstances require, students may be walked or bussed to another safe location.

Community Service Program

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

Program goals include:

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

Student Council

The Student Council serves as a forum for student opinions and suggestions, working with the faculty, administration, and student body to enhance daily life in school. The Council seeks to build school spirit and to contribute to the community with service projects. The seventh grade elects the three leading officers in the spring before their eighth grade year. Representatives from each of the four grade levels are elected in the fall.

Any of the following items put a student's eligibility to run for office in jeopardy:

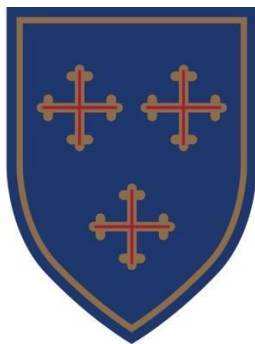
- An average of "C- (2.0 GPA) or below (according to GPA calculations at the time of application), any "F's" or "D's" in their previous quarter or semester grades.
- Excessive absences.
- Disciplinary infractions, including significant community violations, Code of Conduct violations, or Honor Code violations during the academic year of the election.

Expectations for Student Council Members

At the conclusion of each grading period, each member of the Council turns in a pledge stating that he or she has met all disciplinary and academic requirements for the previous quarter and/or semester. These standards include the following:

- A Student Council member must have and maintain an average of "C" (2.5 GPA) or above (according to GPA calculations), with no "F's" or "D's" in their previous quarter or semester grades. Any member who fails to meet the expected grade requirement will be placed on probation for the next grading period. A council member on probation has one interim period to regain academic eligibility. Failure to regain eligibility by the interim period will result in removal from office.
- A Student Council member must attend scheduled Student Council meetings. Any member with three unexcused absences from meetings or activities in a semester or more than three excused absences in a semester will be removed from the Student Council. Members in good standing must not have excessive School absences while in office.
- Any member who commits an Honor Code violation will be removed from his/her position immediately.
- Any member involved in a major discipline incident which results in a day of separation or suspension will be removed from his/her position immediately.
- Any member who receives an excessive amount of detentions, or disciplinary violations, as determined by the Head of Middle School, will be placed on probation during the next grading period.

Section 6: Athletics



THE EPISCOPAL
SCHOOL *of* DALLAS

IGNITING LIVES OF PURPOSE



Athletics are an important element of the balanced curriculum at ESD, which works to advance the mission of the school. The Athletic Department is committed to the intellectual, social and spiritual growth of our students and strives to challenge our student-athletes to reach for levels of personal achievement not previously attempted or attained.

We believe that athletics are an extension of the classroom, providing many opportunities for students to learn more about themselves as well as the value of sports. Students learn to make a commitment, to work toward a goal, to respect themselves and others, and to appreciate the importance of physical well-being. Through participation in sports, students learn sportsmanship, discipline, personal integrity, teamwork, time management and perseverance: qualities that will assist them in achieving success throughout their lives.

The ESD Athletic program provides opportunities for our students to develop their talents and to undertake new challenges. We encourage our athletes to try a new sport for the first time or to sharpen their talents in an area of established interest. On an individual level, athletic participation helps develop respect for one's own physical courage and emotional achievement while enabling student-athletes to develop already recognized talents. They are challenged to reach for new levels of achievement through sport. In the unique setting of a team, participation in athletics enables students to work collaboratively, physically, mentally and emotionally. Student-athletes learn how to depend upon each other and be responsible to their teammates. Together, they learn to compete, to struggle, to endure, to succeed, to lose and to win.

The coaches, trainers, and staff are committed to the development and experience of your sons and daughters. Please review the Athletic Handbook. We have included an important contact list for your benefit. We are excited and honored to have the opportunity to work with and develop all of our student-athletes.

Go Eagles!

Thad Lepcio
Director of Athletics

Athletic Department Overview

Mission and Philosophy

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

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

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

Department and Program Goals

1. Develop the best overall athletic program possible and become a model for other independent school programs.
2. Teach fundamentals and techniques of each sport in a progressive planned sequence.
3. Encourage and develop healthy habits in view of lifetime wellness.
4. Emphasize full participation in the strength and conditioning program.
5. Emphasize full participation, encouraging athletes to play three sports, and not specialize in one particular sport.
6. Provide the best in facilities and equipment.

Participation Philosophy

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

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

Middle School Team Level Philosophy

1. Prepare athletes, through an appropriate level of competition, for participation in the varsity program.
2. Allow playing time in practice and games over the course of the season to foster maturity in athletes. Emphasize development of fundamental skills, game strategies, and team unity; realizing success is not measured in terms of wins and losses on the junior varsity level.

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

Sports Offered

Fall

Cheerleading (Boys/Girls)
Crew (Boys/Girls)
Cross Country (Boys/Girls)
Football (Boys)
Field Hockey (Girls)
Volleyball (Girls)

Winter

Basketball (Boys/Girls)
Soccer (Boys/Girls)
Wrestling (Boys/Girls)

Spring

Baseball (Boys)
Crew (Boys/Girls)
Golf (Boys/Girls)
Lacrosse (Boys/Girls)
Softball (Girls)
Tennis (Boys/Girls)
Track & Field (Boys/Girls)

Communication Guidelines

Communication parents/student-athletes should expect from coaches:

1. Philosophy of the coach
2. Locations and times of practices and contests
3. Expectations the coach has of the student-athletes and team
4. Team requirements regarding equipment and off-season activities
5. What role parents may play to help the coach or team (i.e. volunteer help, team dinners, etc.)

Communication coaches should expect from parents:

1. Specific information about their child that the coach might need to know
2. Notification of any scheduling conflicts prior to the start of season competition with consideration of extenuating circumstances (i.e. family death, emergency doctors appointment)
3. Any appropriate concerns they may have
 - a. Concerns to be discussed with a coach
 - i. Treatment of their child mentally and physically
 - ii. Ways to help their child improve
 - iii. Child's behavior
 - iv. Academic support, college opportunities
 - b. Concerns not to be discussed with a coach
 - i. Playing time
 - ii. Team strategy
 - iii. Other student-athletes
 - iv. Player's position on team

Procedures for addressing a concern:

1. If the concern starts with your child, have them talk to the coach first
2. Contact the coach and request a meeting
3. If there is no resolution, contact the Director of Athletics and request a meeting
4. IT IS IMPORTANT TO NOT APPROACH A COACH BEFORE OR AFTER A PRACTICE OR A GAME. It is highly encouraged to wait 24 hours before addressing a concern.

Athletes can expect the following from coaches:

1. To be treated fairly and receive encouragement regardless of the athlete's level of ability
2. To teach the student-athletes self-discipline, and to develop mental toughness
3. To provide fair, firm, and consistent discipline that works toward team goals

Coaches can expect the following from athletes:

1. Be respectful at all times to coaches, officials, and opponents
2. Never complain to others until a concern has been discussed with the coach
3. Adhere to all school and team rules
4. Make a commitment to win and lose with honor, respect, and integrity
5. Utilize ESD resources, such as Sports Medicine, Sports Performance, etc.

Athletic Donation Guidelines

1. In the event that a generous individual approaches a coach with the desire to make a monetary gift to a particular sports program and/or give an item to a particular sport, the coach will refer the person to the Chief Advancement Officer.
2. Any donations directed towards ESD branded apparel must go through the Eagle's Nest for ordering.
3. Any additional attire or equipment that a parent wishes to donate must be pre-approved through athletic administration.

ESD Athletic Facility Usage Policy

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

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

Equipment currently on the field may not be moved from its current location.

If for any reason, such as inclement weather, a scheduled practice may be bumped for an ESD athletic practice. Should the situation arise, we will try to contact teams that have scheduled practices as soon as possible. This however may be impossible should a weather event occur during or just before a scheduled practice time. For field requests, please contact the Associate Director of Athletics.

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

Athletic Photographer and Videographer Policy

All media requests need to be approved through the Director of Communications prior to the start of any athletic contest.

Daily and Weekly Schedule Updates

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

Guidelines for Team Spirit Representatives

Team Spirit Representatives provide assistance to program directors in the areas of communication, logistics and volunteerism. We have established some guidelines for each team to adhere to and an outline of the volunteer role itself.

- Spirit Reps along with Program Directors/Head Coaches will attend a pre-season meeting with Kate Applequist.
- Discuss important team dates with program director/head coach including media day, team meals, senior night recognition and end of season banquets
 - Assessment budgets will vary depending on the team, but we must financially work within the budgetary guidelines the department has provided to be mindful of what we are charging our families.
 - Team banquets are to be held on campus and dates will be confirmed through the Communications department to eliminate conflicts.
- In collaboration with the Eagle's Nest, assist in ordering locker signs, yard signs, and team spirit wear items.
- In collaboration with the program director/head coach, assist in communication distribution:
 - Send weekly updates to parents reminding them of important dates, volunteer commitments, game schedule, directions, etc.
 - Remind parents of important dates and deadlines (i.e. Media Day, Senior Night, uniform returns, reimbursement forms, etc.)
 - Assist parents with Assessment Reimbursements

Game and Practice Guidelines

Student-Athlete Eligibility

The athlete must be less than 19 years of age on September 1 of the school year in which they participate in SPC.

A player must have a medical release form and a signed code of conduct on file in order to play or practice. All 7th, 9th, and 11th grade students need a current concussion baseline test on file and will be repeated every 2 years. In addition, any new students to ESD will also be required to take a test regardless of grade level.

Club Sport and Extracurricular Activity Policy

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

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

Attendance

All middle school practices take place between 2:40 p.m. – 4:00 p.m. during the middle school's F Period. Games/Competitions are typically scheduled after school, and occasionally on weekends. **Missed team activities may result in reduced playing time.** Should excessive absences from team activities occur, a student-athlete may be dismissed from the team. All absences will be documented and parents will be notified that their child's position on the team is in jeopardy before any dismissal occurs.

Academic Failure and Early Departure for Athletic Events

Students who are in academic difficulty (with a grade below 70 **for two consecutive weeks**), may be **ruled ineligible to participate in extracurricular activities and athletics.** Please refer to the “Academic Support and Eligibility for Extracurricular and Athletic Programs” portion of the handbook in Section 3.

Game Guidelines for Student-Athletes

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

Travel

- All team members are expected to travel to and from games with designated ESD transportation.
- Parents are allowed to transport their child under written/verbal agreement with the coach.
- Parents are not allowed to transport other team members without written approval by a parent.
- It is the responsibility of all players to follow bus guidelines as set forth by their coach. In addition, the players must maintain bus cleanliness.

ESD Code of Conduct

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

Early Dismissal and Missed School Days for Competition

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

Competing On Two ESD Teams within One Season

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

Athlete Participation in ESD Extracurricular Activities

All athletes involved in additional curricular or co-curricular activities must communicate this conflict with the head coach and **extracurricular** sponsor prior to the start of the season.

Uniforms

All students are expected to adhere to uniform requirements set forth by each level and sport.

Uniform/Equipment Return Policy

It is the responsibility of every athlete to return all uniform/equipment items issued out to them. All uniform/equipment items must be returned to the coach immediately after the last practice, game or scheduled meeting by the coach. Athletes will be given 1 week after the completion of the season to get these items returned. Failure to return any uniform/equipment items after 1 week the following will take place:

1. After 1 week of the allowed time to return the issued uniform/equipment item a charge will be placed on the athletes athletic account.
 - a. Charges will be billed to the athletes Eagle's Nest account
 - b. The charge is placed for replacement items if uniform is not returned
 - c. Charges will also be placed for uniforms/equipment items not well maintained.
 - i. Tears, stains, discoloration,
 - ii. Any alterations must be pre approved by the coach
2. Charges will be removed once items are returned 1 week after the original return date.
3. Athletes must return the uniform/equipment items they were assigned. If an athlete wants to switch during the season the coach and equipment manager MUST be notified. Otherwise the athlete is responsible for the item they were originally issued out.
4. Athletes will not be allowed to receive another uniform/equipment item for another season until the charge has been paid or items have been returned.

If a uniform/equipment item is needed for the day of a game the coach and equipment manager must be notified in advance. Notification can be completed by email or in person. The uniform/equipment item issued out the day of must be returned the following day.

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

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

ESD Apparel and Merchandise Policy

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

Adding, Withdrawing, or Quitting a Team

Students will have to follow the drop/add deadlines for quitting a team. They have 7 class days from the **first** day of school for fall sports, or 7 class days from the **start of the** winter and spring **seasons to transition into the ESD-Fit class**. **Students who are cut from a team may choose another sport that has not completed tryouts or move into the ESD-Fit class.**

Athletes may not join a team after the ADD/DROP period.

Sports Medicine Policies

1. In case of emergency and Athletic Trainers are not available, call 911.
 - a. Examples may include: severe bleeding, unconsciousness, obvious broken bones
2. Treatments and evaluations
 - a. Completed before or after practice
 - b. As needed (every situation addressed individually)
 - c. Scheduled appointment times can be arranged if needed
3. Return to play decisions will be made by the Athletic Trainer(s)
4. Coaches are expected to communicate to the Athletic Trainer(s) regarding any injuries that occur during practice or competition away from campus.
5. The Sports Medicine department will not dispense any medications to athletes/students unless directed by a physician. The school nurse will have OTC medication that is dispensed during school hours.
6. Sports medicine equipment (i.e. coolers, bottles, etc.) may not be removed from the athletic training room without prior approval from a staff member.
7. All Sports Medicine equipment must be used appropriately and with permission from an Athletic Trainer. This includes rehabilitation equipment, cold and hot whirlpools, and modality machines.

Lightning Policy

ESD utilizes the Perry Weather Monitor System outside and indoors. This provides an early warning system for lightning strikes in the area.

Outside Alarm:

- In immediate danger the horn will sound with one, long 15-second blast.
- All personnel involved in outdoor activities (students, teachers, coaches, parents, and spectators) should move to a safe shelter at once.
- When the area is no longer in immediate danger, the horn will sound three 5-second blasts to give an all-clear for activity to resume, unless instructed otherwise.

Inside Alarm:

- Perry Weather notification box will light up when weather is unsafe to go outdoors.
- Perry Weather light will light up yellow, and flash when there is lightning in the area.

The Athletic Trainers and Campus Security Officers are equipped with computer generated weather maps and can, at their discretion, make an earlier call on the inclement weather call.

Cold Weather Policy

TEMPERATURE	ACTIVITY GUIDELINES
30°- with or without precipitation	No restrictions
15-30° with wind chill/no rain	• Sub Varsity games will be rescheduled • MS/JV practices are canceled • Varsity games/practices will be played at the Athletic Director's discretion

15-30° with wind chill and rain	- No outside exposure for MS, JV, or Varsity - Varsity games rescheduled
Below 15°	ALL outside activity canceled

Heat Guidelines

The Episcopal School of Dallas, Sports Medicine department's goal is to prevent any heat related illness. ESD utilizes the Perry Weather system to identify the Wet Bulb Globe Temperature (WBGT) to detect heat stress conditions. The WBGT is monitored from ambient temperature, relative humidity, wind speed, and direct solar radiation from the sun. WBGT will dictate any recommendations/modifications for any outdoor activity.

For more information regarding WBGT please visit the following website:

<https://perryweather.com/2020/04/01/what-is-wbgt-and-how-do-you-calculate-it/>

<https://perryweather.com/2020/07/30/heat-index-wet-bulb-globe-temp/>

The chart below will be used to make any recommendations/modifications for athletes during games/practices.

Heat Illness Prevention

WBGT	ACTIVITY GUIDELINES	REST BREAK GUIDELINES	GAME GUIDELINES
UNDER 82.0°F	Normal Activities	Provide at least three separate rest breaks each hour with a minimum duration of 3 minutes each during the workout.	No modifications
82.0-86.9°F	Use discretion for intense or prolonged exercise; watch at-risk players carefully.	Provide at least three separate rest breaks each hour with a minimum duration of 4 minutes each.	No modifications
87.0-89.9°F	Maximum practice time is 2 hours. Restricted to helmet, shoulder pads, and shorts during practice.	Provide at least four separate rest breaks each hour with a minimum duration of 4 minutes each	Water breaks advised as the sport allows.
90.0-92.0°F	Maximum practice time is 1 hour. No protective equipment may be worn during practice, and there may be no conditioning activities.	There must be 20 minutes of rest breaks distributed throughout the hour of practice.	Water breaks advised during game as the sport allows
OVER 92.1°F	No outdoor workouts. Delay practice until a cooler WBGT level is reached.		Water breaks required or shorten halves.

Ultimately game decisions/modifications will be based on heat/cold guidelines with mutual input from hosting and visiting school athletic trainers.

In the event of a suspected heat illness the following will take place:

1. Cold water immersion, cold towels, or ice packs will be used to cool the athlete/individual
2. Fluids will be administered
3. 911 will be activated if necessary

RTP after a suspected Heat Illness

Return to play after a suspected heat illness will be based on a case-by-case situation. Return to play will be determined based on the individual's symptoms, body weight, observation, and evaluation at the time of the incident and recovery. In the event of a heat illness, extreme caution will be taken when returning an athlete back to practice/competition.

Heat Related Illness Prevention

Pre-Season:

1. Athletes should prepare appropriately for their upcoming season. By doing so participating in pre-season conditioning programs is recommended.
2. Conditioning should gradually increase with outdoor activity for 10-14 days to acclimate to the current weather conditions.
3. Establishing a proper nutrition and hydration routine is important during pre-season to help prevent injury or heat illness.

Heat Acclimatization Guidelines

The Episcopal School of Dallas follows the Southwest Preparatory Conference heat acclimatization policy for pre-season practices.

1. Physical activity outdoors should gradually increase.
 - a. Gradually increase use of equipment i.e. introduce helmets first, then shoulder pads.
2. Each athlete's individual level of conditioning and medical status will be taken into account.
 - a. Adjust to accommodate the needs of the athlete(s)
3. Adjust accordingly to weather conditions
 - a. Lower intensity
 - b. Increase rest break: water breaks and breaks in shaded areas that are well ventilated
 - c. Remove equipment if necessary (especially during breaks)
4. Athletes will have full access to hydration throughout games/practices to remain properly hydrated.

Hydration Recommendations based on the current guidelines from the National Athletic Trainers Association (NATA):

Before Exercise

FLUID AMOUNT (WATER)	DURATION
16-24 FL. OZ.	2 Hours prior
7-10 fl. oz.	10-20 minutes prior

During Exercise

FLUID AMOUNT (WATER)	DURATION
6-12 fl. oz.	Every 10-20 minutes

After Exercise

FLUID AMOUNT (WATER)	DURATION
Athletes should replace every 1lb lost in weight with 16-24 fl. Oz. of water.	Within 2 Hours after exercise

Electrolytes: Electrolytes should be replaced when training or competing for more than 2 hours or for those who have a high sweat loss. When the body does not obtain the right amount of water/electrolytes this can lead to dehydration and cramping.

Nutrition: Eating a well-balanced diet is essential in preventing heat related illness. The following should be consumed.

- Carbohydrates:
- Protein
- Fats

Nutrition should be consumed 1-2 hours before arriving for practice/competition. For recovery a meal should be consumed within 2-3 hours post practice, workout, or competition.

What to Avoid

- Caffeine
- Energy drinks
- Performance enhancers

What will be provided during PRACTICE/COMPETITION

- Hydration stations will be set up prior, during and after a practice/competition
- Shaded areas will be established for rest breaks
- Water bottles
- Bars/Electrolytes on hand if needed
- Fans (as needed)
- Ice towels (as needed)

This policy was created based on NATA guidelines on heat, nutrition, and hydration. As well as Perry Weather's informative heat statements.

Concussion Policy

Every student who participates in a high impact sport should have a current concussion baseline test on file with the school. The State of Texas has recently passed a Concussion Bill that requires any athlete suspected of having a head injury to be removed from practice or game activity for the day and be referred to a physician. Our policy at ESD is that the athletes are screened by the Athletic Trainers first then referred to the physician, but just be aware that there are now legal implications to take into account for coaches, especially at practices and/or events away from ESD.

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

SPC Rules and Guidelines

SPC Sportsmanship Creed

Athletic competition in SPC is guided by the following ideas:

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

SPC member schools will not tolerate any spectator, either student or adult, whose behavior is disrespectful toward players, officials, coaches, or other spectators. Nor will SPC member schools permit any type of spectator behavior that either detracts from the proper conduct of the game or disadvantages a player or team.

SPC Sportsmanship Policy

Players

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

Parents & Spectators

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

Flagrant Violations

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

Noisemakers

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

Unsportsmanlike Conduct

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

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

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

SPC Member Schools

www.spcsports.org

Important Contact Information

Thad Lepcio	Director of Athletics	lepciot@esdallas.org
David Tollison	Associate Director of Athletics	tollisond@esdallas.org
Kate Applequist	Coordinator of Athletic Operations	applequistk@esdallas.org
Laura Gomez	Middle School Athletic Coordinator	gomezl@esdallas.org
Jane DeGrenier	Lower School Sports Fellowship Coordinator	degrenierj@esdallas.org
Crystal Howard	Head Athletic Trainer	carrizalesc@esdallas.org
Phil Mosley	Director of Sports Performance	mosleyp@esdallas.org
Evan Hadrick	Sports Information Coordinator	hadricke@esdallas.org
Wendy Howe	Physical Education Department Chair	howew@esdallas.org

Athletic Office Phone: 214-353-5810

Sports Medicine Phone: 214-353-5889