



# STUDENT HANDBOOK

2021-2022



EPISCOPAL  
HIGH SCHOOL

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**Episcopal Diocese of Texas  
Office of the Bishop  
2021 - 2022**

Dear Students and Parents,

Welcome to a new year at Episcopal High School. This exceptional family, at the heart of the Episcopal Diocese of Texas, welcomes students of all faith traditions and seeks to provide a nurturing and challenging environment as they journey with us through their high school years.

We believe that a life well-lived is grounded in personal faith and that nourishing one's spirit, along with one's mind, is critical to forming a well-rounded person and a true citizen of the world. Through regular Chapel attendance and community service opportunities, we believe our students' personal faith life will mature and deepen, guided by the example of our teachers and staff.

The core values of Episcopal High School were established with great care in order that the School might encourage the best in our students and ensure each of them a well-founded and well-rounded high school experience. Through the Four Pillars of academics, arts, athletics and religion, we hope to form virtuous citizens today who will become effective leaders tomorrow. Our alumni certainly bear this out, reflected in their many different careers, in every corner of the globe. We work to nurture a student's unique, God-given gifts in every part of life at Episcopal High School, so that our students will flourish.

As we begin another season of learning within the traditions of the Episcopal Church and our School, we look forward to a year of dedicated effort, challenges faced and conquered, and life embraced and lived in its fullest.

My prayer for each of you is a memorable year, full of self-discovery with new and renewed friendships with fellow students, teachers, coaches and the staff of Episcopal High School.

May God's blessing be yours.

The Rt. Rev C. Andrew Doyle  
IX Bishop of Texas

**The Diocesan Center • 1225 Texas Ave. • Houston, Texas 77002  
Phone: 713-520-6444 • Fax: 713-520-5723**



Dear Students and Parents,

On behalf of the faculty and staff of Episcopal High School, welcome to the 2020-2021 school year. For both new and veteran families, we recommend that you review this year's Student/Parent Handbook. Indeed, our expectation is that you will have done so by the end of the first week of school. Please remember to return the perforated signature page at the front of this handbook by September 10, 2021.

In the Handbook, you will find useful information about the School and its day-to-day operation, including a few changes since last year. The most significant of these changes are:

- The Daily Schedule has been modified. Please see page 8.
- The School's technology policies, beginning on page 39, have been updated.
- The School has clarified its policy for reporting racism or bias, as you will see on page 50.

While EHS students and parents utilize the Handbook when the need arises, there is virtue in taking time to peruse and discuss this content in advance of a particular need and when there is time for reflection and conversation. Ask yourself, "Am I making the most of what the School has to offer? Are there areas of interest I'd like to pursue for which I haven't had time in years past? Is there support I ought to have in place before the school year begins?" These questions and their answers lie within; please take this opportunity to consider all the opportunities the School provides for students and parents.

Should you have the need, please call any of us at EHS to discuss the information within this handbook; there is a useful list of phone extensions on pages 106 to 109 should you wonder whom to call. On behalf of the faculty and staff, have a wonderful new year. We look forward with excitement to our time together.

Sincerely,

Ned Smith  
Head of School

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## **Mission of Episcopal High School**

Episcopal High School, founded and guided by the Diocese of Texas, is an inclusive and joyful Christian community where students discover and develop their individual talents through the Four Pillars--academics, arts, athletics, religion--preparing for meaningful lives in service to others.

### **Guiding Principles**

EHS provides a strong college-preparatory education, instilling excellence in the Four Pillars- academics, arts, athletics, and religion- in which each student is both challenged and nurtured, known and loved.

1. An institution of the Diocese of Texas, EHS operates within the beliefs and traditions of the Episcopal Church; furthermore, without compromising its underlying faith, traditions, and practices, the School acknowledges and respects the variety of religious experiences among its faculty, staff, and students.
2. EHS emphasizes the development of sound character, integrity, and personal honor; consequently, in every aspect of a student's experience, EHS instills the virtues of honesty, best effort, respect for self and others, fair play, appreciation of diversity, and service to the community. Students are expected to exercise good judgment, to show concern for themselves and the community, and to value the opportunity to attend EHS.
3. EHS is a joyful community in which students are inspired to seek new opportunities, to pursue personal growth, to develop leadership skills, and to identify and develop their talents and passions in each of the Four Pillars.

4. Without regard to race, religion, or social/economic background, EHS admits qualified and motivated students with a wide range of interests and talents, creating a diverse community of students who contribute to the School and benefit from the experience.
5. Supporting diversity as an essential component of a quality education that encourages respect for and empowerment of the individual and rejects stereotypes and prejudices, EHS broadens the educational experience of all students.
6. EHS recruits, sustains, and appropriately compensates a faculty and staff of the highest academic and moral standards who are fully committed to the School's mission and who will instill excellence in the Four Pillars. Faculty and staff are expected to be attentive role models. Respect and personal honor, reflected in daily attitudes and behaviors, are expected of those who belong to, serve, and support the EHS community.
7. Understanding the importance of the School/family relationship, EHS provides parent education and volunteer opportunities so that parents can be a healthy presence in and a lifelong part of the School community. Parents need to be vigilant, cooperative, and eager to honor and assist the School's efforts, endeavors, and spirit, adhering to all School expectations.




## 2021 - 2022 EHS Parent Central

Welcome to the 2021-2022 school year. Episcopal High School provides each family a hard copy of the directory and handbook. Up-to-date directory information may be found in EHS Parent Central. EHS Parent Central is your customized link to:

- Student and parent directories
- Canvas: EHS Virtual classrooms
- Schedule updates
- Event information
- Student grades
- School forms
- Announcements

Log into the portal by selecting “Parent Central” from the EHS Central menu or visit <https://www.ehshouston.org/ehs-central/parents>. The parent landing page will provide you with general public content (see photo, next page). Enter your user name and password to gain access to secure parent information including the EHS family directory, billing statements, grades, schedules, and online classroom groups via Canvas.

If you have questions about your login, contact Ms. Erin Russe at [erusse@ehshouston.org](mailto:erusse@ehshouston.org) or 713-512-3413.



**WELCOME !**

Profile

Messages

Activity

**LOGOUT**

Student Central

Parent Central

Student & Family Directory

Faculty & Staff Central

Alumni Central

Board of Trustees Central

Dads Club

Parent Volunteer Opportunities

Parents Association

Online Billing Instructions

Gradebook: Parent Instructions

Authorization Agreement for ACH Debits

Student Publications: Hexagon Yearbook

Student/Parent Handbook

RPSDT

RPSDT - FAQs

## Parent Central

### Parent Central

### Expectations During a Campus Closure:

All students should bring their laptop, cord, and peripherals home every night.

In case of a campus closure,

- Be available to return to campus within one day for the reopening.
- Check your EHS email at the start of each school day at minimum. Use only school email and school-approved text services.
- Prior to a closure, upload all necessary materials into OneDrive, and make sure your computer is set up properly to utilize Microsoft Teams.
- Attend each class online by period, following the normal weekly schedule.
- Complete all assignments and assessments, upholding the EHS Honor Code.
- Inform teachers in advance for any absences.
- Use tutorials as needed for additional support from teachers.
- Inform the appropriate Grade Level Dean of any technology, health, or school-related issue or concern.
- Participate in all online grade level, student body, or organization meetings as called.
- Attend Chapel Monday, Wednesday, and Friday.

### Announcements

There are no news posts to display

### School News

#### EHS Student is Top 10 Finalist in 2021 Congressional Art Competition for Texas' 7th District

6/22/21

Artwork Will be Displayed in Rep. Lizzie Fletcher's Houston Office

#### Witt Named Perfect Game All American

6/22/21

Tanner Witt '20 was named a first-team Freshman All American by Perfect Game.



canvas

EHS  
LMS

> Parent Canvas LMS Account Instructions

### School Account

#### ACCOUNT OVERVIEW

Account, Grades, Schedules, Reenrollment, Billing

### Magnus SSO



Magnus Health  
Student Medical Records

For questions or issues, contact School Nurse.

### Student Resources

- + Academic Assistance
- + Anti-Bullying Resources
- + Chapel Announcement Request Form
- + English Downloads
- + Student Forms
- + Publications Applications & Workshops
- + Senior Class Info



EPISCOPAL  
HIGH SCHOOL

Episcopal High School  
4650 Bissonnet  
Bellaire, Texas 77401

Phone: (713) 512-3400  
Fax: (713) 512-3603



# **Student and Faculty Hours**

## **Office Hours**

7:30 a.m. – 4:00 p.m.

## **Teacher Hours**

7:45 a.m. – 4:00 p.m.

## **Student Hours**

Students will not be dismissed during the school day without written or phoned permission from home. Students are expected to be available on campus during 8th Hour daily to meet with teachers, as needed.

See Attendance Policy on page 58.

## **Library Hours**

7:30 a.m. – 4:30 p.m. (Monday – Thursday)

7:30 a.m. – 4:00 p.m. (Friday)

See Facilities and Services on page 75.

## Weekly Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
1 <sup>st</sup> 8:00 - 8:45	2 <sup>nd</sup> Period 8:00 – 9:15	7 <sup>th</sup> Period 8:00- 9:15	1 <sup>st</sup> 8:00 - 8:45	1 <sup>st</sup> 8:00 - 8:45
2 <sup>nd</sup> 8:50 – 9:35			2 <sup>nd</sup> 8:50 – 9:35	2 <sup>nd</sup> 8:50 – 9:35
Chapel & Break 9:45 – 10:20	Advisory/Chapel/ Break 9:25 – 10:30	Advisory/Chapel/ Break 9:25 – 10:30	Chapel & Break 9:45 – 10:20	Chapel & Break 9:45 – 10:20
3 <sup>rd</sup> 10:30 – 11:15	3 <sup>rd</sup> Period 10:40 – 11:55	4 <sup>th</sup> Period 10:40 – 11:55	3 <sup>rd</sup> 10:30 – 11:15	3 <sup>rd</sup> 10:30 – 11:15
4 <sup>th</sup> 11:20 – 12:05			4 <sup>th</sup> 11:20 – 12:05	4 <sup>th</sup> 11:20 – 12:05
5A 12:10 – 12:50	5A 12:00 – 12:40	5A 12:00 – 12:40	5A 12:10 – 12:50	5A 12:10 – 12:50
5B 12:55 – 1:35	5B 12:45 – 1:25	5B 12:45 – 1:25	5B 12:55 – 1:35	5B 12:55 – 1:35
6 <sup>th</sup> 1:40 – 2:25	1 <sup>st</sup> Period 1:30 – 2:45	6 <sup>th</sup> Period 1:30 – 2:45	6 <sup>th</sup> 1:40 – 2:25	6 <sup>th</sup> 1:40 – 2:25
7 <sup>th</sup> 2:30 – 3:15			7 <sup>th</sup> 2:30 – 3:15	7 <sup>th</sup> 2:30 – 3:15
Tutorial 3:20 – 4:00	Tutorial 2:50 – 3:30	Meetings 2:50 – 3:30	Tutorial 3:20 – 4:00	Tutorial 3:20 – 4:00

## **2021 - 2022 Projected Major Dates**

*Please check the website periodically, as the dates are tentative and subject to change.*

### **AUGUST**

9-11 New Student Computer  
Distribution and Training  
16-17 New Student Orientation  
17 New Parent Orientation  
17 Parent Volunteer Rally  
18 Opening Day of School  
26-27 Formal Pictures (Formal Uniform)  
27 Senior Class Welcome Breakfast  
27 Senior Class Blessing and Pin Ceremony  
28 Field Knight  
28 SAT I/II

### **SEPTEMBER**

2 Formal Picture Make-Up Day  
2 Back-to-School Night  
6 Labor Day (School Holiday)  
8 Honors Chapel (Formal Uniform)  
11 ACT  
15 Parent Forum (Lunch)  
17-19 EHS Onstage Fall Production: *Our Town*

### **OCTOBER**

2 SAT I/II  
8 Founders Day (Formal Uniform)  
11 Columbus Day (School Holiday)  
12 Faculty In-Service (Student Holiday)  
13 Freshman Retreat – Grade 9  
13 PSAT – Grades 10 and 11  
15 End of 1st Quarter  
20 Parent Forum (Lunch)  
23 ACT

26 Hauntcert  
27 Parent Forum Workshop (Lunch)  
27 Open House for Prospective Students  
28 Dads Club Sporting Clays and Washer Tournament  
29 Homecoming Game  
30 Homecoming Dance

## **NOVEMBER**

2 JV Awards  
4-6 Fall SPC  
6 SAT I/II  
10 Varsity Awards  
12-14 EHS Onstage Winter Production: *Eurydice*  
16 Instrumental Music Recital  
17 Parent Forum (Lunch)  
18 Fall Coffeehouse  
19 Grandparents Day Chapel and Luncheon (Formal Uniform)  
22-26 Thanksgiving Break

## **DECEMBER**

1 Visual Arts Exhibit Reception  
3-4 Fall Dance Concert  
4 SAT I/II  
7 Advent Chapel – evening; required for students (Formal Uniform)  
8 Parent Forum (Lunch)  
8 Advent Chapel – community event  
8-10 Review Days  
11 Senior Style Show  
11 ACT  
13-17 Exam Week  
17 End of Second Quarter (1st Semester)  
18 Christmas Break (through 1/3)

## **JANUARY 2022**

1-3 Christmas Break  
3 Faculty and Staff In-Service (Student Holiday)

4-14 Senior Outreach, Interim Term  
17 MLK Day (School Holiday)  
18 Second Semester Begins  
19 Parent Forum (Lunch)  
26 Honors Chapel (Formal Uniform)

## **FEBRUARY**

2 JV Awards  
10-12 Winter SPC  
12 ACT  
16 Varsity Awards  
16 Parent Forum (Lunch)  
18 EHS Annual Auction  
21 Presidents Day (School Holiday)  
23 Parent Forum Workshop (Lunch)

## **MARCH**

4-6 EHS Onstage Spring Production: *Chicago, High School edition*  
7-8 Senior Retreat (Camp Allen)  
11 End of 3rd Quarter  
12 SAT I Only  
14-18 Spring Break  
23 Parent Forum (Lunch)  
30 Knight Celebration

## **APRIL**

1-2 Spring Dance Concert  
2 ACT  
11 Dads Club Annual Golf Tournament  
13 Parents Association Appreciation  
Luncheon/General Meeting  
15-18 Easter Break  
20 Arts Awards Chapel  
20 Visual Arts Exhibit Reception  
20 Parent Forum (Lunch)  
21 Spring Music Concert  
22 Senior-Trustee Breakfast

23 Prom  
24 After-Prom  
26 Spring Music Recital  
27 Awards Chapel (Formal Uniform)  
28-30 Spring SPC-Houston (Faculty/Staff/Student Holiday 4/29)

## **MAY**

2-13 AP Testing  
4 JV Awards  
4-6 Student-Directed One Act Plays  
6 Senior Tribute Chapel  
(Formal Uniform)  
7 SAT I/II  
9-10 Senior Exams  
11 Varsity Awards  
11-13 Review Days (Grades 9-11)  
12 Yearbook Distribution  
13 Senior Tradition  
14 Baccalaureate  
14 Senior Banquet  
15 Commencement  
16-20 Final Exams (Grades 9-11)  
20 End of 4th Quarter (2nd Semester)  
20 Textbook Buy-Back  
30 Memorial Day (School Holiday)  
31 Summer School

## **JUNE**

1-24 EHS Summer School  
4 SAT I/II  
11 ACT

## **JULY**

4 Fourth of July (School Holiday)  
16 ACT



# The Academics Pillar

## GRADES

### Gradebooks

Students and their parents have ready access to class grades, including a grade-to-date, through *My Backpack*, a feature of *Senior Systems*, Episcopal High School's student information system. Please remember that EHS students are assessed holistically and that rather than a strict numerical average, end-of-course grades are a reflection of the student's overall understanding and mastery of the material at the end of the course.

### Grading Period

Episcopal High School uses the semester grading system, whereby each student receives a grade at nine weeks and another at 18 weeks, the end of the semester. For yearlong courses, the end-of-the-year grade, a reflection of the two semesters, is the only grade recorded on the transcript. Effort grades of S (Satisfactory) or U (Unsatisfactory) will be given for each nine-week grading period. Grades are reported online.

Grade values showing their equivalent using 100-point scale as well as a 4.0-scale for calculating GPA's are as follow:

<u>Letter Grade</u>	<u>100 pt. Scale</u>	<u>4 pt. Scale</u>
A	93.00 – 100.00	4.0
A-	90.00 – 92.00	3.7
B+	87.00 – 89.00	3.3
B	83.00 – 86.00	3.0
B-	80.00 – 82.00	2.7
C+	77.00 – 79.00	2.3
C	73.00 – 76.00	2.0
C-	70.00 – 72.00	1.7
D+	67.00 – 69.00	1.3
D	63.00 – 66.00	1.0
D-	60.00 – 62.00	0.7
F	Below 60.00	-

Students are expected to maintain at least a C average.

Honors and AP courses are on a 5.0 scale.

### Teacher Comments

In order to communicate information about a student's progress in each course, to provide strategies for improvement, and to emphasize the character traits necessary for high-level work, parents will receive brief comments from each teacher in late October shortly after the end of first quarter. Teachers will no longer send Mid-Quarter reports, although Progress Reports will continue to be sent throughout the year for any student who is earning a C- or below or whose performance reflects broad fluctuations. We hope

that the Teacher Comments will help parents to better understand their student's habits, strengths, and challenges.

### **Progress Reports**

Throughout the school year, written progress reports are provided for every student who is making a grade of C- or below or whose performance reflects broad fluctuations. Copies of each student's progress reports are filed with the student's advisor and the Grade Level Dean.

### **Honor Roll**

The Honor Roll recognizes students as performing with highest honor when they earn all grades of A and A- with no more than one (1) grade of B or B+ in an honors or AP course. Students perform with honor when they earn all grades of A, A-, B+, and B with no more than one (1) grade of B- in an honors or AP course.

### **Honor Cords**

The School recognizes the academic achievements of graduating seniors by bestowing honors that are signified by cords of various colors worn with caps and gowns. *Cum laude* graduates, students who have an overall grade-point average of 3.50-3.79, are designated by blue-and-white cords. *Magna cum laude* graduates, students who have an overall grade-point average of 3.80-3.99, are designated by red cords. *Summa cum laude* graduates, students who have an overall grade-point average of 4.0 and above, are designated by gold cords.

### **Incomplete Grades**

In the event that a student is unable to complete a course within the regular term, an Incomplete will be recorded on the student's transcript. Questions should be addressed to the Grade Level Dean.

### **Review of Grades**

Questions regarding grades should be referred to the Grade Level Dean.

### **Course Withdrawal Policy**

The School recognizes that there may be occasions when a student may wish to withdraw from a course of study. All withdrawals must be approved by the Grade Level Dean.

Students may withdraw from a course before the middle of the first quarter without a "W" on the transcript.

Students who wish to withdraw from a semester course will have three days following the publication of quarter grades to do so. A "W" will appear on the transcript to indicate the withdrawal.

Students in yearlong courses who wish to withdraw from a course must do so before the first day of the second semester. A "W" will appear on the transcript to indicate the withdrawal.

Students who withdraw from a semester or yearlong course after the second week of classes may not enroll in another class and must instead take a free period.

Students may not enroll in more than one free period per semester.

Extenuating circumstances will be reviewed by the Grade Level Dean on a case-by-case basis.

### **Summer School**

Episcopal High School offers summer school courses for remediation, credit, and non-credit enrichment.

Students who earn a grade of D+, D, or D- in English I, II, or III; Algebra I, Geometry, or Algebra II (if they plan to go on in math); or Chinese, French, Latin, or Spanish I or II (if they plan to go on in the language) may remediate the course in summer school. A student who fails a course must repeat it the next year.

Attendance Policy: **100% attendance AND on time for classes** is expected. A student who for any reason misses a day of a credit course or a remediation course will not receive credit for the course; three tardies will equal one absence. Zero absences allowed. A student may not miss any days or part of class for a three-week course. All summer school final exams must be taken on the day when they are scheduled. **Final exams will not be given early.**

Refunds/Cancellations: Once registration closes for academic credit courses, in early May, no refund will be given. Episcopal High School will notify parents if Summer School is unable to accommodate their child's registration. **A course may be canceled if there is insufficient enrollment.**

### **HOMEWORK**

Students are responsible for obtaining their homework assignments whenever they are absent from class. A student may get this information from the class portal, a classmate, or the teacher. In cases of extended illness, students may email their teachers, and parents may contact the Grade Level Dean, who will forward requests for homework assignments and information regarding tests. Students should notify each teacher and coach of any planned absence and should make up all missed work as soon as possible.

Thanksgiving, winter, and spring breaks are no-homework holidays. However, students may be asked to work on long-range assignments, assigned well before the break and due well after. Because of the need to adhere to a nationally set curriculum, Advanced Placement classes will, if necessary, be exempt from the no-homework policy.

### **TESTS AND MAJOR ASSIGNMENTS**

Students are responsible for making up tests and other major assignments such as papers or projects in a timely manner whenever they are absent from class. Students should communicate with their teachers in advance of their return to school when possible regarding the make-up of tests and other major assignments.

Students with a combination of three or more tests or major assignments due on a single day are encouraged to notify their teachers of this situation as soon as they become aware of it so that appropriate support may be provided.

## **TUTORING POLICY**

Students are strongly encouraged to utilize the resources available on campus for academic support, especially after-school tutorials. However, in some cases, families may decide to seek additional help in the form of off-campus tutors. Private tutors are not permitted on campus, and EHS faculty members may not provide tutoring services for pay to students.

When utilizing off-campus tutors, parents and students should take care to ensure that tutors provide appropriate and proper assistance that is consistent with the values of Episcopal High School and the Honor Code. Tutors may assist students in reviewing key concepts and information, but they may not complete tasks for students.

The following are forms of assistance from tutors on assigned work that are considered to be inappropriate and can be treated as violations of academic integrity:

- Composing or rewriting of words, phrases, sentences, and/or sections on assignments, including essays and projects
- Writing in notes and/or “showing work” on submitted assignments
- Showing students unauthorized sources online or otherwise, such as applications, programs, and answer keys
- Providing students with access to tests and/or quizzes from previous years of the same Episcopal High School class
- Providing students with answers to assigned problems

This list of specific examples of inappropriate assistance is not meant to be comprehensive, and additional forms of assistance may also be considered to be violations of academic integrity.

Inappropriate assistance from tutors on assigned work can result in an honor violation for students. If a teacher believes that a student has submitted an assignment in which he or she has received inappropriate assistance from a tutor, the teacher will follow the procedures for reporting honor violations as described in the Honor Council section on page 45.

## **PLACEMENT**

Faculty, department chairs, and administrators give careful thought and consideration to the placement of individual students. The School does not solicit parental requests for placing students, and parents are asked not to make special requests for certain teachers or placement. Parents who feel they have information important for the placement of their child may submit it in writing to the Grade Level Dean. The School makes the final decision about the placement of students, including honors placement.

## **CRITERIA FOR ADMISSION TO HONORS SECTIONS**

### **Characteristics of Honors Students**

Students successful in honors courses possess the following characteristics: a high degree of self-direction; creative problem-solving skills; strong intellectual curiosity; superior abstract reasoning ability; superior commitment to completion of tasks; persistence; great flexibility; a strong sense of responsibility; independence and self-sufficiency; attention to detail; a long attention span; superior reading comprehension; outstanding vocabulary;

sensitivity and the ability to empathize; superior organizational skills; and open-mindedness. The ability of students in honors courses goes beyond knowledge of specific facts and theories and the capacity to explain, infer, summarize, generalize, and give examples. Students in these courses also demonstrate the ability to apply concepts and principles to new situations, recognize unstated assumptions and implications, and evaluate the relevance of information to a particular point or situation. They evaluate conclusions for accuracy and adequacy and test the sufficiency of evidence. They are willing to commit themselves to hard work.

All students are reviewed yearly for placement in honors courses. The curriculum for honors courses at each level and in each discipline is enriched; it is also designed to meet the needs of students who are particularly self-directed and who have demonstrated both a willingness and an ability to meet academic challenges. A grade of A or A- in a regular course does not automatically guarantee placement in the following year's honors course.

### **Department of English**

The English Department offers an honors curriculum in English I, II, and III and an Advanced Placement curriculum in English IV. Students in honors and AP classes demonstrate the following criteria and/or considerations: standardized test scores, a strong performance in prior English classes, a strong school record in general, and a demonstrated ability to communicate clearly and logically in written work, as evidenced by samples of their writing.

### **Department of History and Social Sciences**

The History and Social Sciences Department offers an AP curriculum in the following courses: World History, U.S. History, Government, Macroeconomics, Microeconomics, Modern European History, and Psychology. Placement in AP courses is based upon standardized test scores, a strong school record, performance in prior history classes, and the ability to communicate clearly and logically in written work, as evidenced by samples of written work.

### **Department of Mathematics and Computational Sciences**

Students admitted into mathematics honors courses must demonstrate an aptitude in the subject and the discipline necessary to succeed. Students are placed in honors math courses based upon standardized test scores in mathematics and their performance in previous math classes. Reading comprehension scores are also considered. The department also uses the EHS math placement exam as a tool for placing freshmen in math classes.

### **Department of Science**

The Department of Science admits students into honors and AP courses based on strong scores in science and math placement exams, standardized test scores, a strong school record, and performance in prior science and math classes. Students should be self-motivated, capable of self-directed study, and comfortable with working at an accelerated pace. In addition, students should be able to work independently or in small groups to solve complex problems through analysis, calculation, and experimentation. They should use inductive reasoning in analyzing data and evaluating the validity of results, and they should be able to integrate concepts previously addressed in mathematics and science into new applications and problems.

## **Department of World Languages**

The World Language Department provides a rigorous curriculum in Chinese, French, Latin, and Spanish. This program includes both an honors and AP curriculum. Students are placed in honors and AP courses according to their performance in previous language classes. They must have superior skills in applying the target language both orally and in writing to receive the department's recommendation for honors placement.

## **Department of Wellness**

Episcopal High School's Wellness Department supports the School's mission of developing the whole person. A thoughtfully designed and varied curriculum in wellness and physical education provides students with physical experiences that help develop the whole person. The department offers the following courses: Physical Education, Health, Wellness, Strength and Conditioning, and Foundations of Athletic Training.

## **EXAM POLICIES**

Students are expected to take mid-year and final exams at the appointed times on the scheduled days. Parents should make every effort to schedule family plans to avoid conflicts with exams. If a student is unable to take an exam as scheduled, the parent should contact the Grade Level Dean as soon as possible. Any pre-planned absence during exam week must be approved at least two weeks in advance by the Grade Level Dean; failure to do so may result in a student's receiving no credit for any exams given on the days of his or her absence.

### **Extended-Time Testing Policy: Classroom**

EHS accepts students with many abilities and talents, some of whom have one or more learning disabilities or ADHD. To give them an equitable educational experience, we offer some classroom accommodations, including extended time to complete tests. We do not provide curriculum modification. Parents or guardians must notify the Director of Academic Assistance of the need for accommodations and submit the appropriate paperwork. They must provide results of current educational testing by an EHS approved professional that clearly diagnoses a learning disability or ADHD.

Requests for temporary accommodations for medical conditions including anxiety will be reviewed by the Director of Academic Assistance, the Grade Level Dean, the Nurse, and the Principal. The requesting physician must inform the Director of Academic Assistance weekly of the student's progress and continuing need for accommodations.

Students who have been added to the extended-time testing list must notify their teachers in advance of any test for which they intend to use this accommodation so that appropriate arrangements may be made. It is the responsibility of the student to make the necessary arrangements with the teacher.

### **Extended-Time Testing Policy: SAT/ACT**

A student with a disability may be eligible to take College Board tests (PSAT, SAT, and AP tests) and ACT program tests with special accommodations. To be granted extended time on the PSAT given in October of the sophomore year, students must begin the application process in early August of that year. To be eligible, the student must meet the following requirements:

- Have a disability that necessitates testing accommodations;

- Have current documentation on file at school, obtained from a qualified specialist (the evaluation must be no more than three years old);
- Be eligible for and regularly using accommodations for classroom tests at school.

Extended-time tests are ordered according to a test schedule that meets deadlines and operates in a manner similar to that of regular testing. Tests are not given on an individual basis. Test dates are available from the Director of Academic Assistance. Both the College Board and the ACT program have their own specific criteria that must be met to obtain these accommodations. Having been granted extended time or other accommodations at EHS in no way guarantees that the student will meet the qualifications of these independent agencies.

### **ADVISORY PROGRAM**

The advisory program at Episcopal exists to promote personal and academic growth among EHS students, to provide mentoring and support for each student throughout his or her EHS experience, and to strengthen the sense of community at School.

Advisors seek to create a personal, one-to-one connection with each of their advisees, providing mentoring, advice, guidance, and advocacy. Advisors communicate with teachers and parents as they strive to gain a sense of each advisee's academic and social progress.

The advisor's specific responsibilities include:

- Seeking to create a rapport with each advisee built upon trust and confidence
- Developing and maintaining a current understanding of each advisee's individual concerns and celebrations, extracurricular involvement, and level of academic and social adjustment at EHS
- Maintaining open communication with parents
- Guiding each advisee through the annual registration process
- Leading the advisory group with a set curriculum during weekly advisory sessions

### **ACADEMIC ASSISTANCE PROGRAM (AAP)**

The School strives to respond to the individual needs and capabilities of each student. Because the School accepts some students who have one or more learning disabilities or ADD/ADHD and whose educational testing reflects such learning differences, we offer some classroom accommodations, including extended time to complete tests. We do not provide curriculum modification.

The Academic Assistance Program (AAP) provides a combination of support services including academic counseling, mentoring, organizational skills training, and increased monitoring. The School determines those students who are eligible for inclusion in AAP and facilitates the scheduling of these students so they can receive this assistance during the school day in a monitored setting.

## ADVANCED PLACEMENT (AP)

The Advanced Placement program offers college-level courses and exams for secondary-school students across the nation. Many of the colleges attended by AP candidates give credit and/or advanced placement to students whose AP examination grades are considered acceptable.

Compared with other high-school courses, an AP course takes more time, requires more work, gives greater opportunity for individual progress and accomplishment, and provides greater depth of learning.

Almost all AP exams contain both multiple-choice questions and free-response questions that require essay writing, problem solving, and other skills. Most of the examinations are three hours long, but some take only an hour-and-a-half to two hours. They are given every year during two weeks in May. Most students enrolled in an AP course will be expected to take the AP exam. The fee is \$94 for each exam taken. **Unused exams will be charged an additional \$40 cancellation fee.**

### Advanced Placement Policy

- Students enrolled in AP courses will be expected to take the appropriate AP exams.
- Any student wishing to be excused from an AP exam, however, must request permission from the teacher, the Grade Level Dean, and College Counseling and will be required to take a final exam in that course.
- Any student may take an AP exam. Enrollment in an AP course is not required.

### 2022 AP Exam Schedule: Week 1

	Morning Session (8:00 am)	Afternoon Session (12:00 pm)
May 2	United States Government and Politics	Chemistry Spanish Literature and Culture
May 3	Environmental Science	Psychology
May 4	English Literature and Composition	Comparative Government and Politics Computer Science A
May 5	Human Geography Macroeconomics	Seminar Statistics
May 6	European History United States History	Art History Microeconomics



**2022 AP Exam Schedule Week 2**

	Morning Session (8:00 am)	Afternoon Session (12:00 pm)
May 9	Calculus AB Calculus BC	Computer Science Principles
May 10	English Language and Composition	Physics C: Mechanics
May 11	Chinese Language and Culture Spanish Language and Culture	Biology
May 12	French Language and Culture World History	Physics 1: Algebra Based
May 13	Music Theory	Latin Physics 2: Algebra Based

NOTE: Students who wish to take exams that are scheduled for the same time slot should ask their Coordinator to contact AP Services.

## **COLLEGE COUNSELING PROGRAM**

The Episcopal High School curriculum is designed to prepare students for a successful college career. The College Counseling Program helps students with college-entrance testing, choosing colleges, and completing applications. The program administrators also review the college performance of EHS graduates.

Five major tests are used for college admission, three of which are given by the same company, the CEEB (College Entrance Examination Board) Test Program. Each student is responsible for applying to take these tests and for requesting that scores be directly reported by the testing agencies to the student's college choices. The coordination of these tests (with the exception of students with learning disabilities) is handled through the College Counseling Office.

The tests include the following:

- PSAT (CEEB Test Program)\*
- SAT I (CEEB Test Program)
- ACT with Writing (American College Testing Program)
- TOEFL (for non-English-speaking students)

**The CEEB Code number for Episcopal High School is 440561.**

\*NOTE: All sophomores and juniors are automatically registered for the October PSAT exam.

## **Disclosure Policy for College Admissions**

As part of their application for admission, some colleges and universities may request Episcopal High School to report certain aspects of a candidate's disciplinary record. Please see page 57 for details regarding School policy.

## **SENIOR FINAL EXAM EXEMPTIONS**

Seniors who meet specific requirements may be exempted from taking certain final exams. Eligible seniors will be exempt from written final exams only, not including projects, papers, oral exams, or take-home exams. Exemptions will take place only in full-year classes, and only at the end of the course in the spring.

To be eligible for exemptions, seniors must meet ALL of the following criteria:

- Student must have at least an A- (90.0) in the class at the end of review days.
- All required review material must be turned in.
- Student may have no more than four (4) tardy arrivals to school per year.
- Student may have no more than eight (8) total absences in a class per year, including any absences during Senior Outreach. (The Senior Dean may grant exceptions for certain circumstances.)
- Student may not have had any honor or discipline violations.
- Student must have all library books turned in by the Librarian's set due date.
- Student-Athletes must have all athletic equipment turned in by the Equipment Manager's set due date.

## **STUDENT ABSENCES**

Attending class is a critical component in any student's education. Thus, it is necessary that parents make every effort to have their children attend school at all times and to communicate with the Attendance Desk or the Grade Level Dean if their child is to miss school. Missing class means that a student misses the important instructions and interpretations given by a teacher. Also, the student misses critical discussions that take place in class. It is important to the success of our students that they attend classes on a daily basis. It adds an additional burden to our faculty to assist students in making up missed work and rescheduling quizzes and tests.

Students are absent when they miss more than 20 minutes of a regular class period and more than 35 minutes of a block class period. Students who accrue 18 absences in a yearlong course or 9 absences in a semester-long course may not receive course credit. School trips or school-related activities, college visits, religious holidays do not count toward the allotted maximum absences.

A student who is ill must submit a doctor's note of verification to the Attendance Secretary upon return to school. Students are expected to schedule appointments with doctors, dentists, and other health professionals after the school day or when school is out for a holiday. Missing class for such appointments, if necessary, must be accompanied by a doctor's note of verification and given to the Attendance Secretary. The Grade Level Dean, Principal, and/or Associate Head of School will review extended absences and extenuating circumstances to determine eligibility for course credit and/or senior exam exemptions.

Please consult and become familiar with the Punctuality and Attendance section of this handbook located under Student Life.

# **The Arts Pillar**

We are a community that values the arts as part of our core, Pillars-based philosophy of education. The arts serve an essential role in our mission and support the intellectual, social, and emotional well-being of our students.

The Arts Pillar is an exceptional component to each student's experience at Episcopal High School. Students volunteer more than 10,000 hours of service in our community, while also welcoming over 6,000 audience members to shows each year, creating 6,200 original works of art, media, and publications, and balancing an intense academic portfolio. Our complement of artistic offerings is one of the largest in Texas, including courses and ancillary clubs. Whether a student is beginning his or her artistic journey or looking for the opportunity to pursue the arts as a career, Episcopal High School transforms passions into possibilities.

## **GUIDING PRINCIPLES**

Our goal is to prepare inspiring opportunities in all artistic disciplines that will serve the greatest number of students in appropriately challenging contexts.

Some projects require an audition to determine the appropriate placement of each student in a role. When auditions occur, many variables are taken into account, including performance skills, availability, ability to accept instruction, capacity to work with others, management of academic responsibilities, and dedication to the project.

## **EXPECTATIONS**

### **Students**

- Be punctual, arriving prepared and with a mindset to grow.
- Strive with vigor to improve skills and develop talents.
- Apply feedback from instructors diligently and promptly.
- Focus on promoting the project, pushing your goals toward the highest possible outcomes, and collaborating with your peers selflessly.
- Exhibit the highest respect for others, the environment, and the work.

### **Parents**

- Support the positive and productive flow of production in all projects.
- Volunteer in some capacity.
- Help faculty and staff of EHS by fostering a dynamic and creative learning environment where students are encouraged to take acceptable risks and learn in a challenging, pedagogically rigorous environment.

## **ARTS AND ATHLETICS PARTICIPATION POLICY**

Due to the many challenges and demands of playing a varsity team sport and performing with an ensemble, students participating in EHS Onstage productions, the fall or spring dance concert, or IMPACT Dance Ensemble during the same season when they are also participating in a varsity team sport, including football, volleyball, field hockey,

basketball, soccer, baseball, lacrosse, and softball must have the approval of the Athletic Director and the Dean of Arts and Innovation.

## **PRIVATE MUSIC LESSONS POLICIES**

The EHS Music Program has established the Private Music Lesson Program as an environment in which musical talent can be discovered and flourish under the guidance of skilled and experienced specialist instructors. To gain the greatest creative enjoyment while at the same time developing lifelong habits of commitment and discipline,

### **Students:**

- Must attend all lessons. Students should not schedule other activities, meetings, or appointments during scheduled lesson times.
- Must notify their instructor and the private lessons administrator as far as possible in advance when unavoidable conflicts (sickness, school trips) will cause absence from a lesson. In such cases, instructors will endeavor to reschedule lessons, based on instructor availability. NOTE: All absences must be reported by a student or parent/guardian through our online absence report form: <https://goo.gl/forms/39pL5lwftWP68Xp43>
- Should understand that lessons missed due to unexcused absences must be paid for regardless of attendance and may not be rescheduled.
- May have a makeup lesson fulfilled by extending the time of one or more future lessons, or by scheduling a separate lesson time.
- May have their lessons terminated without refund after 3 or more unexcused absences.
- Should practice between lessons as determined by the instructor. Practice rooms are available on the 2nd floor of the Convent Building.
- Are encouraged to participate in EHS music ensembles and performing opportunities, such as recitals and Chapel services.

### **Parents/Guardians:**

- Are to encourage students to practice every day.
- Should help maintain 100% lesson attendance by avoiding scheduling other appointments during lesson times wherever possible. NOTE: All absences must be reported by a student or parent/guardian through our online absence report form: <https://goo.gl/forms/39pL5lwftWP68Xp43>
- Should feel free to contact administrator (see contact information below) at any stage with questions or concerns.

### **Instructors:**

- Will schedule a make-up lesson or arrange for a substitute teacher if, for some reason, they need to miss a lesson.
- Will advise parents, either directly or through the Administrator, of any questions, accolades or concerns that they have about students.

## **ARTS PILLAR CONTACT INFORMATION**

### **Jay Berckley, Dean of Arts & Innovation**

Email: [jberckley@ehshouston.org](mailto:jberckley@ehshouston.org)

Office: 713-512-3410

### **Garmon Ashby, Performing Arts Department Chair**

Email: [gashby@ehshouston.org](mailto:gashby@ehshouston.org)

Office: 713-512-3455

### **Kate Philbrick, Visual Arts Department Chair**

Email: [kphilbrick@ehshouston.org](mailto:kphilbrick@ehshouston.org)

Office: 713-512-3462

# **The Athletics Pillar**

## **ATHLETICS PHILOSOPHY**

Episcopal High School competes in the Southwest Preparatory Conference (SPC) established for “students’ enjoyment, physical fitness, and instruction in skills and character.” Episcopal High School’s athletic program strives to support the School’s mission of providing a superior education in preparation for college and a significant life thereafter. We believe that thoughtfully designed and directed athletic experiences contribute to the students’ development of discipline, character, respect, and confidence, all of which help prepare them for adult life. All of our students have the opportunity to participate in the Athletics Pillar. EHS has 25 programs with 46 athletic teams.

### **Goals**

- To foster an appreciation for competition through the teaching of each sport’s fundamentals, techniques, and rules, in a progressive and planned sequence;
- To develop an understanding of the requirements for enjoying a healthy lifestyle;
- To develop proper attitudes of pride, sportsmanship, and ethical behavior in athletes, coaches, and spectators;
- To maintain a sense of balance between athletics and the demands of a school with a rigorous academic program and excellent extracurricular opportunities;
- To give students the opportunity to reach their maximum potential through extensive training, state-of-the-art equipment, and strong coaching.

### **Freshman and Junior Varsity Teams**

On the freshman and junior varsity level, team and individual skills are honed in preparing student-athletes for the extremely competitive varsity schedule. Playing time is at the discretion of the coach, with the focus on player development. Squad sizes will be determined by the optimum number that can be handled with consideration being given to the number of coaches and facilities.

### **Varsity**

On the varsity level, the commitment is to put the best team on the field. Varsity selection is based on the skills and maturity of the student-athlete. At the beginning of the season, each student-athlete’s skills are re-evaluated for team membership. Scheduling and playing-time considerations are based on whatever best serves the team and the overall success of the program.

## **CODE OF ETHICS**

Episcopal High School partners with the Positive Coaching Alliance in an effort to ensure that our students, coaches, and fans demonstrate outstanding sportsmanship and respect for the game. Sportsmanship is that quality of honor that requires athletic participants always to be courteous, fair, and respectful; it is demonstrated in the conduct of the players, spectators, coaches, and school authorities.

Athletics provides more than exercise and competition. Sport, at its best, teaches the virtues of humanity: courage, grace, persistence, discipline, and greatness of spirit. As a

Christian school, Episcopal views athletics as being intrinsic to the spiritual, as well as the physical, well-being of young people.

Sports offers a vehicle by which young people can learn to work together toward a common goal, respect others, build confidence, and develop sound values that will remain with them for the rest of their lives. Coaches are the pivotal influence around whom student-athletes experience the positive side of competitive athletics. They have a most precious resource to mold, and they are hired because the School believes they understand this immense privilege and responsibility.

Athletic competition at Episcopal High School is guided by the following ideas:

### **Participants**

- Play hard within the rules of the game.
- Win with humility; lose graciously.
- Respect opponents and officials.
- Respect all property and athletic facilities.
- Be positive and supportive of teammates and coaches.
- Accept coaching gracefully, respectfully, and with a desire to improve.

### **Coaches**

- Serve as positive role models for their players.
- Show restraint and respect when dealing with officials.
- Hold players accountable for inappropriate behavior.
- Are positive and supportive of other programs and other coaches on the staff.
- Refrain from berating or publicly admonishing players for mistakes.
- Act in a professional manner at all times.

### **Spectators**

- Appreciate and commend good effort and skill, no matter which individual or team exhibits it.
- Treat officials, opposing cheerleaders, players, coaches, and fans with respect and courtesy.
- Be good ambassadors for our school.

### **ISAS Sportsmanship Statement**

At their athletic contests, ISAS schools will not tolerate in any spectator (either student or adult) behavior that is disrespectful toward players, officials, coaches, or other spectators, nor will ISAS schools permit any type of spectator behavior that either detracts from the proper conduct of the game or places a player or team at a disadvantage.



## **SPC SCHOOL ALIGNMENT**

### **North Zone**

Casady, Fort Worth Country Day, Greenhill, Hockaday, Oakridge, St. Mark's, Trinity Valley, Cistercian, Episcopal School of Dallas

### **South Zone**

Episcopal High School, Houston Christian, John Cooper, Kinkaid, Saint Andrew's, St. John's School, St. Stephen's, Awty International, Duchesne Academy of the Sacred Heart

## **SPC TOURNAMENT DATES**

### **Fall**

November 4-6, 2021, in Dallas, Texas

Football, Field Hockey, Volleyball, Cross Country

### **Winter**

February 10-12, 2022, in Ft. Worth, Texas

Soccer, Basketball, Wrestling, Swimming

### **Spring**

Dates TBD, in Austin, Texas

Boys Lacrosse

April 25-26, 2022, in Conroe, Texas

Golf

April 28-30, 2022, in Houston, Texas

Track, Baseball, Tennis, Girls Lacrosse, Softball

## **SPC SPORTSMANSHIP CODE OF CONDUCT**

The Southwest Preparatory Conference is proud of the behavior and sportsmanship displayed by its players, coaches and fans. We value spirited and fair play as well as spirited and positive support for our players and teams. In order to ensure that our expected level of behavior and decorum continues each season and each game, we ask that all members of our SPC community strive to make continually renewed efforts to abide by the ideals of our league.

Athletic competition in SPC is guided by the following ideals:

### **Players**

- They live cleanly and play hard. They play for the love of the game.
- They win without boasting; they lose without excuses, and they never quit.
- They respect officials and accept their decisions without question.
- They never forget that they represent their school.

## **Coaches**

- They inspire in their players a love for the game and the desire to win.
- They teach that it is better to lose fairly than to win unfairly.
- They exemplify sportsmanship and respect for officials.
- They are the type of people they want their players to be.

## **SPC SPORTSMANSHIP POLICY**

### **Players**

- Any player who is ejected or disqualified for unsportsmanlike conduct during an SPC game will be automatically suspended for the next SPC counter-athletic contest. If a player is ejected or disqualified for unsportsmanlike conduct during a non-SPC game, the student athlete will sit out the next game.
- The name of any player who uses profanity, is disrespectful to officials, or uses obscene gestures will be sent before the SPC Commissioner, who will then notify the appropriate School Head and Athletic Director of the infraction.

### **Spectators**

- Any spectator who acts in a disruptive or abusive manner will cause the game to be suspended until the situation is resolved or the spectator removed.

### **Recruiting**

- The SPC recognizes that it is an unethical practice for the SPC schools to actively recruit another student from a member school. Member schools should communicate with one another when potential transfers make contact.

## **SPC REVIEW POLICY**

The SPC Operations Committee or Board of Directors may vote to initiate an investigation into a violation or suspected violation of SPC rules, regulations, policies, procedures or bylaws as outlined in the Membership Agreement, the SPC Bylaws and this Handbook. An investigation may include but not be limited to collection of documents and data, personal interviews, and review of the Member School's practices and procedures. Documents required for an investigation may include but not be limited to Member School records and files, student-athlete admissions files, academic records, financial aid files, birth certificates, proof of residency, legal guardianship or conservatorship and any other student records or information requested by the Commissioner, Operations Committee and/or the Board of Directors. Episcopal High School will comply in full with all such SPC requests.

## **EHS ATHLETICS POLICIES**

### **Bullying, Harassment, and Hazing**

The Episcopal High School community is committed to providing a safe, positive, learning and working environment in which each individual is treated with dignity, respect, and compassion. The School will not tolerate bullying, harassment, hazing or any other action that infringes upon an individual's ability to learn or participate fully in the life of the community. Violations of this policy will be referred to the appropriate Grade

Level Dean and may be considered a major violation of the Code of Conduct with consequences up to and including dismissal from school.

For more details on the EHS policies regarding bullying and hazing, please consult the Code of Conduct section located under Student Life on page 51.

### **Physical Examinations and Consent-to-Treat Forms**

Medical examinations and Consent-to-Treat form are required to be filled out and signed by parents for all student-athletes before they will be allowed to practice with any athletic team. The permission of one parent is sufficient for the student to participate. A physical exam is required annually. Student athletes are required to have the physical between April 1<sup>st</sup> and August 1<sup>st</sup>. Student athletes will not be allowed to begin summer practices without an updated physical. Medical history/screening forms are available online at: [www.secure.magnushealthportal.com](http://www.secure.magnushealthportal.com).

Episcopal High School will offer athletic physicals here on campus in Crum Field House twice a year:

- First Monday evening in August
- Early May

If you choose, you may have the physical completed by your physician as long as he or she completes the EHS athletic physical form.

### **Tryouts and Squad Selection**

Under certain conditions the limiting of team size may be warranted. Several factors go into the reduction of team size, including facilities, coaching staff, and scheduling. The coaching staff will make every effort to include as many students as possible in some manner. However, when size reduction is warranted, the coach will discuss with the Director of Athletics his or her plan for such actions. Areas that will be addressed include:

- Specific time for tryouts for prospective team members
- Method of team selection
- Procedure for notifying student athletes

While we make every attempt to allow students to participate in the sport of their choice, this may not always be possible. Students participate in team tryouts at the beginning of each season, and team selections are announced shortly thereafter. EHS does offer at least one sport per season that is a non-cut sport, providing all students the opportunity to join a team.

The following sports are available to all students:

- Fall: Cross Country
- Winter: Swimming & Diving and Wrestling
- Spring: Track & Field

### **Change of Sport Policy**

Students who have chosen to participate on an athletic team at EHS are held accountable to that team commitment for the entire duration of the season. If students choose to

remove themselves from their current team at any point during the season, they are not allowed to join another in-season sport team or join organized out-of-season workouts. Students will not be allowed to participate in any organized activities until the date of their final commitment from the team they chose to resign.

Students who are removed from teams due to disciplinary issues will also be held to the same standard.

The current coach, student/parent may ask the Director of Athletics for exemption due to extenuating circumstances. These cases will be heard and dealt with on an individual basis.

### **Club Sports**

We recognize the value of club sports for the development of sport-specific skills. However, the Episcopal High School athletic program is our first priority, and athletes should not participate in club sports that will require them to miss required practices and games in a school sport. If conflicts occur, the School's athletic programs should take precedence.

### **Conflict Resolution**

In the event that a conflict arises during the season that causes a student or parent to be unhappy, we recommend the following procedures. We also encourage open communication between our coaches, students, and parents and welcome parent feedback.

1. We encourage students or parents not to approach a coach immediately after an event to talk. Athletic events can be high-energy affairs on and off the field/court. If something comes up that compels you to speak to a coach, please do so the following day.
2. We encourage our student-athletes to speak to their coaches about any issues that may be causing them difficulty.
3. If the student will not approach the coach or he or she does not feel a satisfactory answer was given, we then suggest the parent set up a telephone call or meeting with the coach.
4. If after the meeting there is still not a satisfactory response, then a meeting may be requested with the parent, coach, and Director of Athletics.

The EHS Athletics Pillar has an open-door policy. However, we try to encourage our student-athletes to work on conflict resolution as a means of preparing them for life after EHS.

### **Conflict with Other EHS Extracurricular Activities or Events**

Episcopal High School is committed to the Four Pillars (academics, arts, athletics, and religion), and we will make every attempt to provide each student with a fulfilling experience in all aspects of EHS life. At times, conflicts in students' after-school schedules may occur. We ask that the following procedures be followed:

1. Parents and students are asked to double-check any sport, club, dance, and theatre schedules prior to trying out for a sports team.

2. If you see any type of conflict either with the practices or a game, please notify the head coach as soon as possible.
3. Students must also notify the faculty member responsible for the out-of-athletic conflict.
4. The two faculty members (head coach and faculty sponsor) will meet to discuss any conflicts and, if possible, resolve those conflicts.
5. In the event that no resolution can be found, the head coach will notify the Director of Athletics, who will then make a decision with the coach on how to proceed.
- 6.

### **Arts and Athletics Policy**

Due to the many challenges and demands of playing a varsity team sport and performing with an ensemble, students participating in EHS Onstage productions, the fall or spring dance concert, or IMPACT Dance Ensemble during the same season when they are also participating in a varsity team sport, including football, volleyball, field hockey, basketball, soccer, baseball, lacrosse, and softball must have the approval of the Athletic Director and the Dean of Arts.

### **Transportation**

The EHS Athletic Department will provide all transportation arrangements for all athletic counter contests. Teams will always travel via bus to away contests.

Students may go home from an away athletic event with their parents as long as they have permission from their coach to do so. If the coach allows this, then verbal communication between the parent and coach must be received prior to leaving the game site. If a student is leaving with another family member (sibling or another family friend, etc.) verbal or written permission must be granted by the student's parents and given to the coach before the student will be allowed to depart the site.

Only varsity team members may ask to drive to certain local schools for their games since varsity games are later in the evening.

Most transportation questions can be answered by going to the EHS athletics website.

### **Lodging**

EHS varsity teams travel out of the area several times a season. All counter-contest lodging reservations for the teams are taken care of by the EHS Athletics Pillar.

### **Overnight Trip Permission and Medical Information**

Students are required to complete this permission form in order to attend and participate in activities during overnight and multiple-day school trips. The final page provides medical information on the student participant needed by the school sponsors for overnight trips.

All Episcopal High School rules are in effect throughout the trip. For more details, please consult the Code of Conduct section located under Student Life on page 48.

If you have a question about lodging, please contact the Director of Athletics at 713-512-3457.

### **Game Changes and Cancellations**

Athletic events are sometimes rescheduled or altered in some fashion. The most up-to-date information will be found on the EHS website.

To access the most current game information, go to the EHS website, run your cursor over the Athletics tab, and then click on Athletics Calendar.

### **ATHLETICS PILLAR CONTACT INFORMATION**

#### **Jason Grove, Director of Athletics**

Office: 713-512-3457

Email: [jgrove@ehshouston.org](mailto:jgrove@ehshouston.org)

#### **Matt Fox, Assistant Athletic Director**

Office: 713-512-3689

Email: [mattf@ehshouston.org](mailto:mattf@ehshouston.org)

#### **Amanda Watts, Assistant Athletic Director**

Office: 713-512-3497

Email: [awatts@ehshouston.org](mailto:awatts@ehshouston.org)

#### **Marc Klinkerman, Head Athletic Trainer**

Office: 713-512-3425

Email: [mklinkerman@ehshouston.org](mailto:mklinkerman@ehshouston.org)

# **The Religion Pillar**

The very fact that Episcopal High School has Religion as one of its four pillars tells us something significant about our founders' commitment to creating a school community that cares about more than the knowledge and skills we can pour into our students. Our school cares deeply about how our students are making their way through life's obstacle course... what our students see and believe about their own roles in God's creation and redemption of our world... and whether our students are learning to live humbly and compassionately, aware of the needs of those around them and eager to step up to offer their hands and hearts in service. We want our students to believe that they are lovable, they are divinely loved, and they are valued for who they are and what they can bring to a world that can be both beautiful and broken.

The Religion Pillar encompasses daily Chapel and worship, the academic Religion Department, Senior Outreach and community service, pastoral care, and the EHS parent education program. Two Episcopal priests – chaplains – provide pastoral care for students, faculty, and staff and work with a larger team of EHS staff to offer broader support to the school community.

## **DAILY CHAPEL AND WORSHIP**

The Chaplains and the Chapel planning team coordinate daily Chapel services for all students and faculty. Chapel draws the school community together for worship, reflection, and spiritual formation. Once a week, advisories gather for Family Chapel, which offers a small-group opportunity in an intimate setting for the reading of scripture, prayerful reflection together, and an activity.

EHS is an Episcopal institution – part of the worldwide Anglican Communion – but our faculty, staff, and students represent many religious faiths. All worship services are in the Episcopal tradition while at the same time embracing the diversity of our community in a spirit of reverence and respect for one another.

## **ACADEMIC CLASSES**

Every EHS student takes a one-semester religion course each academic year. The curriculum moves students from a basic, foundational understanding of Scripture and theology to a consideration of religion in the context of other faiths and modern history, to an exploration of ethical systems.

The goal of the religion curriculum is to further our students' scriptural literacy, expand their understanding of expressions of faith in the world around them, encourage their application of ethical understanding to decision-making, and foster pastoral relationships and religious conversation. We do these things to prepare students for meaningful lives in service to others in keeping with the EHS Mission.

## **COMMUNITY SERVICE**

Community service puts faith into action, cultivates an understanding of our larger connection to and responsibility for a wider community, and promotes our respect for the dignity and worth of every human being. The SOS (Students of Service) organization is

our primary vehicle for community service opportunities throughout the school year. Students can serve at our Service Partner organizations -- The Nature Discovery Center, the Nehemiah Center for at-risk children, or Kid's Meals. They can participate in service events at one of our Service Affiliates -- The Beacon homeless services, the Buffalo Bayou Partnership, K-9 Angels, or the Women's Home Cottage Shop, or they can help with a short service project on campus after school or sign up for special events like Race for the Cure or a Sleep in Heavenly Peace bed-construction project. Information about all upcoming service events is promoted widely through an online app, in Canvas, on monitors around campus, in Chapel, and through student emails. We want to make it easy for students to learn how to serve and encourage participation in at least one service opportunity per semester. Our service tracking application not only provides detailed information about upcoming events but also offers opportunity for reflection on service projects and allows students to access records of their service when completing college applications.

### **Our New Service Achievement Program**

This year we are launching a service achievement program for students interested in a deeper dive into service. The program includes elements of learning, leading, teaching, reflecting, and serving a number of hours in different service areas, and it begins with an information session in August and an application process. Knights in Service awards are presented in Chapel at the end of each year and are represented by a Cord at graduation. For more information about this program, please contact Dean of Spiritual Life, the Rev. Beth Holden, [bholden@ehshouston.org](mailto:bholden@ehshouston.org), 713-512-3484.

### **Freshman Service Experience**

The Freshman Service Experience (FSE) integrates new students into the EHS community service ethos. FSE will be launched in January with a workshop on service. Students will be sent home with a brochure describing several upcoming service project dates and locations, from which each student selects the service opportunity she or he will participate in to fulfill the FSE requirement. Finally, the class gathers afterwards to reflect on their experiences of service and learn how they can continue to serve through the EHS Students of Service (SOS) organization. The goals of the FSE are to help freshmen explore what "service to others" means, discover the many needs in our Houston community, learn about SOS and our service partners, and understand why EHS takes service seriously. We mean it when we say we want our students to grow and prepare for meaningful lives in service to others.

### **Senior Outreach**

Senior Outreach encompasses the host of volunteer projects undertaken by our Senior class during the first two weeks of their spring semester. During this period, from 8:00 a.m. until 3:00 p.m. each day, our seniors volunteer at assigned Outreach placement sites. Episcopal High School seniors have served our community for decades in schools for children with learning differences, inner-city schools, homeless shelters, food pantries, disaster relief organizations, community support programs, and in other worthy venues. Seniors continue to report that this is one of the most rewarding experiences of their Episcopal High School career.



All seniors are required to participate in Senior Outreach. The program will begin in 2022 on January 4 with a commissioning service at EHS, followed by an important training session and information meeting. The volunteer work at Outreach sites will run from January 5-14, 2022. Please plan family activities accordingly because this is not an opportunity to be missed! Urgent and emergent conflicts must be cleared with the Dean of Spiritual Life.

## PASTORAL CARE

The Dean of Spiritual Life and chaplain provide pastoral care for our students' spiritual and emotional well-being. Parents are always welcome to confidentially discuss issues and concerns with them.

In addition, EHS offers many other types of counseling and support resources for our students and families. Please see the Support Resources listings in the Parent Information section.

## PARENT EDUCATION

The parents' job of navigating the waters of high school with their children can be daunting. Beyond Back-to-School Night and individual interactions with our faculty, EHS offers support and education to parents through a variety of means.

We offer monthly **Parent Forums** on a range of topics related to parenting, emotional and psychological development in the teenage years, Choices-driven topics like alcohol and drug abuse, and self-care for parents. We have a variety of speakers for these programs, using our own resources as well as bringing in occasional guest speakers. Parent Forums are recorded and posted to the school website, so if parents cannot be present for the event, they can view the recording at their convenience.

A new parents' group called **Parenting in Faith** will be a monthly gathering for parents interested in exploring what it means to be both a child of God and a parent of God's children. Meeting on the first Wednesday each month, September – May, this group gathers in the Chapel with the Reverends Beth Holden and Art Callaham, to share and learn together about the intersection of faith and parenting. Moms & Dads are invited to come at 7:30 AM for a short Eucharist with some of our faculty, staff, and students, enjoy coffee, juice, and donuts afterwards, and then join the 30-minute Parenting in Faith discussion from 8:00-8:30. Parents may come and go during the meetings as needed and are welcome to join the group at any time of the year. The purpose of Parenting in Faith is to offer parents an opportunity to gather in God's name to learn and share their parenting journeys together. This year, we will explore the series of short books following Presiding Bishop Michael Curry's *Way of Love*, using them as a starting point for reflecting on our own spirituality and considering how we live our faith within our families.

There are also a number of **learning opportunities for parents, related to specific programs and/or specific grade levels**. In September, parents for grades 9-11 will meet with their Grade Level Deans and others, to learn what to expect in the year ahead. The EHS College Counseling Office has meetings to help parents understand the college

application process. The Athletics Department sponsors the Positive Coaching Alliance program for the parents of athletes each season, as part of the effort to ensure that our students have a positive, character-building experience through their engagement in athletics. At the Dads Club and Parent Association meetings, parents are treated to student presentations showcasing some of the things that our students are learning and doing at EHS.

In short, EHS offers a wide array of support and education to parents. Parents can learn about upcoming events in the weekly Windows eNewsletter.

### **CHOICES PROGRAM**

The Choices program at EHS serves to reduce high-risk behavior through a comprehensive education and counseling program involving all members of the school community: students, parents, and faculty. Choices fosters a school culture, in which students are held accountable for high-risk behaviors. The program provides students with specific training in drug and alcohol use prevention, while developing coping skills, social skills, stress reduction, and conflict management. The EHS Choices Counselor – a licensed, professional counselor - provides a safe outlet and support for students who have questions and concerns or are facing difficulties.

Choices is a partnership between Episcopal High School and The Council on Recovery. We have an on-site Choices counselor present on campus during the school day. For questions or concerns about the Choices program, contact Dean of Spiritual Life, the Rev. Beth Holden, [bholden@ehshouston.org](mailto:bholden@ehshouston.org), 713-512-3484.

# Technology

## LAPTOP COMPUTER ACCEPTABLE USE POLICY

Digital learning at EHS provides the school community with tools to expand our students' learning opportunities. While this access provides nearly limitless possibilities, it also comes with great responsibility. Use of the EHS network and its related computer facilities is a privilege afforded to members of the school community. The School provides a set of guidelines for security and acceptable use, and violations of these guidelines will be handled by the Discipline Council, the Honor Council and/or the administration. The underlying principle of adherence to these guidelines is an understanding that the manner in which students use their computers reflects their strength of character. All members of the EHS community must acknowledge the expectation that these tools should be used with good judgment, common sense, and integrity.

## GENERAL COMPUTER GUIDELINES

### School Purchase

All student computers must be purchased and configured by EHS. We do this so that our students and faculty can share a common platform and applications. This commonality allows our teachers to focus on the curriculum and not on dissimilar applications or unfamiliar computer designs.

### Internet Filtering

To ensure the most beneficial learning environment, Episcopal High School filters the on-campus Internet connection for inappropriate and/or distracting content. Although Episcopal High School has a high-quality web filter for use on campus, please know that the system does not filter anywhere beyond the school campus. The school web filter does not protect our students at home or in any areas off campus, but there are home-network options available if you would like to know more.

### Chatting

During class, students are required to participate in class activities and be on task. While chat capability is provided through Microsoft Teams and Canvas, these features are to be used only upon direction of the teacher.

### Audio

Because computer audio can be distracting and disruptive, the volume setting on the laptops should be completely turned off or headphones should be used while students are on campus.

### Games

Although too numerous to list here, allowable games on campus should only include school appropriate material. Games that include violence or inappropriate content are strictly prohibited on campus. Games should never be played during class time unless specifically directed by a teacher.

## **Network Access**

### **School Software Information**

Students need to maintain a certain amount of space on their laptop's hard drive for school software and information. Please leave approximately 20GB of space free for additional school installations at all times. Any space beyond the reserved school space may be used for any purpose, as long as it is not illegal, inappropriate, or dishonorable. Keep in mind that the Help Desk will erase everything on the hard drive and reinstall the default school programs if software problems or conflicts are found.

### **Backup and Storage**

Students should be in the habit of regularly backing up all work to a cloud service such as Microsoft OneDrive or Google Drive, as well as keeping local backups on an external hard drive or a USB flash drive. Students should also be mindful that personal use of software or content not provided by the School without permission of the rights holder (usually in the form of a license) is expressly prohibited.

### **Downloading/Uploading**

We must all acknowledge that internet bandwidth is a shared resource. We must each do our best to not download or upload any unnecessary files, especially transferring large files during school hours. Doing so can result in a slower network with poor performance. Records of download and upload history for each user is monitored by the IT department.

### **Printing**

In keeping with the School's commitment to our environment, students should print only essential material. Paper is a valuable resource and should not be wasted in printing. Please print responsibly! Also, limitations may be placed on students' permission to print if they abuse this privilege. Students should retrieve their printed material immediately, as the pages are thrown away within a certain amount of time. Students should include their name(s) at the top of all pages printed.

### **Distributing Files**

No computer programs (executables), MP3s, pornography, or copyrighted material may be distributed over the School's network by students. This rule prohibits sending files through email, as well as setting up "servers" on a student's laptop or by any other physical or electronic means. Also, students should not download copyrighted media or unlicensed software. The use of virus programs or other intentionally harmful programs is strictly prohibited.

### **User Identity**

Attempting to pass oneself off as another person is strictly prohibited.

## **INTERNET USE**

### **Cellular Hotspots**

Students may use cellular hotspots on campus, but all other EHS rules still apply while students are on campus. Illegal activities and inappropriate files/media are still not allowed at any time. Hotspots are not to be used to circumvent EHS rules and protocols.

## **Inappropriate Use**

The internet is to be used for scholarly research and as a means of obtaining needed information. Although possible, students should never access inappropriate sites including but not limited to those that are pornographic, extremist, racist, or gambling related.

## **Evaluation**

Since websites can be created by anyone, no information or content should be taken at face value. Students need to determine the source of the information before deciding if it is a worthy or credible source. Fact-checking extensions such as [NewsGuard](#) can easily be leveraged for this purpose.

## **Documentation**

Students must properly document all material obtained through internet research for use in academic work.

## **Safety and Security**

The owners of a site can obtain any information that is entered into websites; however, a website cannot get an email address or name unless it is provided. Students should be careful when giving out their email and full name and should not give out their home phone numbers or addresses to anyone. Similarly, avoid accessing sites or clicking on links with which you are not familiar if you are unsure of their safety.

## **Disclosing Information**

Students should be very cautious about disclosing any personal information over the Internet. No student should ever disclose anyone's information without his or her express consent. In addition, email addresses of students, alumni, faculty, and staff should not be published without explicit consent.

## **Parental Controls**

Each student computer in the EHS Laptop Program has the capability to enable parental restrictions. Recognizing that there could be instances in which a parent would like to govern a child's use of the laptop, Apple's Parental Controls helps parents manage how much time students spend with online social versus homework-related applications. Please contact the Help Desk for more information about enabling and utilizing Parental Controls.

## **Social Networking**

The power and reach of social media cannot be overstated. EHS encourages its young people to be civically engaged; much of our culturally relevant thinking – as well as misinformation – is generated and traded there. As mentioned previously, the importance of source-checking is paramount. While engaging on social media, students should keep these practices & principles in mind:

- Constantly ask yourself: Who is the person making this comment? What weight do they carry in their comments? What biases might they have? Who do they work for or represent?
- Always consider whether you *should* get involved in a conversation before you engage. Pick your battles and be thoughtful and kind when you choose to

engage. Let your voice be heard, but remember that social change often happens most effectively through peaceable means.

- Kindness is a key to effective writing, especially when you are feeling passionate. Don't stoop to the low-level of haters. We are indeed called to love our enemies: *But I tell you, love your enemies, bless those who curse you, do good to those who hate you, and pray for those who mistreat you and persecute you. (Matthew 5:44)*
- When making comments, re-read your writing several times before you post. If there is something that you're not sure about in what you are about to post – you probably should not post it. Trust your gut on this!
- If you write something while you are emotional, take some time before actually posting. You'll be surprised how pausing to take a breath and calm down can help you to think more clearly. Don't rage post. Writing while angry or hurt often results in less persuasive arguments.
- Never use profanity in your posts. It only serves to make your point less effective and makes you sound out of control.

EHS will not tolerate bullying of any type, including online bullying. Remember that information lasts forever online; there is no such thing as “deleting” a post or “taking down a website” anymore. Here are a few other important facts to remember as we move into the future:

- Colleges, universities, and your future employers will look at all facets of your social media footprint to get a better idea of who you are. Make sure there is nothing that you post or subscribe to that you don't want everyone to see.
- Security settings should be set appropriately on each of your social media accounts. Consider making all of your information and privacy settings “private” in order to keep your photos and data out of the wrong hands.

**Email Etiquette** As a rule, one should never say something through email that he or she would not say in person or would be embarrassed to see printed in a newspaper. In addition, personal or highly charged exchanges are best handled in person. EHS email should be reserved for the exchange of school-related information and not for personal correspondence.

### **Bulk Email**

Users should not send out bulk email, including chain letters, advertisements, or any other message that includes many different recipients without their consent. The Principal must approve beforehand all email that is being sent to the entire School or the appropriate Grade Level Dean for an entire class.

## **LAPTOP SECURITY AND MAINTENANCE**

### **Laptop Computer Security and Policy**

Students are responsible for their computers. They must keep their laptops with them or locked in their hallway lockers at all times. Students involved in after-school activities need to ensure that their computers are secure. Laptops may remain locked in their owners' hallway lockers, but not in their athletic lockers. Students should make arrangements for their computers to be monitored by an adult at all off-campus events. The computers must be kept in approved cases, and it is recommended that students

use a special padded backpack made for carrying a laptop. Students must notify the School immediately if a computer is missing. Unattended computers in the halls will be picked up and taken to the attendance desk for safekeeping, including during Chapel and after school. The owner must have permission from his/her Grade Level Dean to retrieve the computer.

### **Lost or Stolen Computers**

EHS is a one-to-one laptop school, which means it is vital that students bring their computers to class regularly. If a computer is lost or stolen, students must initiate the process to replace the missing computer.

1. First, the student should go to his or her local police department to file a “lost or stolen item” report.
2. Next, the student must bring the police report case file number, the date of loss, the police officer’s name, and a brief description of how the loss occurred to the EHS Help Desk.
3. Finally, after a replacement fee is collected, the EHS Help Desk will issue a new computer.

Replacement computers must be purchased from EHS. EHS will install and configure all software on replacement computers.

The new Mac Book Pro allows a student’s laptop to be located through his or her iCloud account. Once the account is set up and the Find My Mac service is configured, the parent or student can use another computer, iPhone, or iPad to sign in and activate the Find My Mac app, and the next time the student’s Mac accesses the Internet, the student or parent will be notified with its location on a map. Please contact the EHS Help Desk for more information about enabling and utilizing Find My Mac.

### **Help Desk**

The Help Desk is located on the first floor of the Jack T. Trotter Academic & Sciences Building. The purpose of the Help Desk is to provide technical assistance to our users. We have multiple Apple-certified technicians on staff who are able to diagnose problems, make repairs, and install replacement parts. The Help Desk will answer all student software and hardware questions. Repairs not covered by the manufacturer’s warranty will be billed to the user; however, there is no charge for labor.

### **School Purchase**

All student computers must be purchased and configured by EHS. We do this so that our students and faculty share a common platform and applications. This commonality allows our teachers to focus on the curriculum and not on dissimilar applications or unfamiliar computer designs.

### **Software Updates**

Each student is responsible for ensuring that his or her computer is running up-to-date applications. The Help Desk will assist students by loading updated versions of software. We advise each student to bring his or her computer to the Help Desk periodically to schedule or receive software updates. EHS maintains current licenses on the software that we have installed.

## **PRIVACY**

### **Laptop**

The School reserves the right to look at a student's laptop, including but not limited to any data contained therein if there is a reasonable suspicion that the computer is being used for an inappropriate or dishonorable purpose. In addition, information stored on a student's laptop will be accessible to the support crew/faculty if the laptop is turned over for repair.

### **Email**

All email on the server is available to the System Administrator. When users are connected to the network, all activities are logged. School officials can and will be able to view any such log. Honor or harassment issues resulting from misuse will be addressed by EHS administrators and will carry strong disciplinary consequences.

### **Monitoring**

The School will monitor online actions, including logging website access, news-group access, protocol, bandwidth, and network use. Students should have no expectation that their computer use is private and are encouraged to behave accordingly.

### **Consequences for Inappropriate Computer Use**

Failure to adhere to the technology conditions and rules of Episcopal High School as outlined above will result in disciplinary action. The use of School computers and the use of School servers to gain access to the Internet are privileges, and unacceptable use will result in the cancellation of those privileges. The System Administrator may revoke privileges at any time as required. In addition, the administration, faculty, and staff may request that the System Administrator deny, revoke, or suspend specific user privileges and that appropriate school disciplinary action be taken. Depending on the severity of the violation (to be determined by the administration), the student may be asked to appear before the Discipline Council. Consequences for such violations might range from a warning, with computer privileges being temporarily revoked, to expulsion.

### **Faculty/Staff and EHS Students Texting Guidelines**

Texting between faculty/staff and students is discouraged, except in cases of schedule/location changes and emergencies. For their protection, students and teachers should never exchange personal phone numbers. When messaging is necessary, students and teachers should always use MS Teams, which offers a chat feature that will protect and record all messages from faculty/staff to students.

For any questions or concerns regarding technology, please email us at [technologydept@ehshouston.org](mailto:technologydept@ehshouston.org).



# **The Honor Code and Honor Council**

## **MISSION AND STATEMENT OF CODE**

At Episcopal High School, we believe that academic and personal integrity are essential elements in creating a comfortable and trusting educational atmosphere for students, faculty, and school family. We encourage all students to extend their educational experiences beyond textbooks and academics. The School is responsible not only for developing students' minds, but also for developing character, strong morals, and social responsibility. To accomplish this goal, each student must uphold and follow the School's Honor Code. Our Honor Code is based on a system of mutual trust among students, faculty, and staff; it dictates that as members of the Episcopal High School community, we will not lie, cheat, steal, or plagiarize. Consisting of students and faculty who are elected or appointed, the Honor Council exists to demonstrate and ensure that honor and integrity are fundamental principles of our school. The primary focus is educational, not punitive.

## **Plagiarism**

Plagiarism is the use of ideas or words that are not one's own without adequately acknowledging their source (books, magazines, and other print media; Internet and other computer-related electronic media; television; audio materials or another student or tutor's work). Such appropriation, whether through unaccredited, direct quotation or paraphrase, violates academic honor in two ways: by stealing intellectual property and by misrepresenting the origin of concepts or distinctive phrasing. Students must indicate any idea that is not their own with a footnote, endnote, or internal reference, and enclose exact language (words, phrases, clauses, whole sentences, or paragraphs) in quotation marks. All borrowed material must be cited in the essay and also included in the Works Cited. Any reader must be able to locate the borrowed material.

## **Sharing of or Collaborating on Assignments**

In order to help students reach their full potential and to better understand where students need help, students should turn in only work that they have completed themselves unless explicitly authorized by their teacher to collaborate on an assignment. Further, to prevent inappropriate use by another student, students should not share their assignments with others, either electronically or in-person. Students who share coursework that is copied by another student will be deemed in violation of the Honor Code and be subject to an appearance before the Honor Council.

The School reserves the right to utilize essay-checking or other anti-plagiarism software to monitor potential plagiarism.

## **Responsibilities of the School Community**

For the Honor Code to work, students, faculty, and administrators must share the responsibility for promoting honor and for creating an atmosphere of trust. Therefore, we ask both students and faculty to sign the Honor Code Pledge as a symbol of their commitment to the Honor Code.

### **Honor Code Pledge**

*As a member of the Episcopal High School community, I pledge that I will not lie, cheat, or steal, and that I will uphold the values of honesty and integrity.*

### **HONOR COUNCIL**

The Honor Council is comprised of faculty and appointed or elected students. They hear cases involving infractions of the Honor Code. When the Grade Level Dean believes an appearance is warranted, the Council convenes to educate the student through a reflective exercise, and then recommends to the Head of School a course of action that may include detention, community service, suspension, or expulsion.

### **Honor Council Qualifications and Membership**

The Honor Council is composed of up to 10 students. After receiving recommendations from the faculty, the Head of School appoints eight of the permanent student members: three seniors, three juniors, and two sophomores. The remaining two student members are elected officials from Student Council. The four student body officers serve on a rotational basis. The four Class Presidents serve only on cases involving their classmates. Any member who violates the Honor Code or Confidentiality Policy may be removed from the Council. The three faculty members are selected by the Head of School and serve at his discretion.

### **Guidelines and Procedures**

If a member of the Episcopal High School community believes that an honor violation has occurred, he or she should discuss the incident with the Student Body President or the appropriate Grade Level Dean. After consideration, the Grade Level Dean will determine whether the case should be sent to the Honor Council or be dealt with in another way. For special cases as determined by the Head of School, student members of the Honor Council may be excluded from a hearing. An admission of guilt does not preclude an Honor Council hearing. If a hearing is necessary, the student will be notified quickly, and an Honor Council meeting will be scheduled as soon as possible. The student has the option of having his or her advisor present during the hearing as a non-participating observer. At the meeting, the members will hear a brief description of the incident and any previous disciplinary concerns or extenuating circumstances. After this procedure, the Council will hear the descriptions of the events from all involved. During this session, the Council's primary responsibility is educative.

### **Recommendations**

The Honor Council maintains the right to view each case as an individual situation while at the same time respecting precedent. After the Council has reached a consensus, members will make a recommendation to the Head of School, who, in reaching his final decision, may alter the decision for whatever reason he deems appropriate. After the Head of School has reached a decision, the Principal, Grade Level Dean and/or the Faculty Chair of the Honor Council will inform the student of that decision. The Head of School has sole discretion in treating the situation as he sees fit. Once a student has been found guilty of a second offense, the Council will be instructed to consider possible expulsion.

**Confidentiality**

Members of the Honor Council are obligated to keep all cases confidential. Violations of confidentiality by a member will result in his or her dismissal from the Council and possibly in further actions determined by the Head of School. While we do ask that the violators keep their own cases confidential, they are not obligated to do so and may choose to discuss their cases with others.

**Communicating with Community**

To educate Episcopal High School students and to promote an atmosphere of integrity, the Honor Council will inform the community of the resolution of cases, while protecting the confidentiality of those involved. In addition, the Honor Council will provide timely feedback to any teachers who have reported serious violations of the Honor Code. If a breach of the Honor Code results in a suspension, withdrawal, or dismissal, the Head of School may, at his discretion, orally inform the faculty or community at large about such events.

# Code of Conduct

The School's clearly stated mission is to operate as a Christian community; to understand and respond to the individual needs and capabilities of each student; and to provide an opportunity for each student to reach his or her maximum spiritual, intellectual, social, and ethical potential. In keeping with this mission, Episcopal High School sets the following Code of Conduct, in addition to the Honor Code, as the standard by which all students of the school community should govern themselves. The Code's intent is to encourage students to develop self-control and respect and to conduct themselves with civility, responsibility, and an awareness of the safety and worth of others in the community. The faculty and administration will render the final decision on the interpretation of the Code of Conduct.

The School has a common disciplinary approach to enforce the Code of Conduct that is graduated, consistent, and developmentally appropriate. Consequences will be determined by a number of factors including the age of the student, conduct history, number of offenses, severity of incident, and past history of all parties involved. The primary goal is to end the behavior and to insure a safe learning environment for all students. Possible consequences include a conference with or without a parent; documentation; written apology with facilitated communication; behavioral contract; suspension; counseling; probation; non-renewal for future academic years; and expulsion. Students and parents must respect the School's decisions in all matters of discipline and enforcement of the Code of Conduct even if they disagree with them.

## EXPECTATIONS AND POLICIES REGARDING CONDUCT

To promote these personal virtues and foster a healthy educational environment, Episcopal High School holds each student to the following expectations of personal conduct:

### **Punctuality and Attendance**

- Students will remain on campus for the entire school day.
- Students will arrive on time for classes, Chapel, and other appointments.

### **Safety and Order**

- Students will act responsibly, with concern for both their own safety and that of others.

### **Respect**

- Students will show respect toward all members of the community and toward the learning environment.
- Students will show respect toward personal property, school property, and school grounds. For example, they will not litter; waste supplies; mistreat furniture, computers, or other property; or deface desks, lockers, or books. Students will not commit vandalism or theft. They are expected to clean up after themselves during break and lunch.

- Students will use appropriate, respectful language. For example, they will not use profanity; put-downs; sexually suggestive or graphic words; derogatory comments; or any other language that is hurtful, disrespectful, or unkind.
- The School reserves the right to expel a student at any time, if, in the judgment of the Head of School, the effort, progress, conduct, or influence of the student, or of anyone directly associated with the student, including but not limited to his or her parent(s) or guardian(s), in or out of the School, is not in keeping with the School's accepted standards.

### **Bullying, Harassment, and Hazing**

The Episcopal High School community is committed to providing a safe, positive, learning and working environment in which each individual is treated with dignity, respect, and compassion. The School will not tolerate bullying, harassment, or hazing or any other action that infringes upon an individual's ability to learn or participate fully in the life of the community.

Bullying is the act of intimidating another person through a pattern of intentional electronic, written, spoken, non-verbal or physical antagonism. Examples of bullying include but are not limited to unwanted touching, pushing, pulling, tripping or restraining others, destroying, defacing, or hiding another's property, and verbal abuse of any kind.

When bullying occurs outside the physical School grounds, these actions may still impact the physical and emotional safety of our students as if they had occurred during the school day. The School will address any bullying behavior that impacts our community.

Examples of bullying outside the School include, but are not limited to:

- Electronic communication that includes physical threats and/or malicious gossip and slander
- Hit lists or polls via email, texting or social networks naming specific students or teachers
- Sending humiliating or obscene photographs electronically or through phones
- Stealing passwords and misrepresenting oneself
- Changing other people's profiles online

Hazing is *"doing, requiring, or encouraging any act, whether or not the act is voluntarily agreed upon, in conjunction with initiation or continued membership or participation in any group, that causes or creates a substantial risk of causing mental or physical harm or humiliation"* (Used by permission from Ohio State University Office of Student Life). Such acts may include, but are not limited to, the forced or encouraged use of alcohol, paddling, punching or kicking in any form, or public or private displays of humiliation.

All members of the EHS community commit to upholding the Code of Conduct and the Honor Code, and therefore, it is incumbent on each individual to report acts of bullying, harassment, or hazing whenever they occur. All reports made to any adult member of the EHS community will receive prompt and thorough attention. Violations of the bullying policy will be referred to the Dean of Students' office and may be considered a major violation of the Code of Conduct with consequences up to and including dismissal from school.

## **Sexual Harassment Policy**

Episcopal High School is founded on a philosophy that values individual dignity. To support that philosophy, the School's policy is to maintain a working environment free from all sexual harassment of any student, employee, or applicant for employment. Conduct that constitutes sexual harassment includes but is not limited to sexual propositions, unwanted touching, lewd or sexually suggestive comments or conduct, jokes of a sexual nature, displays of sexually explicit materials, and offensive language, writing, drawing, or physical conduct related to gender or sexual identity.

Sexual harassment in any manner or form is expressly prohibited. All reported or suspected occurrences of sexual harassment will be promptly and thoroughly investigated in confidence, to the extent practicable. When sexual harassment is determined to have occurred, including any physical contact of a sexual nature without consent, the School will immediately take appropriate disciplinary action.

## **Reporting Racism or Bias**

The School does not tolerate racism or bias based on race, color, national origin or ethnicity at the School. Examples of racist comments and conduct include, but are not limited to:

- notes, cartoons, graffiti containing racially offensive language or pictures
- name calling, jokes or rumors involving race, color, national origin or ethnicity
- threatening or intimidating conduct directed at another or a group of individuals because of the other's race, color, national origin or ethnicity
- racial slurs, negative stereotypes, and hostile acts which are based upon another's race, color, national origin or ethnicity
- written or graphic material, including on social media or circulated electronically, containing racial comments or stereotypes that degrade individuals or members of protected classes
- a physical act of aggression or violence upon another because of, or in a manner reasonably related to, race, color, national origin or ethnicity
- other kinds of aggressive conduct such as theft or damage to property which is motivated by race, color, national origin, or ethnicity.

This policy applies to students, parents, employees and visitors. Any student who is the victim of this type of conduct or who becomes aware of it must report it to the Grade Level Dean or a trusted adult who will report it to the Director of Community and Inclusion. Any employee or other adult who is the victim of this type of conduct or who becomes aware of it must report it to the School's HR Manager or Director of Community and Inclusion.

**You will not be penalized in any way for making a good faith report of improper conduct.** If you believe that you have been retaliated against for making a report under this policy in good faith, please immediately contact the School's HR Manager or Director of Community and Inclusion. Please do not assume that the School is aware of the improper conduct.

## **EXTRACURRICULAR CODE OF CONDUCT**

Episcopal High School encourages student participation in the extracurricular activities of all four of its Pillars. Consistent with expectations for all EHS students, individuals involved in extracurricular activities are expected to conduct themselves at all times in accordance with the EHS Code of Conduct. Violations will be referred to the appropriate Grade Level Dean.

Students engaging in extracurricular activities represent not only themselves, but also other students and the School. For this reason, conduct violations that occur when a student is involved in extracurricular activities offered by EHS as a member of an athletic team, a cast member of a play, a member of Student Council, or a member of any other extracurricular organization, may result in additional disciplinary consequences specific to that activity. The coach, director, or faculty member in charge of that activity, in consultation with the Pillar Head, shall have discretion to determine the disciplinary consequences.

# Discipline System and Discipline Council

The purpose of the discipline system is to provide a safe, orderly, and respectful environment conducive to learning. The Mark System and the Discipline Council address violations of the Code of Conduct; they are meant to support and maintain the Code of Conduct after the student has received reasonable instruction and warning about inappropriate behavior.

## Mark System

Discipline marks may be issued for significant offenses that result from one or more of the following:

- Blatant and offensive behavior that disrupts the learning environment
- Repeated negative behavior

## Order of Consequences

Mark	Consequence
1	Warning
2	Wednesday or Friday lunch detention and letter home to parents
3	Meeting with the Discipline Council or discretion of the Grade Level Dean

Marks, given by faculty, will be issued electronically by the Grade Level Dean to the offending student. One copy of the mark will be sent to the advisor and one to the parents, and a third copy will be placed in the student's file.

## Dress Code Citations

Citations may be issued for any dress code violation.

## Order of Consequences

Citations	Consequence
2	Wednesday or Friday lunch detention
4	Saturday Work Hall
6	Meeting with the Discipline Council

Citations will be issued to the student electronically as an attachment to an email or by hard copy. One copy of the citation will be sent to the advisor and one to the parents, and a third copy will be placed in the student's file.

## Detentions

- Detentions are generally served on Wednesdays or Fridays and on Saturdays when required.
- Students serving lunch detentions are not to use laptop computers, to work on homework, to talk to their peers, to use their cell phone, nor to sleep at their desks.
- If a student shows up late for the detention but is late by less than 10 minutes, he or she will be issued one additional detention from the Grade Level Dean.
- If a student misses a detention without permission from the Grade Level Dean, he or she will be issued two additional detentions, one of which will be a work



hall. If a student misses either of those detentions, he or she will be required to appear before the Discipline Council.

- If a student is issued a second detention for the same offense, it must be served on a Saturday or a day designated by the Grade Level Dean.
- Students are allowed to reschedule one Saturday detention if they have a valid conflict. A second attempt to reschedule will result in a Day of Reflection.

### **In-School Reflection**

The student will spend the academic day (7:55 a.m. – 3:15 p.m.) under the supervision of the Grade Level Dean during which time the student will complete several reflective essays, an important step in setting expectations for future behavior and, whether implicit or explicit, part of a behavioral contract. The student will be allowed to complete academic work during that time or another assignment given by the Grade Level Dean. During the period of in-school reflection, the student will not be allowed to participate or be a spectator in the extracurricular life of the school. Teachers, advisors, and after-school supervisors will be notified of the in-school reflection and its duration but will not be notified of the reasons. The purpose of notifying teachers is to allow them to communicate with the student about his or her work so that the student will not be penalized academically.

### **Suspension**

A student who is suspended will not be allowed on the school premises for a specific period of time. During the period of suspension, the student will not be allowed to participate or be a spectator in the academic or extra-curricular life of the school. Affected teachers, advisors, and after-school supervisors will be notified of the suspension and its duration but will not be notified of the reasons. Teachers of suspended students are not expected to make special arrangements for them. Any suspended student is subject to expulsion in the event of another offense.

### **Expulsion**

Removal of a student from the EHS community is not undertaken lightly. A student who is involved in a particularly serious offense or who is engaged in repeated, flagrant behavior contrary to the Code of Conduct or the Honor Code should be aware that expulsion from EHS is a real possibility. Consequences may range from an honor warning, counseling, work detail/community service, or work hall to in-house reflection, suspension, or expulsion. Students who have been expelled are not welcome at EHS events without the permission of the Head of School.

## **DISCIPLINE COUNCIL**

The Discipline Council is comprised of faculty members and appointed or elected students. They hear cases involving infractions of the Code of Conduct. When the Grade Level Dean determines a hearing is warranted, the Council convenes to recommend to the Head of School a course of action that may include detention, community service, suspension, or expulsion.

### **Guidelines and Procedures**

The purpose of the discipline system is to provide a safe, orderly, and respectful environment conducive to learning. The Code of Conduct, along with the Honor Code,

serves as the standard by which all students of the school community should govern themselves. The Discipline Council hears cases involving students who have committed either repeated or major violations of the Code of Conduct. The primary intent of the Discipline Council remains educational, as it recommends to the Head of School courses of action that will prevent such behaviors from occurring in the future.

The School may in its sole discretion investigate matters of concern. The School may interview students without parental permission and without a parent present. A student may be suspended during an investigation. During an investigation, the School expects all students and parents to be honest and forthcoming and to work cooperatively and in partnership with the School. A student or parent can appeal the result of an investigation to the next level of the school administration. The appeals process ends with the Head of School.

### **Discipline Council Qualifications and Membership**

The Discipline Council is composed of up to 10 students. After receiving recommendations from the faculty, the Head of School appoints up to eight of the permanent student members: three seniors, three juniors, and two sophomores. The remaining two student members are elected officials from Student Council. The four student body officers serve on a rotational basis. The four Class Presidents serve only on cases involving their classmates. . Any member who receives excessive marks, commits a serious violation of the Code of Conduct, or violates the Confidentiality Policy may be removed from the Council. The three faculty members are selected by the Head of School and serve at his discretion.

### **Procedures**

The Discipline Council may convene after a student has either received excessive discipline marks or committed a major violation of the Code of Conduct. In either event, the appropriate Grade Level Dean or Assistant Grade Level Dean will meet with the student and conduct any relevant investigations. The Grade Level Dean or Assistant Grade Level Dean will then determine whether to convene the Council or to resolve the matter in a different way. When convening the Discipline Council, every effort will be made to include all members. Busy schedules often prevent full attendance, so meetings generally proceed when the Principal determines an appropriate group is available. For special cases as determined by the Head of School, student members of the Discipline Council may be excluded from a hearing. In cases where civil or criminal liability may arise, the Grade Level Dean with the approval of the Head of School has the discretion to bypass the Council process. If a meeting is necessary, the student and his or her advisor will be notified quickly, and the meeting will be held as soon as possible. The student has the option of asking his or her advisor to attend the proceedings. Depending on the nature of the offense(s), the Council will evaluate the violation(s), discuss the situation, and make a recommendation to the Head of School that will serve both to educate the student and to discourage similar behavior from occurring in the future.

### **Repeat Appearances Before the Discipline Council**

A student appearing before the Honor and Discipline Councils more than twice will be subject to dismissal.

### **Observation of a Major Offense**

If a member of the Episcopal High School community observes a major violation of the Code of Conduct, he or she should report the offense to the Grade Level Dean, or the Faculty Chair of the Honor or Discipline Council. When it is determined that the entire Discipline Council will meet to consider such a situation, the members will review the incident thoroughly before making a recommendation to the Head of School. As necessary for clarification, the Council may consult any member(s) of the Episcopal community who observed the incident.

### **Off-Campus Behavior**

Off-campus behavior that brings discredit to the individual and thereby to the School will be dealt with as a major offense via the Discipline Council. Criminal or unlawful behavior, inappropriate conduct that draws widespread community focus, or any behavior that is contrary to the intellectual, physical, and emotional well-being of Episcopal students, is unacceptable.

If a student possesses, uses, and/or is under the influence of drugs or alcohol on this campus, he or she may be expelled from EHS without prior notice. In addition, if a student is detained by the police in the surrounding area of campus and is determined to possess, use, and/or be under the influence of drugs, he or she may also be expelled from EHS without prior notice. If the student or his or her family needs help regarding drugs or alcohol, they should meet with the Dean of Spiritual Life prior to a disciplinary situation. This help will remain confidential to the extent possible.

### **Recommendations**

The Discipline Council maintains the right to view each case as an individual situation while at the same time respecting precedent. In each case, the Council will consider any previous disciplinary concerns or extenuating circumstances relevant to the situation. After the Council has reached a consensus, the members will make a recommendation to the Head of School, who, in reaching his final decision, may alter the decision for whatever reason he deems appropriate. After the Head of School has reached a decision, the Principal, Grade Level Dean, and/or the Faculty Chair of the Discipline Council will inform the student of that decision. The Head of School has sole discretion in treating the situation as he sees fit. Once a student has been found guilty of a second offense, the Council will be instructed to consider possible expulsion.

### **Confidentiality**

Members of the Discipline Council are obligated to keep confidential all information regarding the individuals involved in any cases. Violations of such confidentiality by a member will result in his or her dismissal from the Council and possibly further actions determined by the Head of School. While it is requested that the students keep their own cases confidential, they are not obligated to do so.

### **Communicating with the Community**

To educate members of the Episcopal Community and to promote a safe, orderly, and respectful environment conducive to learning, the Discipline Council will inform the community of any sanctions imposed, while protecting the confidentiality of those involved. In addition, the Discipline Council will provide timely feedback to any teachers who have reported serious violations of the Code of Conduct. If a breach of the Code of

Conduct results in a suspension, withdrawal, or dismissal, the Head of School may, at his discretion, orally inform the faculty or community at large about such events.

## **Disclosure Policy for College Admission**

As part of their application for admission, some colleges and universities may request Episcopal High School to report certain aspects of a candidate's disciplinary record. When directly asked, Episcopal High School will report disciplinary actions on a college's Secondary School Report or on the Common Application's Counselor Report form.

When sanctioning students for disciplinary offenses, Episcopal High School employs a wide range of consequences to ensure that the ultimate outcome of any negative behavior on the part of a student is the greatest possible degree of personal growth. The result is a flexible and highly personalized discipline system that, while fair and consistent, responds as much to the individual student as it does to the offense. To prevent students from being unduly penalized by a particular disciplinary consequence, and to recognize the redemptive value of learning from one's mistakes, Episcopal High School will not report to colleges any disciplinary action that results from a minor offense. However, we also recognize that colleges and universities seek to maintain healthy and safe residential learning communities. Therefore, Episcopal High School – if asked – is compelled to report disciplinary actions resulting from any behavior that admission officers may deem relevant in their decision-making.

Colleges and universities may also ask applicants themselves to report their own disciplinary records. In the spirit of the Honor Code, Episcopal High School expects that students will be truthful and forthright in answering the questions that are posed to them on college applications. Students who are unsure about whether a certain disciplinary sanction warrants reporting on a college application should seek advice from the appropriate Grade Level Dean. In all cases, if an explanation is needed, the School will work with the student to present the situation in a manner that highlights what the student has learned from the experience.

# Punctuality and Attendance

All students are expected to remain on campus for the entire school day and will arrive on time for classes, Chapel, and other appointments.

Attending class is a critical component in any student's education. Thus, it is necessary that parents make every effort to have their children attend school at all times and to communicate with the Attendance Desk or the Grade Level Dean if their child is to miss school. Missing class means that a student misses the important instructions and interpretations given by a teacher. Also, the student misses critical discussions that take place in class. It is important to the success of our students that they attend classes on a daily basis. It adds an additional burden to our faculty to assist students in making up missed work and rescheduling quizzes and tests.

A listing of student tardies and absences is available online.

If the Principal, the Associate Head of School, and the Head of School conclude that a student's absences have become unreasonably excessive, the student may be dismissed from school.

## Absences Defined

**Absence:** Students are absent when they miss more than 20 minutes of a regular class period and more than 35 minutes of a block class period. *Students who accrue 18 absences in a yearlong course or 9 absences in a semester-long course may not receive course credit.* School trips and school related activities, college visits, religious holidays do not count toward the allotted maximum absences.

**Administrative Absence:** We recognize that no set of policies can comprehensively cover every situation that might arise during the school year. Therefore, when appropriate, the Grade Level Dean, Principal, or Associate Head of School may classify absences as administrative, which do not count toward the allotted maximum absences. Administrative absences also cover situations where students may need to miss an extended number of classes due to serious or ongoing medical issues. Such absences **do not** include minor illnesses or injuries. Students will need to provide documentation to verify the need for an extended medical absence.

**Partial Absences:** All students must check in and out at the Attendance Desk when leaving or returning to campus.

## Off-Campus Appointments

- Students are expected to schedule appointments with doctors, dentists, and other health professionals after the school day or when school is out for a holiday.
- Missing class for such appointments, if necessary, must be accompanied by a doctor's note of verification and given to the Attendance Secretary.

### Late Arrivals

- Please call the School by 8:00 a.m. (713-512-3407) or send an email to [attendance@ehshouston.org](mailto:attendance@ehshouston.org) if your student will be absent from or late to school. Please note that this number also has a 24-hour voicemail, so if you know the night before that your child will not attend school, please call as soon as possible.
- Students who arrive late to their first class of the day will be considered tardy to school.

### **Order of Consequences for Tardies**

Tardies	Consequence
3	Wednesday or Friday lunch detention
6	Saturday Work Hall and/or Loss of Off-Campus for Seniors
9	Meeting with the Discipline Council

- Students who have first period free must sign in at the Attendance Desk. Failure to do so will result in a tardy.
- Students who arrive 20 minutes or more late to their first period class are considered to be excessively tardy and must check in at the Attendance Desk one day at 7:30 a.m. for every 20 minutes they are late.
- To participate in any after-school activities, including games, performances, and practices, students must be in school by 9:30 a.m., unless excused by the Grade Level Dean, Principal, Associate Head of School, or Head of School.

### Early Dismissal

For any student who is to be dismissed from school at any time during the day, parental permission must be received at the Attendance Desk by 8:00 a.m. You may call, email, or have your student bring written permission.

### **Violation of the Attendance Policy**

If students leave campus without permission, their parents will be notified, and the student will be referred to the Discipline Council. Additional off-campus violations will be reviewed by the Grade Level Dean for further appropriate action.

### **Senior Off-Campus Privileges**

Seniors who meet the following qualifications may be eligible for senior off-campus privileges:

- All academic grades of “C” or better with no unsatisfactory (“U”) effort grades
- No more than six tardies to school during a semester
- No appearances before the Honor and/or Discipline Councils during the school year

Seniors who meet these standards are able to receive off-campus lunch and free period privileges beginning in October. While off campus pursuant to this program, students are expected to represent EHS honorably and must conduct themselves in a manner consistent with the Code of Conduct. Seniors who are off campus unexcused before this

date will have their off-campus lunch privileges suspended until after the conclusion of the first semester.

The Senior Grade Level Dean, Principal, Associate Head of School, or Head of School reserves the right to revoke off-campus privileges at any time for the class or for an individual.

Students who are required to check in at 7:30 a.m. at the Attendance Desk as a consequence for being excessively late to school (20 minutes or more) will lose their off-campus privileges during this period.

Students who are late returning from off-campus lunch will lose their off-campus lunch privileges for two weeks.

Seniors committing a second offense will be issued an in-school reflection and will have their off-campus lunch privileges revoked.

### **Visitors to EHS**

- All student guests wishing to visit EHS during the school day must have permission from the Principal at least 24 hours prior to the visitation. Only out-of-town guests and prospective students will be approved.
- Upon arrival, student visitors must receive a Visitor's Pass from the Attendance Desk Secretary located in the Grand Hall of the Trotter Academic Building.
- Student visitors will be expected to abide by the regulations governing our student body. Visitors may not bring food to students on campus.
- Visitors are to be dressed appropriately. Please check with the Principal for visitor dress-code guidelines. No shorts or jeans of any type are permitted.

### **EHS Truancy Policy**

A student is truant when he or she is on campus but does not attend class.

#### **First Offense:**

- F on any work due that period
- Two detentions, one will be a Saturday
- Letter of reflection to teacher (or Chaplain if Chapel)
- Meeting with teacher of class (or Chaplain if Chapel)
- Call home from Grade Level Dean

#### **Second Offense:**

- Discipline Council

If a student misses a detention without permission from the Grade Level Dean, he or she will be issued two additional detentions, a lunch detention and a work hall. If a student misses either of those detentions, he or she will automatically be issued an in-school reflection day.

### **College Visits and On-Campus College Presentations**

- Parental permission is required two days prior to visiting a college. Juniors and seniors are allocated five days to visit colleges.



- For an absence to be considered as a college visit day, a student must provide dated proof of the visit to the Attendance Desk secretary. This document must be obtained from the Admissions office of the college or university.
- Seniors and juniors are allowed to attend five on-campus college presentations each year. Additional ones may be approved by the Director of College Counseling.
- Juniors may not meet with the representatives from any school in Texas; they will have this opportunity as a senior.
- All college representative meetings will take place in the College Counseling office unless otherwise announced. This office is located on the second floor of the Crum Field House.

To be excused from class for such presentations, seniors must:

1. Pick up an Admit One Pass (from the College Counseling office or the Attendance Desk);
2. Have the pass signed by the teacher at least 24 hours prior to the class;
3. Present the pass at the College Counseling office for admission to the presentation.

### **School-Related Trips**

All students are subject to the guidance and authority of the chaperones accompanying the trip. All school rules apply throughout the trip. Students who disregard trip guidelines are subject to the following sanctions:

- A student's parent(s) may be called collect for a conference.
- If serious breaches of discipline occur, a student may be separated from the program and sent home at the parents' expense.

Upon the student's return, all breaches of the Code of Conduct are subject to immediate review and further disciplinary action by the Discipline Council and/or Head of School.

# EHS Uniform

To ensure the students' neat, safe, well-groomed appearance and to avoid dress competition and classroom distractions, Episcopal High School adheres to a uniform policy. Within the uniform guidelines, however, students are offered a variety of options.

All students are expected to comply with these uniform guidelines, which will be strictly enforced through the Dress Code Citation system.

The uniform dress code has been established to remind students of their participation in a community greater than themselves. The uniform helps to remind us daily that belonging to such an educational institution requires effort and allows for enhanced respect, personal enrichment, and the achievement of maximum potential.

## BOYS' UNIFORM

### Shirts

- Button-down, oxford-cloth short- or long-sleeved shirts with the EHS logo on the left side (Lands' End catalog, only). Acceptable colors: white and blue.
- Collared, short- or long-sleeved 100% cotton-knit (interlock polo or mesh polo) or dry-fit shirts with the EHS logo on the left side. (Lands' End catalog). Acceptable colors: maize, white, chambray blue, cobalt, burgundy, evergreen, navy, and pink. Dry-fit option: white or royal blue.

### Pants/Shorts

- Pleated and/or classic plain-front chino pants and chino shorts. Belts must be worn at all times.
- Shorts must be 9" inseam or longer. Acceptable colors: khaki or navy.

## GIRLS' UNIFORM

### Shirts

- Button-down, oxford-cloth short- or long-sleeved shirts with the EHS logo on the left side (Lands' End catalog, only). Acceptable colors: white and blue.
- Collared, short- or long-sleeved 100% cotton-knit (interlock polo or mesh polo) or dry-fit shirts with the EHS logo on the left side. (Lands' End catalog). Acceptable colors: maize, white, chambray blue, cobalt, burgundy, evergreen, navy, and pink. Dry-fit option: white or royal blue.

### Pants/Shorts

- Pleated and/or plain-front chino pants and chino shorts. Belts must be worn at all times. Shorts must be 5" inseam or longer. Acceptable colors: khaki or navy.

### Skirts

- Solid pleated skirts are required. Lands' End catalog acceptable colors: khaki or navy. Sue Mills Uniform pleated skirts in colors: khaki or navy.

- As a guide, the skirt length must be no shorter than mid-thigh. Girls are required to wear shorts underneath their skirts. Shorts cannot be longer than the length of the skirt.

## **FORMAL UNIFORM**

- Students are to wear formal uniform on the following days, as well as on any other days that may be added: Honors Chapel, Formal Pictures, Founders Day, Grandparents Day, Advent Chapel, Senior Chapel, and Awards Chapel. Students must wear the formal uniform for the duration of the entire academic day; they may not change into regular uniform.
- Students must wear white or light-blue long-sleeved, oxford-cloth shirts with the EHS logo on the left side.
- A navy blazer may be purchased from Lands' End or from any store of your choice. The EHS Campus Store sells used blazers at a nominal cost.
- Attire below the waist must be long pants or skirts (no shorts) and must comply with the regular uniform guidelines.
- Footwear must be leather, closed-toe and closed-heel shoes. Athletic shoes are not acceptable.
- Boys may, but are not expected to, wear ties.

## **UNIVERSAL REGULATIONS REGARDING UNIFORM**

- Students are to wear the uniform from 7:30 a.m. to 4:00 p.m. and for other school events, as required.
- Students are not permitted to make alterations, additions, or omissions to the EHS uniform.
- Shirtheads must be tucked in at all times.
- Footwear must be closed toe and closed heel. No heels allowed.
- Undershirts must be a solid color with no writing. Long-sleeved undershirts may not be worn with short-sleeved uniform shirts.
- Boots may be worn only with pants. Girls may not wear boots with skirts.
- Hats are never allowed indoors or outdoors, except on an athletic field and as part of an athletic uniform.
- Outer garments may not be tied around the waist.
- Undergarments and buttocks should not be revealed. Ultimately, appropriate short or skirt length is up to the discretion of the School. When a student's shorts or skirt are deemed too short, he/she will not be allowed to return to class and must either go to the Campus Store to purchase a new uniform bottom or wait until a parent brings a new bottom.

## **OUTERWEAR GUIDELINES**

- Solid colored sweatshirts, hoodies, cardigans, pull-overs, zip-up, and crew neck sweaters may be worn over school attire. Acceptable colors: solid black, solid white, solid gray, or solid navy blue.
- With the exception of brand/manufacturer's logos/labels, outerwear may not contain insignias, logos, labels, graphics, embroidery, words or pictures. Outerwear logos may not be larger than the size of a quarter.
- Outerwear cannot be longer than a student's skirt or shorts, or hips if wearing pants.

- Hoodies and hooded jackets may not have the hood covering the head while in school buildings.

## **PURCHASING PROCEDURE**

When ordering, use the Fall 2021 Lands' End School Catalog. To ensure a proper fit when ordering, please use the size chart in the center of the catalog. Simply measure as directed; then use the chart to determine and order the proper size.

### **Ordering Options**

Mail	Lands' End for School 1 Lands' End Lane Dodgeville, WI 53595-0640	Mills Uniform Company 3465-A W. Alabama St. at Marquart St. Houston, TX 77027
Phone	1-800-469-2222	713-464-3400
Internet	<a href="http://www.landsend.com/uniforms">www.landsend.com/uniforms</a> There is a link on the EHS homepage.	<a href="http://www.millswear.com/">www.millswear.com/</a>

NOTE: When placing an order at Lands' End, be sure to mention the EHS Preferred School number: 9000-5655-7. Although the School requires all above-the-waist garments to be embroidered with the EHS logo, it is not automatically done when placing an order. For this reason, when contacting Lands' End, you must specifically request that the EHS logo be applied to every shirt, sweater, and sweatshirt that you order. Please remember to request this service, since students will not be permitted to wear any above-the-waist garments that are not embroidered with the EHS logo.

Families typically can expect to receive their orders within 7 to 10 days after placing them with Lands' End. To ensure that your student is in proper uniform on the first day of school, however, please place your order early in the summer.

## **VIOLATIONS OF THE EHS UNIFORM**

If an EHS student is out of uniform, he or she will be issued a dress code citation and sent immediately to the Campus Store to purchase the proper article of clothing. Such purchases will be directly billed to the student's account.

### **Dress Code Citations**

Citations may be issued for any dress code violation.

### **Order of Consequences**

<b>Citations</b>	<b>Consequence</b>
2	Wednesday or Friday lunch detention
4	Saturday Work Hall
6	Meeting with the Discipline Council

Citations will be issued to the student electronically as an attachment to an email or by hard copy. One copy of the citation will be sent to the advisor and one to the parents, and a third copy will be placed in the student's file.

## **Safety, Order, and Communal Space**

- Students will act responsibly, with concern for their own safety and the safety of others. For example, they will not fight, roughhouse, or throw things.
- Students are not permitted to congregate in academic hallways or the Learning Resource Center.
- Food and/or drink are permitted only in the Underwood Student Center, the Russell Courtyard, and the Hexagon. Violators will be issued a mark.
- Students are expected to clean up after themselves during break and lunch.
- Candy sales at the EHS Campus Store will be permitted only after 3:15 p.m.

### **LIBRARY BEHAVIOR**

The Library staff expects students to observe proper decorum consistent with the rest of the school day. Students should respect the right of others to have a quiet place to study and conduct research. Library computers facilitate research and the location of materials; they should not be used for computer games or other forms of entertainment. Similar to all other classrooms, the library does not allow food and drink inside. Failure to follow library rules results in consequences consistent with the School's discipline policies: Librarians will issue marks or ask the offending students to leave the Library. Library books must be checked out at the Circulation Desk and returned on time.

### **PREVENTION OF DRUG AND ALCOHOL USE BY STUDENTS**

The Episcopal High School Board of Trustees, in keeping with the School's mission of preparing students for "a significant life," approved the adoption of a program aimed at achieving a drug- and alcohol-free environment on campus for our students. The EHS program provides for the health and safety of all students. It is based on the premise that random drug testing serves as a deterrent to the use of alcohol and/or illegal drugs and gives students a credible means to resist peer pressure to try, thereby reducing drug experimentation and use. As a proactive and constructive program of prevention, it is not designed to be punitive. Involving both counseling and grace, it provides a ready resource for support and assistance to any student who may be using illegal drugs. Administering a testing program does not imply that our students are not trusted or respected, and while separation from the School community may be the ultimate consequence of multiple positive test results, the program is not intended to identify students for dismissal. Rather, it provides the School the framework to help our students and their parents get counseling and treatment when necessary.

Therefore, recognizing that student drug abuse is a significant health and safety problem impacting adolescents, a Random PLUS Student Drug Testing plan (RPSDT) of deterrence has been instituted as a parallel endeavor to the EHS Parent programs and the Choices high-risk education and counseling program. Among the many problems, substance abuse negatively affects students' health, behavior, learning, reflexes, and overall development. Substance abuse includes, but is not limited to, the use of illegal or counterfeit controlled substances and the misuse of legal drugs and medications. It is our expectation that with these two proactive, complementary programs, and a united community, Episcopal High School can be a drug-free school.

## **Random PLUS Drug and Alcohol Testing Program Overview**

The School will conduct random hair-testing for drugs at the School's expense for all students through the EHS Random PLUS Drug Testing program. Students who are signed up for alcohol testing will be tested using the same snip of hair if they are randomly selected for drug testing. The procedure is accomplished in conjunction with an independent drug- testing vendor selected by EHS. This program operates separately from and parallel to the School's disciplinary system and Discipline Council.

### **Random Drug Testing**

- Students will be assigned unique ID numbers.
- Using a computer-generated random selection program, the School will produce a list of students to be tested for each testing period.
- The testing service will provide interpretation and verification of results.
- The test results will be reported to the Associate Head of School by the testing company.
- Refusal to test for any reason will be considered a positive result.
- Any attempt to manipulate the test or to present for testing with no head or body hair will be considered a positive result.

### **Random Alcohol and Nicotine Testing**

- Students who are signed up for alcohol and nicotine testing will be tested only if they are randomly selected for drug testing.
- The test results will be reported only to the student's parents by the testing company. No disciplinary actions by the School are attached to such testing. Alcohol and nicotine testing will be conducted at the expense of the parents.

### **Random PLUS**

As a part of the PLUS portion of the program, suspicion-based testing of students (at parents' expense) may be conducted when there is a reasonable suspicion by school personnel that the student is under the influence of illegal drugs, alcohol, or other substances at school or at a school-related event, on or off campus. Reasonable suspicion shall be based on specific personal observations concerning the student's appearance, speech, or behavior, indicating the effects of drug or alcohol use. Information provided by a reliable source, if based on personal knowledge, may also constitute reasonable suspicion.

A student placed in the PLUS group may be tested as a part of a regular, random specimen collection or parents may be required to transport the student from EHS directly to the testing center. For the latter,

- Testing must occur on the same day that EHS requires the test.
- Results of these tests must be sent to the school from the EHS-approved test facility.
- Refusal of the student or family to cooperate with searches or required drug testing will result in disciplinary action, including dismissal. Any attempt to manipulate the test will be considered a positive result.

## **RESULTS OF TESTING**

### **First Positive Result**

Meet with student and parents; Contract for Success, on file in office, will include:

- Evaluation by a certified medical professional approved by EHS. Ongoing counseling may be required. A release to the Associate Head of School so that student progress can be monitored.
- Discontinued drug use verified by further testing as part of the future PLUS groups.

### **Second Positive Result or if Contract for Success is Not Followed**

Student will face dismissal.

### **Alcohol and Nicotine**

Results of alcohol and nicotine testing are sent only to parents. There are no School consequences.

### **Confidentiality**

All information received by EHS through the Random PLUS Student Drug Testing program is confidential and will be maintained by the Associate Head of School. Access to this information is limited to the Associate Head of School, who will retain the records in a secure file, and the Head of School.

### **Appeal Process**

Students who test positive for drugs may request a second test. Within 72 hours of being notified of a test result, parents/guardians of any participant testing positive must request the confirmation test in writing to the Associate Head of School. The student's family is responsible for any costs associated with the re-test of the original sample collected. If the re-test is negative, the participant will remain in good standing. If the re-test is positive, the participant shall be subject to consequences under this policy. If a parent fails to make a request for a re-test within 72 hours of receiving notice of a positive test result, the appeal process will no longer be available.

### **Help for Illegal Substance Use Problems**

If a student voluntarily seeks help from a faculty member or administrator for substance use or abuse prior to any testing required by EHS, the School will refer the student to the school psychologist, the Choices counselor, or a chaplain who will assist the family in finding appropriate treatment, provided the substance use did not occur at school or at school-related activities. This type of help will remain confidential.

- The student will be required to have a treatment plan deemed appropriate by a Licensed Chemical Dependency professional and EHS counselors. A designated EHS counselor will be given permission to speak to the student's treatment professional to monitor the student's progress.
- In addition, the student will be required to take random drug tests at an EHS-approved test facility as requested by the School at the parents' expense. Refusal of the student to permit testing or refusal of the family to cooperate with testing will result in disciplinary action, including dismissal.

### **TOBACCO, ALCOHOL, ILLEGAL DRUGS, AND FIREARMS**

Episcopal High School is a tobacco, alcohol, and drug-free campus, including all sporting venues and parking lots. Alcohol may be consumed on campus only with the written permission of the Head of School.



### **Tobacco and E-Cigarettes**

Students may not solicit, use, or possess—on their persons or in their vehicles—tobacco on or adjacent to school property or at a school-related event. Violations of this policy will be referred to the Principal and Head of School, and a scheduled meeting with the Discipline Council may result in dismissal from EHS.

Electronic cigarettes (also referred to as e-cigarettes, electronic vaping devices, personal vaporizers, or electronic nicotine delivery systems) are growing in popularity among teens. Bringing e-cigarettes or any other smoking device or implement on campus is strictly prohibited. Students may not solicit, use, or possess on their person or in their vehicles e-cigarettes, or any other nicotine or smoking devices or related products such as lighters, e-liquid, atomizers, rolling papers, etc. Violations of this policy will be referred to the Principal and Head of School, and a scheduled meeting with the Discipline Council may result in dismissal from EHS.

### **Alcohol**

Students may not solicit, use, or possess—on their person or in their vehicles—alcohol on or adjacent to school property or at a school-related event. Students may not provide or help to provide alcohol to other students. In addition, students may not be on the EHS campus or attend any off-campus school-related event, having consumed any amount of alcohol. Violations of this policy will be referred to the Principal and Head of School, and a scheduled meeting with the Discipline Council may result in dismissal from EHS.

In order to safeguard the individual and general welfare of all students, Episcopal High School reserves the right to administer a Breathalyzer test during the school day or at a school-related activity to any student or his or her guests. If a student refuses to take the Breathalyzer test, it will be assumed that the test is positive for alcohol, and the School will contact the student's parents and follow up with disciplinary action.

### **Illegal Drugs**

Students may not solicit, use, or possess—on their persons or in their vehicles—illegal drugs on or adjacent to school property or at a school-related event. Students may not provide or help to provide drugs to other students. Violations of this policy will be referred to the Principal and Head of School, and a scheduled meeting with the Discipline Council may result in dismissal from EHS. In addition, if a student is detained by the police in the surrounding area of campus and is determined to possess, use, and/or be under the influence of drugs, he or she will also be subject to the disciplinary action above. "Illegal drugs" include controlled substances, the use of which are illegal under state and/or federal law, as well as unauthorized use of prescribed drugs in a manner inconsistent with a valid prescription.

Students or families may seek help regarding drugs or alcohol prior to a discipline situation by contacting the Dean of Spiritual Life, the Chaplain, the school psychologist, or the Choices Counselor. This communication will remain confidential to the extent possible.

### **Medical Emergency Protocol**

When a student is, in the judgment of the school nurse, other faculty or staff, or other medical personnel, thought to be under the influence of substances at a level that creates a

community concern or that endangers the health and safety of the student or others, the student will be transported by ambulance to the nearest appropriate medical facility at the expense of the parent.

In such cases, the School will require a blood toxicology screen to be performed within three hours of the incident. Results must be provided to the School within 72 hours of the test. Failure to produce official results to the School in a timely manner may result in immediate dismissal.

### **Firearms or Other Weapons**

Students may not solicit, use, or possess—on their persons or in their vehicles—firearms or other weapons on or adjacent to school property or at a school-related event.

Violations of this policy will be referred to the Principal and Head of School, and a scheduled meeting with the Discipline Council may result in dismissal from EHS.

### **Cell Phones and Other Electronic Devices**

Silent cell phones or other electronic devices may be used before/after school, during passing periods, free periods, break, and lunch except in classrooms, Chapel, or the theater. It is expected that all phone calls be made outside of buildings. Silent cell phones are permitted in the library unless the student is in the library for a class.

Cell phones or other electronic devices are not to be used in the classrooms unless authorized by the classroom teacher. Cell phones and other electronic devices are to be silenced or turned off during class. Students should keep these items in their backpacks or purses or in an area designated by the teacher.

Unauthorized use of these devices in the classrooms, Chapel, or theater, or while driving is a violation of this policy. Violators of the policy will be subject to confiscation of the device and disciplinary action based upon the circumstances.

- First Offense: Weekday lunch detention
- Second Offense: Saturday Work Hall
- Third Offense: Discipline Council

Any abuse of digital imaging, including in a manner designed to violate the Honor Code in connection with academic matters, will be subject to immediate disciplinary action. Digital imaging is absolutely forbidden at any time in private areas, such as locker rooms, bathrooms, and dressing areas, and as such, may constitute a violation of the criminal code.

### **Lockers**

In an effort to increase the security of students' belongings, particularly laptop computers, all EHS students must purchase their locks from the EHS Campus Store, and all students will be expected to use these locks consistently.

- EHS owns all locks and lockers and reserves the right to inspect all contents.
- The only locks that may be used on any locker at any time must have been purchased at the EHS Campus Store. Any other locks will be cut off and removed.

- If a student chooses not to buy or use an approved lock, the burden and responsibility for not having a secured locker will rest with the student and his or her family.

### **Laptop Computer Security**

Although EHS has a very trusting and open campus and will continue to maintain such a community, reality dictates that our students must take responsibility for ensuring the security of their laptops. All too often, students either leave their laptops unattended or misplace them. A time of special concern is after the academic day, when students are engaged in after-school activities. All unsecured laptops will be picked up by School personnel and may be reclaimed at the attendance desk with permission of the appropriate Grade Level Dean.

To promote student responsibility and to increase laptop security, the following policy is in effect:

- The first time a laptop is picked up, the student will be issued a detention.
- The second time a laptop is picked up, the student will be issued a work hall, and the appropriate Grade Level Dean will place a phone call to the parents.
- The third time a laptop is picked up, the student will meet with the Discipline Council.

### **Searches**

EHS reserves the right to search students, students' persons and personal property, including but not limited to, backpacks, lockers, vehicles, and electronic devices.

### **Video Surveillance**

To provide for the safety, health, and welfare of students, faculty, staff, and visitors to Episcopal High School, video surveillance without audio capability is utilized in various public venues on campus including, but not limited to, the athletic facilities, cafeteria, academic buildings, parking garage, and thoroughfares. These surveillance devices may or may not be monitored at any time. The use of surveillance equipment primarily serves to protect property, but may also serve to deter instances of misconduct, including but not limited to vandalism, theft, or other unacceptable misconduct. To protect the confidentiality of all students, only designated school personnel may view video recordings that include more than one student. In a criminal investigation, law enforcement representatives may view video surveillance.

Video surveillance cameras shall monitor and/or record only video images. Video surveillance cameras may or may not be in continuous operation and may or may not be monitored in real-time by school personnel. Mechanical failure notwithstanding, images from video surveillance cameras shall be recorded and maintained for not more than 14 days. Audio shall not be monitored and/or recorded by video surveillance cameras.

### **Protection of Information**

The viewing of the recordings shall be limited to those individuals (and parents or legal guardians in the case of juveniles) and shall be subject to all privacy restrictions, which may be applicable. Care and caution shall be taken by EHS administrators and those authorized to view, monitor, print, or access images and information from surveillance equipment to ensure that the privacy rights of students, staff, and other adults are

protected as required by The Family Educational Rights Privacy Act (FERPA) guidelines and all local, state, and federal statutes.

### **Authorized Use**

Unauthorized use or misuse of any surveillance equipment or disabling or tampering with video cameras or related equipment by unauthorized personnel or students would be grounds for disciplinary action. The Head of School will determine the authorization of individuals to use, view, retrieve, or copy images or data from video surveillance equipment in the school.

### **Public Awareness**

Notification of the use of video surveillance cameras shall be posted at or near their points of use.

## **CARE OF SCHOOL PROPERTY**

EHS has spent incalculable human effort, planning, and funds in carrying out the mission of EHS. In so doing, we are continually maintaining and refurbishing school facilities, as well as creating new spaces to enhance the School's material identity and promote a positive learning atmosphere. Respect for school property is essential to maintaining the common welfare. We expect care and respect for every aspect of the School's physical nature. Willful destruction of the physical plant is viewed as a serious violation of school spirit and is contradictory to constructive community life.

## **DRIVING AND PARKING**

To drive on campus or obtain parking permits, students must have valid Texas driver's licenses and current automobile insurance in place. They must drive safely, obeying all posted regulations and must park in designated student lots.

Students may not drive between lots or move their cars at any time during the day, particularly before rehearsals and athletic practices.

The speed limit on the EHS campus is 10 miles per hour. Pedestrians and maintenance vehicles have the right of way on campus at all times. Driving in excess of the speed limit constitutes unsafe driving and is a disciplinary offense that will be referred to the Discipline Council.

Students are not to be in or around the parking garage during the school day without permission from the appropriate Grade Level Dean or the Attendance Desk. Violators will be issued a mark.

- In an effort to increase the safety of our students and their vehicles, each eligible student will be issued a specific, numbered parking space where he or she will park all year.
- Students may not park on campus without a parking permit clearly visible on the vehicle. Permits may be obtained from the Attendance Desk Secretary.
- Parking spaces will be apportioned according to seniority, and then by academic effort, attendance, and behavior.

- Students with hardship cases must appeal in writing to the Principal for a student parking permit. Such situations will be handled on a case-by-case basis.
- No freshmen will be allowed the opportunity to park on campus.

### **Student Drop-Off and Pick-Up**

Turn off of Fournace Avenue at the closest entrance to the 610 Feeder Road. Take an immediate right and travel toward the 610 Feeder Road. Follow the parking lot driving lane, which will turn toward the parking garage, and then U-turn at the flagpole toward the Academic Building. During student pick-up times, please pull up to the front of the line near the steps of the Trotter building and pull over to the right as close to the curb as possible. If your student is not immediately available, please do not park, idle, or block other parents from pulling through the pick-up line. Instead, please pull through the drive, safely U-turn back toward the Fournace Entrance, and park in an available parking space. Once your student has arrived in the pick-up area, you can either pull through the line again or allow the student to walk to where you are parked.

### **Students Parking on Campus**

Arrival	Southwest gate (Bissonnet entrance)
Departure after school hours	West Parking Lot or Southeast gate (Bissonnet exit)
Departure during school hours	North Kiosk onto North gate (Fournace exit)

Students will not be permitted to leave campus unless they present a student pass form to the Kiosk Security Attendant. Only the Attendance Secretaries, Grade Level Deans, or School Nurse may issue passes. Students who attempt to leave campus without permission and without a pass will appear before the Discipline Council.

### **Violations of Safe Driving or Parking Policies**

A student who violates the safe driving policy will be required to appear before the Discipline Council.

A student may not give other students permission to park in his or her assigned space at any time.

In the event that a student parks in a fire zone, restricted area (including the Faculty Lot), or in a space assigned to another student or EHS employee, the consequences will be:

- First Offense – Loss of parking privileges for a week
- Second Offense – Discipline Council and Honor Council
- Third Offense – In-school reflection
- Beyond – Possible dismissal

### **Verification of Enrollment Forms**

EHS provides this service for students who are applying for driver's licenses. Under the law, Texas Department of Public Safety V.O.E. forms must be signed/dated by the student at the time the form is picked up. Forms are available at the Attendance Desk.

## **STUDENT RETREATS**

### **Freshman Retreat**

The Freshman Retreat is vitally important to connect freshmen with one another and with faculty who will guide them through the transition to high school and the EHS community ethos. These faculty advisors will continue to mentor their students throughout their EHS experience. This one day retreat is scheduled for Wednesday, October 13, 2021. Freshmen meet at the school at 7:30 a.m. and are transported by bus to Camp Allen in Navasota, Texas, for team-building exercises, education sessions led by EHS faculty, small group discussions, and worship time. All freshmen will attend this retreat.

### **Senior Retreat**

The Senior Retreat provides a “bookend” experience – with Freshman Retreat – for seniors to reflect on how far they have come on the EHS journey and to focus on the transition ahead. This overnight retreat, scheduled for March 7-8, 2022, is at Camp Allen. All seniors are required to attend this retreat.

Students attending retreats are expected to conform their behavior to the School Code of Conduct.

# **Facilities and Services**

## **SCHEDULING**

Physical spaces, rooms, and facilities, as well as all events, must be scheduled through the Office of the Head of School. The Executive Assistant to the Head of School is responsible for determining times, dates, and locations for various events and venues. Reservations should be made 72 hours, at a minimum, prior to the start of the event. The EHS campus is to remain alcohol- and tobacco-free at all times, except with the written permission of the Head of School.

## **UNDERWOOD LIBRARY**

The resources of the Underwood Library are available to students, faculty, and the EHS community. The library is open from 7:30 a.m. to 4:30 p.m., Monday through Thursday, and until 4:00 p.m. on Friday.

## **BUSINESS OFFICE**

As stipulated in the Enrollment Contract, an obligation to pay tuition and fees in strict accordance with the Tuition and Fee Schedule for the full academic year is unconditional. Student accounts with a balance past due for more than 30 days are assessed late fees of 1.5% per month. Student accounts that become delinquent may result in suspension of educational services to the student, including attending classes and participating in examinations. Students whose accounts are delinquent may not be allowed to sit for final examinations.

## **RED FLAG RULES**

The School has implemented an identity theft prevention program that complies with regulations issued by the Federal Trade Commission known as the “Red Flag Rules.” The program is intended to minimize the risk of identity theft. The School has always, and will continue to, take the highest care when handling sensitive, confidential, and personal information belonging to our students, employees, and other constituents.

## **CAMPUS STORE**

The Campus Store is open 7:30 a.m. to 4:00 p.m. on school days. The store carries school supplies, physical education clothing, and spirit items. Purchases may be charged to student accounts.

## **STUDENT ACCIDENT INSURANCE**

The School carries Student Accident Insurance covering all students. This insurance provides secondary medical coverage for any accidents that require medical attention and have been sustained during the school day or at any school-related event. Parents are required to report accidents to the Business Office within 30 days of the occurrence.

## **FOOD SERVICE**

The School offers breakfast from 7:00 a.m. – 8:00 a.m.; snacks during break; and lunch each day of the school year. All students participate in the meal plan and must eat only in the designated lunch areas. The lunch menu is available on our school website under Quicklinks.

## **LOST AND FOUND**

Found items will be kept in the lost-and-found located by the attendance desk. Books and dress-code items unclaimed for more than a week will be transferred to the Campus Store for resale. Valuables will be kept in the Principal's office until claimed.

## **PARENT CONFERENCES**

If parents desire a conference with a Grade Level Dean, they should make an appointment through the Administrative Assistant to the Deans or email or call the appropriate Dean and a meeting will be arranged.

## **VISITORS POLICY**

During the school day, all visitors must check in with campus security at a kiosk to receive a visitor's badge before entering the campus. Visitors will be directed by campus security to the appropriate building after receiving their visitor's badge.

## **SUBSTANCE-FREE CAMPUS**

Episcopal High School is a tobacco, alcohol, and drug-free campus, including all sporting venues and parking lots. Alcohol may be consumed on campus only with the written permission of the Head of School.

# **Emergency Closings and Crisis Communications**

If the School closes because of an emergency, notification will be made in the following ways:

- Notifications will be made by the SchoolMessenger communication system.
- An announcement will be posted on the School's website:  
[www.chshouston.org](http://www.chshouston.org).
- Announcements will also be made on major TV and radio stations.

In a crisis, the Head of School is the official spokesperson for Episcopal High School. In the Head of School's absence, the Associate Head of School, and then the Executive Chair of the Board of Trustees will serve as spokespersons.



## **Enrollment Agreement**

The School may take all action necessary to ensure the effective operation of the School in all matters as it may apply to the Student. A positive and constructive relationship between the School and Parent or other adults interacting with School and/or School community by virtue of their relationship with the Student is essential to the mission of the School. Thus, if the behavior, communication, or interaction on or off campus (including during School-sponsored events of Parents or other adults interacting with the School and/or School community by virtue of their relationship with the student is disruptive, intimidating, overly aggressive, or reflects a loss of confidence or serious disagreement with the School, including but not limited to disagreement with its policies, procedures, responsibilities, personnel, leadership or standards, or imperils accomplishment of its educational purpose or program, Parent understands and agrees that the School has the right to dismiss the Student and/or the Student's family from the School community. In addition, Parent understands and agrees that the School has the right to place restrictions on that party's involvement with or activity at the School, on School property, or at School-related events if the party engages in behavior that the School determines in its sole discretion to warrant such a restriction.

If the Parent fail(s) to make any payment(s) under this Enrollment Contract when due, and School undertakes collection efforts to collect the payment(s) (including but not limited to efforts in house, with the assistance of third parties, or through legal action), the Parent agree(s) to pay all expenses incurred by the School, including collection costs and/or legal fees, in the event the School prevails. In the event of a dispute between the School and Parent regarding tuition, fees, or charges of any kind, the School shall be entitled to recover the costs incurred due to the collection of payments including but not limited to School's attorneys' fees and costs incurred in such a dispute. In addition, the School reserves the right to withhold academic transcripts of students whose families are in arrears with respect to tuition, fees, or other financial obligations owed to the School.

If, as a result of the School's relationship with the Student, the Parent, or other person(s) interacting with the School and/or School community by virtue of their relationship with the Student, the School or any member of its faculty or staff is required to testify, provide information for, or otherwise participate in a legal dispute to which the school is not a party, the School shall be entitled to recover from the Parent the School's attorneys' fees and costs incurred in such legal action and costs incurred by the School as a result of the collection of documents, coverage of faculty, staff or others absent from classrooms or other School responsibilities or other associated costs.

### **FORCE MAJEURE**

The School's duties and obligations under the Enrollment Contract shall be suspended immediately without notice during all periods that the School is closed because of force majeure events including, but not limited to, any fire, act of God, hurricane, war, governmental action, act of terrorism, epidemic, pandemic or any other event beyond the School's control. If such an event occurs, the School's duties and obligations in the Enrollment Contract will be postponed until such time as the School, in its sole discretion, may safely reopen. In the event that the School cannot reopen due to an event under this clause, the School is under no obligation to refund any portion of the tuition paid. Further,

the School has discretion to modify its curriculum, schedules, length of school year, means of learning, teaching methods, and use of distance learning, and any such changes do not excuse payment obligations under the Enrollment Contract, including future payment obligations.

# Health and Medicine

## STUDENT HEALTH RECORD

Magnus Health software is used to collect, track and manage student health information. The service allows the School Nurse and athletic trainers to securely and efficiently track student medical information and provide accurate documentation of medications, treatments, and clinic/training room visits. It also provides features to highlight personal medical alerts, individual emergency action plans, and teacher access while on school trips. Parent access to Magnus Health may be found on [www.secure.magnushealthportal.com](http://www.secure.magnushealthportal.com).

The student health record is required to be updated annually. Physicals, medication permits and emergency action plans are also required to be re-submitted annually. All Magnus Health student records will be reviewed for approval. EHS students are required to have an approved health record prior to the first day of each school year.

## IMMUNIZATIONS

- To meet the Texas Department of Health immunization requirements, all Episcopal High School students are required to have a complete and current immunization record as part of the student health record. Episcopal High School does not accept reason of conscience exemptions. Immunization records must be validated by a physician or health clinic. Immunization records are required to include: Diphtheria, Tetanus and Pertussis (DTap/DTP/DT/Tdap/Td) - Four or five doses of a diphtheria-tetanus-pertussis containing vaccine, one of which must have been received on or after the 4th birthday; however, 3 doses meet the requirement if the 3rd dose was given on or after the 4th birthday.
- Tdap/Td booster - A current booster is required within the last 10 years.
- Polio - Four doses of polio vaccine, one of which must have been received on or after the 4th birthday; however, 3 doses meet the requirement if the 3rd dose was given on or after the 4th birthday.
- Measles, Mumps, and Rubella (MMR)\* - Two doses of a measles- containing vaccine with the first dose on or after the 1st birthday; second dose required upon entry into kindergarten.
- Hepatitis B\* - Three doses are required for grades K-12. Dosage and type of vaccine must be clearly documented.
- Varicella\* - Two doses of varicella vaccine are now required, on or after the 1st birthday, or proof of disease.
- Hepatitis A\* - Two doses on or after 2nd birthday for grades K-3. (Not presently required for admission.)
- Meningococcal (Menactra, MCV4MeningococcalConjugateVaccine) - Vaccine is required for admission to 7th grade at this time. ALL incoming students are required to have one meningococcal conjugate vaccine prior to admission to EHS.

NOTE: Receipt of the dose up to (and including) 4 days prior to the birthday will satisfy the school immunization requirement. Serologic confirmation of immunity to measles, mumps, rubella, hepatitis B, hepatitis A, varicella, or serologic evidence of infection is acceptable in lieu of vaccine.

## **MEDICAL EXEMPTION**

The Texas Department of State Health (DHS) recognizes that a small number of people may have valid reasons for which they cannot receive certain vaccines. EHS accepts medical exemptions that are signed by a United States licensed MD or DO. The document must clearly state the medical reason that causes the student to be unable to receive specific vaccines. The document is valid for one year, unless the exemption states that the condition requires a lifelong exemption.

## **CLINIC POLICIES AND PROCEDURES**

Each student entering the School Clinic must have a pass that has been completed by the teacher. Students are required to return the pass which will also be signed by the nurse. Except in emergency situations, students must obtain a clinic pass from the teacher whose class they will be missing before coming to the clinic. If it becomes necessary for a student to remain in the clinic for more than one period, the Attendance Desk will be notified.

If the School Nurse is away from her office, a note will be posted on the clinic door, and the Attendance Desk will be informed of the nurse's location.

Students who need to rest in the clinic will be allowed to do so at the discretion of the School Nurse. If a student is unable to return to class after a reasonable amount of time, a parent will be notified,

If a student becomes ill or is injured, the parents will be notified as soon as possible. If it is necessary for the student to leave school, he or she will be kept in the clinic until a parent or person designated by the parent is able to pick up the student. The nurse will not send a student home or away from campus without parental permission. It may be necessary for a parent to pick up the student if the nurse feels it would be unsafe for the student to drive.

Students who have a temperature of 100.4 or higher should be kept home. Students should stay home until they have been fever-free without fever-reducing medication for 24 hours. Students with acute cases of diarrhea/vomiting or suspected communicable respiratory illness should not come to school, regardless of the student's temperature.

**Due to the current pandemic, additional health communications will alert parents and students to adjustments in school policy regarding illness.**

If emergency care is required, the student will be transported to the hospital designated on the student's Episcopal Health Record, unless otherwise indicated by the parents or Houston Fire Department Protocol.

## **MEDICATION POLICY**

All medications, prescription or non-prescription, must be arranged through the School Nurse. No student may have prescription or non-prescription drugs in his or her possession on school grounds during school hours.

Prescription medications must be accompanied by a Medication Administration Permit, to be completed by a parent and signed by the physician. This form may be obtained by accessing the Magnus Health Portal at [www.secure.magnushealthportal.com](http://www.secure.magnushealthportal.com) or on the EHS website (school nurse page). Please upload the completed medication form in Magnus Health under the Prescription Medication requirement.

All prescription and non-prescription drugs must be sent in their original containers. The date on the prescription bottle must have a current expiration date. The medication label must reflect the same dosage as the medication form, and medications may not be combined in one bottle. All medications shall be stored in the School Clinic.

Students who have emergency medication and have made arrangements with the School Nurse to carry that medication while at school will need to upload the Prescription Medication Form in Magnus Health. It must be signed by the parent and physician, along with an Emergency Care Plan. Forms and care plans may be downloaded from the Health Care website [www.secure.magnushealthportal.com](http://www.secure.magnushealthportal.com), or from the link on the EHS website.

Over-the-counter medications are available in the EHS Clinic. The permission list will be checked each time students visit the school nurse, and appropriate medication may be dispensed at the discretion of the nurse.

Parents may provide over-the-counter medications for their student, but a parent note with the student name and date of birth, medication name and dosage to administer must be uploaded in Magnus Health under prescription medications. Please label the medication with the student's name and grade.

All medications must be picked up by the last day of final exams. Medications that are not picked up will be destroyed. Medications may not be kept for use the following school year. Please contact the school nurse to arrange an appointment to pick up medications when discontinued or at the end of the school year.

Possession of medications, prescription or non-prescription, without the nurse's approval is not allowed. Students should never accept medication from fellow students or offer medications to fellow students. Students should not request medication from teachers or other school personnel. Please contact the school nurse if emergency medication will need to be carried at all times.

## **PPE - MASKS**

In the event of required masks, all masks must be free of images and text unless the student has prior approval of the Grade Level Dean, Principal or Head of School.

## **STUDENT MEDICAL LEAVE POLICY**

In certain circumstances, it may become necessary for a student to have an extended absence from school for medical reasons. The School will handle these situations on a case-by-case basis. Please contact the Grade Level Dean or the Principal who will seek approval from the Associate Head of School and coordinate any medical leave. The School will ask for medical releases before the student returns to school, as well as releases for the School to speak with appropriate health professionals to assist in the smooth and healthy return to School.

## **ATHLETIC MEDICAL INFORMATION**

The Physician Physical/Medical history required for Magnus Health will be reviewed by the Athletic Trainers.

## **RESIDENCY POLICY**

A student enrolled at EHS must reside with his or her parent(s) or legal guardian.

## **SUPPORT RESOURCES**

EHS offers a number of different pastoral care and counseling resources. Beginning with the Advisory system, which places all students in small groups with faculty members, who meet with them weekly and guide them through all four years of their life here, students are surrounded by our entire team of caring teachers and coaches. In addition, the following support resources are available:

- The Dean of Spiritual Life and Chaplain are known to the students through daily Chapel and from their presence around campus, and they are always available to meet with students and/or their families, to talk and to listen. Whether in response to extraordinary personal crisis or to the ordinary grind of daily issues, the Chaplains offer pastoral care to our EHS community. Contact The Rev. Beth Holden ([bholden@ehshouston.org](mailto:bholden@ehshouston.org); 713-512-3484).
- The Grade Level Deans are available to assist parents and students with the daily life of students inside and outside the classroom. Parents and students can receive help addressing all the trials and tribulations students face in high school. The Deans' offices are always open to students and their families. Grade Level Deans: 12<sup>th</sup> Grade – Isaiah Coleman ([icoleman@ehshouston.org](mailto:icoleman@ehshouston.org); 713-512-3499), 11<sup>th</sup> Grade – Mark Mitchell ([mitchell@ehshouston.org](mailto:mitchell@ehshouston.org); 713-512-3475), 10<sup>th</sup> Grade - Meghan Moake ([mmoake@ehshouston.org](mailto:mmoake@ehshouston.org); 713-512-3461), 9<sup>th</sup> Grade – Eric Lerch ([elerch@ehshouston.org](mailto:elerch@ehshouston.org); 713-512-3690)
- School Psychologist: Bridget Klee is the Mental Health Counselor. She is available to see students, parents, and staff for consultation and brief counseling. Appointments can be made by emailing [bklee@ehshouston.org](mailto:bklee@ehshouston.org).
- School Nurse: Mrs. Connie Thomas assists with students who become ill during the day, contacting parents as needed, and coordinates between the school and parents regarding extended medical absences. Contact Connie Thomas, R.N. ([cthomas@ehshouston.org](mailto:cthomas@ehshouston.org)) or 713-512-3403.
- Academic Assistance: The Academic Assistance Program (AAP) provides support, as determined by the School, for students who need help with academic skills. From general difficulty with motivation or organization, to specifically diagnosed learning disabilities, AAP can step in to help students get back on track, offer skill training, mentoring, monitoring, and/ or arrange for special accommodations in testing and in the classroom. Contact Academic Assistance Program Director Jenny Cantrell at 713-512-3677 or [jcantrell@ehshouston.org](mailto:jcantrell@ehshouston.org).

## **CHOICES**

A Partnership between Episcopal High School and The Council on Recovery.

### **Mission**

Choices aims to reduce high-risk behavior through a comprehensive education and counseling program involving all members of the school community including students, parents, and faculty.

### **Purpose**

- To provide EHS students an education in risk-behavior that provides each student the lifelong capability to make responsible, informed decisions.
- To encourage the development and understanding of healthy relationships and healthy lifestyles.
- To talk openly and honestly about the issues our students face outside of school.
- To provide EHS faculty, staff, and parents with education and training about high-risk behavior issues pertinent to our community, so that the community can come together to support the students. The program will emphasize high-risk behaviors including drug and alcohol abuse, violence, tobacco, self-injury, suicide, pornography, gambling, cyber bullying, and other dangerous or self-destructive behavior.
- To create a school culture in which students hold each other accountable for decisions students make regarding risk-behavior issues. Furthermore, to create a school culture in which the greater EHS community and Houston community hold EHS students accountable for decisions students make regarding risk-behavior issues.
- To provide EHS students with coping mechanisms to deal with stress and pressure so that they are less vulnerable to the attraction of risk-behavior when confronted with it.
- To provide students with safe outlets for talking openly and honestly about any issues or questions they have about risk-behavior.

### **Program**

Choices is a partnership between Episcopal High School and The Council on Recovery. Per our working agreement, the COR with EHS will design and manage the program and select and place at EHS a licensed, professional therapist whose functions will include program development, education management, student and family counseling, and support services for our community.

### **Contacts**

The Rev. Beth Holden: 713-512-3484 or [bholden@ehshouston.org](mailto:bholden@ehshouston.org)

On occasion, EHS will recommend that a student see the Choices Counselor. If you do not want your child to be seen by the Choices Counselor, please notify the Dean of Spiritual Life.

## **Faculty/Staff Gift Policy**

All of us at Episcopal High School greatly appreciate the support our parents give to the faculty and staff of the School. However, our strong sense of community and mission guides us to provide the best for our students without further remuneration than what we receive in our compensation. While we appreciate the many occasions when parents provide us with tickets to cultural, social, and athletic events, we find that giving large gifts to individuals presents difficulties for the individuals involved and undermines the community spirit in which we all work.

Therefore, the Board of Trustees has passed a policy prohibiting any cash gifts and any in-kind gifts (tickets, vacation homes, etc.) worth \$500 or more to any faculty or staff member (or any group of faculty or staff members) without the express approval of the Head of School and the Executive Committee of the Board of Trustees, or the Head of School and the Board of Trustees as a whole.



# Parent Organizations

## PARENTS ASSOCIATION

The Parents Association of Episcopal High School was organized to support and enhance the school program. Membership is open to all parents, and annual dues are collected in the fall. Officers are elected each spring to serve a one-year term. In addition to the two official meetings during the school year, the Parents Association meets regularly to present topics of interest to parents and hear updates on committee work.

The EHS Parents Association supports a wide variety of activities, including the following:

- Parent Networking and Education
- Academic Recognition
- School Receptions
- Student/Parent Directory
- Faculty and Staff Appreciation
- The Four Pillars - Academics, Arts, Religion, Athletics
- Care Committee
- Moms in Prayer
- Mentor Moms
- Volunteer Parent Rally

This group also endorses and supports major fundraising activities, including the annual Auction and class projects.)

The volunteer program is coordinated through the Parents Association under the direction of the Dean of Parent Programs and School Legacy. EHS welcomes parents and friends who volunteer to help in the following ways:

- HANDS
- Freshman Concessions and Poinsettia Sale
- Christmas Décor
- Staff relief
- Break Cookie Moms
- Hospitality and cookies
- Luncheons and special events
- Handing out afternoon treats to students
- Welcoming the parents of new students
- Working in the library

## Parents Association General Meetings

(Open to all EHS Moms – Meetings held in the Alumni Center at 11:30am)

September 28 (College Counseling/Academic Pillar)

Parents Association Appreciation Luncheon – April 13, 2022 (Alumni Center – Noon)

For more information about the Parents Association, go to the EHS website and select “Parents” from the Campus Life menu or visit [www.ehshouston.org/campuslife/parents](http://www.ehshouston.org/campuslife/parents).

## THE DADS CLUB

The EHS Dads Club was created to provide support and fellowship for the EHS fathers and the school community. Membership is open to all EHS dads, and dues are collected each fall. Breakfast meetings, at which the Four Pillars are highlighted, are held five times a year and are open to all EHS parents. The Dads Club supports the school community through generous funding in the following areas:

- The Four Pillars—Religion, Academics, Arts, and Athletics
- EHS Community
- 
- Student/Parent Handbook and Directory
- Got Blue Spirit Shirts
- Faculty and Staff Appreciation
- Student Appreciation
- New Student T-Shirts
- New Student Orientation
- Annual EHS Auction
- Senior Leaving Tree Luncheon
- Grilling at Athletic Events
- Annual Alumni Golf Tournament
- 

The Dads Club has allocated over \$2.2 million to the EHS school community since 1994.

The Dads Club hosts the annual Sporting Clays and Washer tournament for all dads at the Greater Houston Gun Club. This free event will be held on October 28, 2021. The Dads Club holds an annual golf tournament at Wildcat GC to help raise funds to enhance and support EHS. The 2021-2022 outing will be held on April 11, 2022.

Dads Club Breakfast Meetings – August 20, October 22, January 21, February 25, April 8 (Open to all EHS Dads - Breakfast underwritten by Dads Club – All breakfasts in the USC at 7:00am)

For more information about the Dads Club, go to the EHS website and select “Parents” from the Campus Life menu or visit [www.ehshouston.org/campuslife/parents](http://www.ehshouston.org/campuslife/parents).

## ***Safeguarding God’s Children* and PARENT VOLUNTEERS**

EHS is committed to the health and well-being of the students entrusted to our care, and our campus is a place where students are safe and treated with respect and dignity. To that end, and in keeping with diocesan requirements, parent volunteers who assist six or more times a year must be certified in *Safeguarding God’s Children*, a training designed for the prevention of child sexual abuse. Please see the school website for additional information about this training and look for notices about upcoming training sessions in the *Weekly Windows* e-newsletter.

# Administration, Faculty, and Staff

## SCHOOL MANAGEMENT

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M.Mus., University of Michigan  
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### **Grade Level Deans**

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(See Department of History and Social Sciences)

Alex Ayris, Assistant 9<sup>th</sup> Grade Dean  
(See Department of Religion)

Meghan Moake, 10<sup>th</sup> Grade Dean  
(See Department of Mathematics and Computational Sciences)

Paul Revaz, Assistant 10<sup>th</sup> Grade Dean  
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Mark Mitchell, 11<sup>th</sup> Grade Dean  
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Ashley Long, Director of Alumni Affairs  
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Mandy Loper, Auction Coordinator  
B.A., Southern Methodist University

Jodie Thorne, Database and Information Systems Manager  
B.A., Louisiana State University

Margaret Young, Director of Annual Giving and Major Gifts Officer  
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(See School Management)

## **Athletics**

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Ray Marshall, Athletics Facilities Coordinator  
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(See Department of Wellness)

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B.S., Virginia Polytechnic Institute and State University  
M.B.A., Virginia Polytechnic Institute and State University

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A.A., Houston Community College  
B.A., University of Houston

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B.S., LeTourneau University

Gina Ulbricht, Controller  
B.B.A., Texas State University

Luis Zuniga, Business Analyst  
B.A., Brandeis University  
M.A., Brandeis University

## **Chaplaincy**

The Rev. Beth Holden, Dean of Spiritual Life and Chaplain  
(See School Management)

The Rev. Art Callaham, Chaplain  
(See Department of Religion)

## **College Counseling**

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M.Ed., University of Florida

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Tena Ward, Administrative Assistant

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### **Computer Technology**

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Mauro Gomez, Webmaster  
B.F.A., University of Houston

Reynol Gongora, Network Administrator

Ahmad (KZ) Koochekzadeh, Help Desk Technician  
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Chief of Police – U.S. Navy

Jose Argueta, Maintenance Technician

James Davis, Grounds Porter

Sheila Kelly, Security Supervisor

Garon Samson, Maintenance Technician

Jeff Singleton, Maintenance Technician



Henry Valadez, Maintenance Technician

William Warren, Maintenance Technician

### **Health Services**

Tiffany Alagarsamy, R.N., School Nurse  
B.S., Utah State University

Bridget Klee, Mental Health Counselor  
B.S.W., St. Edward's University  
M.S.W., University of Houston

Connie Thomas, R.N., School Nurse  
B.S., West Texas State University

### **Library Services**

Kate Hall, Head Librarian  
B.A., Taylor University  
M.Ed., SUNY Buffalo State

Jennifer Elizabeth Succi, Librarian  
B.A., University of Houston  
M.L.S., University of North Texas

### **Registrar**

Erin Russe, Interim Registrar  
(See Department of Science)

# Academic and Student Life Resources

Whom do I contact for questions regarding academics and student life?

Topic	Contact
Academic Counseling	Grade Level Dean
ACT, PSAT, SAT AP Testing	College Counseling
Advisory	Advisory Faculty Chairs Alex Ayris, Dan Binder, Kristina Burgess, Courtney Lindloff, or Principal Kim Randolph
Arts	Dean of Arts & Innovation Jay Berckley
Athletics	Director of Athletics Jason Grove
Attendance (absences and tardies)	Grade Level Dean
Clubs and organizations	Director of Student Activities Courtney Lindloff
Concern regarding a class (teacher first; then department chair)	Grade Level Dean
Daily Schedule	Attendance Secretary
Emergency Closing, Crisis Communication	Associate Head of School
Honor and discipline issues	Grade Level Dean
Honor Roll	Grade Level Dean
Honors classes	Grade Level Dean
Interim Term	Interim Term Chair Andy Clack or Principal Kim Randolph
Learning differences, educational testing, extended time (Director of AAP)	Director of Academic Assistance Jenny Cantrell
Lockers	Grade Level Dean
Lost and Found	Administrative Assistant to the Deans
Midterm and final exams	Grade Level Dean
Parking	Attendance Secretary
Placement in classes	Grade Level Dean
Progress Reports	Grade Level Dean
Random Plus Student Drug Testing	Associate Head of School

Retreats	Director of Student Activities Courtney Lindloff
Senior exam exemptions – absences	12 <sup>th</sup> Grade Dean
Senior exam exemptions – grades	12 <sup>th</sup> Grade Dean
Special schedules	Attendance Secretary
Summer School	Director of Summer School or Principal
Student Council and Student Senate	Director of Student Activities Courtney Lindloff
Student life outside of classroom	Grade Level Deans
Technology	Director of Educational Technology Kyle Sumrow
Tutoring	Grade Level Dean
Uniforms	Grade Level Dean
<p><b>9<sup>th</sup> Grade Level Dean</b> Eric Lerch</p> <p><b>10<sup>th</sup> Grade Level Dean</b> Meghan Moake</p> <p><b>11<sup>th</sup> Grade Level Dean</b> Mark Mitchell</p> <p><b>12<sup>th</sup> Grade Level Dean</b> Isaiah Coleman</p> <p><b>Assistant Grade Level Deans</b></p> <p><b>9<sup>th</sup> Grade</b> Alex Ayris</p> <p><b>10<sup>th</sup> Grade</b> Paul Revaz</p> <p><b>11<sup>th</sup> Grade</b> Shelly Edmonds</p> <p><b>12<sup>th</sup> Grade</b> Julius Michael</p>	

## Telephone Numbers and Locations

Main School – Receptionist.....	713-512-3400
Fax (Academic Building).....	713-512-3601
Admissions Office.....	713-512-3444
Advancement Office.....	713-512-3439
Athletics Office.....	713-512-3673
Attendance Desk.....	713-512-3407
Auction Office.....	713-512-3442
Business Office.....	713-512-3447
College Counseling Office.....	713-512-3450
Computer Help Desk Office.....	713-512-3477
Events Hotline.....	713-512-3640
School Nurse.....	713-512-3403
Nurse Fax.....	713-512-3621

# Faculty and Staff Contact Information

## EMAIL ADDRESSES

Type first initial of individual, last name, @ehshouston.org. (Example: "Jenny Aldstadt" would be [jaldstadt@ehshouston.org](mailto:jaldstadt@ehshouston.org).)

The following faculty/staff members have unique email addresses:

- Matt Fox ([mattf@ehshouston.org](mailto:mattf@ehshouston.org))
- Mark Mitchell ([mitchell@ehshouston.org](mailto:mitchell@ehshouston.org))

NOTE: In the case of two people with the same first and last names, obtain the email address directly from the individual you wish to contact.

The email address for any member of the EHS faculty and staff may be found on the website in the Faculty and Staff Directory.

## DIRECT-LINE PHONE NUMBERS

Dial 713-512-XXXX. Exception: If ext. begins with a "5," dial 713-470-5XXX.

Alarcon, Mariana.....	3474
Alcala, ReBecca.....	3430
Aldstadt, Jenny.....	3693
Alford, Bess.....	3444
Alford, Mike.....	5025
Arnold, Courtney.....	5023
Ashby, Garmon.....	3455
Avera, Eric.....	3420
Ayris, Alex.....	3614
Berckley, Jay.....	3410
Berry, Alice.....	3416
Binder, Dan.....	3414
Boren, Cyndi.....	3482
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Bostick, Lauren.....	3412
Bowman, Robin.....	3609
Bradshaw, Alan.....	3641
Brock, George.....	3464
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Burgess, Kristina.....	3682
Butler, Jordan.....	3432
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Young, Margaret.....	3600
Zipfel, Hailey.....	3664
Zuniga, Luis. ....	3445
 Attendance Desk. ....	 3407
Bissonnet Guard Kiosk.....	6663
Cafeteria Staff.....	3492
Campus Store .....	3441
Choices. ....	3443
EHS Onstage.....	3602
Food Service Director .....	3424
Fournace Guard Kiosk. ....	6664
Library Desk. ....	5021

# **Mission**

Episcopal High School, founded and guided by the Diocese of Texas, is an inclusive and joyful Christian community where students discover and develop their individual talents through the Four Pillars – academics, arts, athletics, religion – preparing for meaningful lives in service to others.

## **Accreditation and Memberships**

EHS is accredited by the Independent Schools Association of the Southwest. The School also holds memberships in the National Association of Independent Schools, the National Association of Episcopal Schools, the National Association of Secondary School Principals, the National Association of Principals of Schools for Girls, the Council for the Advancement and Support of Education, the Educational Records Bureau, the College Board, the National Association for College Admission Counseling, the Texas Association for College Admission Counseling, and the Southwest Preparatory Conference.

Founded in 1983, Episcopal High School of Houston is a four-year coeducational day school within the Episcopal Diocese of Texas. The school community is faith-centered and provides instruction to 800 college-bound students with a wide range of abilities. The strong academic program is complemented by extensive offerings in religion, arts, and athletics. For information regarding admission, please call Carol Wasden, Director of Admissions, at 713-512-3400. Episcopal High School admits students of all races, colors, and national/ethnic origins to all the rights, privileges, programs, and activities accorded or made available to students at the School. The School does not discriminate on the basis of race, color, or national/ethnic origin in the administration of its educational and admission policies, scholarship and loan programs, or athletic and other school-administered programs.

# **Episcopal High School**

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Ned Smith – Head of School

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