



ST. ALBAN'S EPISCOPAL DAY SCHOOL

PARENT-STUDENT
HANDBOOK
AND
EXTENDED CARE/DAYCARE
HANDBOOK

Brooke Newman, Head of School

(Revised June, 2024)

TABLE OF CONTENTS

INTRODUCTION

- Mission Statement 3
- Core Values 3
- Letter from the Head of School 3
- Board of Trustees 4
- Parents of StA..... 4
- Episcopal Identity 4
- Accreditation 5

ADMISSIONS

- New Applicants 6
- Toddlers - 3K Applicants 6
- Pre-K Four and Kinder Applicants 6
- 1st - 6th Grade Applicants 6
- Priority Enrollment 7
- Priority Enrollment Policies for New Applicants 7
- Temporary Enrollment Policy..... 7

FINANCIAL POLICIES

- Tuition and Fees 8
- Past Due Tuition Policy 8
- Withdrawal Policy 9
- Tuition Assistance (St. Alban's Scholarship Program) 9
- Student Accident Insurance 9

COMMUNICATION

- Monthly Newsletter through Constant Contact..... 9
- Simple Texting 9
- School Communication to Parents 10
- Parent Communication to School 10
- Non Custodial Parents 10
- Parent Teacher Conferences 10
- Extended School Closure 10

FUNDRAISING

- Promise Fund Pledges 11
- Endowments 11
- Scholarships 11

GRIEVANCE POLICY

- Parent Grievance Policy 12

DISCIPLINE POLICIES

- Student Code of Conduct 12
- Major Disciplinary Offenses 12
- Disciplinary Definitions 13
- Disciplinary Procedures 14
- Disciplinary Proceedings, Major Offenses 14
- Disciplinary Consequences 14
- Behavior Goals and Expectations 15

HEALTH POLICIES

- Immunizations 16
- Communicable Diseases 17
- Screenings 18
- Illness Policy 18
- Medications 18
- Respiratory Viruses..... 18
- Confidentiality 19

SCHOOL PROGRAM

- Academics 19
- Achievement Testing 20
- Chapel and Religious Education 20
- Service Learning 21
- Library 21
- Student Responsibilities
 - Chromebook 1:1 Program 21
 - Technology Acceptable Use Policy 22
- Personal Technology Device Policy..... 26
- Field Trips 26

ACADEMIC POLICIES

- Grading Policies 27
- Honor Roll and Principal's List 27
- Progress Reports 27
- Report Cards 27
- Homework 27

GENERAL INFORMATION

- Visitors 28
- Attendance 29
- Arrival/Drop Off Procedures 30
- Tardies 30
- Dismissal/Pick-Up Procedures 31
- Early Morning and After The Bell 32
- Holiday Care 32
- Nutrition and Snacks 32
- Lunch 32
- Class Parties 33
- Birthdays 33
- Toys 33
- Uniforms 33

EXTENDED CARE/DAYCARE HANDBOOK 36

CRISIS MANAGEMENT PLAN 46

HEAD LICE POLICY AND PROCEDURE 54

LIFE THREATENING FOOD ALLERGIES & CHRONIC MEDICAL CONDITIONS POLICY 55

REQUIREMENTS REGARDING GANG-FREE ZONES FOR CHILD CARE CENTERS 59

INTRODUCTION

Mission Statement

The mission of St. Alban's Episcopal Day School is to provide our students a foundation built on God, love, family and academic excellence.

Core Values

- Christian-based education
- 21st Century Academics
- Exceptional faculty and staff
- Tradition
- Sense of community
- Welcoming, safe, and secure environment
- Communication and relationships between parents and faculty/staff
- Church and school relationship

Letter from the Head of School

Dear Parents:

We at St. Alban's Episcopal Day School believe we have a unique opportunity to fulfill our mission of education. That opportunity is to work with parents to build a strong foundation based on God, love, family and academic excellence.

Our school provides the benefit of sound Christian principles, a nurturing school environment and high quality dedicated teachers who work with students to encourage and teach them to become well-rounded, independent thinking people. It is the responsibility of the school to assist in the incorporation of the values of kindness, self-responsibility, independent thinking and love for others into each student.

With this preparation, our students will be better equipped to deal with the peer pressures that will face them their whole lives. We can feel secure that each student that leaves St. Alban's Episcopal Day School will go forward with the greater sense of individual responsibility needed to make the world a better place and possess the capability of instilling those values in others.

We welcome you to our family! Please feel free to make yourself an active part of our community. We are looking forward to a wonderful year!

In His Service,

Brooke Newman, Head of School

Board of Trustees

The Board of Trustees is the governing body of St. Alban's Episcopal Day School. The Board shall have the power and authority to determine school policies, rules, and regulations. The Board of Trustees shall be subject to the oversight of the Vestry of St. Alban's Episcopal Church and the Diocese of West Texas as set out herein or required by the Canons of the Diocese of West Texas.

The membership of the Board of Trustees of the day school (board) shall consist of members in good standing of St. Alban's Parish (Vestry appointments) and parents of day school children, and persons with a substantial interest in St. Alban's Episcopal Day School (board appointments).

Paid employees of St. Alban's School are ineligible to serve on the Board of Trustees. No trustee of the day school shall serve the day school in any management capacity.

Parental issues must be handled at the level at which they arise, typically at the classroom level. Board members may not insert themselves in parent-teacher conflicts. If you have concerns, please follow the chain of command as listed under "Grievance Procedures".

Parents of StA

The Parents of StA Association is a unique opportunity for parents to be involved in the school in a variety of ways. Some of the ways that the parents help the school is through volunteering for Friday lunches, book fairs and parent events such as classroom parties, field trips, and field day.

Episcopal Identity

The Episcopal identity of St. Alban's Episcopal Day School is expressed within the Episcopal traditions of faith and reason through worship, religious studies, and outreach activities in an environment defined by inclusiveness, encouragement, and respect. The Head of School and Rector at this school are challenged to continually seek ways to build a collegial, mutually supportive relationship. Opportunities are provided for regular worship that is age appropriate and in accordance with the Book of Common Prayer, as well as the "Doctrine, Discipline and Worship of the Episcopal Church." There are also opportunities for student participation in worship. The school has incorporated religious education into its instructional program and strives to show evidence of the utilization of its religious goals and objectives in meeting the needs of the school community and providing appropriate pastoral care when needed.

Principal qualities that distinguish a school as Episcopal

(From the National Association of Episcopal Schools)

This question, more than any other, is asked of NAES by Episcopal school and Church leaders, parents and the general public. The answer is that they are Christian communities whose missions integrate spiritual formation into all aspects of the educational experience. Episcopal schools are most distinctive when they are true to this mission and when they do so in the graceful and inclusive manner which is the hallmark of the Anglican approach to education over the centuries. All Christian communities, even the most ecumenical and diverse of Episcopal schools, are upheld by the basic principles of the Baptismal Covenant. As expressed in The Book of Common Prayer, this Covenant maintains that individuals and institutions are called by God to adopt certain fundamental disciplines and dispositions in order to fully embrace their basic identities. As embodiments of the Christian faith, Episcopal schools are created to be communities that honor, celebrate and worship God as the center of life. They are created to be models of God's love and

grace. They are created to serve God in Christ in all persons, regardless of origin, background, ability, or religion. They are created to “strive for justice and peace among all people and [to] respect the dignity of every human being.” These principles are the basis on which identity and vocation are to be defined in Episcopal schools.

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

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

Accreditation

St. Alban's Episcopal Day School is accredited by S.A.E.S.
St. Alban's completed a self-study and onsite visit in November 2018 and has been re-accredited through June 30, 2029.
(The Southwestern Association of Episcopal Schools),
an organization recognized not only by
the Commissioner of Education in Texas, but also by
the National Association of Independent Schools.

ADMISSIONS

New Applicants

St. Alban's Episcopal Day School admits qualified students of any race, color, gender, national, and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, gender, national, and ethnic origin in the administration of educational policies, admissions policies, or scholarship funds.

Each applicant is evaluated on their academic and personal performance regardless of background.

The following factors will be considered for admittance:

1. Chronological age (a cut-off date of September 1st is used to determine grade level). No exemptions or waivers will be granted without permission from the Head of School.
2. Age appropriate developmental academic readiness including good behavior and social skills and a good academic/behavioral history if applicable.
3. Teacher recommendations and copies of the report cards from current school (grades 1-6 only).
4. The expressed commitment of the family to provide positive and purposeful support for the policies, personnel, practices, and curricular goals of St. Alban's Episcopal Day School.

All families seeking to be admitted must complete and submit an application, a current immunization record, a signed physician's report and a signed record request form, if applicable. Official transcripts, teacher recommendations forms, and recognized national norm achievement test scores are requested from current schools, if applicable.

Toddlers – 3K Applicants

While no assessment is required for this age group, all applicants must go through the application process which includes submitting a formal application, taking a tour of the facility and meeting with administration, along with a visit to the classroom if possible. Applicants will be evaluated for age appropriate developmental readiness including fine and gross motor skills.

Pre-K Four and Kinder Applicants

Special assessment classes are scheduled for our four and five year old applicants during February. Each assessment class consists of a small group of applicant children, with several St. Alban's Faculty assessing and other staff assisting. If an application is submitted after the assessment classes have been completed, the child is scheduled to spend time in a classroom environment and is assessed by the assigned teacher. If the applicant is currently enrolled in another school, a recommendation form is requested from the applicant's teacher. Applicants are evaluated for age appropriate developmental academic readiness including good behavior and social skills.

1st – 6th Grade

Applicants are required to visit a St. Alban's classroom. During the applicant's visit, both math and language arts skills, as well as social, emotional and behavioral skills, will be evaluated by St. Alban's faculty members. In addition, if no national test results are available and/or if there are concerns about the academic portion of the transcripts, standardized testing will be administered on campus. Applicants must demonstrate a good academic history and good behavioral scores.

Priority Enrollment

Priority Enrollment policies will be followed in placement of all students. If the applicant has been accepted, the parents receive a formal call of acceptance and an enrollment agreement is officially offered. If an applicant is not accepted, a call is placed to the parents.

If the grade level is full, but the applicant meets the requirements for admission, then parents are informed their child will be placed on a waiting list and called when space becomes available.

A new student seeking admission during the course of the regular year is required to provide, in writing, the reason for leaving the previous school. Any student seeking admission to St. Alban's Day School who for any reason is under suspension or expulsion from another school shall not be admitted.

There will be a six-week probationary period during which the child's adjustment to St. Alban's will be closely monitored. During this time, the teacher will be in direct communication with the parent about any academic or behavioral concerns. At the end of this period, if deemed necessary, a conference will be held with the parents, the teacher, and the Head of School. If the student has been unable to adjust to the academic or social environment, or to the structure and discipline of the school, the school has the prerogative to ask the parent to withdraw the student at this time.

Currently enrolled students who are invited back for the next school year will be offered enrollment agreements during the beginning of February.

Priority Enrollment Policies for New Applicants

New Applicants will be placed in the following priority:

Level 1: Siblings of families who have been St. Alban's Episcopal Day School for at least three (3) consecutive years

Level 2: Siblings of all other families at St. Alban's Episcopal Day School

Level 3: Alumni families

Level 4: Public

All applications will be dated and considered on a first-come first-served basis.

Temporary Enrollment Policy

In times of extreme circumstances, such as a natural disaster, when a student has limited educational options making it necessary to attend St. Alban's for a month or less, the school will accept students on a case by case basis. Factors for consideration include but are not limited to previous academic achievement/placement developmental/behavioral history and a willingness to support the programs and principles of St. Alban's. In addition, the school may also consider current class size and/or waiting lists. Students who are coming from a known Episcopal school may have academic testing waived. All other students must be tested academically to ensure placement will be appropriate and helpful. All accepted students must follow school rules and complete an emergency data form. They must also wear the school uniform and have school supplies. If a student wishes to enroll beyond 30 calendar days, students must go through the standard admissions process.

FINANCIAL POLICIES

Tuition and Fees

The annual tuition is divided into 12 monthly payments (June through May). Monthly statements are not mailed.

Past Due Tuition Policy (Revised January 29, 2019)

I. Late Fees

- A. All tuition accounts are due on the first day of each month.
- B. A \$30.00 late fee will be assessed on all payments received after the 10th of the month.

II. Summer (June/July/August) Tuition:

- A. The June tuition payment must be made by June 10th – if not, the student will be withdrawn from school.
- B. All accounts must be paid up to and including the August payment by August 10th – if not, the student will be withdrawn from school.

III. School Year (September – May) Tuition:

- A. A past due notice will be mailed (or emailed) to the financially responsible party if the account is 10 days past due.
- B. If the account is not paid upon receipt of the first past due notice, a second past due notice will be mailed (or emailed) on the 11th day of the subsequent month stating that the account is two months past due. This notification will reflect the tuition balance plus any late fees.
- C. Once the account has been delinquent for more than two full months, the student will be withdrawn from the school at the discretion of the St. Alban's Episcopal Day School Board Financial Committee.
- D. If a student is withdrawn due to non-payment, he/she will be re-admitted to St. Alban's upon payment all outstanding applicable tuition and fees **PLUS FULL PREPAYMENT OF THE REMAINDER OF THE SCHOOL YEAR.**

IV. Re-enrollment for the Subsequent School Year

- A. Student accounts must be current (up to and including the month of registration) for students to be registered for the subsequent school year.
- B. If a student has been withdrawn due to non-payment during the current school year, enrollment for the subsequent school year **MAY REQUIRE, AT THE DISCRETION OF THE ST. ALBAN'S EPISCOPAL DAY SCHOOL BOARD FINANCE COMMITTEE, PREPAYMENT OF THE REGISTRATION FEE AND FULL YEAR'S TUITION AT REGISTRATION.**
- C. The above procedure does not prohibit or preclude St. Alban's from pursuing any legal remedies it may have for the collection of its tuition and fees.

V. Returned/NSF Checks

- A. Returned/NSF Checks:** A \$30 fee will be charged on all returned checks or ACH payments.

Withdrawal Policy

A student may be withdrawn by providing written notification of the withdrawal to the Head of School.

Tuition Assistance (St. Alban's Scholarship Program)

St. Alban's seeks to attract a diverse and talented student body and is committed to providing tuition assistance to students who qualify. Need-based assistance is granted on the basis of demonstrated need and the availability of funds each year. St. Alban's follows the guidelines of the FAST, a third party organization which analyzes the financial situation of applicants based on a number of factors. We are committed to making the St. Alban's experience affordable to all students who meet our admission criteria and are offered a space through the admission process.

It is difficult to predict whether a family will qualify for tuition assistance, as circumstances vary dramatically and the demand for assistance changes each year. If after reviewing the cost of attending St. Alban's, your family feels that paying full tuition would be a financial burden, we recommend you apply for tuition assistance. If at any time you would like to have a private consultation, our Business Manager Christina Uribe is available to do so.

Student Accident Insurance

Student safety is our first priority and there is a full time registered nurse on campus. In the event of an accident, St. Alban's Episcopal Day School provides supplemental student accident insurance which covers all students while they are on campus or off campus on a school sponsored activity.

COMMUNICATION

St. Alban's strives to communicate with all members of our community in a timely manner. There are many ways in which parents can expect to hear from the school. Communication is outlined below:

Monthly Newsletter through Constant Contact:

All school events and calendars will be communicated on a monthly basis via an email. Please check the email to see news of upcoming events and other important information.

Simple Texting

StA will use Simple Texting, a texting communication system, to announce any updates, reminders or school closings. If you have signed up to receive information through texting, you will receive a text from 956-303-0830.

School Communication to Parents

Teachers, staff members or the Head of School may wish to contact individual parents directly concerning their child. Generally, the teacher or the Head of School may send a note home with the child and/or phone or email the parent. The teacher or Head of School may request a conference at a mutually agreeable time.

Parent Communication to School

Parents are discouraged from interrupting classes for deliveries to students and drop-in questions. Leave items to be delivered to students with the front office staff. Parents who wish to contact teachers or the Head of School may do so by emailing or phoning the school office. Parents may request a return phone call or a conference at a mutually agreeable time. Parents may also contact teachers through email. Teachers have been instructed to return all phone calls or emails within a 24 hour period. Use the first initial and last name @stalbansharlingen.org as the template.

Non-Custodial Parents

All communications generated by the school may be distributed to the custodial parent (and step-parent) and the non-custodial parent (and step-parent) alike. Non-custodial parents should make arrangements with the school to receive duplicate information and to schedule conferences as needed. Similarly, both natural parents (as well as step-parents) will be granted permission to visit the student on school grounds or during school-sponsored activities within the general guidelines for such visitations set by the school or set by court orders. Court orders on file at the school will always be followed. It is the responsibility of the parents to provide up to date court orders to the Head of School.

Parent-Teacher Conferences

The teachers and administration are eager to confer with you about your child's progress or about any aspect of our program. Mandatory conferences are held every fall for all parents and their students. Conferences are not mandatory in the spring semester but are optional for either teacher or parents. These conferences are scheduled specifically for you to learn about your child's progress and express concerns or questions that you might have. Of course if a parent would like to schedule a conference at any other time, they are welcome to do so.

All teachers have scheduled conference times. If you wish to meet with a teacher, please call the school or email your teacher to arrange for a conference. If you are unable to meet during the day, teachers can also meet with you before 7:45 a.m. or after school, depending on the situation. In order to make these conferences productive, please do not bring your child or his/her siblings.

Extended School Closure

If it becomes necessary to close the school at any time due to inclement weather or any other emergency, St. Alban's Episcopal Day School uses the following protocols:

1. Follow the decision of HCISD (Harlingen Consolidated Independent School District), unless otherwise specified by the Head of School. The Head of School communicates with the staff about any school closure prior to announcing to the school families and public.

2. **StA will use a texting communication system to announce any updates, reminders or school closings. If you have signed up to receive information through texting, you will receive a text from 956-303-0830.**
3. The school will send any extended school closure information directly by email to the school families.
4. The school will post any extended school closure information to the public via social media (Facebook & Instagram).

FUNDRAISING

Founded in 1948, St. Alban's Episcopal Day School was built on a foundation of giving. Our founders were generous people – mothers, fathers, grandparents, church members – who started small, but who thought big. St. Alban's has grown from a stand alone preschool to a fully accredited preschool and elementary school that is a leader in the Harlingen academic community. The only way to ensure excellence both now and for the future is to sustain this culture of giving.

Your investment in our school can be measured by the many successes of our students in academics, athletics, fine arts and community service. We hope you will support our annual fundraising efforts, the Promise Fund and raffle. While your children are at St. Alban's, we encourage you to make our school a priority. This is a rare opportunity to invest in our students' education and to touch the lives of many children far into the future. It is the generosity of those who went before us that allows your children to be a part of this community today!

Following are some ways that your family can give back to St. Alban's:

Promise Fund:

Promise Fund Pledges are normally pledged in the fall in a one time payment or several payments throughout the school year. Promise Fund gifts go toward staff development, enrichment, technology and so much more.

Endowments:

Endowments are a way to make a permanent gift to the school. Contributions can be designated for scholarships, program support, facilities support and faculty support. Named funds may be established.

Academic Scholarships:

Scholarships are a way to ensure a diverse student body. Gifts may be given to provide assistance for current students within the operating budget or to provide future scholarship monies in the scholarship fund. Named scholarships may be established.

For more information on any of these opportunities, please contact the school office at (956) 428-2326.

GRIEVANCE POLICY

Parent Grievance Policy

Parent grievances will be heard. Procedures formalized by the Board of Trustees of St. Alban's Episcopal Day School require that parents consult the teacher first when they need to discuss their child's progress or a concern that they might have. If there are problems which cannot be satisfactorily resolved, parents should then consult with the Head of School. The Head of School may wish to arrange a conference between the parents, teachers, and Head of School and when appropriate, the student. The Board of Trustees has an established committee, the Executive Committee, which will hear grievances that cannot be satisfactorily concluded by the Head of School. The Executive Committee shall establish the time, length, rules, and procedures to hear such grievances from all parties involved.

DISCIPLINE POLICIES

Student Code of Conduct

St. Alban's believes that disciplinary guidelines, procedures and consequences help students grow in self-discipline, responsibility, and personal conduct. It is our philosophy that discipline is a loving act toward a child and a valuable part of his or her education. In partnership with parents and students, the faculty and administration of St. Alban's Day School will work to produce well-rounded and independent young adults by teaching and maintaining appropriate student behavior. In order to promote growth and balance within the learning community, all students will be expected to:

- ***Be Respectful***
- ***Be Reliable***
- ***Be Responsible***

Major Disciplinary Offenses

St. Alban's reserves the right to take immediate and significant action in any case where safety is jeopardized. Examples of major disciplinary offenses include, but are not limited to:

- Disrespect to School personnel;
- Interference with the rights of others, including physical and verbal abuse, lying, cheating, or stealing;
- Conduct that subverts the order and discipline of the school or the morals of other students;
- Use of obscene, profane, suggestive, or intimidating written or verbal language or drawings;
- Repeated disruptive or uncooperative behavior;
- Damage to or abuse of any School, Church, or personal property;
- Disregard of the Responsible Use Technology Agreement or other inappropriate use of technology;
- Possession, use, or sale of drugs listed in the current Federal Controlled Substances Act;
- Possession, use, or sale of alcohol, tobacco substances, or inhalants;

- Possession, use, or sale of weapons, knives, firearms, explosive materials, ammunition, or fireworks;
- Conduct off campus and/or outside School hours that is illegal or reflects negatively on St. Alban's;
- Skipping school, class, chapel, or required School activity;
- Harassment (bullying/cyberbullying, hazing, and/or sexual);
- Sexual misconduct; and
- Any act or behavior St. Alban's deems a major disciplinary offense.

In addition, flagrant disregard or repeated misconduct will result in disciplinary action up to and including separation from the school. The Head of School reserves the right to determine at any time the severity of a violation.

Disciplinary Definitions

Sexual Harassment - St. Alban's strongly disapproves of and will not tolerate harassment of any kind. All members of our community must avoid offensive or inappropriate sexual behavior at School or on School-sponsored trips and are responsible for ensuring that St. Alban's is free from sexual harassment, whether by students, employees, or non-employees at all times. Sexual harassment includes unwelcome actions or inappropriate behavior that is offensive, hostile and/or intimidating. Students or employees who engage in sexual harassment on School premises or off-school premises at a School-sponsored activity will be subject to appropriate disciplinary action up to and including separation from the school. This applies to opposite sex and same-sex victims. Complaints of sexual harassment will be promptly and carefully investigated. All students are assured that they will be free from any and all reprisal or retaliation from reporting any such valid complaints.

Hazing - Hazing, initiation into a group through harassment, is not tolerated at St. Alban's. Joining groups is a basic human need. Forming a sense of identity and belonging is a major developmental task for our students. When groups employ humiliation and danger to "initiate" new members, it becomes hazing, a major disciplinary offense. Hazing is taken seriously and is punishable by action up to and including separation from School.

Harassment - St. Alban's is a place that nurtures and celebrates differences. Harassment by groups or individuals is completely unacceptable and not tolerated. For the St. Alban's aged child, harassment very often takes the form of "bully behavior" and may involve forms of shunning. St. Alban's believes strongly in the rights of the individual child to flourish in his/her environment, safe from any form of harassment. Harassment is taken seriously and is punishable by action up to and including separation from School.

Bullying/Cyberbullying – St. Alban's is a community that supports, honors, and values the dignity of all people, in the manner of Christ. Behavior such as physical violence, taunting, teasing, making fun of others, laughing at others, intimidation, rumor spreading, alliance building, bossiness, exclusion, isolation and secret-telling to harm others may be considered bullying behavior and relational aggression and is not tolerated at St. Alban's. This includes incidents of Cyberbullying as well. Bullying/Cyberbullying is punishable by action up to and including separation from School.

A student who has been harassed or bullied in any way is encouraged to share the experience with any trusted adult on campus.

Disciplinary Procedures

For actions requiring a disciplinary response beyond standard classroom management, the following will occur:

- Faculty/staff members and/or administrators will meet with the student to discuss the inappropriate action and the consequences.
- A discipline report, if warranted, will be created by or sent to the Head of School or the Director of Academics and Instruction (in case the HOS is unavailable).
- Parents and/or guardians of the student are notified as appropriate.
- A copy of the report will be placed in the student's file. (This file is not part of the school's transfer documents.)

Disciplinary Proceedings - Major Offenses

In some cases, major disciplinary proceedings may be called at the request of the Head of School. All aspects of these proceedings are confidential and are not shared with the larger community.

NOTE: These bulleted items should be used as a guide and are not intended as a chronological or complete list of procedures.

- An incident occurs.
- The Head of School conducts a preliminary investigation. The purpose of the investigation phase is to discuss the event, listen to the student, acquire details of the event, seek the truth, and to ultimately promote the desired learning and growth.
- As part of the proceedings, the Head of School may consult other faculty members or administrators.
- Consequences, which may include but are not limited to: exoneration, warning, detention, work detail, independent reflection, restriction, suspension, or expulsion, are determined by the school administration and communicated to the students(s) and his/her parents. Only the Head of School can approve separation from the school.
- The student and parents are expected to comply with the school's decision and a written communication will clarify all terms of the consequences.
- Disciplinary information does not become part of the student's transfer record.

Disciplinary Consequences

The goals for responses and consequences of misconduct are to provide a safe atmosphere for all, to prevent repeated misconduct, to teach responsibility, and to maintain acceptable standards of behavior within the St. Alban's community. In general, consequences may include, but are not limited to, the following:

Warning - This is the faculty/staff member's means of providing the student with a verbal or written reminder of behavior expectations.

Lunch Detention - This is a period for student reflection to be held at a designated place and time during lunch. A warning does not have to precede a detention. Excessive detentions may affect a student's standing on extra-curricular activities, precipitate extra duties, and/or result in silent lunches or a Behavioral Contract and result in a hold on an Enrollment Contract. Excessive detentions may also result in suspension or separation from School.

Independent Reflection - For some offenses, a student may be required to spend a specified amount of time in independent reflection, either at home or at school. Often, there will be a required written response or reflective essay assignment included in this consequence.

Restriction - Sometimes a violation(s) may result in a temporary restriction from certain events, activities and/or privileges within the school community.

Suspension – Sometimes a violation(s) may result in a temporary separation from the school community. This separation may take place at School (In-School Suspension) or at home. This is not a vacation - students will be expected to complete all assignments and class work, plus any additional reflective assignments as assigned. All work is due the day the student returns to School. The student and parents will meet with the Head of School (or the Director of Academics if HOS is unavailable) on the morning of the student's return to school. A formal letter documenting the suspension will be sent to the parents following the event and placed in the student's file.

Expulsion - Only the Head of School may expel a student from School. This is a permanent separation from the school for the remainder of the school year and for future years. When the school expels a student from the school, the school does not release the family from financial obligation for the remainder of the school year.

Based on the understanding of individual needs and stages of development, we reinforce positive attitudes and behavior patterns that will benefit the child throughout his/her life. Discipline is assigned to help the individual child develop inner control, to teach acceptable behavior and responsibility, and to respect the rights of others. Discipline is viewed as corrective and instructional, not merely punitive.

Behavioral Goals and Expectations

All members of the St. Alban's Community are expected to:

- *Be Respectful*
- *Be Reliable*
- *Be Responsible*

These expectations will help realize our goals:

- *Everyone has the opportunity to participate.*
- *Everyone has the opportunity to learn.*
- *Everyone has the opportunity to be successful.*

Clear expected behaviors will be established through class meetings, and age-appropriate systems of rewards/consequences will be set.

Discipline - Behavior Intervention Plan

Level 1- Verbal/Non-verbal Redirection (for off-task behaviors and minor infractions)

Redirections include, but not limited to: verbal reminders, teacher proximity to students, and quiet conversation with students.

Level 2- Physical Redirection (for repeated and/or more disruptive infractions)

Redirections include, but are not limited to: change in seating, allowing students to move from class for a short break, go for drinks, time-out in room or another class, walk at recess, quiet lunch.

Level 3- Referral/Redirection to Administration (for serious and/or chronic misbehavior)

Referral is made with a record of documentation from the teacher. Referral is made to the HOS or the Director of Academics (in case HOS is unavailable) or front office while waiting to see the administrator.

Administrative referrals may result in one or more of the following:

- removal from class (limited);
- conference with family, teacher, child and administrator;
- behavior modification goals set which are consistent for home and school;
- removal from class (extended);
- in-school suspension;
- off-campus suspension; or
- separation from school (made by the Head of School only).

HEALTH POLICIES

Immunizations

NEW students are required to have a signed Physician's Report and immunization record. Returning students should already have a signed Physician's Report on file.

All new students must provide a current shot record no later than their first day of school. Students with an immunization record that indicates that they are not current on their vaccines may be enrolled provisionally for 30 days. They must have a schedule in place with the doctor to receive subsequent doses as rapidly as medically feasible. If after 30 days the student is not in compliance, the school has the right to exclude the student from school attendance until the required dose(s) is administered.

All Children entering school for the first time, at the time of registration or entry shall present satisfactory evidence of immunizations.

| | | |
|--|---------------------------|--|
| DTap (DTap/DTP/DT/Td/Tdap) | 5 doses or 4 doses | 5 doses unless 4 th dose is administered after 4 yrs. of age. Students 7 yrs. and older need 3 if one dose was on/after 4 th birthday. |
| Polio | 4 doses or 3 doses | 4 doses of polio; one dose must be received on/after 4 th birthday. 3 doses meet the requirement if the 3 rd dose was received on/after 4 th birthday |
| MMR (Measles, Mumps, Rubella) | 2 doses | First dose must be received on/after 1 st birthday |
| Hep B | 3 doses | |
| Varicella | 2 doses | First dose must be received on/after 1 st birthday |
| Hep A | 2 doses | First dose must be received on/after 1 st birthday |

A religious exemption dated prior to September 1, 2003 is considered a lifelong exemption to the immunization requirements. Otherwise, Exemptions for Reasons of Conscience is a two year

exemption **ONLY** and the original form is kept in the student's file.

CHILD CARE LICENSING STANDARD 746.3611

St. Alban's chooses not to follow the vaccine preventable diseases program for employees under Daycare Licensing #746.3611

Communicable Diseases

The major criterion for exclusion from attendance is the condition's probability of spread from person-to-person. A student may have a non-excludable disease, yet require care at home or in a hospital. The school requires a note from a parent or physician for readmission regardless of the reason for the absence.

| CONDITION | EXCLUDE | READMIT |
|---|---------|--|
| AIDS HIV Infection | No* | When physician determines |
| Campylobacteriosis | Yes | After diarrhea and fever subside |
| Chickenpox | Yes | After 7 days from onset of rash, except immunocompromised individuals who should not return until all blisters have crusted over (may be longer than 7 days) |
| Diphtheria | Yes | Written doctor's statement or local health authority permit |
| Fever (100.4F +) | Yes | When fever subsides |
| Gastroenteritis, Viral | Yes | When diarrhea subsides |
| Giardiasis | Yes | When diarrhea subsides |
| Head Lice (Pediculosis) | Yes | <i>*See lice policy at end of handbook</i> |
| Hepatitis, Viral, Type A | Yes | After one week from onset of illness |
| Impetigo | Yes | When treatment has begun |
| Influenza | Yes | When fever subsides |
| Measles (Rubeola) | Yes | After 4 days from the appearance of rash. In an outbreak, unimmunized children should also be excluded for at least 2 weeks after last rash onset occurs. |
| Meningitis, Bacterial | Yes | Written doctor's statement or local health authority permit |
| Meningitis, Viral | No | When fever subsides |
| Mumps | Yes | After 9 days from the onset of swelling |
| Pink Eye (Conjunctivitis) | Yes | Written doctor's statement or local health authority permit |
| Poliomyelitis (Polio) | Yes | Written doctor's statement or local health authority permit |
| Ringworm of the scalp | Yes | When treatment has begun |
| Rubella (German Measles) | Yes | After 7 days from appearance of rash. In an outbreak, unimmunized children should be excluded for at least 3 weeks after the last rash onset occurs. |
| Salmonellosis | Yes | When fever and diarrhea subside |
| Scabies | Yes | When treatment has begun |
| Shigellosis | Yes | When diarrhea and fever subside |
| Streptococcal Sore Throat and Scarlet Fever | Yes | After 24 hours from date antibiotic treatment begun |
| Tuberculosis, Pulmonary | Yes | After antibiotic treatment has begun AND a physician's certificate or health authority permit obtained |
| Whooping Cough (pertussis) | Yes | After completion of 5 days of antibiotic therapy |

*Students with AIDS/HIV infection shall be excluded when the child's physician determines that a severe or chronic skin eruption or lesion that cannot be covered, poses a threat to others. The child's parents and physician should be advised in the case of measles, rubella, or chickenpox outbreaks in the school that may pose a health threat to the immunosuppressed child.

Screenings

Hearing and Vision screenings are required for all 4 year olds, Kinder, Grades 1, 3, 5 and all new students from out of state. Scoliosis screenings are required for female students in Grade 5. The school nurse will conduct these screenings.

Illness Policy

Parents are requested not to send their children to school when they are sick or show signs of sore throat and fever (temp >100.4). During Flu season the fever threshold is 100.4, this will be determined by the nurse and Head of School and a letter will be sent out.

If your child becomes ill at school, we will medicate as appropriate with signed written permission. If the illness indicates, (fever >100.4 or your child is throwing up), you will be contacted and asked to pick up your child. *Generic brands may be substituted. The child may not return until they are fever free for 24 hours without fever reducing medications.

Medications

Children may not administer their own medication at school. Only the school nurse or the office staff may administer medication according to the Texas Health and Human Services

In an effort to minimize the amount of medication administered at school, we ask that you please medicate your children at home. Please inform your child's physician that your child attends a school facility and request medication that can be administered during "at home" hours.

If this is not possible, and medication must be administered at school, please follow these guidelines:

A Medication Authorization form must be filled out and turned into the school nurse. All medication must be in the original container. Prescribed medication must be labeled with the child's name, have the date prescribed, include directions to administer the medication, and include the name of the physician prescribing the medication. All medication will be disposed of or returned to the parent when the child withdraws from the facility or when the medication expires. If refrigeration is required, the medication will be refrigerated and kept separate from food. Medication will not be administered after its expiration date. The staff must keep a record of the following for a minimum of at least three months: (1) the name of the child (2) the name of the medication (3) the date, time and dosage administered (4) the full name of the staff member administering the medication.

Respiratory Viruses

If your child has been diagnosed with a respiratory virus such as Covid 19 - flu, or RSV, it is recommended to keep them home until symptoms have improved and fever free for 24 hours, without the use of medication.

As has always been St. Alban's policy, children and staff must be **fever free for 24 hours, without the use of fever reducing medication, prior to returning.**

Head Lice Policy located at the end of this document

Life Threatening Food, Allergies & Chronic Medical Conditions Policy - See Daycare handbook at the end of this document

Confidentiality

St. Alban's Episcopal Day School will notify parents in the school when contagious diseases or head lice are present, except where provision of state or federal law prohibits such notifications. Otherwise St. Alban's Episcopal Day School respects the privacy of its students and their families by maintaining confidential records. We endeavor to keep the number of personnel who are aware of a student's condition at the minimum number necessary to assure proper care and supervision of the student, while at the same time proficing for the health, safety and positive learning environment with others, if it so chooses.

SCHOOL PROGRAM

Academics

Like all good schools, St. Alban's provides a strong foundation of fundamental skills and content. However, our curriculum extends far beyond the basics of math, science, reading and writing. Everything we do academically at St. Alban's, beginning with our toddler class, is intentional and deliberate, and intended to be customizable to the unique learning styles of each child. Our smaller class sizes give us the flexibility to get creative where it pays off, innovate where needed to stay on the cutting edge and keep things traditional where tradition can't be improved upon.

In the preschool, our teachers seek to engage students' energy and sense of awe, recognizing that young children learn through play - often in motion. Our center-based approach to learning promotes our students' natural curiosity and enhances their unique abilities.

Technology is part of our curriculum as our students have access to the use of the Hassan Innovative Lab, ChromeBooks, document cameras and an interactive smart board. St. Alban's is proud to be the first elementary school in Harlingen to offer a 1:1 ChromeBook program in 3rd - 6th grade!

Enrichment subjects are a critical component of the St. Alban's program and our students are benefiting from outstanding offerings such as physical education classes, music, and religion. Additionally, students in 5th-6th grade are given the opportunity to extend their learning in the fine arts and producing StA News. Faculty members in our special subject classes are well educated, experienced, and qualified in their area of teaching.

St. Alban's teachers are trained in the various curriculums of math, reading, science, social studies and language arts. In addition to that training, faculty members are responsible for creating curriculum maps which outline the various skills taught in each academic area.

Parents who have questions about the curriculum in the various grade levels are welcome to schedule a conference with the Head of School.

Achievement Testing

St. Alban's administers the Iowa Test of Basic Skills (I.T.B.S.) each year in the Spring in grades Kinder through 6th.

*St. Alban's does not...

- ... use standardized tests to label students.
- ... use standardized tests to place students in a grade or class.
- ... use standardized tests for report card grades.
- ... use standardized tests to evaluate teachers.

I.T.B.S. scores do help...

- ... St. Alban's administrators and teachers measure how students perform in relation to other students who take the same test nationwide.
- ... St. Alban's administrators and teachers evaluate school programs and curricula.
- ... St. Alban's administrators and teachers evaluate a student's progress from year to year.

Cognitive abilities tests do help St. Alban's administrators and teachers measure a broad range of abilities or skills that are considered important to success in school and help tell how students are likely to do in future schoolwork.

Standardized tests have limitations. They are not the perfect measure of what individual students can or cannot do. Your child's scores on a particular test can vary from day to day, and many factors can affect a particular score (whether your child guesses, or follows the directions carefully, or was sick the week of testing, etc.)

How can you help your child prepare for testing?

1. Do not be overly anxious about the testing or test scores, but do encourage your child to take the test seriously.
2. Make sure your child is well rested for each day of testing.
3. Make sure that your child eats a well-balanced breakfast each morning.
4. Get your child to school on time. Children who come to school after the morning testing session begins are at a disadvantage.

The test results should arrive in May. We will mail them once we receive the results and notify you through email that they have been mailed. We will not send them home via "Backpack Express"

Chapel and Religious Education

At St. Alban's, God is at the heart of all we do - from the prayer we say at new family night to our 6th Grade graduation church service. Our students attend chapel - carefully planned to be meaningful and developmentally appropriate. However, attention to spiritual growth is not limited to chapel. We model and practice our Christian beliefs in every aspect of school life, seizing each teachable moment. Weekly Religion classes offer even more opportunity to shape and form our students into well-rounded human beings.

Our chapel services are geared for school aged children.

Our students in grades Toddlers -6th worship in the morning weekly. Worship includes the Lord's Prayer as well as Bible readings, a homily, and music. Children are taught to participate in the

liturgy and to understand and experience the love of Christ in their lives.

It is the consensus of the Rector, Wardens, and Vestry of St. Alban's Church as well as the Head of School that regular chapel worship is an integral part of the program and curricula of St. Alban's Day School. We are a Christian school in the Episcopal tradition, and as such, we understand worship to be inseparable from our school's mission to educate the whole child.

Therefore, it is expected that all students will attend chapel worship services. Parents who do not want their child to participate are free to withhold them. However, the school will not make special provisions for them by providing an alternative setting, such as Extended Care or study hall.

Children are encouraged to participate in donations that are used to help a variety of local and national charities. Parents are welcome and encouraged to attend chapel and worship with their children.

In addition to the Day School Chapel, our students and parents are welcome and invited to participate in our Sunday morning Christian education program (9:30) and/or worship service (8:00 and 10:30).

School Prayer

Eternal God, bless all schools, especially St. Alban's Day School, that they may be lively centers for sound learning, new discovery, and the pursuit of wisdom; grant that those who teach, and those who learn may find you to be the source of all truth; through Jesus Christ our Lord. Amen.

Service Learning

As we prepare our students for successful lives, it is with the hope that they will live those lives as people dedicated to serving others. From our earliest grades, students take part in community service - from gathering supplies for Harlingen's needy to various community outreach programs. Community outreach is just part of a complete experience through which our students are formed to be people whose lives have meaning and purpose.

Along those lines, St. Alban's has started a tradition whereby we dedicate an entire day to serving others. Community Outreach month will be scheduled for December. On that day, every student and teacher from toddlers through 6th grade will be involved in some type of community service project that will provide hope, support and love to someone who needs it.

Library

Our campus includes a large state of the art library and fine arts facility with a wide range of fiction and non-fiction materials, a variety of research resources and ten internet-accessible, networked computers for classes to complete research together.

Student Responsibilities

Chromebook 1:1 Program - School Business Office will send policy to sign

What is a Chromebook?

- A Chromebook is a portal to the Internet using the browser Chrome.
- The Chromebook **does not have** a hard drive nor a CD/DVD drive. It does have one USB port and an HDMI port. Headphones can be used with it but will not be provided by the

school.

- Once signed in with their St. Alban's GMail account, students will have access to Google Mail, Calendars, and Drive.
 - **While on campus**, students will be blocked from YouTube, and social media sites such as Facebook, Twitter or Instagram.
1. Students with Chromebooks make the school year new and exciting for St. Alban's!
 2. The goal of students using the Chromebook is that their educational experience will be enhanced and that they will learn how this device can be used effectively in an educational setting.
 3. Students will be assigned a St. Alban's GMail account to sign in to their Chromebook.
 4. Chromebooks have WiFi capability.
 5. When using their devices on the St. Alban's campus, students will remain protected by our WatchGuard system when accessing the Internet.
 6. Every app that is installed will be evaluated by both the teacher and the administration to determine its educational value.
 7. Each student will be assigned a specific Chromebook for their use during the school day.
 8. The Chromebook will be checked out to them each day by their teacher.
 9. The Chromebooks will be checked back in at the end of the school day to the classroom teacher so that they may be charged.
 10. For long term assignments, students will be taking their Chromebook home.
 11. Each student will be instructed how to care for the Chromebook when in their possession.
 12. Apps will be added to the Chromebook ONLY under the direction of the classroom teacher.
 13. Every student and their parent or guardian will sign a release form that details responsibilities and care of the Chromebook.

Cleaning and Care of Chromebooks:

- Before leaving the campus Chromebooks should be kept in covers provided by the school before being placed in backpacks.

How Will The Device Be Used Initially?

- A Google account for each student will be created in order to promote teacher/student collaboration on classroom assignments.
- Creating and sharing Google docs (word, presentations, spreadsheets)
- Maintaining a calendar for school assignments and events
- Reinforcement of math skills
- Research topics as assigned by the teacher

Technology Acceptable Use Policy

Multimedia and Internet - St. Alban's Episcopal Day School has an internal computer network with Internet access for student use. Access to the Internet enables students to utilize its vast resources to further our educational goals and objectives.

General Information - The Internet connection used by the school has a secure firewall and a filter. Nonetheless, if objectionable material does inadvertently slip through, students must demonstrate responsibility in Internet usage by disengaging immediately and informing a teacher. Students are as responsible for appropriate behavior on the school's computer network as they are in the classroom. The network is to be used for educational purposes, those related to a St. Alban's Episcopal Day School assignment, project or function for which the user is responsible.

Network use is a privilege and may be revoked if abused. The computers are school property and, unlike home computers, are set up for the use of the school community. Computers are not to be used in ways that might adversely affect the work, privacy and access of other users, or reflect adversely on the student or the school. This applies to the use of a computer by a student either in or out of school if such use involves another student or family in the School.

Student Responsibilities - Overview: Students are responsible for using common sense and good manners when emailing with another St. Alban's Episcopal Day School student or faculty member. Inappropriate and profane language is forbidden at all times, as are statements to or about another student that may be interpreted as harassing, provocative, or threatening. Students should report all such incidents of misconduct to a teacher or parent immediately.

Social Networking Sites - The school realizes many students have access to social networking sites outside of school. Students are reminded that regardless of where their posting originates, any posting of photographs or videos to these sites, YouTube or similar sites which would be derogatory to the school or the school community, or threaten, demean, or bully faculty or other students, is strictly prohibited and may result in disciplinary action being taken by the school. **Use of social networking sites by students while on school property is prohibited.**

Given the explosive growth and expansion of "Social Networking", technology such as Instagram, Facebook, YouTube, Twitter, etc., St. Alban's Episcopal Day School has developed guidelines for employees when using these networks in a school or related context. **Faculty and staff members are not allowed to accept "friend requests" from current students of any age.** Parents are cautioned to monitor students' use of the Internet and social networking sites. If contacting a student for school related information the administration must be copied.

Technology changes at an exponential rate, and new devices are created and sold on an almost daily basis. St. Alban's Episcopal Day School reserves the right to prohibit the use of such devices to be used in the classroom until they can be evaluated for their educational purpose. All game console electronics are not allowed at school unless it is a designated free electronics day that is approved by the Head of School.

Plagiarism - The rise of student use of the internet and the ease with which materials can be cut and pasted into student work has brought the issue of plagiarism to the fore. To clarify the guidelines in this area, the following rules should be observed: "To avoid plagiarism, you must give credit whenever you use:

- *Another person's idea, opinion or theory;*
- *Any facts, statistics, graphs, drawings—any pieces of information—that are not common knowledge;*
- *Quotations of another person's actual spoken or written words; or*
- *Paraphrase of another person's spoken or written words."*

Equipment may be checked out from the Business Manager for use during the school day on a project assigned by a classroom teacher.

Students are expected to use the technological resources of the school responsibly and maintain a high standard of ethics. Cheating or violating others' privacy in any manner will result in disciplinary action. The first offense will result in the loss of privileges for the resource in question for a period of time to be determined by the Administration. Subsequent offenses will result in complete loss of technology privileges at school for a period of time to be determined by the Administration.

Faculty, students, and staff have access to the Internet, a vast global computer network that

provides access to major universities around the world, governmental agencies, other school systems, and commercial providers of data banks. Use of the Internet can enhance learning and teaching activities, and acceptable use of these resources shall be consistent with the philosophy, goals, and objectives of Episcopal Day School as outlined in the Parent and Student Handbook.

Exploration of the Internet is encouraged, and filters are in place for student use. With these rights and privileges comes responsibility. Any misuse of multimedia and Internet resources is prohibited and may result in loss of privileges.

Students may use the Internet only if this policy has been properly signed, approved by school personnel, and is currently on file at the school, and then only in accordance with school regulations governing such usage found in the Parent and Student Handbook. Any person using computers or other electronic information resources shall be required to use such equipment and resources in a responsible, legal manner.

Student Guidelines for Using Technology

1. Follow safety guidelines for online searching and for evaluating both the quality of the sources and the value of the content you find online.
2. Understand that the Internet is public and whatever you publish will be available to everyone.
3. Report to your teacher any problems relating to offensive or inappropriate language, graphics or photographs.
4. Use email for school related activities only.
5. Avoid giving out personal information (last name, address, phone number, photograph, etc.) online unless your teacher and parent approved.
6. Use only your own account and your own files.
7. Do not tell anyone your password.
8. Help to keep the school computers virus-free by not downloading files or loading files onto computers without specific permission. Flash drives from home must contain only school related work.
9. Be aware that network storage areas may be reviewed by network administrators to ensure responsible use.
10. Do not change either hardware or software settings on school computers without permission.
11. Do not use the Internet for political or commercial purposes; students may not offer, provide or purchase anything through the St. Alban's Episcopal Day School network.
12. Do not use an account unless you are the authorized owner of the account.
13. Do not access material that has been deemed inappropriate for school use.
14. Do not damage the computer, other hardware, software or the network.
15. Do not use games, handheld or online, at school unless expressly given permission by a teacher, proctor or Extended Day staff member. Please retain this statement of policy for future reference after carefully reviewing it.

Monitoring Policy - In compliance with the Children's Internet Protection Act ("CIPA"), St. Alban's Episcopal Day School uses technological devices designed to filter and block the use of any of the school's computers with Internet access to retrieve or transmit any visual depictions that are categorized as obscene, child pornography, or "harmful to minors" as defined in the CIPA. It is the responsibility of all school staff to make a reasonable effort to educate, supervise, and monitor appropriate usage of online computer network access to the Internet in accordance with this

administrative rule, CIPA, and Protecting Children in the 21st Century Act. The school will monitor the online activities of students, through direct observation to ensure that students are not accessing such depictions or any other material which is inappropriate for minors. Individuals should not have an expectation of privacy in the use of the school's email, systems, or equipment. The school may, for a legitimate reason, perform the following:

- Obtain emails sent or received on school's email
- Monitoring of an individual's use on the school's systems
- Confiscate and/or search school-owned software or equipment

CIPA Education Policy - It is the policy of St. Alban's Episcopal Day School to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)]; and (e) provide instruction to students on the inherent dangers of social networking sites, the characteristics of cyberbullying and the recommended responses. School administrators will include cyberbullying in school bullying prevention plans, provide parents anti-cyberbullying information maintained on the school's technology web page, and educate students about appropriate online behavior which includes interacting with other individuals on social networking websites and in chat rooms. It shall be the responsibility of all teachers and staff to educate, supervise and monitor appropriate usage of the school's online computer network and access to the Internet.

In accordance with this policy, the Children's Internet Protection Act and Protecting Children in the 21st Century Act, the school will teach Internet Safety to all students. This Internet Safety training will include cyber safety, cyber security and cyber ethics.

As a condition of Internet use at the school, each user must agree to comply with all applicable laws, rules, and regulations, including without limitation, all rules and regulations which may be established from time to time by the school. **St. Alban's Episcopal Day School reserves the right to refuse access to the Internet to any person or persons for the violation of this or any other policy of the school, in accordance with applicable law.**

Definitions

TECHNOLOGY PROTECTION MEASURE. The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. OBSCENE, as that term is defined in section 1460 of title 18, United States Code;
 2. CHILD PORNOGRAPHY, as that term is defined in section 2256 of title 18, United States Code;
 3. HARMFUL TO MINORS. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
 - a. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
 - b. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - c. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- SEXUAL ACT; SEXUAL CONTACT. The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

Access to Inappropriate Material - To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, and/or access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material 2 deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Prohibited Uses of St. Alban's Episcopal Day School Resources

The following uses of St. Alban's Episcopal Day School computer resources by students are prohibited from:

- The use of school computers for commercial purposes
- The use of obscene, bullying, profane, lewd, threatening, disrespectful, or gang related language or symbols
- The bypass or attempt to bypass any of the school's security or content filtering safeguards
- Adding, modifying, repairing, reconfiguring or otherwise tampering with any device on the network infrastructure including, but not limited to: wireless network devices, computers, printers, servers, cabling, switches/hubs, routers, etc.
- Unauthorized access, overloading, more commonly known as Distributed Denial of Service or Denial of Service, or use, or attempted unauthorized access or use of District information systems
- Destroying or tampering with any computer equipment or software
- The use of any "hacking tools" that can be used for "computer hacking", as defined in the Louisiana Computer Crime Act, may not be possessed on school property, or run or loaded on any school system
- The use of school computers for illegal activities including but not limited to planting viruses, hacking, or attempted unauthorized access to any system
- Violating any state or federal law or regulation, board policy or administrative rule

Personal Technology Device Policy

Students are not allowed to have cell phones, iPads, Kindles, or any other communication device at school unless it is a special circumstance approved by the Head of School. Apple watches are accepted as long as they do not have cellular service. Parents who need to contact their child during school hours should call the school office. Students will not be pulled out of class for phone calls unless approved by the Head of School.

Field Trips- (will be reviewed and approved by HOS)

Field trips and class parties are an integral part of the curriculum. **If you are driving or assisting with a trip or party, your undivided attention is needed to make the trip activity safe and productive for all students. Siblings or young children may NOT attend field trips planned for older students!** The use of cellphones is not an option while driving and should be used for emergencies only.

Smoking and alcoholic beverages are forbidden on field trips. Only licensed and insured adults may drive for field trips. A copy of the driver's license and proof of vehicle insurance is required

and should be filed in the school office before driving on a field trip.

Every child must use a seatbelt at all times and every child must have a signed St. Alban's Permission Slip. Other forms are not acceptable. Any child who is younger than 8 years of age OR is less than 4'9" in height must be secured in a child's safety car seat. Adults to student ratio on field trips are 4 to 1.

ACADEMIC POLICIES

Grading Policies

It is the discretion of the teacher to determine what constitutes daily and test/project grades and how those grades will be weighted. It is up to the teacher to formulate grading policies based on sound educational practices. Parents must be informed of these policies on parent night. The grading system for each grade level is detailed on the report card. Students are graded on academic work, social conduct and work habits.

4th - 6th students who receive more than 5 tardies in a 9 week period WILL NOT BE ELIGIBLE FOR THE HONOR ROLL OR PRINCIPAL'S LIST.

4th - 6th Grade Honor Roll and Principal's List

Eligibility for honor roll will be based on the following:

Principal's List - Student has an average of 90% or better in each subject, No "N"s on the report card and no more than 5 tardies in a 9 week period.

"A" Honor Roll - Student has an overall 9 week grade point average of 90.0 or above on all subjects averaged together and no more than 2 "N"s on the report card and no more than 5 tardies in a 9 week period.

Progress Reports

Grades 2-6 are issued progress reports after the end of the 3rd and 6th week. Some exceptions may apply to lower grades. 1st Grade progress reports are given out the 4th week of each nine weeks.

Report Cards

Report cards are issued the Wednesday following the 9 week period. Report cards must be signed and returned to the teacher the following day.

Homework

Students regularly receive assignments that normally must be finished outside the classroom. The purpose of this homework is to prepare the students for activities that will happen in class and to strengthen or enrich those that already have begun. Students should be encouraged to plan and use their time productively and to become self-directed in meeting these responsibilities. In

keeping with the school mission that each student be educated socially, it is stressed that the student becomes organized so no homework or books are left at home.

Homework is usually assigned Monday through Thursday with only folders, approved projects, research reports (usually needing several days of preparation) to be done over the weekend (after a timeline has been discussed with the student and sent home). It has been recommended by our accrediting agency that the amount of time homework can be expected to take on an "average" night when done by an "average" student should be:

| | |
|----------------------------|--|
| Kindergarten and 1st Grade | 30 minutes (includes reading with parents & math facts practice) |
| 2nd Grade | 30-45 minutes (includes reading and math facts practice) |
| 3rd Grade | 45 minutes (includes reading & math facts practice) |
| 4th Grade | 45 minutes (does not include reading & math facts practice) |
| 5th Grade | 1 hour (does not include reading) |
| 6th Grade | 1 1/2 (does not include reading) |

GENERAL INFORMATION

Visitors

St. Alban's is a closed campus. Parents or guardians who need to visit campus during School hours must follow the guidelines below.

- 1. Make an Appointment:** If you are coming to see an administrator or a faculty member, please call or email to make an appointment in advance.
- 2. Check-in in the main office:** When you arrive on campus, please report directly to the main office (Cocke Building) for authorization. If you need to proceed from there to any other part of the campus you will be issued a visitor badge.
- 3. I.D. Check:** Please do not be offended when you are asked to show identification. In order to better protect our students and staff, all visitors visiting the School will be required to show a valid, government-issued ID in the main school office (Cocke Building). The School will screen each visitor's identification using the Raptor System. In its sole discretion, the School may deny any individual access to campus or remove them from campus.

Please Note: For the safety and security of our students, anyone seen on campus during School hours without a visitor badge will be reminded to obtain one or be asked to leave campus.

Child Safety from Sexual Offenders and Predators

According to the National Center for Missing and Exploited Children (NCMEC), sexual perpetrators are commonly people the parents/guardians or children know, and these people may be in a

position of trust or responsibility to a child and family. Because of our concern for student safety, all employees, and those parents who volunteer for School activities are screened through the School's criminal background process. Although the School performs such screenings, the School cannot attest to the background of the various parents whom their child may associate with away from School.

Parents should talk openly to their children about safety issues. Parents should know their children's friends and be clear with their children about the places and homes that their children visit. Children should be taught that they have the right to say no to any unwelcome, uncomfortable, or confusing touching or actions by others and to get out of those situations as quickly as possible. Parents should also regularly visit the public registry to check out individuals for prior criminal records and sex offenses. Information concerning registered sex offenders and predators in Texas may be obtained by visiting the Texas Department of Public Safety: <https://publicsite.dps.texas.gov/SexOffenderRegistry/Search>. To view a map of registered sex offenders living within a five mile radius of any given address, parents should visit: <https://publicsite.dps.texas.gov/SexOffenderRegistry>

Attendance

Regular attendance fosters the growth of positive attitudes toward learning, courtesy, and responsibility, as well as providing consistency and feelings of security for young children. **Parents should plan appointments and family trips around the school calendar.** If your child will not be in school, please call the office before 8:30 a.m.; otherwise, send a note to the teacher the next day. We are required to check the attendance of each child daily. St. Alban's Day School's attendance policy promotes regular class attendance as an integral part of the learning process and orderly atmosphere in which learning can take place. Parents are expected to cooperate in teaching their child/children respect for the school hours by bringing him/her on time and not requesting to have him/her dismissed early except in the case of an emergency.

Extended absences such as family trips or extenuating circumstances **MUST** have prior approval by the Head of School.

Students must attend at least 90% of the days the class is offered. Additionally, students must attend 75% of the school day in order to be counted present. Any student who attends fewer than 90% of the days the class is offered will be subject to the following policy:

- **5 absences – Parents will receive a reminder email from the teacher**
- **7 absences – Faculty member will notify the Head of School and a notification letter will be sent by the school office via email to the parent**
- **10 absences – Parents will have to petition in writing for credit to the Head of School and the Executive Committee of the school Board.**

Students who are absent from school for any reason shall not be allowed to participate in school-related activities on that day or evening.

When returning to school after an absence, a student must bring a note to the teacher signed by the parent that describes the reason for the absence. **Medical and dental appointments are to be verified by a note from the doctor. Parents are asked to schedule these appointments after 3:30 p.m., so as not to interfere with class.**

Teachers will not give assignments on the day a student is absent. Any student that is absent more than 2 days may request homework assignments which will be provided by the teacher after school on the second day.

Students who have been absent for any reason must make up the work they missed within the time prescribed by the teacher. A student absent on days when tests are scheduled will be tested upon his/her return to class, or at the teacher's convenience.

Failure to make up work will result in academic penalties. A student shall receive a zero for any assignment or test not made up within the allotted time.

A note signed by the student, even with the parent's permission, will be considered a forgery and the student will be disciplined.

Parents must sign their child out if they leave school before the end of the day and sign them in when returning during the day. If the parent sends someone else to pick up their child during school, even if that person is listed on the child's application, the parents must notify the teacher in writing and that person must sign the child out from the office.

Arrival/Drop Off Procedures

Children in grades 1-6 should arrive no earlier than 7:30 a.m. unless they are enrolled in our early morning Extended Care program or accompanied by an adult.

Early morning (7:30 a.m. - 7:45 a.m.) drop off for **1st-6th grade students** will be only for students whose parents need to be at work no later than 8:00 a.m. and/or students whose sibling has safety patrol. Students will be dropped off at the Cocke building horseshoe.

Preschool children (toddlers - Kinder) may not arrive before 7:45 am unless they are enrolled in early morning care or accompanied by a parent or guardian. Any child left unattended will be sent to Extended Care and an Extended Care fee will apply.

Students are allowed to come into the building at 7:45 a.m. when the first bell rings. After the 8:00 a.m. bell rings, students are considered tardy and will be marked as such by the classroom teacher.

- Carpool Drop off - For safety reasons, Parents will use the drive through lines for dropping children off rather than walking them into the school building. Please do not block the thru traffic areas by getting out of your car. A teacher(s) will be on duty to supervise the "Safety Patrol Students" who will be on duty at 7:45 a.m. to assist you with unloading. There will not be "Safety Patrol Students" at the Dent Building.
- Toddler and 2s Walk-in drop off - Please park in the back parking lot at the intersection of Bowie and High Street. Please do not park in the horseshoe drive as it blocks traffic and is a safety hazard. All parents and children walking into any school building must use the school crosswalks and follow the directions of the staff members on duty.

Tardies

*Tardiness is a disruption to the learning atmosphere and is disrespectful of the teacher's and other student's time. **Therefore, prompt arrival is a priority.** School begins promptly at 8:00 a.m. during face to face learning and students are considered tardy when the bell rings. Arriving 15*

minutes early enables your child to have a relaxed beginning to the school day and an opportunity to visit with his/her teacher and friends. Please do not call the office if your child is going to be late. Your child should stop by the office for a tardy slip before going to his/her classroom.

1st - 3rd Grade students who have no more than 2 tardies and/or 2 absences during the 9 weeks will be recognized at awards chapel.

4th - 6th Grade students who receive more than 5 tardies in a 9 week period WILL NOT BE ELIGIBLE FOR THE HONOR ROLL OR PRINCIPAL'S LIST.

Dismissal/Pickup Procedures

The end of the day in all classrooms is called "Reconnect Time". This is a time in which teachers will be working with students on a variety of organizational skills including planning homework, calendar planning and making sure that students are up to date on all school work. It is vital that students be in class for this time. **Therefore, we ask that you not pick your children up between 3:00 – 3:15 p.m. Full day classes begin dismissal at 3:20 and half day classes are dismissed at 1:00 p.m.**

Carpool Pickup - Because of safety considerations as well as efficiency, parents will use the drive through lines for picking up their child/carpool. Drive through lines are as follows:

- Preschool Students - Loaded at the Dent Building (1:00 dismissal is at the Dent Building as well)
- Grades 1-2 students and preschool siblings - Loaded at the Front Horseshoe of the Cockey Building on Austin Street
- Grades 3-6 students and siblings - Loaded at the Big Field drive-through of the Cockey Building accessed by Bowie Street

Teachers have been instructed not to conference in the carpool line. If you need to conference, please contact your teacher and set up a meeting. **Cell phone use is strictly prohibited while children are being loaded or unloaded.** Teachers have been instructed not to place a child in the car while cell phones are in use. Please do not be offended if a teacher asks you to put down your cell phone during loading. It is the school's desire to keep students, parents, and teachers safe. Please join us in this effort.

Students will not be released to an unauthorized driver without written permission from the parent or guardian. Acceptable forms of pickup changes or written permission include a signed note, signed fax or email that comes from an email that is on file with the school office. Text messages will not be accepted. Verbal authorization will be at the discretion of the Head of School.

Walk-in Pickup - Toddlers and 2 year olds will be signed in and out in the hallway by an authorized staff member daily.

Parents may enter the building at the church door and pick their child/children up at the double glass doors from the teacher on duty (siblings of Toddlers and 2s will be picked up here as well).

***Families with grade children **and** a younger sibling in preschool will pick up their children wherever the **oldest child is assigned** (a staff member will escort these children over to the

Cocke Building).

Late Pickup - Students who haven't been picked up by 15 minutes after the dismissal bell will be escorted to the office where they will sign in and wait on the pews in the front hallway. Parents will be required to sign them out with the office staff. After 1:15 for half day students and 3:45 for full day students, a **drop in fee will apply**. Parents of students who are not picked up by 3:45 will be called by the office staff. **Students will not be able to use the phone unless approved by the office staff.**

Early Morning and After the Bell Care

Before the Bell for all students (early morning extended care) is open from 7:15 a.m. to 7:45 a.m. during school days. After the Bell for all students is available from 3:30 p.m. to 5:30 p.m.

Note: Non-school day hours will be presented on the Extended Care fliers. Please refer to those fliers as they come home.

A late fee of \$1.00 per minute will be charged for all children (per family) picked up after 5:35 p.m.

**Please refer to the After the Bell Handbook for more information on drop off and pick up procedures.

Holiday Care

Extended care is closed on specific days during the school year. Please refer to the current year school calendar for those closures. Parents must sign their child and pay in advance to guarantee placement. Forms will be sent home prior to any school closings. (No refunds on cancellations)

Note: Hot lunch is not available during holiday care. Children attending Extended Care must bring a sack lunch and two snacks (morning and afternoon) on those days. Uniforms are not required on days that school is not in session.

Nutrition and Snacks

Students are encouraged to bring a mid-morning snack. Snacks should include a small nutritious drink as well. Snack items can include the following:

| | | |
|---------------------------|----------------|------------------------------|
| Dried and/or fresh fruits | cheese or nuts | peanut butter and crackers |
| Cheese crackers | granola bars | yogurt |
| Animal crackers | breakfast bars | milk, juice box/bag or water |

All snacks should be self-contained and placed in a baggie with the child's name. Items such as chips, candy and coke or carbonated beverages are not allowed and will not be served.

Lunch

Lunch is provided by outside establishments. Menus will be emailed to parents.

Outside lunches must be here on time and placed with students' names on it, outside the Cocke building office. Students will be allowed to wait 5 minutes for "late lunch". After 5 minutes, the school will provide lunch and a fee will be applied. Food and drinks may not be taken back to classrooms. If a student forgets his/her lunch, the cutoff time to call home will be 11:00 a.m.; after that time the school will provide lunch and a fee will be applied.

Class Parties

Holidays are a joyful time at St. Alban's Day School! Halloween, Christmas, Valentine's Day, Easter and the End of the Year are all exciting celebrations. Sign up sheets will be available at the open house in August. Teachers will provide party guidelines.

Birthdays

Children enjoy celebrating their birthdays at school. You may provide a light **individually** wrapped birthday snack including a juice box/capri sun for each student. **However, pizza parties, birthday clowns, goody bags, etc. are NOT welcome as they can cause hurt feelings among classmates.** Any of these items brought to school will be returned to the parents. Birthday celebrations are conducted on Friday afternoons or approved by the homeroom teacher. **Surprises and deliveries are discouraged and will not be delivered until the end of the day.**

Students may choose to have a non-uniform day on their birthday (or un-birthday). However, the "dress code" will still be in effect for these days as well (see uniform policy above).

Invitations to birthday parties may be distributed at school only if all classmates are invited or all classmates of the same gender are invited. Please help us to encourage kindness and consideration by following this rule!!!! Teachers are instructed not to pass out invitations if this rule is not followed.

4th Grade Birthday Club:

The 4th grade class has organized a Birthday Club to help them raise money for the San Antonio trip. If you are interested in helping the 4th graders, please join the Birthday Club at St. Alban's. We will cheerfully help celebrate your child's birthday. For \$20.00 your child will receive homemade cupcakes or sugar cookies and drinks to share with all classmates in honor of his/her special day. Please watch for the "Birthday Club" form in August. All cupcakes or cookies will be served on Fridays.

Toys

Children are NOT allowed to bring toys to school unless authorized by an administrator.

School Uniform Policy

Uniforms may be purchased from the **French Toast Company online or any other local outlet.**

Pants & Shorts

Students may wear khaki/navy pants or shorts. **These must be either traditional khaki or dark navy color.** Length of shorts must measure at the fingertips.

Shirts

Shirts must be collared polo style shirts with a color choice of **Navy, Red, White or Hunter Green.** Dry fit shirts in these colors will be accepted as long as they are pullover polo style and have a collar. The Episcopal Crest is optional. (NO EMBLEMS OTHER THAN THE EPISCOPAL CREST WILL BE ALLOWED)

Jumpers/Skorts/Skirts

Girls jumpers, skorts, or skirts may be **Navy**, traditional **Khaki** or **FRENCH TOAST PLAID**. Length of jumpers, skorts, or skirts must measure at the fingertips.

Please note:

Light khaki, stone, dark brown, royal blue or blues other than navy will not be accepted in any form of clothing. All other portions of the uniform policy shall remain in place including outerwear, jeans, shoes, tights and uniform free pass policies.

Toddlers and Twos will continue to have the option of no uniform.

French Toast information School code: QS46BWC

1-800-373-6848

www.frenchtoast.com

The uniform should be neat, mended, and clean at all times. Discolored, stained, or torn uniforms should be replaced. Grade 1-6 students are encouraged to wear belts with shorts or slacks containing belt loops. **Students must keep their shirts tucked in and all students must maintain a neat and clean appearance.**

Special non-uniform days and/or uniform free passes used during the school year **MUST** follow the "dress code" which will still be in effect for these days as well, shorts must be the appropriate length, shirts may not have inappropriate printing on them and midribs will be covered. Sleeveless shirts are acceptable as long as they are not spaghetti strap camisoles, halter tops, ribbed undershirts or any other type of tank top. Sleeveless sports shirts may be worn by boys or girls, but tight undershirts or shirts with thin straps of any kind are inappropriate. **Leggings are not approved unless worn under shorts or skirts.**

Items such as sweaters and sweatshirts that will be worn throughout the day, both in class and out, must conform to the uniform "look". These items must be navy, red, grey or white and cannot have any writing on them. Leggings are not allowed unless worn under a skirt or skort. In addition to P.E., children play outside daily; please be sure they are appropriately dressed for any weather.

Shoes must be uniform compliant and should be appropriate for both inside and outside play. Shoes should fit well and be in good condition. **Boots, cleats, flip flops, crocs, clogs, backless or platform shoes are not safe for active wear and are unacceptable. This applies to preschool children as well as grade students. Socks are required at all times.** Exceptions to this rule may be determined by the Head of School.

Extremes in hairstyle and jewelry are discouraged for boys and girls.

Outerwear:

Students may wear non-uniform "outerwear" to and from school and outside for play. Outerwear will consist of coats and jackets that the children wear during outside play but do not wear in the classrooms.

Friday Attire:

St. Alban's T-shirts and blue denim jeans may be worn on Fridays only. Jeans should fit properly and must be **plain** blue jeans. They may not be bell bottomed, bleached, stone washed or have holes or frayed hems. **Blue denim jean shorts may be worn during warm weather.** Shorts

must be the same length as uniform shorts, which must measure at the fingertips. Capri jeans are acceptable but must be blue denim with no writing on them. St. Alban's T-shirts consist of not only the actual St. Alban's T-shirt that is sold by the sixth grade class,(orders taken in August), but also class shirts, and the St. Alban's Church shirt.

Field Trip Attire:

If a class is scheduled to go on a field trip, all students must wear their uniform even if the trip is scheduled on a Friday, their birthday, or scout day. Exceptions to this rule may be determined by the Head of School.

Scout Uniforms:

Scout uniforms may be worn in lieu of school uniforms for scout meetings. A chapel uniform has not been mandated. Any combination of the uniform items may be worn unless otherwise specified. Uniforms worn for pictures will be determined by the teacher. No scout uniforms or free uniform passes will be allowed on picture day.

Preschool & Kindergarten Exceptions:

Sometimes accidents happen. In the event of an accident, please send extra clothes in a plastic ziplock bag labeled with his/her name. If your child has an accident, we will send home the soiled clothing in the bag. It is very important that the extra clothing be replaced the next day.

Extra clothes need not be uniform.

Preschool students (toddlers through Kinder) are not required to wear belts. Paint and glue are used frequently, and although we use aprons or "paint shirts", there is no guarantee that your child will come home spotless. Please provide raincoats and hats instead of umbrellas. Label all garments such as coats and sweaters.

Students who wear inappropriate attire will be required to report to the office and will not be allowed back to the classroom until he/she has changed into appropriate attire. Students will be sent home if necessary.

DAYCARE/AFTER THE BELL HANDBOOK

Dear Parents,

Welcome to St. Alban's Extended Care program, also known as "Before and After the Bell". Our mission is to provide care for the children of St. Alban's Day School, before and after school, and during selected school holidays. We provide a loving, secure, and stimulating environment in which each child can grow and learn.

Our Toddler and Two Year Old programs are licensed by the Texas Department of Protective and Regulatory Services and have been since 1987. In addition, we are accredited by the Southwestern Association of Episcopal Schools (S.A.E.S.) and have been since 1989. Our facility is inspected each year to ensure that we are meeting the state guidelines and standards for Extended Care centers. A copy of the last inspection and of the Extended Care Center Minimum Standards and Guidelines are available in the school office.

This handbook has been prepared to answer some of the most commonly asked questions about our program. If you would like additional information or have any concerns, please do not hesitate to contact me.

Sincerely,

Alicia Forshage
Director of Daycare
Extended Care Administrator

ABSENCES

If you have reserved space for your child, you are responsible for paying for that space. There are no refunds or credit given for absences.

ACCIDENTS/FIRST AID

Child safety is our first priority. The Extended Care staff is licensed and trained in First Aid and CPR. A first aid kit is located in each classroom. Minor injuries receive appropriate first aid. If an emergency injury or illness occurs, you will be contacted as soon as possible. St. Alban's Episcopal Day School/Extended Care, Inc. provides student accident insurance, which covers all students while they are on campus, or off campus on a school sponsored activity. In an emergency, your child will be taken immediately to the hospital indicated in his/her application.

BREASTFEEDING MOMS

Breastfeeding moms may use the Nurse's office at any time to feed their child. Pumped breast milk must be labeled in a container with the date it was pumped and your child's name.

CHANGES

Changes must be made in writing to the school office, and all Extended Care tuition for the original scheduled hours is due until such notification is given.

CHILD ABUSE/ NEGLECT

Child Care licensing 745.501

If there is any cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person. A report can be made by calling 1-800-252-5400. All licensed staff are trained annually per licensing requirements.

INFORMATION ON REPORTING CHILD ABUSE <https://hhs.texas.gov>

Child abuse and neglect are against the law in Texas, and so is failure to report.*

If you suspect a child has been abused or mistreated, you are required to report it to the Texas Department of Family and Protective Services or to a law enforcement agency.

You are required to make a report within 48 hours of the time you suspected the child has been or may be abused or neglected.

What is Abuse? Abuse is mental, emotional, physical or sexual injury to a child or failure to prevent such injury to a child.

What is Neglect? Neglect includes (1) failure to provide a child with food, clothing, shelter and or medical care; and/or (2) leaving a child in a situation where the child is at risk of harm.

How do I make a report?

1. Call the abuse and neglect hotline at 1-800-252-5400.
2. When you make a report, be specific. Tell exactly what happened and when. Be sure to record all injuries or incidents you have observed, including dates and time of day. Keep this information secured.
3. Reports should be made as soon as possible but no later than 48 hours before bruises and marks start to fade. It is important for the investigators to be able to see the physical signs.
4. Give the agency person any information you have about the relationship between the child and the suspected abuser.
5. Please provide at least the following information in your report:
 - Name, age, and address of the child
 - Brief description of the child
 - Current injuries, medical problems or behavioral problems
 - Parents names and names of siblings in the home

Will the person know I've reported him or her? Your report is confidential and is not subject to public release under the Open Records Act. The law provides for immunity from civil or criminal liability for innocent persons who report even unfounded suspicions, as long as your report is made in good faith. Your identity is kept confidential.

Finally, err on the side of caution. If you have reason to suspect child abuse, but are not positive, make the report. If you have any doubts about whether or not it is abuse, call the hotline. They can advise you if the signs you have observed are abuse.

**Failure to report is a Class B criminal offense, punishable by a \$2,000 fine and/or imprisonment for up to 180 days. Failure to report could also subject you to considerable monetary liability in a civil rights action*

St. Alban's Daycare staff are required by Texas State law and licensing requirements to report immediately to the police or Child Protective Services (CPS) any instance when there is reason to suspect the occurrence of physical, sexual, or emotional child abuse, child neglect, or exploitation. Our staff receive annual training on recognizing and preventing abuse and neglect, including sexual abuse.

Some examples of abuse and neglect are: leaving a child in a vehicle unattended, not securing a child in a seat belt or booster seat, unexplained marks or bruises on opposite sides of the body, and child hygiene issues.

Warning signs of emotional abuse in children:

- Excessively withdrawn, fearful, or anxious about doing something wrong
- Shows extremes in behavior (extremely compliant or extremely demanding; extremely passive)
- Doesn't seem to be attached to the parent or caregiver
- Acts either inappropriately adult (taking care of other children) or inappropriately infantile (rocking, thumb-sucking, throwing tantrums)

Warning signs of physical abuse in children:

- Frequent injuries or unexplained bruises, welts, or cuts
- Is always watchful and "on alert," as if waiting for something bad to happen
- Injuries appear to have a pattern such as marks from a hand or belt
- Shies away from touch, flinches at sudden movements, or seems afraid to go home
- Wears inappropriate clothing to cover up injuries, such as long-sleeved shirts on hot days

Warning signs of neglect in children:

- Clothes are ill-fitting, filthy, or inappropriate for the weather
- Hygiene is consistently bad (unbathed, matted and unwashed hair, noticeable body odor)
- Untreated illnesses and physical injuries
- Is frequently unsupervised or left alone or allowed to play in unsafe situations and environments
- Is frequently late or missing from school

Warning signs of sexual abuse of children:

- Trouble walking or sitting
- Displays knowledge or interest in sexual acts inappropriate to his or her age, or even seductive behavior
- Makes strong efforts to avoid a specific person, without an obvious reason

If parents feel they need assistance with possible child abuse, neglect, or sexual abuse, we encourage you to get help. Please call the National Parent Hotline at 1-855-427-2736 or visit www.helpandhope.org/find-help.html to read about the tips for parents that give you advice from top experts

in children and families. They include tips about children of all ages - babies, toddlers, kids, preteens, and teens, plus some videos with quick tips. A few examples are:

1. Talk to your child
2. Ask specific questions
3. Listen to your child
4. Educate your child
5. Minimize opportunity

The statewide Abuse & Neglect phone number is 1-800-252-5400, if you would like to report any suspected abuse or neglect.

Here are a few local organizations that are available to our community:

1. BCFS Health and Human Services (956) 367-4295
2. BCFS Health and Human Services (956) 230-3849
3. Buckner Children and Family Services (956) 668-0145

CONFERENCES

Conferences may be held at either the parent's or the staff member's request. To arrange for an uninterrupted time, please call and schedule in advance. In order for the conference to be most productive, please do not bring your child or your child's siblings to the conference.

DISCIPLINE

Discipline and guidance are age appropriate, consistent, positive, and promote self-discipline and acceptable behavior. If a student misbehaves, he or she will receive two warnings and then subsequent consequences. If he or she receives more than three warnings during extended care in one day, a note must go home with the student or the student will receive a teacher phone call.

Discipline must be:

1. Individualized and consistent for each child;
2. Appropriate to the child's level of understanding;
3. Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
2. Reminding a child of behavior expectations daily by using clear, positive statements;
3. Redirecting behavior using positive statements;
4. Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per child's age.

Weather: Extremely high temperature/heat index (over 100 degree) or extremely high humidity, recess will be inside (cafeteria) or indoor play. Weather is checked on: Local news-KRGV or The Weather Channel (weather.com).

There must be no harsh, cruel or unusual treatment of any child. The following types of discipline and guidance are prohibited:

1. Corporal punishment or threats of corporal punishment;
2. Punishment associated with food, naps, or toilet training;
3. Pinching, shaking, or biting a child;
4. Hitting a child with the hand or an instrument;
5. Putting anything in or on a child's mouth;
6. Humiliating, ridiculing, rejecting, or yelling at a child;
7. Subjecting a child to harsh, abusive, or profane language;
8. Placing a child in a locked or dark room, bathroom, or closet with the door closed;
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

DISMISSAL POLICY

St. Alban's Episcopal Board of Trustees shall have the right to dismiss any student for unsatisfactory achievement or conduct while attending extended care. Nonpayment of charges herein provided for shall also be grounds for dismissal.

DROP-INS

There are limited drop-in Extended Care spaces available and as we are eager to accommodate everyone, we cannot always do so. Please call or come by the school office in advance to ensure space is available.

DROP-OFF/PICK UP

All students must be escorted to their extended care class and placed in the care of a staff person. This ensures that your child is under supervision at all times.

If your child is to be taken to the front building (Cocke Building) at 3:20 p.m. to be picked up with an older sibling after school, you must send a written note to the teacher, otherwise, the parent must sign the child out from extended care.

EMERGENCY PROCEDURES

An evacuation & relocation map is posted in each classroom in case of an emergency due to fire, weather, or other emergency. Our designated emergency location is Wesley Methodist Church/Extended Care (across the street). Fire drills are conducted monthly, and severe weather drills are conducted quarterly.

In the event of a medical emergency, the staff will contact the parent/s. If the parents cannot be reached, we will take the child to the authorized hospital stated by the parent on the child's application or call 911.

ENROLLMENT PROCEDURES

A complete school application - front and back (all spaces must be filled)

A copy of the child's immunization record – School must have a copy on date of admission

A Physician's Report – Must be on file within one week of admission – Toddlers and 2 must have a yearly Physician's Report

Authorization to Release & Transport

Handbook Acknowledgement

Extended Care Agreement

Extended Care Discipline & Guidance Policy

(If any changes occur within the school policy, we will notify parents through email contact)

FEES

Extended Care fees are due and payable in advance. Monthly Extended Care fees are due on the 1st day of each month and delinquent after the 10th day of the month. There is no refund or credit given for absences. A \$30.00 processing fee will apply for all checks returned by the bank. The drop in fee is \$6 per day for Before The Bell (BTB) and \$12 per day for After The Bell (ATB). If your child is dropped in without a snack, there will be a \$3.00 snack fee in addition to the drop in fee.

FIRST AID

Refer to "Accidents/First Aid"

GANG FREE ZONE

See information flier at end of handbook, page 58

HEALTH REQUIREMENTS/IMMUNIZATIONS

A copy of your child's health record (reflecting all immunizations given since birth) must be filed in the school office and all immunizations must be current. All new students, Toddlers and 2's are required to have a signed Physician's Report stating that your child is physically and mentally able to participate in Extended Care activities.

IMMUNIZATION REQUIREMENTS

| | |
|------------------|--|
| DTaP | 5 doses unless the 4th dose is administered after 4 years of age . Students 7 yrs. or older need 3 doses if one dose was on/after their 4 th birthday |
| MMR | 2 doses of measles-containing vaccine with one dose on/after 1st birthday |
| Polio | 4 doses with one dose received on/after the 4th birthday . 3 doses meet the requirement if the 3 rd dose was received on/after the 4 th birthday. |
| Hep B | 3 doses |
| Varicella | 2 doses with one dose received on/after 1st birthday |
| Hep A | 2 doses with one dose received on/after 1st birthday |
| HIB | Complete series is 2 doses plus a booster dose on/after 12 months. (3 doses total) . If a child received the first dose of HIB vaccine at 12-14 months, only one additional dose is required (2 doses total). Any child who has received a single dose of HIB vaccine on/after 15 months is in compliance. |
| PCV | 4 doses : if three doses have been received prior to 12 months, then an additional dose is required (4 doses total) on/after 12 months of age. If one or two doses were received prior to 12 months, then a total of 3 doses required with one dose on/after 12 months of age. If zero doses received, then 2 doses are required with both doses on/after 12 months of age. |

A Tuberculin (TB) screening is not required by the Texas Department of Health Minimum Standards.

HEARING & VISION SCREENINGS

Hearing and vision screenings will be conducted by the school nurse on any new student and all 4 year olds, Kindergarten, first, third and fifth graders.

HOLIDAYS (DAYS CLOSED)

Extended care is closed on specific days during the school year. Please refer to the current year school calendar for those closures. Parents must sign up their child and pay in advance to guarantee placement. Forms will be sent home prior to any school closings. (No refunds on cancellations)

Hot lunch is not available. Children attending Extended Care must bring a sack lunch and two snacks (morning and afternoon) on those days. Uniforms are not required on days that school is

not in session.

HOURS OF OPERATION

Before the Bell (early morning extended care) is open from 7:15 a.m. to 7:45 a.m. during school days. After the Bell is available from 3:30 p.m. to 5:30 p.m. Toddlers and Twos are open from 7:15 a.m. to 5:30 p.m.

Note: Non-school day hours will be presented on the Extended Care fliers. Please refer to those fliers as they come home.

ILLNESS

A child cannot be admitted to extended care if one or more of the following illnesses are present:

1. The illness prevents the child from participating comfortably in activities.
2. The illness results in a greater need for care than the staff can provide without compromising the health, safety and supervision of the other children.
3. The child has a temperature of 100.4 degrees or greater, accompanied by behavior change or other signs or symptoms of illness until medical evaluation indicates that the child can be included in the facility activities. ***Flu and Corona Virus Policy: The fever threshold will be 99.5***
4. The child has signs and symptoms of possible severe illness, such as lethargy, uncontrolled breathing, uncontrolled diarrhea, vomiting two or more times in 24 hours, rash with fever, mouth sores with drooling, wheezing, behavior changes, or other unusual signs until a medical evaluation indicates the child can be included in facility activities.
5. The child has been diagnosed with a communicable disease, until a medical evaluation determines that the child's illness is no longer communicable and the child is able to participate in the facility activities.

LATE PICK-UP FEES

A late fee of \$1.00 per minute will be charged for all children (per family) picked up after 5:35 p.m.

LICENSING OFFICE/ADDRESS

Texas Department of Protective and Regulatory Services
601 W. Sesame Dr.
Harlingen, TX 78550
(956) 316-8275

LOST ITEMS

St. Alban's is not responsible for lost or damaged items, clothes, or other personal property.

LUNCH

All parents must make arrangements to have a lunch sent, or have their student bring a nutritious sack lunch from home. Health regulations do not allow the extended care staff to enter the kitchen during food service hours; therefore, do not send items that need to be heated.

We discourage the use of fast food meals on a regular basis.

If your child forgets his/her sack lunch and you will be bringing it to school, please label it and take it directly to the school office. ***Due to the safety of our students and faculty, we will no longer**

allow third party food delivery services.* Lunch must be delivered by a family member by 11:15 a.m. If there is no lunch, a lunch will be purchased for the student and you will receive a bill from the school office. Please do not call and ask us to hold your child while you bring them lunch. Children are not allowed to purchase soft drinks from the vending machine.

MEDICATION

Children may not administer their own medication at school. Only the school nurse or the office staff may administer medication according to the Texas Department of Protective and Regulatory Services standards and guidelines.

In an effort to minimize the amount of medication administered at school, we ask that you please medicate your children at home. Please inform your child's physician that your child attends a school facility and request medication that can be administered during "at home" hours. If this is not possible, and medication must be administered at school, please follow these guidelines:

A Medication Authorization form must be filled out and turned into the school nurse. All medication must be in the original container. Prescribed medication must be labeled with the child's name, have the date prescribed, include directions to administer the medication, and include the name of the physician prescribing the medication. All medication will be disposed of or returned to the parent when the child withdraws from the facility or when the medication expires. If refrigeration is required, the medication will be refrigerated and kept separate from food. Medication will not be administered after its expiration date.

The staff must keep a record of the following for a minimum of at least three months:
(1) the name of the child (2) the name of the medication (3) the date, time and dosage administered (4) the full name of the staff member administering the medication.

MINIMUM STANDARDS

A copy of the Minimum Standard Rules for Licensed Child-Care Centers and the most recent licensing inspection report are available in the school office.

NOTES TO/FROM HOME

Please provide your child with a backpack in order to carry notes to and from school. However, this year, in an effort to be environmentally friendly, we will be stressing the use of the school website for parent information. Please be sure to check your child's backpack and the website on a daily basis.

PROTECTIVE AND REGULATORY SERVICES WEBSITE

www.txchildcaresearch.org

RELEASING/TRANSPORTING

Students will not be released to anyone who is not listed on the "Authorization to Release & Transport" form without written permission first. Parents may add persons to this form at any time.

The safety of your child is our first priority. Please do not be offended if we ask for identification (i.e. driver's license) before releasing your child to someone other than the parent/s.

REST/NAP TIME

Extended Care Licensing requires extended students to have a supervised rest period after lunch. A thin coverlet may be brought from home (i.e. bath towel). Due to limited storage space, no large pillows, blankets, or sleeping bags are allowed. Items must fit in each child's cubby. Personal items should be clearly marked with your child's name.

SNACKS

All students are encouraged to bring an afternoon snack. Snacks should include a small nutritious drink as well. Snack items can include the following:

| | | |
|---------------------------|----------------|------------------------------|
| Dried and/or fresh fruits | cheese or nuts | peanut butter and crackers |
| Cheese crackers | granola bars | yogurt |
| Animal crackers | breakfast bars | milk, juice box/bag or water |

All snacks should be self-contained and placed in a baggie with the child's name. Items such as chips, candy and cokes or carbonated beverages are not allowed and will not be served. If your child does not have a snack, one will be provided for him and a \$3.00 fee will apply.

TOYS

Children are **NOT** allowed to bring toys to school or to Extended Care unless authorized by the Director of Daycare.

In order to reduce the spread of germs, we are asking that the younger children do not bring pacifiers or any type of baby bottles.

TRANSPORTATION/FIELD TRIPS

Toddlers and 2's will not participate in field trips or receive any type of transportation from St. Alban's.

UNIFORMS/CLOTHING

In case of "accidents", please send a complete change of clothing (shirt, pants, socks, underwear) that can be kept in your child's classroom. Extra clothing does not need to be a school uniform.

VISITORS/VOLUNTEERS

Our extended care has an open door policy to parents, but first must sign in at the office. All volunteers/contractors must comply with minimum standards that apply to employees and caregivers.

WATER ACTIVITIES

Parent permission will be requested prior to any activity.

NOTE: ANY CHANGES TO THIS HANDBOOK WILL BE SEND HOME VIA BACKPACK AS WELL AS POSTED ON OUR SCHOOL WEBSITE.

Provider's Guide to Parent's Rights

Senate Bill 1098 from the 88th Legislative Regular Session added Section 42.04271 to the Human Resources Code and states that a parent or guardian of a child at a child care facility has the right to:

- Enter and examine the child-care facility during its hours of operation and without advance notice;
- File a complaint against the child care facility;
- Review the child care facility's publicly accessible records;
- Review the child-care facility's written records concerning the parent's or guardian's child;
- Receive inspection reports and information about how to access the child care facility's online compliance history;
- Have the facility comply with a court order that prevents another parent or guardian from visiting or removing the child;
- Be given the contact information for the child care facility's local Child Care Regulation office;
- Inspect any video recordings of an alleged incident of abuse or neglect involving their child provided that:
 - Video recordings of the alleged incident are available;
 - The parent or guardian does not retain any part of the video depicting a child that is not their own; and
 - The parent or guardian of any other child in the video receives prior notice from the facility;
- Obtain a copy of the facility's policies and procedures handbook;
- Review the facility's staff training records and any in-house training curriculum; and
- Exercise these rights without receiving retaliatory action by the facility.

Required Notifications

- The child care facility must provide written notice to the parent or guardian of any other child captured in a video before allowing a parent to inspect a recording.
- The child care facility must provide a parent or guardian with a written copy of the rights no later than the child's first day at the facility.

Helpful Tips

Since a parent may perceive an action taken by a child care facility as retaliatory, keep in mind:

- Documentation is essential in supporting your actions; and
- Follow the suspension and expulsion policy outlined in your operational policies

and update your policy, if needed

CRISIS MANAGEMENT PLAN

Revised July 2021

St. Alban's Episcopal Day School/Extended Care

1417 E. Austin

Harlingen, TX 78550

Phone 956-428-2326

Fax 956-428-8457

www.StAHarlingen.com

Head of School: Brooke Newman

Email: bnewman@stalbanharlingen.org

EMERGENCY NUMBERS & CONTACTS

| | |
|---|-----------------|
| Harlingen Police, Fire, Ambulance | Call 911 |
| Poison Control | 800-222-1222 |
| Terrorist Threats | 800-424-8802 |
| Suicide Prevention Hotline | 800-784-2433 |

Emergency Preparedness Agencies

| | |
|--|--------------|
| American Red Cross | 956-423-0523 |
| The National Weather Service (Brownsville) | 956-546-5378 |

City Officials

| | |
|--------------------|--------------|
| City Hall | 956-427-8700 |
| City Manager | 956-427-8800 |

Local Hospitals

| | |
|-------------------------------------|--------------|
| Valley Baptist Medical Center | 956-389-1100 |
| Harlingen Medical Center | 956-365-1000 |

Texas Dept. of Protective & Regulatory Services

| | |
|------------------------|---------------------------------|
| Harlingen Office | 956-412-4634 or 956-412-4742 |
|------------------------|---------------------------------|

Television Stations **Media should NOT be allowed on campus**

| | |
|-----------------------------|--------------|
| KGBT-TV Action 4 News | 956-366-4444 |
| KRGV-TV Channel 5 | 956-428-5555 |
| KVEO-NBC Channel 23 | 956-425-2323 |
| KLUJ Channel 44 | 956-425-4225 |
| KMBH Channel 60 | 956-421-4111 |

Radio Stations

| | |
|------------------------------|--------------|
| Radio Manantial-FM 88.3..... | 956-542-6933 |
| KFRQ Rock 94.5..... | 956-661-6000 |
| KVMV 97 Inspirational..... | 956-787-9700 |
| KGBT 98.5..... | 956-631-5499 |
| KBFM Wild-104.1 | 956-702-7070 |
| KJAV 104.9..... | 210-781-5528 |
| KTEX 100.3 | 956-423-5068 |
| KHKZ Hot Kiss 106.3..... | 866-973-1063 |

KVLY 107.9956-383-3400

CRISIS COMMUNICATION CENTER

Communication is a critical part of crisis management. The school board, teachers/staff, students, parents, and the community expect St. Alban's Day School to release accurate information promptly to the appropriate individuals.

THE SCHOOL OFFICE WILL BECOME THE CRISIS COMMUNICATION CENTER.

In case of a crisis, the Head of School must verify the facts, determine the severity of the situation, take preliminary steps to protect students and staff, assemble the crisis support team, and decide upon the proper level of communication.

Those individuals designed as crisis communicators will be assigned the task of calling whomever the Head of School seems appropriate.

The Head of School will also prepare a statement that can be read to various agencies and telephone callers. This communiqué will include the following information: (basic questions that can be answered concisely).

1. What has occurred?
2. When did the event occur?
3. How is the school handling the crisis?
4. Where did the event occur?
5. Who was involved?
6. Other information?

CRISIS TEAM

In case of a crisis or emergency situation, the Head of School is in charge of all aspects of the situation. In case the Head of School is absent, the following people will assume the responsibility in this order:

- (1) Assistant Head of School
- (2) Rector
- (3) Business Manager
- (4) Daycare Director
- (5) Sexton Team

CRISIS SUPPORT MATERIALS

- First Aid Kits: office, kitchen and extended care classrooms
- American Red Cross Emergency Preparedness Kits: office and church office
- AED: located in front of the school office, the Dent Building and in church hall, outside the maintenance room.

CAMPUS CRISIS KIT

Located in the office by the intercom system and contains the following: *EMERGENCY RESPONSE PLAN, campus map that includes the location of telephones, chemical areas, electrical boxes, and the main water & gas cutoff lines.

STAFF RESPONSIBILITIES - TEACHERS

- Are responsible for the supervision of students in their charge
- Direct evacuation of students in their charge to the inside/outside assembly areas in accordance with orders
- Take roll when the class is relocated in an inside/outside assembly area or at another location
- Report missing students to the Head of School or designee
- Send students in need of first aid to the office or to a person trained in first aid

STAFF RESPONSIBILITIES - SEXTONS

- Control main shut off valve for gas, water, and electricity, and ascertain that no hazard results from broken glass, water mains, or electrical lines
- Survey and report damage to the director/office
- Direct rescue operations as required
- Direct fire fighting efforts until regular fire fighting personnel arrive
- Disburse supplies and equipment as needed
- Conserve usable water supplies

STAFF RESPONSIBILITIES - OFFICE PERSONNEL

- Will assist the Head of School as needed
- Shall report emergencies to the appropriate authorities
- Will operate telephones
- Monitor radio emergency broadcasts
- Supervise the administration of first aid

PREVENTIVE SAFETY

- Always be alert when arriving or leaving the campus
- Make a general vision assessment of the grounds and buildings before entering or leaving the school
- Lock your car
- Lock your door if you are alone in the building
- Let someone know where you are in the building
- Periodically check hall or walkway
- Question any stranger/s on campus and notify or direct them to the office.
- Report anything that seems unusual or suspicious to the office via intercom. **NEVER SEND A CHILD.** (example: a person who seems to be watching the campus, unusual smells/odors, pooled liquid with no known cause, abandoned spraying devices, apparent tampering with heating/cooling system, suspicious packages or containers, unusual fogs, clouds, or mists indoors, medical systems or distress in others, several people displaying similar symptoms, signs of explosives, an unusual number of dead animals, birds, or insects).

EVACUATION TO AN OFF-CAMPUS LOCATION

If a crisis situation arises which would require the evacuation of the students, teachers, and staff to a centralized location off campus, the following steps will be taken:

- The Head of School is notified and assesses the situation
- The Head of School or Head of School designee will notify the appropriate authorities, and announce the following over the intercom: "**CODE RED: ALL STUDENTS & STAFF MUST PROCEED IMMEDIATELY TO THE CHURCH**"
- Teachers/staff evacuate students immediately from the building and proceed directly to the church following these procedures:
 1. Leave the classroom with class roll, keys, purse/wallet, flashlight
 2. Turn off the lights
 3. Close the classroom door and any open windows
 4. Proceed to the church calmly
 5. Account for all students in the class, notify the Head of School immediately if a student is missing
 6. Wait for the signal to return to the classroom, or wait for further instructions
- Head of School or designee conducts a safety sweep (check restrooms, etc.) to ensure all students are with an adult.
- Head of School prepares a written statement to notify the appropriate individuals and to respond to incoming calls.
- All students and personnel remain in church until further instructions are given about which off-campus location will be used.
- Wesley Methodist School is also a designated off campus location.

DISMISSAL OF STUDENTS

Dismissal of students following a crisis or emergency situation

- Students will be dismissed after the crisis has abated AND under these circumstances:
 1. when a parent/guardian comes for the student
 2. when an individual comes for the student, this individual must be listed on the student's application, emergency card, or transportation list.
- All adults who pick up students must sign the student out from the school office before leaving the school grounds. A driver's license may be required for identification purposes.

ACCIDENT AT SCHOOL

- Call 911 for emergency assistance and the school nurse (if nurse is on campus)
- Emergency first aid should be administered by trained personnel
- Head of School is notified of the situation
- Clear students from the area
- Do not move the victim unless the location is dangerous
- The Head of School will designate a person to notify the family of the injured/deceased
- If death occurs, next of kin should be notified in person by the Rector and Head of School

SEVERE WEATHER (TORNADO/HURRICANE)

St. Alban's School will cancel classes when the Harlingen School District cancels their classes due to inclement weather. Be sure to have a printed copy of your "CLASSROOM EMERGENCY CALLING TREE" at home. When severe, inclement weather is in the forecast, the school office will monitor weather bulletins. If a **severe warning** is issued, the following steps will be followed:

- The Head of School will signal the staff to have their students exit to their designated area by either announcing the warning "Students move to your severe weather location" over the intercom system or by ringing 5 bells
- As soon as the designated areas have been reached (in an inner hallway, inside wall, or the best available space away from windows) students and staff are to assume the "drop & tuck" position (crouching on the floor, covering their heads with their hands) under a desk or table that has been moved to an inner wall.
- If a tornado is spotted or reported as being imminent, assume a "drop & tuck" position.
- Two (2) bells will ring or Head of School will announce "All Clear"
- The following places have been designated in each building area:
 - DENT BUILDING:** the innermost wall away from windows
 - COCKE BUILDING:** 1st-6th grade classes stay in classrooms
 - CAFETERIA:** stay in the cafeteria
 - LIBRARY/ART/MUSIC:** inner bathroom/hallway-overflow of students will go to the wall away from the windows.
 - ROC** - move to bathrooms
 - SMALL PLAYGROUND:** preschool classrooms
 - BIG FIELD:** Cocke Building
 - OFFICE:** stay in office
 - Toddlers-2 Year Olds:** taken to cafeteria
- Teachers close windows and doors and leave the classroom with class roster, keys, purse, phone and flashlight.
- Teachers verify presence of all students and notify the Head of School or Head of School designee immediately of missing students.
- Head of School designee conducts a safety sweep (check restrooms, etc.) to ensure all students are with an adult.
- If your building is struck, sextons turn off gas and electricity.
- The injured should be moved as little as possible. Keep a record of those taken to the hospital and locations of evacuated persons for first aid.
- Head of School assesses the impact on the school, reviews all facts, and initiates the appropriate actions.
- Teachers/staff wait for the signal to return, or wait for further instructions.

DEMONSTRATIONS PROTEST ACTIVITY

- Notify the Head of School who determines the level of threat
- If necessary, the Head of School designee will:
 1. Notify the appropriate authorities such as the Harlingen Police Dept. 427-8750
 2. Lock outside entrances to buildings & refuse any unauthorized personnel to enter school property
 3. Advise teachers to keep classroom doors closed
 4. Limit outside activity of students/staff
 5. If the situation escalates, follow procedures for "INTRUDER ON CAMPUS"

FIRE

- Head of School is notified of the situation
- Head of School designee calls 911 or breaks the fire alarm glass case (located in front entrance in Cocks Building) which automatically sets off school alarm and contacts the fire department, ambulance and police department.
- Teachers evacuate students immediately from building and follow these procedures:
 1. Before leaving the classroom, the teacher/sub will take with him/her the class roster, keys, purse and cell phone.
 2. Turn off lights and close the classroom door
 3. The following teachers will check bathrooms and turn off the lights (Cocks Bldg): teachers in rooms #3, #4, #8 & #9.
 4. Proceed to designated safety area
 5. Account for all students in the class (notify the office via walkie talkie if a student is missing or is another classroom)
 6. WAIT for the signal to return to the classroom or wait for further instructions
- Sextons shut down electrical & gas supply
- Head of School or Head of School designee conducts a safety sweep (check restrooms, etc) to ensure all students are with an adult
- Head of School initiates further evacuation if necessary
- Head of School prepares a written statement to notify the appropriate individuals and to respond to incoming calls

SUSPICIOUS MAIL

If an employee notices suspicious mail, he or she should:

- Remain calm and avoid touching it or disturbing the contents
- Move to an area that will minimize your exposure to others
- Avoid contact with others when possible
- If some of the contents came into contact with your clothes, gently remove any contaminated garments before leaving the area
- Do not let anyone else touch the envelope or its contents
- Keep others away from the immediate location, but DO NOT evacuate
- Inform the Head of School who will assess the situation and take the following action:
 1. **Call 911**
 2. Have everyone who touched the envelope or envelope contents thoroughly wash their hands with soap and water. Comply with any further instructions from emergency responders and public health authorities. Do not allow anyone to leave the area until released by emergency responders or public health officials.
 3. List the names and telephone numbers of all individuals who touched the envelope.
 4. Provide the list to the public health authorities.

INTRUDER ON CAMPUS

Notify the Head of School who determines the level of threat if necessary or follow the chain of command.

The Head of School or Head of School designee will:

- Notify the appropriate authorities (call 911)
- Announce twice the following over the intercom system **“TEACHERS: PLEASE BRING YOUR GREEN FOLDER TO THE OFFICE!”**
- Once the teachers/staff have received the message:
 1. Bring any/all student(s) from the hallway or near your room into your classroom whether they are part of your class or not. ***Do not move or release*** any students until authorized to do so by the office via the intercom. Restrooms in the Cocker Building will be checked by the teachers in Classrooms #10 & #11 and the office. Turn off the lights in the restrooms **AFTER** they have been checked.
 2. Lock doors, close and lock windows, turn off lights, and lower blinds or shades.
 3. Children should remain away from the door and window.
 4. Answer your student's questions calmly and with confidence.
 5. Take your grade book, keys, phone and purse/billfold if you are evacuated by a law enforcement official. Do not use your cell phone or answer your cell phone during the lockdown until you are notified you may do so.
 6. All students and staff must avoid the area occupied by the intruder.
 7. Staff children are to remain in their own classrooms. Do not release them to their parent's class/office.
 8. If trapped in the danger area, do not argue or confront the aggressor. Do not be a hero.
 9. Students outside the building should move as far away from the building as possible. Teachers should remain with the students. Students in PE should go directly to the ROC, lock doors, close and lock windows and stay away from doors and windows. Classes outside for break should be led by a teacher back to their classroom if the teacher deems it is safe to enter the building. If it is not safe, the teacher should go to the ROC and follow the procedure for PE classes.
- Head of School or Head of School Designee will conduct a safety sweep (check restrooms, etc.) to ensure all students are with an adult.
- All classes and change of class periods will be suspended until an **“All Clear”** signal is given by the school office or local authorities.

NOTE: IF THERE IS A LOSS OF POWER AND THE INTERCOM SYSTEM IS NOT AVAILABLE USE DISCRETION WHEN MAKING OR RECEIVING CALLS WITH CELL PHONE.

THREAT BY PHONE (BIOLOGICAL OR CHEMICAL)

An employee who answers a school phone call where the caller threatens a biological or chemical agent should:

- Remain calm
- Keep the caller on the phone as long as possible
- Listen carefully to the caller's voice noting any particular voice characteristics and note any background noises
- Write down exactly what is said and ask the following questions if possible:
 - a. What biological/chemical agent is being used?
 - b. How will the biological/chemical agent be distributed?
 - c. Who will be exposed to the biological/chemical agent?
 - d. Why was the biological/chemical agent placed at this school?
 - e. Who is responsible for placing the biological/chemical agent at the school?
- Inform the Head of School or chain of command who will assess the situation and take the following actions:
 - a. Call 911 immediately and report the threat
 - b. Determine whether or not to turn off the heating/cooling system
 - c. Keep employee/s who might have been exposed to a chemical or biological agent separated from those who were not exposed
 - d. Do not allow personnel to leave the area until released by public health officials.

THREAT BY PHONE (BOMB)

An employee who answers a school phone call where the caller threatens that a bomb is in the building should:

- Remain calm
- Keep the caller on the phone as long as possible
- Listen carefully to the caller's voice noting any particular voice characteristics and note any background noises
- Write down exactly what is said and ask the following questions if possible:
 - a. When is the bomb set to explode?
 - b. What does the bomb look like?
 - c. Where is the bomb?
 - d. Why was the bomb placed at this school?
 - e. Who is responsible for placing the bomb at the school?
- Inform the Head of School or chain of command who will assess the situation and take the following actions:
 - a. Call 911 immediately and report the threat
 - b. DO NOT PULL THE FIRE ALARM since the electronics of this system may set off an explosive device.
 - c. TURN OFF all two-way radios.
 - d. DO NOT TURN LIGHTS OFF/ON
- Evacuate the buildings by following the "FIRE" evacuation procedure, EXCEPT: DO NOT TURN OFF THE LIGHTS
- Wait for further instructions from the police department.

Head Lice Policy and Procedure

Policy

St. Alban's Day School shall exclude from attendance any child having or suspected of having head lice. The exclusion shall continue until the readmission criteria have been met. A child must be sent home from school if live lice are found in their hair. The child will be allowed to return to school after one FDA approved medicated treatment or if the child brings a note from a physician stating the child has been treated and cleared. Children who may have nits or lice eggs, even in the absence of live lice need to be kept home until a treatment has been completed or the child has a physician's note clearing him/her to return to school. Note: the school reserves the right to initiate a No-Nits policy if a widespread outbreak occurs on campus.

Procedure

School

Once head lice have been discovered in the school, the following actions will occur:

- Parents will be notified of the discovery
- Infected children will be sent home for treatment
- Siblings will be checked
- The school will provide information and treatment options to the parents
- Children will be inspected immediately upon their return and again in 7-9 days and at 13-15 days after the initial inspection
- The school reserves the right to require students to stay home from school for a prescribed period of time if school personnel deem that individual cases warrant such action
- The school also reserves the right to require a doctor's note documenting the child has been treated and is cleared to return to school

The following actions may also occur:

- The school may educate and remind students about steps to discourage the spread of lice, including but limited to: braiding or wearing hair in ponytails, keeping an appropriate distance from other students, and not allowing their hair to touch other students
- School personnel may conduct daily head checks early in the school day as long as necessary to eliminate lice
- The school may spread student desks apart to discourage physical contact and take other steps deemed useful in limiting contact
- The school may take additional custodial measures such as but limited to: removal of all upholstered material from classroom, no sharing of hats or jackets, and vacuum bags will be disposed of after vacuuming each room
- the school may initiate a No-Nits policy if widespread outbreak occurs

Parents

Once lice have been discovered, parents of infected student must ensure the following actions:

- Treat the student with an FDA approved lice removal method or provide a physician's note that the student has been treated
- Conduct the follow up treatment at the appropriate times (7-9 days) or provide a physician's note that the student has been cleared
- Be diligent about combing their student's hair daily with a lice comb between treatments
- Take steps to reduce the likelihood of re-infection: clean combs and hair brushes (soaking in water at least 130* F for 10 minutes), bedding (pillowcases) wash and dry on hot setting

Life Threatening Food Allergies and Chronic Medical Conditions Policy

St. Alban's Episcopal Day School is committed to providing a safe and nurturing environment for students. The Board recognizes students with life threatening allergies and chronic medical conditions will attend our school. This policy is to provide a management plan that shall strike a balance between the health, education, social and safety needs of the individual student with life threatening food allergies or chronic medical conditions and the education, health and safety needs of all students.

An Individualized Health Care Plan (IHCP) and Emergency Care Plan (ECP) shall be developed and implemented for each student that is identified with life threatening food allergies or chronic medical conditions. The school nurse will develop the IHCP and ECP in collaboration with the student's health care provider, the parents/guardians of the student and the student (if age appropriate). This shall be done prior to entry into school or immediately thereafter. St. Alban's reserves the right to recommend an alternative education setting for conditions requiring resources beyond the scope of our school.

Procedure for Implementation:

The School Nurse will collect and review student health information upon admission to St. Alban's and annually thereafter. Any Parent identifying a student with a life-threatening allergy or chronic medical condition will be requested to submit an Individual Health Care Plan (IHCP) and Emergency Care Plan (ECP).

- If the Parent did not submit an IHCP or ECP, the school Nurse will request such forms to be completed if the school health form contains instructions such as: "requires epi-pen", "requires seizure medication", "needs peak-flow monitoring", or "requests monitoring of a body system."
- Sample IHCP and ECP will be provided to the Parent for completion by a physician.

The Head of School, in consultation with the school nurse, will be responsible for notifying classroom teachers and teacher's aide of any student with a life-threatening allergy or chronic medical condition. The School Nurse will instruct the teachers and teacher's aide in regards to the Individualized Health Care Plan (IHCP) and Emergency Care Plan (ECP).

In the case of a life-threatening allergy, a notice will be provided to parents of students in the classroom requesting that parents/students avoid including the allergen in lunches and snacks in the classroom to reduce the risk of exposure. Precautions will be taken to maintain the confidentiality of the student.

In the case of a chronic medical condition, the school nurse will work with the teachers and teacher's aide in regards to implementation of the IHCP and ECP within the classroom.

Individualized Health Care Plan (IHCP) and Emergency Care Plan (ECP)

I. Must contain the following

- Must be submitted in writing
- Student's personal identification information (may include picture of student)
- List/Document :
 1. Allergens, signs and symptoms for an allergic reaction,
 2. For allergies: a concise list of foods and materials to avoid
 3. Life Threatening Food Allergies

IHCP should include preventative measures to help avoid accidental exposure to allergens and emergency measures in case of anaphylaxis.

1. Emergency Care Plan will be required
2. Chronic medical condition,
3. Medication and treatment information,
4. Emergency contact information,
5. Instructions to activate emergency services
6. Clear description of signs and symptoms to be aware of, including how a student might alert others of his or her signs or symptoms

II. Plan must be developed and written in terms for use by non-licensed school personnel

1. Plan must be able to be implemented by non-licensed personnel
2. Student's parent and physician will work with school nurse in plan development

III. School Nurse will be responsible for establishing and monitoring successful implementation of the individual written management plan

IV. All IHCP and ECP plans must be submitted in writing, containing the following three (3) separate signatures: **Parent or Legal Guardian; Physician; and the appropriate school personnel**, such as the school Nurse. (the school reserves the right to request consultation of a Specialty Physician to assist with the development and implantation of the care plan.)

V. All IHCP and ECP plans must be reviewed by School Nurse annually at the beginning of the school year and revised as needed based on the student's medical condition.

Medication:

Medication should be managed to allow for quick access when needed and to protect the safety of students and the medications. The School Nurse will follow federal and state regulations regarding the storage, access and administration of medications.

1. School Nurse will receive written physician orders from the student's parent, which will be retained while the child is enrolled at school and for whatever length of time required by law
 - Including permissions for students to carry and self-administer their own medication at prescribed doses (ex: Epinephrine auto-injector) as developmentally appropriate. These students should keep the medicine on their person at all times.
2. School Nurse is authorized to administer medications. When the School Nurse is not on campus, there will be an identified non-licensed employee (ex: student's teacher or administrator), who will be aware of the IHCP and ECP plans and trained to administer the plan.
 - Terms of treatment plan need to be written for use by non-licensed school personnel
 - For life-threatening allergies, in the absence of the school nurse – IHCP and ECP plans should emphasize epinephrine as the primary treatment since it is relatively safe and side effects are relatively mild and temporary. (Young, M.C., Munoz-Furlong, A., Sicherer, S.H. (2009), Management of food allergies in schools: A perspective for allergists. *Journal of Allergy and Clinical Immunology*, 124, 175-182.)
3. Medication will be stored in a safe, appropriate and secure accessible location
4. For life-threatening allergies, parents will be requested to provide multiple (at least two) epinephrine auto-injectors for use during the school-day and during after-school activities
5. School Nurse will monitor medications for expiration dates and verify they are current
6. School Nurse will request from parent refill/restock prescriptions after medications are administered
7. School Nurse will document in a student's file any medication that is administered and notify a parent when medication is administered to student

School Environment:

Each environment within a school requires special attention to protect the safety of students. Thus, it is important to develop a comprehensive and coordinated approach for the management of IHCP and ECP plans.

1. Head of School with the assistance of the school Nurse will establish a team to review the school environments (ex: classroom, chapel, cafeteria, playground, etc...) based on IHCP and ECP plans
 1. Make modifications as appropriate
 2. If requested modification cannot be made, School Nurse in coordination with Head of School will communicate such determination with parent and student's physician
2. School Nurse will instruct and implement appropriate hand washing procedures with soap and water (use of hand sanitizers is not effective in removing the residue of known allergens)
3. Life-threatening allergies - School Nurse in coordination with Head of School and the Classroom Teacher will:
 1. Limit or reduce the presence of identified allergen in classrooms, or identified specific areas, such as desks
 2. Limit or reduce the use of potential food allergens in classroom projects/activities
 3. Send written communication requesting limiting or no-longer bringing the allergen to the classroom. This communication will be sent to classroom parents and appropriate school personnel.
 - a. The identity of the affected student will be kept confidential
 - b. Train classroom teachers and other staff in allergy awareness, basic prevention, basic food handling, cleaning procedures (as required by IHCP) and implementing ECP

Communication & Confidentiality:

St. Alban's recognizes and respects the privacy of every student and will use discretion in communications regarding a student's life-threatening allergies or chronic medical condition. Communications will be limited to employees who need to know.

1. All personnel with a need to know will be informed of the IHCP and ECP, being aware of confidentiality concerns
2. Other students and parents will not have access to the IHCP and ECP plans
3. School Nurse will maintain ongoing communication with the parents and the student's physician per the IHCP and ECP plans

Emergency Response:

St. Alban's recognizes that life-threatening food allergies and chronic medical conditions have the potential for emergencies. It is imperative for any student with an IHCP to also have an ECP in place.

1. Written IHCP and ECP are required for students with life-threatening allergies or chronic medical conditions
 - These plans must contain emergency procedures written for non-licensed personnel
2. All students who receive Epinephrine at school must be immediately transported to a hospital, preferably by EMS, for evaluation by a licensed healthcare provider and further observation and care
3. Roles and responsibilities of personnel responding to a student experiencing an emergency
 - Personnel will remain with the student and assess the emergency
 - Activate ECP
 - Administer medication as per ECP
 - Activate and emergency response team (teacher, teacher's aide, school nurse, administration)
 - Contact EMS
 - Contact Parent
 - Meet EMS at school entrance and direct EMS to site (student)
 - Accompany student to hospital
 - Manage crowd control and attend to student's classmates as needed
 - Document incident in student's file and maintain information as required by law
 - Review record of event to provide feedback to staff and identify any potential areas for improvement

Monitoring & Evaluation to be conducted by School Nurse:

1. Policies and Procedures will be reviewed annually by School Nurse. Any recommended changes, will be given to Head of School for consideration of Administration and Board of Trustees
2. School nurse is to collect and review student health information annually – to identify potential students who will need IHCP and ECP plans
3. Collect and review IHCP and ECP annually and as revised
4. Determine whether the appropriate personnel have received the awareness and training a need for implementation of IHCP and ECP

Awareness & Education:

Professional development and training will be performed annually for the management team and/or designated individual personnel as needed to care for students with IHCP and ECP plans. Annual training for the following will be conducted by School Nurse in conjunction with the Head of School:

1. Policies and Procedures will be reviewed annually
2. Communications procedures for initiation of emergency protocols for all school personnel
3. Proper storage and administration of medication
4. How to access EMS
5. Strategies to manage student privacy / confidentiality while maintaining an inclusive class environment
6. Basic cleaning procedures including hand washing, cleaning and sanitizing surfaces, etc...

New Requirements Regarding Gang-Free Zones For Child Care Centers

As a result of House Bill 2086 that passed during the 81st Legislature, Regular Session, Chapter 42 of the Human Resource Code includes section 42.064, effective September 1, 2009. This new statute requires that information about gang-free zones be distributed to parents and guardians of children in care at licensed child care centers. The following is a tip sheet to assist in complying with the new law. This information may be posted at your child care operation or copies may be provided to parents.

What is a gang-free zone?

A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include day care centers. The gang-free zone is within 1000 feet of your child care center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

How do parents know where the gang-free zone ends?

The area that falls within a gang-free zone can vary depending on the type of location. The local municipal or county engineer may produce and update maps for the purposes of prosecution. Parents may contact their local municipality or courthouse for information about obtaining a copy of a map if they choose to do so.

What is the purpose of gang-free zones?

Similar to the motivation behind establishing drug-free zones, the purpose of gang-free zones is to deter certain types of criminal activities in areas where children gather by enforcing tougher penalties.

What does this mean for my daycare center?

A child care center must inform parents or guardians of children attending the center about the new gang-free zone designation. This means parents or guardians need to be informed that certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of your center is a violation of this law and is therefore subject to increased penalties under state law.

When do I have to comply with the new requirements?

The law is already in effect, so providers should begin sharing information regarding gang-free zones immediately. Licensing staff will offer technical assistance to facilitate compliance until rules are proposed and adopted, which is estimated to occur in March 2010. In the meantime, providers should update their operational policies and procedures to include providing the information mandated by this law to the parents or guardians of the children in care.

For further information please contact your licensing representative or your local licensing office.

Child Care Licensing/jr
DFPS Form 2846