

# Holy Nativity Episcopal School

*Celebrating over 60 years of Love, Learning and Leadership!*

# STUDENT / PARENT HANDBOOK

**SY 2023-2024**

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**This Student/Parent Handbook should be construed as a “living document”  
subject to change during the school year as may be necessary.  
Please consult this Handbook throughout the school year.**

## **MISSION STATEMENT**

It is the purpose of Holy Nativity Episcopal School to provide a nurturing Christian environment where students with promise receive challenging academics, enriching opportunities, and a solid foundation for developing their potential as good, caring, and responsible citizens.

## **PHILOSOPHY OF HOLY NATIVITY EPISCOPAL SCHOOL**

Holy Nativity Episcopal School was founded in 1959 with the goal of offering a distinctive independent educational experience for students in Panama City, Florida, and the surrounding area.

The school's central purpose is to provide an excellent educational program in which each student may achieve maximum development in mind, personality, and spirit. Our goal is to challenge our students to reach their academic potential within the context of a nurturing Christian environment.

We are committed to promoting personal agency and to providing opportunities for students to display responsibility, integrity and leadership. We understand that mistakes are part of the learning process, and resilience and a growth mindset is encouraged. The faculty at Holy Nativity have a strong faith that all students are able to learn and grow.

Holy Nativity students come from many different religious and cultural backgrounds. We view our diversity as a strength. Our school embraces the Episcopal Identity, emphasizing fundamental beliefs central to many religions such as wisdom, compassion, and humility.

A faculty of motivated, highly-qualified educational professionals work collaboratively to provide a strong foundation that will prepare our students for future success. We want every student and family to view their time at Holy Nativity as a source of inspiration, strength, and joy throughout their lives.

TOPICS IN THIS HANDBOOK ARE ARRANGED ALPHABETICALLY

## **ALLERGY POLICY**

See **Attachment A** please.

## **ARRIVAL AND DEPARTURE PROCEDURES**

For the safety of our children, your cooperation and compliance with our arrival and departure procedures is greatly appreciated. **PLEASE respect our neighbors' property rights. Be careful not to block their driveways or park on their grass.**

- **Arrival:**
  - School hours are:
    - **Jr. Pre-K and Pre-K:** 8:00 AM until noon
    - **K and 1<sup>st</sup> grade:** 8:00 AM until 2:45 PM
    - **2<sup>nd</sup> and 8<sup>th</sup> grades:** 8:00 AM until 3:00 PM
  - Jr.Pre-K through 8<sup>th</sup> grade students on campus before 7:50 AM must report directly to BASE.
  - At 8:00 AM, all gates and doors are locked and children arriving after this time must be brought by a parent through the front office entrance. For safety all gates and doors remain locked for the rest of the day.

**Departure:** Kindergarten and Elementary children staying for BASE go immediately to the BASE room when school is dismissed. Pre-school children not picked up by 12:15 PM, Kindergarten and 1<sup>st</sup> grade students not picked up by 3:00 PM, and 2<sup>nd</sup> through 8<sup>th</sup> grade students not picked up by 3:15 PM will be sent to BASE. No student is allowed to be on campus unsupervised after 3:15 PM.

- Please refer to the HNES website for the drop-off and pick-up map.

**\*\*Siblings with earlier release go to BASE and will be taken to the latest sibling pick-up location.**

## **ATTENDANCE**

Parents need to call or go to the front office when children are picked up during school hours. The school secretary will contact the teacher to have the child sent to the front office. The school needs advanced notification, either in writing or with a phone call, when a child is getting checked out by a person not on their FACTS SIS/RenWeb pick up list.

Excessive absenteeism (more than 10 days per year) is discouraged. Students who are planning to be absent more than three consecutive days should seek administrative approval prior to leaving. An official notification will be sent from the school when more than 10 absences have occurred during a semester. Students who are planning to be absent please notify the teacher in advance. **It is the student's responsibility to ask for assigned work**

**after an absence.** In the instance of an unplanned absence, students will receive their missed assignments when they return to school. The schedule of when to return make-up work is established by the teacher.

### **BASE (Before and After School Enrichment) PROGRAM**

- BASE is offered as a service to provide supervision and activities for students before and after the regularly scheduled school hours. Cost is \$8.00 per hour.
- All school rules and regulations pertaining to illness, conduct, discipline and electronic devices also apply to BASE.
- Parents must notify the school in advance, either in writing or with a phone call, when a child is getting checked out of BASE by a person not on their pick-up list in FACTS SIS/RenWeb.
- The business office will issue monthly statements and payment in full is expected each month.
- Please do not send siblings to pick up younger children from BASE. Plans should be made in advance for any student leaving BASE with a friend.
- **Hours:**
  - BASE hours are from 7:00 AM to 7:50 AM and from 12:00 noon to 5:30 PM, Monday through Friday, with the exception of major holidays.
  - BASE closes at 5:30 PM. There is a charge of \$1.00 per child **per minute** for children picked up after the 5:30 PM closing time. This charge will be used to pay the BASE employees required to stay past 5:30 PM.
- **Jr. Pre-K and Pre-K Enrichment:**
  - Both Pre-K and Jr. Pre-K students have the choice each day, as directed by parents, to be either a “bear” and take a nap, or an “owl” and stay awake and participate in enrichment activities.
  - Cots are supplied for naps. Your child may also bring a travel size pillow, crib size blanket, stuffed animal, or doll if it will help him/her rest during this time.
  - Please label all items with your child’s name.
  - **All items should be taken home and laundered on a DAILY basis.**
  - All other toys should remain at home so they do not get lost or broken.
- **Jr. Pre-K and Pre-K Enrichment Schedule:**
  - 12:00 PM -12:30 PM- Students eat lunch in the BASE Room.
  - 12:45 PM - 1:15 PM- Students who are “owls” have a special enrichment program while the “bears” nap. Enrichment activities are designed to correlate to Jr. Pre-K and Pre-K classroom expectations and curriculum guidelines.
  - 1:15 PM - 2:15 PM- Students enjoy supervised free play on the playground.
  - 2:15 PM- 2:30 PM- Bears awake and students enjoy an afternoon snack.
  - 2:30 PM- 3:45 PM - Children participate in supervised playground time.
  - 3:45 PM – 5:30 PM- Children have supervised indoor play time in the BASE room.
- **Elementary Students (K-5th):**
  - Students in Kindergarten and 1st grade are dismissed at 2:45 and will be escorted to their gate for pick-up, OR they will be signed into BASE. If they are to be picked

up at 3:00 with an older sibling, they will wait in the courtyard and be escorted to join the older sibling at their appropriate gate at 3:00. All children in a family are generally picked up at the oldest child's designated gate. **Please communicate afternoon pick-up plans with your child's teacher so that we can get students to the correct gates.**

- Children in 1st-5th grade staying after school for BASE attend a homework room to work on homework assigned during the day.
- Homework room times are: 3:00 PM - 3:30 PM for students in 1st grade and 3:15 PM - 3:45 PM for students in grades 2-8.
- Children will go first to BASE for a snack then to the homework room.
- Please have your child bring a book to read after homework is completed.

### **BIRTHDAYS**

**It is school policy that if invitations for a party are delivered at school, ALL classmates (or all boys or all girls depending on the gender of your child) MUST be included. Otherwise, invitations should not be distributed at school.** Please let the classroom teacher or Middle School teacher know ahead of time for plans to bring a birthday treat to school. Please, no elaborate party - just special refreshments. Please refer to the attached allergy policy requirements.

### **BULLYING POLICY**

See **Attachment B** please.

### **CALENDAR OF EVENTS**

A complete Google calendar of events can be accessed through our website at [www.holynativitieschool.com](http://www.holynativitieschool.com).

### **CARE OF FACILITY & GROUNDS**

It is understood that our school is a historic landmark. All faculty, staff, and students bear the responsibility of maintaining its beauty and usefulness. To this end, we all must help in the maintenance of the facility.

School property is to be respected. Students are not allowed to chew gum on campus. Defacement of property such as but not limited to desks, lockers, bathrooms, etc. will not be tolerated. Vandalism of any kind will result in immediate disciplinary action.

### **CODE OF CONDUCT / DISCIPLINE MANAGEMENT PLAN**

Holy Nativity Episcopal School's Code of Conduct / Discipline Management Plan is designed to promote the school's mission by providing a learning environment in which every member of the school community is expected to demonstrate respect, responsibility, and good citizenship in

the pursuit of academic excellence. Students at Holy Nativity are held to the highest standard in all areas and discipline is no exception. It is expected that all students are kind, courteous, pleasant, and well-mannered at all times. Emphasis is also placed on honesty, responsibility, dependability, and self-motivation. See **Attachment C** please.

## **COMMUNICATION**

- **Email** - An email is sent twice a week with the latest “HNES Happenings” to help keep families informed.
- **Facebook** - Follow HNES on Facebook to keep up with all the activities.
- **Local News** - Radio and TV announcements stating that the public schools are closed because of severe weather conditions or other community emergencies, interpret this to also include Holy Nativity. (This is subject to change at the discretion of the Head of School.)
- **Take-Home Folders** - These folders come home each week with your student. Jr. Pre-K and Pre-K students receive theirs on Friday. First grade through fifth grade students receive theirs on Thursday. Please empty, sign and return the folder to your child’s teacher on the following school day.
- **Middle School Friday Bulletin** - Each Friday, the Middle School Bulletin will be emailed to middle school students and parents. The Bulletin provides information about middle school events and a preview of upcoming assignments and assessments.
- **Parent Alert** - For any HNES school-wide necessary quick information, families will also be notified via the FACTS SIS/RenWeb text notification system.

## **EMERGENCY CLOSING**

Holy Nativity is traditionally closed if the public schools are closed for an emergency. (This is subject to change at the discretion of the Head of School.) You will be notified through a Parent Alert text.

## **EXAMS**

Middle school teachers will administer midterm exams at the end of the 2nd 9-weeks and final exams at the end of the 4th 9-weeks. Study guides will be given at least one week before the scheduled exam time. A special class schedule will be followed on exam days and each exam time will be two class periods long.

## **FAMILY PORTAL**

Family Portal is a private and secure portal that allows parents to see information such as attendance, homework, and missing assignments specific to their children, while protecting their children’s information from others.

**FIELD TRIPS**

Field trips that take place during the school day are planned throughout the year to provide educational and enriching experiences. Permission slips will be sent home to request permission for each event, to collect any possible monies, and to seek parent chaperones. No student may leave the campus without a signed permission or verbal authorization from the student's parent to an administrator. Field trip drivers and chaperones must meet the requirements of the HNES FIELD TRIP POLICY. We believe every student should be included in the class field trips. Please see the Head of School privately if funding is an issue. See **Attachment D** please.

**FINANCIAL RESPONSIBILITIES**

- **Tuition:** Tuition must be paid in full or set up through FACTS before the due dates. If accounts are not settled before the end of the school year, report cards may be withheld.
- **Family Account:** BASE and lunch, commonly referred to as your Family Account, are billed through FACTS SIS/RenWeb. A Family Accounting Statement is emailed each month to families who have a balance due. Charges can be viewed and payments made online through FACTS SIS/RenWeb/Family Portal or in the front office. The business office will issue monthly statements and payment in full is expected each month. If accounts are not settled before the end of the school year, report cards may be withheld.
- **Overnight Field Trips:** In grades 4-8, students travel overnight. Payments should be made according to the schedule provided by the field trip coordinator and completed by the given deadlines.

**FUNDRAISING**

The primary fundraisers for Holy Nativity are:

- **Walk-A-Thon/Fall Carnival - our fall event** - Parent volunteers are in charge and each class is responsible for a booth or activity.
- **Fishing Tournament - our summer event** - Parent volunteers and community sponsor support is always appreciated. Past projects funded by the fishing tournament have included Singapore Math materials and technology updates.

Some additional fundraising events may be held throughout the year. Examples include Book Fair and Fun Run.

**GRADING**

Holy Nativity grading scale is:

A = 92-100

B = 83-91

C = 74-82

D = 65-73

F = 64 and below

I = Incomplete may be used when a student has failed to complete work.



\*An “I” will become an “F” if work is not completed within 10 days unless special arrangements have been made with the teacher and Head of School.

Some classes do not use number and letter grades. The grading system for these classes:

- O = Outstanding
- S = Satisfactory
- N = Needs Improvement
- I = Incomplete
- U = Unsatisfactory

Report cards are sent home at the end of the nine-weeks. Parents are encouraged to utilize our online grading system to review your child’s grades regularly.

## **HEALTH GUIDES**

- **Florida Law requires that before the school year begins:**
  - Each student has a Florida Health Exam and Florida Certificate of Immunization Form on file in the office.
  - Students entering Kindergarten have a health exam dated within one year of the start of school.
  - Students entering 7th grade have the:
    - Tetanus booster, preferably Tdap
    - MMR series completed
    - Hepatitis B series completed
- **Medication:** No medication will be administered to students without a parent’s written permission and written instructions.
- **Allergies or Physical Conditions:**
  - Please notify the classroom teacher of any allergies or physical problems (this information must also be listed on the school application).
  - **Children listing an allergy requiring an EpiPen must have an EpiPen at school.** Medical permission is required; please see the front office for more information.
- **Head Lice:** Please see **Attachment E**, Head Lice/Nit Guidelines.
- **Illness:**
  - Do not send a child to school sick. A child at school needs to be well to participate actively in the program. If a child is well enough to come to school, it is expected that he/she can go outdoors with the class, weather permitting.
  - If a child has an infectious condition, he/she should remain out of school for at least 24 hours after beginning medication.
  - A child should be kept home for the following conditions: Fever, vomiting, diarrhea, conjunctivitis, head lice, strep throat, chicken pox, impetigo, and ringworm.

- **No child should be at school with a fever.** A child needs to be fever free without the use of fever reducing medications for 24 hours before returning to school.
- A child needs to be kept home until **48 hours after the last episode of vomiting or diarrhea.**
- Parents should notify the office IMMEDIATELY if their child has a communicable disease such as the flu, measles, or pertussis (whooping cough). We are required to follow the Public Health Department rules and guidelines on communicable diseases.
- If a student starts to feel unwell during school, parents are called to pick up their child and given a sick note (see example below) detailing symptoms and explaining when their child can return to school.

Parent Copy / School Copy

**STUDENT HEALTH CHECK** Date: \_\_\_\_\_

\_\_\_\_\_ (Student Name) \_\_\_\_\_ (Grade / Teacher Name)

Symptoms (check all that apply):

Diarrhea  Fatigue  Fever  Headache  Nausea  Vomiting

Other: \_\_\_\_\_

Temperature: \_\_\_\_\_ Time taken: \_\_\_\_\_ ( oral / scan )

Action Taken: \_\_\_\_\_

Medication given: YES / NO (If yes, details listed below)

Name: \_\_\_\_\_ Dose: \_\_\_\_\_ Time: \_\_\_\_\_

Parent(s) contacted: \_\_\_\_\_ Time: \_\_\_\_\_ Left Msg: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Student picked up: YES / NO If yes, time picked up: \_\_\_\_\_

Student's Siblings:

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

\*\*\*\*\* IMPORTANT MESSAGE ABOUT RETURNING TO SCHOOL \*\*\*\*\*

Student(s) may **only** return to school when **all** of the following criteria have been met:

- They have been fever-free for 24 hours without the use of fever-reducing medication.
- It has been 48 hours since they last vomited or had diarrhea.
- A "return to school" note is provided from a primary care provider

**CONFIRMED CASE OF COVID-19:** Symptom/Fever free for 10 days from onset of initial symptoms without the assistance of medication **AND** provides a "return to school" note from a primary care provider or Department of Health.

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## **HOMEWORK**

The purpose of homework is to reinforce learning and to build confidence and skills through practice.

The general rule is 10 minutes x grade level. For example, a 2nd grade student should have no more than 20 minutes of homework. Kindergarten students typically just have a routine reading log. No grade level should have homework demands in excess of 1 hour nightly.

If you find that the time your child requires to complete homework assignments regularly exceeds this guideline, please reach out to the teacher.

Reading necessary to complete book reports and/or research projects is included in the homework time allotted or should be completed in the classroom. **Homework is discouraged on Wednesday nights due to student involvement in church youth activities.**

Homework is an important function of learning. Staying current in the classroom is essential. Missed or incomplete work may be completed per the teacher's direction.

In middle school, teachers attempt to coordinate major assignments to avoid overloading students. Please read the teachers' postings, especially the middle school Friday Bulletin, to ensure that you are aware of upcoming projects and assignments.

## **JR. PRE-K, PRE-K, & KINDERGARTEN**

In addition to the general school policies, there are policies and information that apply specifically to Jr. Pre-K, Pre-K, and Kindergarten.

- Dress your child in comfortable and practical clothing. Tennis shoes are the safest footwear. Our program is active and the children need to be dressed appropriately for outdoor play. **Please label all sweaters and coats.**
- Send a written note addressed to your child's teacher concerning any changes as to how your child will be picked up.
- **NEVER park in the pick-up areas during drop-off and pick-up times.**
- Toys from home should not be brought to school. Items of educational value may be brought and shared with the class on specific days.
- Snacks are provided by the school for Jr. Pre-K, Pre-K, and Kindergarten; however special treats from class members are always welcome in sufficient quantity for the entire class. Please notify the teacher in advance of your plans. If your child has special snack needs, a plan will be arranged.
- Kindergarten students receive take-home folders on Friday. Please sign and return to your child's teacher on Monday.

- Paperwork will be saved for your child when he/she is absent. Please notify your child's teacher if an extended absence is anticipated.
- All students must be completely toilet-trained prior to entering school. We encourage independence, so please dress your child in clothes he/she can manage.
- **A change of clothes packed in the backpack is required for Jr. Pre-K, Pre-K, Kindergarten.**

### **LOCKERS & LOCKS (Middle School)**

Each middle school student is assigned a locker. Students may not trade or change lockers without approval of an administrator. Lockers should only be used to store books, backpacks, and school supplies. Backpacks will not be taken to the classroom. **No open food or drink should ever be stored in lockers.** All lockers are subject to inspection by the administrators at any time. Only locks provided by the school may be used.

### **LOST AND FOUND**

**Please mark all outer garments, backpacks, and lunch boxes with the student's name.** A "Lost and Found" area is maintained at school. Articles not claimed by the end of the 9 week grading period are given to a charitable institution. The school is not responsible for clothing, books, and other property left on the school grounds.

### **LUNCH**

Lunch is catered by Golden Corral. A calendar showing the daily main entrees for the month is sent to all families and is also available through FACTS SIS/RenWeb. Along with the scheduled main entree, students have additional daily meals and salads they can choose from, all for \$8.00 each. Drinks are not included in the cost of the meal and are available for \$1.00 each. These selections and prices are subject to change.

Lunch orders **need to be received** by the front office **no later than 8:30 AM** so the information can be compiled and sent to Golden Corral by 9:00 AM. Parents are always welcome to join their child for lunch. Please let the front office know before 8:30 AM if you would also like to order lunch for that day.

Deliveries of student lunches from DoorDash and other similar delivery services can not be accommodated.

### **MAP GROWTH TESTING**

MAP Growth is a computer based benchmark reading and math test that all students in grades K-8 take up to three times a year. The assessments are used to measure student growth, guide classroom instruction, and identify student needs.

## **ORGANIZATIONAL FLOW CHART**

See **Attachment F** please.

## **PHONES**

- **Office Phone:** With the permission of a teacher, students may use the front office phone, but are asked to leave a message for their parents so the parent knows why there was a call from HNES. Unnecessary use of the telephone is discouraged. Students are encouraged to make prior social arrangements so that using the school phone is not necessary. **If you need to reach your child during the school day, please contact the front office.**
- **Cell Phone/Smart Watches:** The HNES policy is that cell phones/smart watches are used with a teacher's permission. Phones should stay in lockers unless the teacher has a designated area for storing phones. NO phones should be out or used during class unless the teacher has specifically allowed their use for research, etc. Cell phones/smart watches will be collected by teachers and staff when used without permission. Phones are not to be used at school for videos or as a camera unless approved by the teacher. Please refer to the Technology Acceptable Use Policy (AUP) attached. Failure to adhere to the HNES policy and AUP will result in disciplinary consequences for students including the loss of phone/smart watch privileges.

## **PHYSICAL EDUCATION**

PE is a mandatory class for all students. Jogging laps is an essential part of physical conditioning. It is expected that all students will complete the required jogging at their own pace. Certain medical conditions may prohibit jogging laps and will be reviewed on a case-by-case basis.

## **QUALITY AND STANDARDIZATION OF WORK**

- Students will be asked to correct and resubmit assignments that reflect hastily done or poorly edited work inconsistent with Holy Nativity standards.
- All math work must be done in pencil.
- Standard blue or black ink should be used for other subject assignments unless approved by the teacher.
- For middle school, all assignments must include the student's name, the date, the subject, and the assignment number if appropriate. This information will be written in the top right-hand corner of the paper. This expectation should be met in all classes.
- Plagiarism will not be tolerated at Holy Nativity. Plagiarism is a violation of intellectual and academic honesty. It can take many forms, but, essentially, plagiarism is representing someone else's words or ideas as your own without appropriate credit being given.

## **RELIGIOUS PRACTICES & CHAPEL SERVICES**

- School shall be opened each morning with the pledge to the flag, the Lord’s Prayer and the weekly Bible verse. Each middle school student is enrolled in a once weekly religion class taught by the school chaplain.
- All students attend chapel services on Wednesdays, led by the school chaplain. Please refer to the attached Dress Code policy for chapel uniforms. Parents are invited to attend chapel at any time.
  - Chapel for 3K-3rd Grade begins at 8:20am.
  - Chapel for Grades 4-8 begins at 9:00am.
- Each student receives a birthday blessing during their designated chapel time of their birthday week (Sunday to Saturday). Summer birthdays are recognized in the first few or last few chapels of the school year.

## **SAFETY**

- In order to safeguard each student the following items should **not** be brought to the school: Toys, video games, and pets (unless pre-approved), and items that could be potentially harmful as determined by HNES administration.
- Bicycles and scooters are to be operated in a safe manner and parked in a designated area. Helmets are required. **Students who walk or ride a bike/skateboard\* to or from school must have a signed permission form on file in the office (\*skateboarding is not allowed on school property).** Students are not allowed to drive golf carts or similar vehicles to campus.
- For school-wide safety, students are taught emergency procedures through fire drills, bad weather drills, lockdown drills, and evacuation drills. During tornado warnings, students will proceed to the interior hallway and/or the auditorium. Parents wishing to pick up their child from school during this time must first sign their child out from the front office. In the event of a lockdown, parents will be notified via Parent Alert when and where you may pick up your child.
- Through Parent Alert, our emergency notification system, parents will be notified by text of any unusual activities at HNES.

## **SCHOOL PHOTOGRAPHS**

**Individual student pictures** are taken in the fall (and used in the yearbook). Envelopes will be sent home with picture package options. If you choose to purchase a package, please return the envelope, with payment included, to your child’s homeroom teacher prior to picture day. Picture retakes are offered if you are not satisfied with the original.

A **class photo** will be taken in the spring. It is ordered and paid for in advance.

## **TECHNOLOGY ACCEPTABLE USE POLICY (AUP)**

Our school prioritizes technology access and is proud to be a 1:1 school, with an available device for each student. Chromebooks will be assigned for student use in Grades K-8. More

information about acceptable use can be found in the Acceptable Use Policy (AUP) which follows. Students are responsible for the general care of their Chromebooks. While normal wear and tear is expected, damage or loss beyond normal wear and tear will result in a fee for repair or replacement. Families wishing to avoid this possible cost can choose to purchase Chromebook insurance. This \$25 insurance fee covers accidental damages. Extreme neglect or intentional damage to the device would not be covered.

See **Attachment G** please.

### **TRAVEL POLICY**

See **Attachment H** please.

### **UNIFORM REQUIREMENTS**

See **Attachment I** please.

## **ALLERGY POLICY**

In recent years the prevalence of food allergies has increased and food allergies have become the most common cause of anaphylaxis in community settings. School personnel are often involved in managing these conditions when they arise in the student population. Holy Nativity Episcopal School seeks to protect the physical and emotional well-being of our students by educating teachers and support staff, parents, and students in allergy prevention and management in the school environment. It is our goal to provide our students with a learning environment in which they are safe and ready to learn and one that will enhance their growth potential in all areas throughout their lives.

### Implementation Strategies:

1. A systematic collection of allergy information on each student will be required, consisting of a food/contact allergy history form, completed by the parent/guardian, signed and returned to the designated school personnel.
2. A student listing an allergy that is commonly known to require the use of an Epi Pen, must have an Epi Pen and a Food Allergy/Emergency Care Plan, signed by a parent and a physician/health care provider, turned in to the designated school personnel.
3. The individual development of a Food Allergy Emergency Care Plan on each student with food or contact allergies will be signed by the parent/guardian and primary physician/ health care provider and returned to the designated school personnel. This shall be completed prior to the entry into the school or immediately thereafter for students previously diagnosed with an allergy and immediately for those newly diagnosed with an allergy.
4. Annual professional development and in-service training will be provided for teacher/ school personnel in allergy prevention and management in the school environment, signs and symptoms of anaphylaxis and proper technique and administration of epinephrine auto-injectors.
5. The above professional development and in-service training will be followed by an annual in-service training on the implementation of the specific Allergy Emergency Care Plan for identified students with allergies. Parents will be invited to this implementation planning meeting.
6. An emergency allergy kit for identified students will be placed in the classroom containing the following:
  - a. individual Allergy Emergency Care Plan on each student with allergies;
  - b. two epinephrine auto-injectors provided by the parent/guardian; - if prescribed
  - c. other medications prescribed by physician or provided by parent/guardian for the management of asthma, food, or contact allergies; and
  - d. emergency contact numbers



**Allergy Policy  
Attachment A (con't)**

7. Teacher/support personnel are to ensure that the Allergy Emergency Kit accompanies the identified classroom students to their extra-curricular activities and **school sponsored trips**.
8. Holy Nativity Episcopal School will identify an Allergy Management Team consisting of Sheila White, Dean of Upper School, Base Coordinator and Physical Education Teacher(s). The primary objective of this core team will be to promote allergy policy awareness and compliance within the school environment to teachers/support staff. The team will ensure that all staff who interact with the students on a regular basis understand food allergy, can recognize symptoms, knows what to do in an emergency, and works with other school staff to eliminate the use of food allergens in the allergic student's meals, educational tools arts and crafts projects, or incentives. In the event of an allergic episode, the Allergy Management Team will create and implement communication between school personnel, parent/guardian of the allergic students, and emergency responders.
9. Every year the teacher of each self-contained class will send a letter/message to the parents in that classroom reminding them of the foods that cannot be brought to school for snacks or used for ingredients in snacks. It will be the classroom teacher's responsibility to contact a parent for approval for a child with allergies to eat any food brought to the classroom. A child with allergies can NOT eat any food brought to the classroom without parental approval.

**HNES Bullying Policy – Approved August 21, 2017  
Attachment B**

## **Bullying Policy**

The American Psychological Association defines “bullying” as a form of aggressive behavior in which someone intentionally and repeatedly causes another person injury or discomfort. Bullying can take the form of physical contact, words, subtle actions, or cyber bullying. It is critical to differentiate “bullying” behavior from behaviors that are developmentally appropriate for children when considering their age level.

In situations in which the behavior has been identified as bullying, according to definition, Holy Nativity Episcopal School will take the following measures:

- The teacher will communicate concerns with an administrator in order to discuss potential strategies and will review behavioral expectations with the student.
- If the interventions are not successful a parent/teacher/administrator conference will be held to establish non-negotiable expectations.
- If the student’s behavior continues to not meet the agreed-upon expectations, the consequences may include Out-of-School suspension.
- If the pattern of defined bullying continues to occur a meeting will be held with the student’s parents and applicable administrators, including the Head of School, to discuss the possibility of withdrawal.

HNES recognizes bullying as a very serious matter. If, as a parent, you feel that your child may be the recipient of a bullying situation, please notify your child’s teacher immediately to communicate your observations and concerns. <sup>[1]</sup>

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<sup>[1]</sup> Adopted from Holy Comforter Episcopal School, Tallahassee FL

**Code of Conduct/Discipline Management Plan  
Attachment C**

## **PRESCHOOL DISCIPLINE MANAGEMENT PLAN**

Realistic expectations will be set for all children, and acceptable behavior will be continually reinforced in a positive manner.

The two principal rules governing behavior are:

1. Children must respect each other both physically and socially.
2. Children must respect the property that belongs to either the school or another person.

If a child's actions do not align with these principles, the teacher will immediately maintain eye contact with the child and discuss the infraction. The teacher will attempt to divert the child's attention by redirecting his behavior to more constructive channels. To be effective, the response to behavior will be immediate and consistent. Continuation of the behavior will result in the following sequence, as warranted:

1. Quiet time, in the teacher's view, giving the child time to think over his actions.
2. Parent-teacher conference to ensure that the child is receiving reinforcement at home to correct the behavior. (this can be in person or telephone conference)
3. Administration is notified, and a parent conference with the administration is held to determine possible behavior interventions. Agreement between parent and administration is reached, and all parties sign.
4. If severe, disruptive behavior continues, which threatens the well-being of other children or repeatedly disrupts the daily routine, permanent removal from the school will be an option at the Head of School's discretion.

**Code of Conduct/Discipline Management Plan  
Attachment C (con't)**

**ELEMENTARY & MIDDLE SCHOOL  
DISCIPLINE MANAGEMENT PLAN**

Becoming a student who can think and act independently requires the encouragement of home and school working together. Good conduct and discipline are necessary for success in the school setting and beyond. The expectations for all HNES students:

1. To demonstrate concern for others, as well as self
2. To respect the rights of others
3. To accept and respect others
4. To grow in their self-discipline and independence

The following are required behaviors for HNES students:

1. Participating in learning activities, following the instructions or directives of faculty
2. Listening respectfully to teachers and staff
3. Cooperating with teachers and peers
4. Staying on task and asking relevant/focused questions on the subject matter at hand
5. Being respectful of property and others
6. Coming to class with paper, pencil, and necessary supplies (i.e., textbook, charged device in grades 6, 7, and 8)

Should the student choose to disregard any of these required behaviors, the following actions may be taken. Consequences will be determined based on a student's age, development, and maturity level.

1. Reminder by classroom teacher/specialist (Verbal, visual, post-it note, etc.). Each situation will be handled at the discretion of HNES faculty in accordance with the school rules, policies, and practices.
2. Reflection on student choices. This can include a verbal or written reflection opportunity and/or silent lunch or break. Taking a short break from classroom or school activities provides an opportunity for students to self-regulate and gives guided practice in problem-solving. When used effectively, taking a break is not perceived as a punishment but instead allows the student to regain self-control with dignity and independence. This practice aims to build resilience and help students develop the capacity to internally adjust before misbehavior occurs. When a student has not responded positively to redirection or when behavior does not follow school rules and guidelines, verbal or written reflection opportunities may be used for the student to thoughtfully process their choices/actions, how their behavior has impacted others, how to fix or resolve the situation, and to determine alternative approaches for the future.

3. If the behavior continues, step 2 is repeated, parents/administration will be notified, and a conference may be required.
  - a. The parent is called and informed that their student's behavior has required classroom-level intervention on two separate occasions. -and
  - b. Administration is notified that the student's behavior has required classroom-level intervention on two separate occasions.
  
4. If the behavior continues, administration should be notified.- An immediate plan will be developed by the Administrator for the student to follow, which insists upon proper behavior by the student; all members of the conference sign the plan and receive individual copies of it. The plan may include an action plan to correct the negative behavior, a written note of apology, and/or staying after school on the same or following day to perform community service at school, in-school suspension/Saturday School, or, in some cases, counseling. The goal of discipline management at HNES is to create a positive learning environment for all students. Discipline issues will be handled by the classroom teacher on an individual basis, working with the parents and the administration as necessary. Response to the behavior will be immediate and consistent. If severe disruptive behavior continues, which threatens the well-being of others, or repeatedly disrupts the daily routine, permanent removal from the school will be an option at the Head of School's discretion.

HNES reserves the right to issue an in-school suspension or hold Saturday School for students when it is deemed necessary. Saturday School is a disciplinary measure issued for offenses considered to warrant further disciplinary action and includes: Students are to be on campus from 7:00 a.m. to noon in the HNES school uniform. Work during Saturday School is to include written assignments and/or school cleanup. Second and subsequent visits to Saturday School will be charged at the rate of \$20 per hour (\$100 per Saturday) in addition to the above to cover the cost of supervising the student. Occasionally, it becomes necessary to suspend a student from school classes, activities, and events.

The suspension period is determined solely at the discretion of either the Head of School, Dean of Students, or Middle School Coordinator. Should a student receive a suspension, the following will apply:

1. The student will be required to complete and timely submit all classwork and homework assignments during their suspension.
2. The student will be responsible for making up tests the following day, before or after school or at a time arranged by the teacher.
3. The student's parents may be asked to escort him/her to school following their suspension experience to verbally guarantee that the student will not repeat the unacceptable behavior.
4. Infractions that may result in suspension or permanent removal from school include, but are not limited to:
  - Profanity directed at a faculty member
  - Repeated harassment of any kind
  - Leaving school without permission

- Verbal/Emotional abuse of others
- Actions toward another where physical harm is intended
- Other behaviors deemed inappropriate by HNES Administration

**\*Serious infractions such as bringing a weapon to school, bullying or aggressive behavior, stealing, vaping, or unethical behavior can result in immediate suspension or expulsion.**

**\*There is the understanding that more serious infractions might necessitate immediate parental involvement or administrative action.**

**Bullying often occurs outside of the school's physical grounds, yet these actions impact the safety of the students as though they occurred on school grounds. Any bullying behavior demonstrated at school or outside of school that affects the school's ability to deliver its mission will be addressed by HOS.**

## **Field Trip Policy - Local**

### **Field Trips**

Holy Nativity students at all grade levels participate in educational and cultural field trips throughout the year. These field trips are an enhancement to the curriculum. Parents drive to transport students and occasionally a bus is chartered. A local field trip is geographically located within driving distance of the HNES campus that does not involve an overnight stay and is not water related. Local field trips require the approval of the Head of School. Local field trips to local sites may also be attended by walking as a group with appropriate student/staff/chaperone ratios.

### **Guidelines for All Field Trips**

1. Local Field Trips depart from the HNES campus.
2. Chaperones should arrive promptly to the classroom at the designated time so that the teacher can give group assignments and information about the particulars of the trip responsibilities.
3. If driving, chaperones should ensure that students use safety belts properly.
4. At the trip location, chaperones help students participate in the field trip program by making sure they are on task, listening attentively, following directions, and completing the activities assigned.
5. Chaperones are responsible for the behavior and safety of the students assigned to their group. Please do not allow students to be unsupervised at any time.
6. At all times, chaperones must have a cell phone with them in the event of an emergency.
7. Teachers planning local field trips shall:
  - i. Schedule each trip with the Head of School, specifying a list of all participating students and chaperones, dates of departure and return, appropriate itinerary and mode of travel. The Head of School must approve the trip in writing.
  - ii. Provide the Field Trip Coordinator with the information necessary to complete all arrangements with the organization, firm, and/or owner of the property to be visited.
8. Proper behavior, manners, and adherence to all school rules are expected at all times.
9. All students must have signed permission forms returned to school before they can participate in the field trip.
10. Students and parents who are attending the field trip must prepay their fee.
11. Students are expected to ride the bus if a bus is provided. Siblings or friends are not permitted on field trips.

**Field Trip Policy - Local  
Attachment D (con't)****Transportation**

1. The use of private vehicles may be used for local or one-day field trips. For overnight field trips the use of charter buses is the preferred method of transporting students.
2. Drivers/Chaperones must provide copies of their current driver's license and proof of insurance coverage to the HNES office in order to drive students other than their own on a field trip. As per the Holy Nativity Episcopal School Travel Policy, all drivers and chaperones must submit their government issued i.d. to the front office for the purpose of screening using the Raptor software.
3. Privately owned vehicles shall have insurance liability coverage for bodily injury and be operated by a licensed driver. These conditions are to be certified by the owner of the vehicle and provided to school staff.
4. Seatbelts must be worn at all times with only one child per seat belt. Students 5th grade and under are not permitted to ride in the front seat.
5. Drivers/chaperones are not permitted to use cell phones, smoke, or use vapor devices while transporting students on field trips.
6. For safety reasons, everyone will travel as a group. Please do not leave campus until dismissed by the teacher and do not stop en route to or from the destination.
7. Students must return in the same vehicle in which they traveled to the field trip site unless authorized by the teacher.
8. Each student may ride with his/her own parents. All other carpool assignments will be designated by the teacher. Drivers/parents are asked not to request specific students for their group.



## Head Lice/Nit Guidelines

Guidelines for when students may return to school after an infestation:

- Any student infested with head lice shall be excluded from school until one day after their first treatment with a medicated head lice product (either over-the-counter or prescription).
- To be readmitted to school, the student must be free of head lice and will be checked by designated school personnel with a parent or guardian present.

It is not uncommon for a child to be exposed to or get head lice either while at school or some other activity. Even the cleanest child can easily become infested. If your child has head lice, it is important that you act immediately to prevent further spread to other members of your family and the community. Your prompt action is also requested so your child can get back to school as soon as possible and not miss learning opportunities in the classroom.

Below is some information that might be helpful when checking your child for head lice along with treatment options if head lice are found. Only administer treatment if nits (eggs) or head lice are seen.

### What to look for:

- Adult lice are small (about the size of a sesame seed).
- Eggs (nits) are usually found firmly attached to the base of the hair shaft.
- Lice stay near the scalp, often behind the ears, near the neckline, and back of the head.
- Head lice hold tightly to the hair. They move by crawling. They cannot hop or fly (they do not have wings), but do move quickly making it difficult to find in a child's hair.
- Signs of a head lice infestation include: itchy scalp, tickling sensation in a person's hair. Head lice are most active in the dark.

### Tips for prescription or over-the-counter head lice treatment:

- It is important to read and follow all directions on the product's label.
- **Only treat family members who are infested.** Remember: All lice killing products are pesticides!
- Do not use these products as a method of prevention of getting lice.
- Do not use more than one head lice medication at a time.
- Do not use a cream rinse, combination shampoo/conditioner, or conditioner on the hair **before** using the lice medicine.
- It is recommended that both the person getting treated and the person administering the treatment put on clean clothing when finished.
- **\*\*Examine your child's head 8-12 hours after treatment.** If you see a few lice but they are moving more slowly than before, do not re-treat. Comb the dead lice and any remaining live lice out of the hair **using a fine-toothed nit/lice comb.**
- **\*\*If no dead lice are found 8-12 hours after treatment and lice appear to be as active as before, the medicine may not be working. Do not re-treat until you have spoken with your healthcare provider who may recommend using a different lice medicine.**

## Head Lice/Nit Guidelines Attachment E (con't)

- Re-treatment is generally recommended for most lice medicines after 9-10 days. This should kill any newly hatched lice before they produce new eggs. Be sure to follow the instructions for the product you are using.
- **For repeat infestations**, apply Vaseline (works best), olive or any vegetable oil to the scalp and hair at bedtime. Leave oil on the head overnight. Wearing a shower cap will help prevent the oil from rubbing off. Before removing oil, use a nit comb to remove nits. **ALL NITS MUST BE REMOVED OR INFESTATION WILL CONTINUE.**
- **\*\*It is important to check the hair and comb through it with a nit comb every 2-3 days. This will help to remove nits and lice and can decrease the chance of self re-infestation. Do this for 2-3 weeks to be sure all lice and nits are gone.**

### Tips for combing out head lice and nits:

- Use a fine-toothed louse or nit comb. These combs may be included within packages of medicated head lice treatment or you may buy one from most drug stores or pet supply stores. Combs with metal teeth spaced close together seem to work best.
- In a well lighted area (using magnification if needed), sit behind your child to inspect and comb through the hair one small section at a time.
- Repeat combing until no more active lice are observed.
- **\*\*Comb daily until no live lice are discovered for two weeks.** It may take several hours each night for several nights to tackle the problem. An entertaining video may help keep the child occupied during this time.
- Adult female lice cement eggs to the base of a hair shaft near the skin. As the hair grows, eggs are moved away from the scalp. Eggs more than ¼ inches from the scalp are nearly always hatched and do not mean live lice are present.
- Combing is sometimes painful to the child or it may be impractical for other reasons. In these cases, consider using anti-lice products. Speak with your child's doctor for advice.

### Treatment of clothes and other items:

- Combs, brushes, hats and other hair accessories in contact with the affected person should be washed in hot water after each use to dislodge any lice or nits.
- A clothes dryer set at high heat or a hot pressing iron will kill lice and their eggs on pillowcases, sheets, nightclothes, towels and similar items your child has been in contact with during the previous two days. (Lice and their eggs do not live more than one to two days off the head.)
- Lice and their eggs on objects (such as toys) may be killed by placing the items in a large, black lawn bag and placing it out of the way for several days.

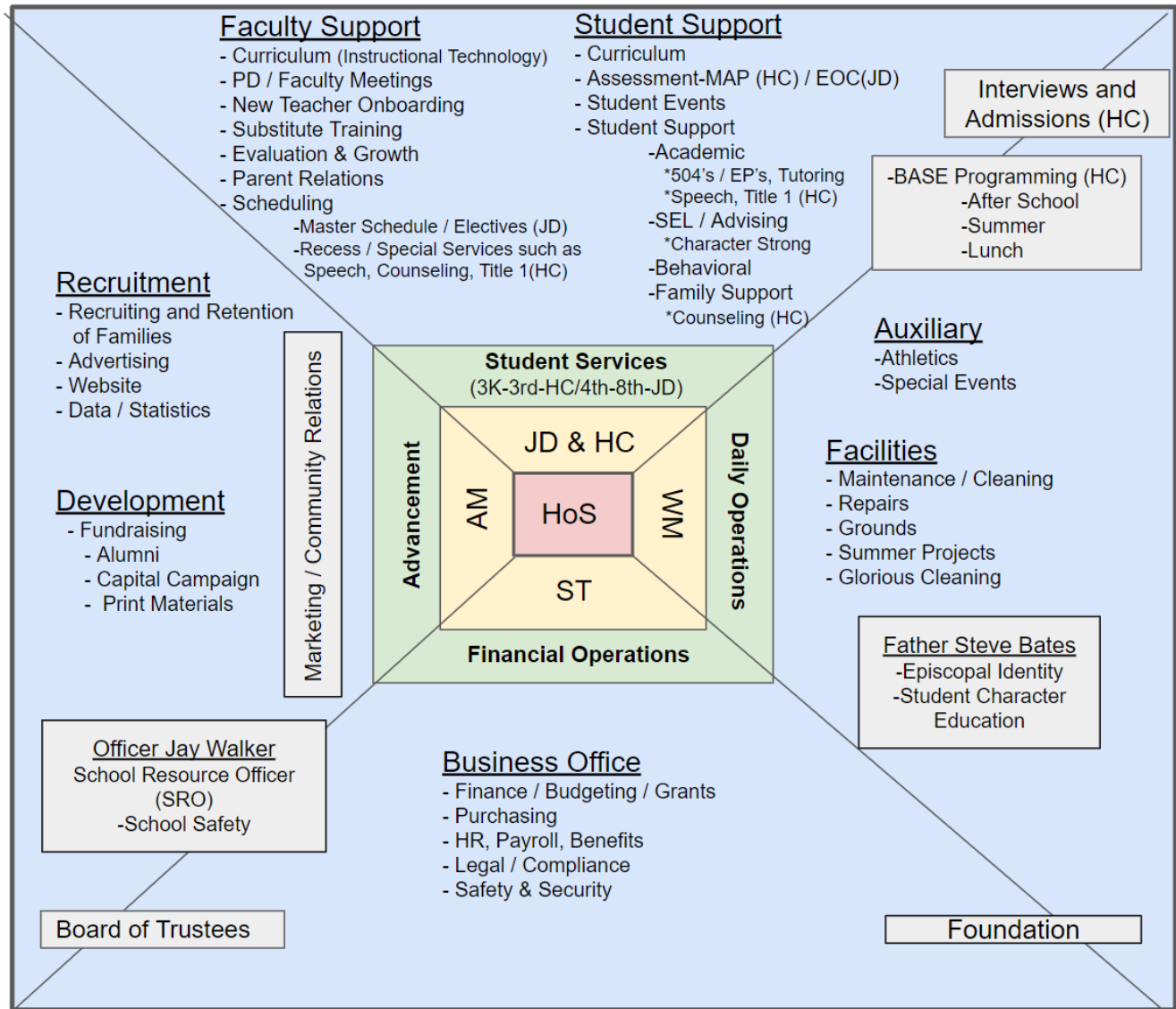
### Cleaning the house and car:

- Once lice fall off of the head, they usually die within a day and eggs generally cannot live much longer. Thoroughly vacuuming the house and furniture is usually sufficient for cleaning the home. A major cleaning effort will do little to further eliminate head lice.
- Insecticide treatments for the home, vehicles, or carpets and furniture are not needed and unnecessarily expose family members to the insecticides.

**Organizational Flow Chart  
Attachment F**

**Organizational Flow Chart**

As of 7-20-23



**Technology Acceptable Use Policy (AUP)**  
**Attachment G**

## **TECHNOLOGY ACCEPTABLE USE POLICY (AUP)**

### **DEFINITIONS**

- **User** - Includes anyone, including employees, students, and guests, using HNES technology, including, but not limited to, computers, networks, Internet, email, and other forms of technology services and products.
- **Network** - Wired and wireless technology networks including school networks, cellular networks, commercial, community or home-based wireless networks accessible to students.
- **Mobile devices** - These include, but are not limited to, cellular phones, Smart watches, Blackberry type devices, PDAs, MP3 players, iPod type devices, and portable computers such as laptops, iPads, notebooks, tablets and netbooks as well as portable storage devices.

Technology provides students with unique and powerful ways to enhance their learning. Holy Nativity supports the use of technology for the purpose of enhancing and supporting learning and is pleased to offer Users access to computer networks so that they can access technology to enhance learning.

It is one of the technology goals of the school to ensure that each User's interactions with technology contribute positively to the learning environment both at school and in the community. Negative use of technology through HNES-owned devices that degrades or defames other Users, or members of our community is unacceptable. HNES also recognizes that Users have widespread access to both technology and the Internet; therefore, use of personal devices and connectivity is considered to be included in this Acceptable Use Policy (AUP).

**Access to the HNES network is a privilege, not a right.** The use of technology whether owned by HNES or devices supplied by the Users entails personal responsibility. It is expected that Users will comply with HNES rules, act in a responsible manner, and will honor the terms and conditions set by the classroom teacher and the school. Failure to comply with such terms and conditions may result in temporary or permanent loss of access as well as other disciplinary or legal action as necessary. In particular, students will be held accountable for their actions and are encouraged to report any accidental use immediately to their teacher or school administration.

With the increased usage of free educational applications on the Internet, digital storage areas, containing less sensitive User information, may or may not be located on property of the school. In some cases, data will not be stored on local servers. Therefore, Users should not expect that files and communication are private. HNES reserves the right to monitor Users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of HNES property, network and/or Internet access or files, including email.

**Technology Acceptable Use Policy (AUP)  
Attachment G (con't)**

HNES has a private and secure system for sensitive school records.

**GOOGLE APPS IN EDUCATIONAL APPLICATIONS**

HNES is offering Users a free educational suite of applications for use to enhance teaching and learning. Google Apps is a concept known as “cloud computing” where services and storage are provided over the Internet. HNES, through Google Apps for Education, provides email services to our staff and students.

In order for Users to gain access to Gmail and his/her Educational Google Applications account on the Internet, HNES must obtain parental permission for a minor under the age of 18 years. This may be accomplished by completing an “AUP” form.

**TERMS AND CONDITIONS**

These are examples of inappropriate activity on the HNES network:

- Violating any state or federal law or municipal ordinance, such as: Accessing or transmitting obscene material, harmful materials, and/or materials that encourage others to violate the law, confidential information or copyrighted materials.
- Using technology to conduct criminal activities that can be punished under law.
- Obtaining and/or using anonymous email sites, spamming, spreading viruses.
- Causing harm to others or damage to their property.
- Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials.
- Deleting, copying, modifying, or forging other Users’ names, emails, files or data, disguising one’s identity, impersonating other users, or sending anonymous email.
- Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance.
- Using any HNES computer/mobile devices to pursue “hacking,” internal or external to HNES, or attempting to access information protected by privacy laws.
- Using web sites, email, networks, or other technology for political uses or personal gain.
- Using the network for non-academic related bandwidth intensive activities such as network games or transmission of large audio/video files or serving as a host for such activities.
- The student in whose name an online services account is issued is responsible for its proper use at all times. Students shall keep personal account numbers and passwords private and shall only use the account to which they have been assigned.
- Students shall use the school’s system safely, responsibly, and primarily for educational purposes.
- Students shall not use the system to threaten, intimidate, harass, or ridicule other students or staff or display harmful or inappropriate matter that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, age, disability, religion, or political beliefs.
- Students shall report any security problem or misuse of the services to the teacher or principal
- Users must adhere to all copyright laws.

**Technology Acceptable Use Policy (AUP)  
Attachment G (con't)**

### **CYBERSAFETY AND CYBERBULLYING**

The school shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

- **All Users** - Despite every effort for supervision and filtering, all Users and Students' parents/guardians are advised that access to the network may include the potential for access to content inappropriate for school-aged students. Every User must take responsibility for his or her use of the network and make every effort to avoid those types of content. Every User must report security or network problems to a teacher, administrator, or system administrator.
- **Personal Safety** - In using the network and Internet, Users should not reveal personal information such as home address or telephone number.
- **Confidentiality of User Information** - Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian. Users should never give out private or confidential information about themselves or others on the Internet.
- **Active Restriction Measures** - HNES will utilize filtering software or other technologies to prevent Users from accessing visual depictions that are (1) obscene or (2) harmful to minors. Attempts to circumvent or "get around" the content filter are strictly prohibited, and will be considered a violation of this policy. HNES will also monitor the online activities of Users through direct observation and/or other technological means.

### **INTERACTIVE WEB 2.0 TOOLS**

Technology provides an abundance of opportunities for Users to utilize interactive tools and sites on public websites that benefit learning, communication, and social interactions.

Users may be held accountable for the use of and information posted on these sites if it detrimentally affects the welfare of individual users or the governance, climate, or effectiveness of the school(s). From time to time, teachers may recommend and use public interactive sites that, to the best of their knowledge, are legitimate and safe. As the site is "public" and the teacher, school, and HNES is not in control of it, all Users must use their discretion when accessing information, storing, and displaying work on the site. All terms and conditions provisions in the AUP also apply to User-owned devices utilizing the HNES network.

### **STUDENT USE OF INTERACTIVE WEB 2.0 TOOLS**

Online communication is critical to the students' learning of 21st Century skills, and tools such as blogging, podcasting, and chatting offer an authentic, real-world vehicle for student expression. Student safety is the primary responsibility of teachers.

Therefore, teachers need to ensure the use of Google Documents, HNES classroom blogs, student email, podcast projects, email chat features, or other Web interactive tools follow all established Internet safety guidelines including:

**Technology Acceptable Use Policy (AUP)  
Attachment G (con't)**

The use of Docs, HNES blogs, podcasts of other web 2.0 tools is considered an extension of the classroom. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts, or other web 2.0 tools.

- Students using Docs, HNES blogs, podcasts or other web tools are expected to act safely by keeping ALL personal information out of their posts.
- Students should NEVER post personal information on the web (including, but not limited to, last names, personal details such as address or phone numbers).
- Students should NEVER, under any circumstances, agree to meet someone they have met over the Internet.
- Students using such tools agree to not share their username or password with anyone besides their teachers and parents and treat Web posting spaces as classroom spaces. Speech that is inappropriate for class is also inappropriate for a blog.
- Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or be subject to consequences appropriate to misuse.

#### **STUDENT USE OF MOBILE DEVICES**

- HNES has provided some students with iPads and Chromebooks for use in school. The HNES-owned devices follow the stipulations outlined in this AUP.
- School Administration and HNES Technology staff may search the student's memory device if they feel school rules have been violated, which may include, but are not limited to, audio and video recording, photographs taken on school property that violate the privacy of others, or other issues regarding bullying, etc.
- Students may not use an audio recording device, video camera, or camera (or any device with one of these, e.g. cell phone, laptop, tablet, etc.) to record media or take photos during school unless they have permission from both a staff member and those whom they are recording.
- These rules apply to student-owned devices as well. A student-owned mobile device is a non-district supplied device used while at school or during school or district-sponsored activities. The students may use the student-owned mobile devices in class only with the teacher's expressed permission.

#### **STUDENT SUPERVISION AND SECURITY**

HNES does provide content filtering controls for student access to the Internet using HNES' network as well as reasonable adult supervision, but at times inappropriate, objectionable, and/or offensive material may circumvent the filter as well as the supervision and be viewed by students. Students are to report the occurrence to their teacher or the nearest supervisor. Students will be held accountable for any deliberate attempt to circumvent HNES technology security and supervision.

Students using mobile and cellular devices while at school, during school or district-sponsored activities are subject to the terms and conditions outlined in this document and are accountable for their use.

## **Travel Policy**

The Holy Nativity Episcopal School administration believes that field trips can be an integral part of the learning process in education. Such trips often significantly enhance the content of a course by providing a type of information hard to convey in the classroom. Site visits contextualize or enhance historical or scientific data; interviews with participants, or observation of species, phenomena, or events often become an important part of both course content and the study of a discipline's methodology. Such trips are a privilege, not a right and should be considered a part of the students' education.

For the purpose of this document, a field trip is defined as a course-related activity that serves educational purposes and is offered outside of the classroom at a location other than on the campus. Field trips are, by definition, school-sponsored events and must conform to the following guidelines:

1. A Field Trip Coordinator or a faculty member designated by the Head of School must accompany all academic field trips. A level 2 clearance is required for a field trip coordinator.
2. Whenever practical, the site of the academic field trip should be visited in advance by the Field Trip Coordinator, or an appropriate school official, to minimize potential risks and to maximize effective curriculum planning.
3. No later than three business days before the event, the Field Trip Coordinator or faculty member must furnish both the relevant administrator and the school secretary with complete information about the date, duration, location, and transportation plan for each field trip. The field trip coordinator or faculty member must also provide these same offices a roster of the names of all participating students, along with the names and cell phone numbers of all faculty who are accompanying the students. The field trip coordinator will notify the school office with complete information during the trip. The office will then keep concerned families with up to date information in case of an emergency.
4. Students participating in an academic field trip are expected to conform to the same standards of behavior as published in the Student Handbook of Holy Nativity Episcopal School and other requirements as set forth herein.
5. Parents who choose to travel to the site of a field trip early, remain at the site after the planned activity is completed, or who separate from the group, will make their own arrangements and do so at their own risk.
6. The Field Trip Coordinator, or designated faculty, will have a digital or hard copy of the medical release form for each student participating in the trip.
7. A designated faculty member shall be prepared to replace the trip coordinator in case of an illness or other emergency.



**Travel Policy  
Attachment H (con't)**

8. A method of communication between the Field Trip Coordinator and the parents shall be established before departure for any changes, updates, or situations which may arise during the trip.

For purposes of this policy, a field trip shall be defined as an administrative approved trip away from school campus.

Definitions:

1. International Field Trip: A trip that includes international travel or travel outside the mainland USA. Consideration for such trips is reserved for once in a lifetime experiences that are unavailable here in the USA. International trips require the express approval of the Head of School.
2. Local Field Trip: A trip that is geographically located within driving distance of the HNES campus that does not involve an overnight stay and is not water related. Local field trips require approval from the Head of School.
3. Overnight Field Trip: A trip that is geographically located beyond driving distance of the HNES campus and requires overnight lodging or other characteristics not limited to bed, bath, and meals. Overnight Field Trips require the approval of the Head of School.
4. Water Related Field Trip: A field trip that includes any water related activity. Water related field trips require the approval of the Head of School.
5. Head of School's Field Trip Coordinator designee: An HNES employee designated by the Head of School to act in an official administrative capacity for the duration of the field trip. Such a designee must be clearly defined on the chaperone list and be introduced to the travel group as such.

## Rules

### General

1. All proposed field trips must be first reviewed and approved by the Head of School.
2. It is our policy to make it possible for every child to attend field trips.
3. All students participating in a field trip must provide the trip coordinator with an authorization form signed by their parents in advance. The signed authorization form must be on file at the school before the student may participate.
4. Any field trip information that is intended for parents and students must be available to the parents in writing.
5. The use of any official HNES or individual school stationery to promote a non-school approved field trip is prohibited.
6. The parents of all 4th-8th grade students planning to attend any overnight field trips shall be advised in advance that their student should be properly insured. For informational purposes only, most major credit cards offer emergency medical coverage (when traveling abroad.)
7. The following information must be documented for all field trips: a list of all participating students and qualified chaperones, dates of departure and return, appropriate itinerary and mode of travel.
8. At all times during the field trip proper behavior, manners, and adherence to all school rules are expected.
9. Students who violate the Code of Student Conduct, act in a disruptive manner or fail to conform to the school rules and regulations may be denied the privilege of participating in field trips. The Head of School shall make the final decision on whether the student may participate after reviewing information from the staff.
10. Field Trip Coordinator and employees are an extension of HNES and are the authority throughout the trip. Employee expectations are addressed in the HNES Teacher & Staff Handbook.
11. Students must remain with their chaperones while in public areas such as hotel hallways, airports, streets, restaurants, bus seating, and other venues when directed by the Field Trip Coordinator.
12. All students are to sign the Student Expectations and Procedures prior to departure of all trips associated with HNES.
13. Consumption of alcohol should not inhibit adult duties and responsibilities as a chaperone and/or traveler and will be addressed at pre-trip parent meetings.
14. Adults and students will be prompt and considerate of scheduled meeting times.
15. All trip costs are to be prepaid by the due date as designated by the Field Trip Coordinator.
16. Siblings and/or friends are not permitted on field trips.
17. Students are expected to ride the bus if a bus is provided that has been chartered. For exceptions, please see the Head of School.

## International Field Trips

The Head of School shall be contacted before the teacher or sponsor begins planning any international field trip. If the Head of School considers the trip a worthy project that provides students with a once-in-a-lifetime experience, then the following must be provided: a detailed plan including the trip objectives, the number of chaperones required (see the chaperone section below), and the cost(s) must be approved before it is discussed with students, parents or the community. Any and all international trips must have a final approval in advance from the Head of School. Any student participating in an international field trip must be accompanied by at least one parent or other family member.

## Local Field Trips

1. Local Field Trips depart from the HNES campus.
2. Chaperones must submit their government issued i.d. to the front office for the purpose of screening using the Raptor software.
3. Chaperones should arrive promptly to the classroom at the designated time so that the teacher can give group assignments and information about the particulars of the trip responsibilities.
4. If driving, chaperones should ensure that students use safety belts properly.
5. At the trip location, chaperones help students participate in the field trip program by making sure they are on task, listening attentively, following directions, and completing the activities assigned.
6. Chaperones are responsible for the behavior and safety of the students assigned to their group. Please do not allow students to be unsupervised at any time.
7. At all times, chaperones must have a cell phone with them in the event of an emergency.
8. Teachers planning local field trips shall:
  - i. Schedule each trip with the Head of School, specifying a list of all participating students and chaperones, dates of departure and return, appropriate itinerary and mode of travel. The Head of School must approve the trip in writing.
  - ii. Complete all necessary arrangements with the organization, firm, and/or owner of the property to be visited.

## Overnight Field Trips

The Head of School shall be contacted before the teacher or sponsor begins planning any overnight field trips. The Head of School shall be presented a detailed plan including the connection to

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curriculum, the number of chaperones required, and the cost(s) must be approved before it is discussed with students, parents or the community. Any and all overnight trips must have a final approval in advance from the Head of School.

## Water Related Field Trips

The Head of School must approve a school sponsored field trip involving any water-related activity and must be contacted prior to any plans being made. Vessels must be inspected and approved by the Coast Guard for the type of water travel being considered. There must be at least one certified Lifeguard with participating students at all times during the water-related activity. A copy of the commercial license and boating certification is required.

## Chaperones

1. Chaperones are essential for proper supervision and are intended to address the health, safety and security needs of the students. All individuals serving as a chaperone on any HNES sponsored field trip must have the appropriate security clearance. Therefore, they are expected to meet the security eligibility requirements in accordance with the State Laws, Federal Regulations required security clearances.
2. On any HNES sponsored overnight or out of state field trip(s) all students shall have a designated chaperone.
3. On any HNES sponsored international field trip, all students shall be accompanied by at least one parent or other family member.
4. All overnight field trips rooms will be assigned according to gender.
5. Chaperones must obtain power of attorney and medical release forms when agreeing to be a chaperone of a child who is not their own. This is not an option for international travel.
6. On any HNES sponsored overnight or out of state field trip at least one adult must be Red Cross CPR certified.

## Transportation

1. The use of private vehicles may be used for local or one-day field trips. For overnight field trips the use of charter buses is the preferred method of transporting students.
2. Drivers/Chaperones must provide copies of their current driver's license and proof of insurance coverage to the HNES office in order to drive students other than their own on a field trip. A list of approved drivers will be provided to the faculty at the beginning of each school year.
3. Privately owned vehicles shall have insurance liability coverage for bodily injury and be operated by a licensed driver. These conditions are to be certified by the owner of the vehicle and provided to school staff.

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4. Seatbelts must be worn at all times with only one child per seat belt. Students 5th grade and under are not permitted to ride in the front seat.
5. Drivers/chaperones are not permitted to use cell phones, smoke, or use vapor devices while transporting students on field trips.
6. For safety reasons, everyone will travel as a group. Please do not leave campus until dismissed by the teacher and do not stop en route to or from the destination.
7. Students must return in the same vehicle in which they traveled to the field trip site unless authorized by the teacher.
8. Each student may ride with his/her own parents. All other carpool assignments will be designated by the teacher. Drivers/parents are asked not to request specific students for their group.
9. HNES may use private charter bus companies to transport students on a school sponsored field trip. Students and chaperones must comply with the rules defined by the charter bus company.
10. Alcohol is NOT permitted on the bus at any time.
11. Bringing food and drink on the bus must be approved by the charter bus company.
12. Commercial airline travel may be necessary for some overnight and all international field trips. Parents may be responsible for arranging flights for themselves and their students. If individual flights are booked at an earlier departure time than the group, parents are responsible for their own transportation to the airport. If parents choose to arrive earlier or leave later than the itinerary provides, parents are responsible for their own transportation to or from the airport.

## Health and Safety

1. The Field Trip Coordinator or other faculty, as designated, must be notified before anyone departs from the group. It is understood that you are in charge of your own transportation to the next venue should you venture away from the group.
2. Parents or a designated chaperone are responsible for their student's medications, prescriptions and EPI pens at all times. Arrangements will be made for unaccompanied students.
3. Rules and regulations, as taught by the Field Trip Coordinator, for subway and other public transportation procedures must be followed.
4. If provided, insurance plans are recommended.
5. Provide advance notice of any medical or dietary concerns. If a traveler has an allergy and can not be near or around certain foods, please inform the Field Trip Coordinator when registering for the trip.
6. Every adult must have submitted a driver's license to the Raptor school security system.

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## Emergency Procedures

These procedures will be reviewed and acknowledged in writing prior to departure of any HNES field trip.

1. Access to an emergency kit will be available on each trip. Emergency kits will include: misc. sized band-aids, antibiotic creams, pain reliever/fever reducers, and stomach medicines. Any prescription medications are the responsibility of the parent/chaperone.
2. The Field Trip Coordinator will create a complete list of all travelers, chaperones, and group leader's cell phone numbers along with the number to the hotel where the group is staying.
3. If provided, keep lanyards on at all times for group identification purposes and group phone numbers.
4. When traveling abroad, the list of important phone numbers and addresses will include the closest State Department and or United States Embassy. Group leaders will stay up to date on any travel advisory issued during or before the trip.
5. If traveling abroad, the Field Trip Coordinator will have enough credit or access to funds to afford the group another several nights in a hotel in case of an emergency situation.
6. The Field Trip Coordinator should have a cell phone with adequate service coverage, including international coverage if appropriate.
7. Every person on the trip must have a cell phone number and an emergency call-in number so that everyone can be accounted for even if the group gets separated.
8. The Field Trip Coordinator or designee, should "check in" with the school administration on a regular basis.

## Insurance

1. Travel insurance is available and is recommended for each person participating in overnight field trips.
2. Health insurance should be checked by each family member before leaving the country to insure proper coverage.

See the Hold Harmless attached

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### Releases - Hold Harmless

This is intended to be detached and signed by all travelers.

Date: \_\_\_\_\_

\_\_\_\_\_ the parent (or designated chaperone) of \_\_\_\_\_

who will be traveling with Holy Nativity Episcopal School on the school field trip to:

\_\_\_\_\_ on \_\_\_\_\_ acknowledge the following:

1. **The purpose** of the trip is:
2. **The itinerary** will include but may not be limited to:
3. **Travelers will need to bring** with them:
4. **Transportation** will include:
5. **The cost** of the trip:.
6. **A medical authorization and release** must be completed and turned into the school office upon registration to participate in the trip.
7. Students will adhere to the HNES Code of Conduct and behavior expectations.

The undersigned acknowledge and agree to release and hold harmless Holy Nativity Episcopal School, administrators, and chaperones from any and all liability, loss, damages, claims, or actions for bodily injury and/or property damage arising out of participation in this trip, in accordance with current state and federal law.

\_\_\_\_\_  
Parent signature

## Uniform Requirements

As of 7-20-23

### Uniform Dress Code

#### **Overview:**

Uniforms are required Monday-Thursday

Chapel uniforms are required on Wednesday

On Thursdays, HNES event T-shirts (i.e. fishing tournament, Carnival, etc.) or school-sponsored club/team shirts (i.e. MathCounts, SGA, etc.) may be worn with uniform bottoms.

School-sponsored club shirts and event shirts can also be worn on the day of a meeting or event.

No uniforms on Friday (See “free Friday guidance”)

Field Trips require a red HNES shirt to be worn.

*\*At the discretion of HOS or Dean of Students, students not following uniform policy will be asked to change, call home for suitable replacement clothing, or will be sent home if they repeatedly do not follow uniform policy.*

#### **Approved Vendors:**

School Uniforms by Tommy Hilfiger (HOLY17) [www.globalschoolwear.com](http://www.globalschoolwear.com)

Land’s End School# 900107483 [www.landsend.com/school](http://www.landsend.com/school)

Who Dey Prints & Embroidery, 4718 Hwy 22, Panama City, FL 850-747-4777

Inkas-uniforms.com

***\*Only approved vendors can be allowed to place the HNES logo on clothing.***

### Daily Uniform

TOPS (Logo required on all uniforms tops.)

Polo, t-shirt, or dry-fit shirts must be solid navy, red, white, light blue, or evergreen. Long-sleeve Oxford shirts may be light blue or white

- A solid or striped shirt in uniform colors can be worn beneath logo shirts.
- Pullover outerwear tops must be in uniform colors with the HNES logo.

BOTTOMS (can be purchased from any vendor)

Pants, shorts, skirts, and skorts must be khaki or solid navy

Girls may wear the HNES approved plaid from Tommy Hilfiger or Inkas.

- Bottoms are defined as pants, slacks, shorts or skorts only.
- All bottoms must be without holes and without designs on pants legs.
- Girl's bottoms must be no shorter than fingertip length when standing.
- Leggings, yoga pants, or jeggings must be worn under a dress, skirt, or with a top that is fingertip length when standing.

### DRESSES/JUMPERS



Navy, red or khaki uniform dresses

Plaid jumper from approved vendor Tommy Hilfiger or Inkas (*no logo required*)

Jr. PreK through 5th Grade only: Smocked “angel dress” from approved vendor Tommy Hilfiger or Inkas (*no logo required*)

OUTERWEAR (*can be purchased from any vendor*)

Pullover outerwear tops must be in uniform colors with the HNES logo.

On Chapel Day, students must wear navy blue jackets.

ACCESSORIES

Shoes- must have a back strap suitable for PE and playgrounds. (Middle School **Only**: Students may wear flip-flops, but must have suitable shoes for PE and PE electives.)

Tights- navy, red, white, or evergreen. Stripes are allowed if they are uniform colors. (*except on Chapel day*)

Hats- can be worn outside if they are in uniform colors.

### **Chapel Day Uniform**

TOPS-Navy blue polo or light blue oxford shirt

BOTTOMS- Khaki

GIRLS: Navy blue jumpers, navy dresses, smocked dress (PreK-5th Grade only) or HNES approved plaid from Tommy Hilfiger or Inkas

Tights must be navy or white (no stripes).

OUTERWEAR: On Chapel Day, students must wear navy blue jackets.

### **Free-Choice Friday**

TOPS

Top of your choice, no exposed mid-sections.

No explicit language/political messaging, messages that are controversial, divisive, or deemed to be a distraction from the academic focus of the school nor suggestive graphics.

Tank tops must have a 3-finger width strap.

BOTTOMS

Jeans are allowed without holes or designs.

All bottoms must be no shorter than fingertip length when standing.

Leggings, yoga pants, or jeggings must be worn under a dress, skirt, or with a top that is fingertip length when standing.