# 2020–21 Student Handbook: Table of Contents

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The School’s Authority

The EHS Student Handbook is intended to provide information and guidance to all members of the Episcopal community. Students, parents, faculty, administration, and staff should all read and be familiar with the contents of the Handbook so that each member of the community knows and understands the expectations of students within our community. While policies in this Handbook will generally apply, the School reserves the right to take actions that it determines in all situations to be in the best interests of the School, its faculty, and its students.

In terms of the policies outlined in the Handbook, students are considered under the authority of the School from the time they arrive on campus in the fall until they leave for the summer, including School-sponsored trips, activities and events, as well as travel to and from approved leaves; the only exceptions are approved overnight weekend leaves and School vacations. The School reserves the right to respond to inappropriate student behavior that occurs at any time.

It is also important to note that the School may revise and update the policies, procedures, rules, regulations and information in the Handbook during the School year and throughout the summer, and changes will become effective at the time the proper authorities so determine. The most recent version can be found on the School’s website. Furthermore, the Handbook is a general information publication only and contains a description of many of Episcopal’s policies and procedures. The Handbook is not intended to, and does not, contractually bind Episcopal High School.
The Honor Code
The most respected tradition at Episcopal, and the key to our whole community, is that of honor. Since its inception in the early days of Episcopal, the Honor Code has fostered a sense of community and trust that pervades and enhances our experience. Students shall do their own work, represent themselves truthfully, and claim only what is their own. Our Honor Code is not a legal system or a list of regulations. The Honor Code creates a climate of trust, in which every member of the EHS community can rely on the good faith of every other member. To achieve this goal, the Honor Code requires every student to abide by four clear principles:

I will not lie.
I will not cheat.
I will not steal.
I will report the student who does.

The first three need little explanation; they are objective and involve intentional actions. The fourth is key; it binds a group of individuals into a community of trust. Good faith reporting of a suspected violation of the Honor Code is an honorable act.

An honorable community is essential to our educational objectives. The learning process flourishes in an environment where mutual trust and respect prevail. We expect our students to support the Honor Code. This expression of loyalty to a cherished tradition of honor cultivates the core values of honesty, integrity, and responsibility. Our commitment to the principle of honor is firm, and membership in the student body signifies commitment to the Honor Code.

The Pledge
All academic work at Episcopal is automatically pledged, whether an actual written pledge is given or signed. When used, the written Pledge is:

"I hereby pledge that I will neither give nor receive assistance on this examination, and will report any breach of the Honor Code of which I become aware."

Summary of Procedures for Honor Code Violations
The Honor Committee has the sole authority to hear all cases referred to it involving an alleged violation of the Honor Code. The Committee is comprised of not more than eight students elected by their classmates, plus three faculty or administrators and the Faculty Advisor to the Committee, who are appointed by the Head of School.

A member of the Episcopal community should report promptly any matter considered to be a possible violation of the Honor Code to the Chair of the Honor Committee or to the Faculty Advisor to the Honor Committee. The Chair shall inform the Faculty
Advisor of any such report, who, in his or her discretion, and in consultation with the Chair, determine whether the Honor Code is implicated or not.

The Faculty Advisor will attempt to learn the essential facts through such preliminary investigation as deemed appropriate. This may include talking privately with the student(s) accused of the offense and to others believed to have knowledge of the facts. In all cases, students will be expected to tell the truth, a fundamental tenet of the Honor Code. The Faculty Advisor may also request a student member of the Honor Committee to speak to the accused student(s) in private.

After the preliminary investigation, the Faculty Advisor and the Chair of the Honor Committee shall determine, in their sole discretion, whether there is a good faith basis to believe that a violation of the Honor Code may have occurred. If not, the matter will end, but the Faculty Advisor may counsel the student and take other appropriate remedial and educational action. If there is to be a hearing, the Faculty Advisor, after final consultation with the Head of School, will advise the student of the alleged violation and that an Honor Committee hearing will be held. The student should inform their faculty advisor (or another EHS adult of the student’s choosing), who may attend to provide support but does not participate in the hearing.

Once the student is notified of the hearing, the Faculty Advisor will also notify parents at least two hours prior. Parents/guardians do not have the right to attend the hearing of the Honor Committee, but they will be fully and fairly informed of the matter beforehand.

The hearing will take place as soon as reasonably possible. A quorum of at least two-thirds of the members of the Committee is required to be present. No meeting will be held with fewer than nine Committee members in attendance.

At the beginning of the hearing, the Chair will inform the Committee of the alleged violation, and any appropriate evidence and testimony recorded by Chair and advisor beforehand which the Committee, in its discretion, believes will help it learn the truth and reach a fair and rational result. The student is given full and fair opportunity to share any information which he/she feels is relevant to determining the truth of the matter at hand. The Committee makes its final recommendations to the Head of School, which may include but is not limited to dismissal. Non-dismissal alternative recommendations shall be conveyed in writing to the student, parent, and advisor.
The Major School Rules

The following major school rules are germane to the health and well being of the individual students as well as the school community. Violations of the following major school rules will likely result in an appearance before the Discipline Committee, with dismissal from Episcopal a possible outcome. In most cases, violations of the first major school rule involving use, possession or distribution of illegal substances will be handled by the Administration and not sent to the Discipline Committee. The rules outlined below apply to Episcopal students at all times that they are under the authority of the School.

Each student bears some responsibility for what happens in her or his presence and is expected to take reasonable action against unauthorized activities. Minimally, the School expects that a student will take steps to avoid the scene of any activity that is against school rules. Ideally, a student would actively discourage such activity and support the health and safety of others. Students who are willingly and knowingly in the presence of major school rule violations may face disciplinary action or appear before the Discipline Committee.

Rule 1: Illegal Substance Use, Possession or Distribution
Episcopal is committed to providing a substance free campus and school experience for all students and expects students to abide by the Virginia laws regarding illegal substance use. Students who use, possess or distribute illegal substances, including alcohol, illegal drugs, mind-altering substances, paraphernalia designed for illegal drug use, nicotine products and unauthorized prescription medication, may be dismissed from the School. For more information, please refer to the section titled “Responses to Illegal Substance Use, Possession or Distribution”. The School reserves the right to substance screen students in the Health Center and search their room when there is reasonable suspicion of illegal substances. Furthermore, any detected attempt to mask or counteract the results of a substance screening may result in dismissal.

Rule 2: Mistreatment of Others
In line with the School’s mission, Episcopal is committed to creating a safe, supportive, and inclusive educational and residential environment for all of our students. The physical and emotional safety of every Episcopal student is our top priority, and the School will not tolerate the mistreatment, or aiding of mistreatment of others, including but not limited to the language and behaviors of racism, homophobia, anti-semitism, mysogyny, sexism, transphobia, xenophobia, and all other forms of discrimination, harassment, sexual harassment, retaliation, bullying, and cyber-bullying. For more information on the School’s expectations regarding treatment of others, please refer to the section titled “Strength of Community”.
Rule 3: Violation of Coed Visitation Rule
A girl may not be in the room or dormitory of a boy and a boy may not be in the room or dormitory of a girl unless during the specified hours for coed commons or coed visitation. The coed visitation policy also applies to any non-family member or guest of the School. Please refer to the section titled, Coed Commons and Coed Visitation for more information on those hours, locations and guidelines.

Rule 4: Outside of Dormitory After Lights Out
Students may not leave the dormitory from evening sign-in until 6:00 a.m. Exceptions to this rule must be discussed with the Dean of Students Office, ADO, or Dorm Head.

Rule 5: Endangering the Safety of Oneself or Others
These are some, but by no means all, of the behaviors that may be interpreted as endangering the safety of oneself or others: possession or use of weapons or explosives; starting a fire in a building, including smoking in a building, incense, candles, and any other flammable substance; fighting; being in places of jeopardy, such as roofs or ledges of buildings; tampering with dorm security devices (alarms, locks, screens, windows guards, etc.).

Rule 6: Inappropriate and Unacceptable Behavior
The School expects students to behave appropriately as good school citizens on and off campus. Their behavior reflects upon the School, whether it takes place when School is in session or while on vacation, on a leave, or traveling to or from Episcopal. Students will be held accountable for inappropriate behavior and/or the use of language that significantly discredits the individual or reputation of the School. It is important to note that this includes areas relating to digital citizenship such as content posted on social media, websites, chat rooms, instant messaging, email, forums, blogs, and any other internet vehicles.

Rule 7: Vandalism
Stewardship of the buildings and grounds at Episcopal is vital. All students should value and care for the physical plant.

Rule 8: Trespassing
There are a few areas at the School (for example, a locked room, a locked building, or the swimming pool when it is unsupervised) where students are asked not to trespass. This includes the unauthorized use or possession of keys or key codes to school buildings or rooms.

Rule 9: Unauthorized Use of a Vehicle
Students are not allowed to keep a car or other motorized vehicle on or near campus unless kept at their own homes. Students are not allowed to drive on campus unless
accompanied by their parents/guardians or have been given permission to do so by the Dean of Students Office or ADO.

Rule 10: Unauthorized Leave from Campus
Students may not leave campus without following the proper leave protocols and procedures. Please refer to the section titled, Student Leaves.

Summary of Procedures for Major School Rule Violations
The Head of School is responsible for imposing disciplinary consequences to students who are caught in violation of one of the major school rules. The Head of School may choose to require the student in violation of a major school rule to meet with the Discipline Committee. When a student is asked to appear before the Discipline Committee, that student is joined by their advisor or a faculty member of their choosing. The Dean of Students Office will call the parents/guardians to inform them of the impending meeting. The Committee is composed of five faculty members, including the faculty chair, and eight student members. After its deliberations, the Committee gives the Head of School a recommendation, ranging from no consequences to dismissal.

The Discipline Committee
The Discipline Committee is a designated group of community members who hear cases that involve major school rule violations, Dean of Students Office Warning violations, and/or a demonstrated difficulty meeting the community's academic and community expectations. Cases are referred to the Discipline Committee by the Dean of Students Office. The Committee is composed of five faculty members, including the faculty chair, and eight student members of the senior class elected by the student body. When a student is asked to appear before the Discipline Committee, that student is joined by their advisor or a faculty member of their choosing.

The first purpose of the Discipline Committee is to help the student process their behavior, focusing on their decision making, impact on others, and the expectations of living in a residential, academic community. The second purpose of the Discipline Committee is to make a recommendation for responses to the Head of School. The recommended responses can range from no action to dismissal. Should a student remain in School, the following are some, but not all, of the disciplinary responses that the School may take: disciplinary leave, work hours, evening dorm restrictions, campus restrictions, loss of privileges (including but not limited to senior privileges, Wednesday Center privileges, and attendance at school events), loss of leadership positions, online educational coursework, reflective writing assignments, and apologies.

At times, a student may be asked to meet with the faculty and student chair of the Discipline Committee rather than the full committee. This hearing would still consist
of a process that meets both purposes outlined above. If necessary, after the end of the regular school year, the Head of School may appoint a Discipline Committee composed of teachers and either present or former student members of the Committee to meet and to make a recommendation concerning any matter he feels would have been referred to the Committee if the School were still in session.
Strength of Community

Expectations for Treatment of Others
In line with the School’s mission, Episcopal is committed to creating a safe, supportive, and inclusive educational and residential environment for all of our students. All students are valued members of our community, and the School strives to maintain a healthy community that values a multicultural education and promotes equity for all regardless of culture, ethnicity, race, sex, gender identity, sexual orientation or religion. Therefore, the School expects all members of the community to treat others with civility, respect, and dignity, and to interact - whether in person or electronically - politely and appropriately.

As a 100% residential boarding community, Episcopal offers unique opportunities to develop lasting relationships with peers, faculty, and staff. The School strives to help students develop close connections, but expects these relationships to be appropriate and healthy. The School endeavors to promote this through both education and intervention, and believes that open communication about these sensitive topics is integral to preventing misconduct and to fostering a culture of personal responsibility, mutual accountability, and positive peer leadership.

The physical and emotional safety of every Episcopal student is of priority concern, which includes creating an environment that is free from discrimination, harassment, intimidation, and bullying, including cyber-bullying. Behavior and/or the use of language that is disrespectful, physically harmful, or emotionally harmful will not be tolerated. All members of the community play an important role in upholding these standards and intervening, when appropriate, when they witness or become aware of behaviors that conflict with these standards.

With these goals and interests in mind, as well as the legal requirements of the Commonwealth of Virginia, the School has established expectations and policies to help students manage interpersonal relationships safely and appropriately. Students and parents/guardians are encouraged to communicate with the Head of School, Assistant Head for Student Life, Dean of Students, and/or Director of Counseling with any questions regarding these expectations and policies.

The following are examples of the types of behaviors that will not be tolerated, will result in a response from the School, and may be considered a violation of a major school rule:

- Racism: Racism is prejudice, discrimination, or antagonism directed against people of other racial or ethnic groups (or, more widely, of other nationalities). Importantly, racist action can be unintentional or intentional. Racism and racist
action is especially contrary to the School's values when based on a belief or system of beliefs that one's own racial or ethnic group is superior, or that other such groups represent a threat to one's cultural identity, racial integrity, or economic well-being or a belief that the members of different racial or ethnic groups possess specific characteristics, abilities, or qualities, which can be compared and evaluated.

- **Harassment or Discrimination**: Harassment or discrimination is behavior that is pervasive or severe and has the purpose or effect of creating a hostile environment, interfering unreasonably with a student's Episcopal experience, or creating a situation in which decisions of a student depend on the student submitting to and/or not objecting to the behavior. Harassment includes sexual harassment, which involves unwilling and unwanted sexual attention, regardless of gender identity.

- **Hateful and/or Discriminatory Language**: The use of hateful and/or discriminatory language refers to behavior that involves written or spoken language or symbols that insult, offend, intimidate or express prejudice against a person or group because of an identity trait, including but not limited to race, religion, sexual orientation, gender identity, national origin, or disability. Music played in public spaces and/or at loud volumes should also be free of the language referenced above.

- **Bullying**: The definition of bullying in the *Code of Virginia* is “any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. ‘Bullying’ includes cyber bullying. ‘Bullying’ does not include ordinary teasing, horseplay, argument, or peer conflict.”

- **Hostile Environment**: A hostile environment refers to a situation in which certain misconduct causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive so as to alter the conditions of a student's Episcopal experience.

- **Hazing**: Hazing means subjecting a student to a physical or mental health injury as part of an initiation or as a prerequisite to membership into any organized school group, including society, athletic team, dormitory, or other similar group.

- **Retaliation**: Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports misconduct, provides information
during an investigation, or witnesses and/or has reliable information about misconduct.

**Reporting Incidents of Mistreatment**
A student who is the target of bullying, harassment, discrimination, racism, hazing or sexual assault, who has witnessed such an incident or any incident of retaliation, or who otherwise has information about conduct prohibited by the School, should report the matter promptly to the Head of School, Assistant Head for Student Life, Dean of Students, Director of Counseling or any other faculty member with whom the student is comfortable speaking.

All persons involved in a complaint or investigation should understand that false or exaggerated accusations can be extremely damaging to innocent persons; therefore, the School expects and requires the honest and full disclosure of facts by all involved.
A knowingly made false accusation may result in a response from the School.

**Physical Intimacy**
Episcopal recognizes that romantic relationships are a healthy and normal part of adolescent development and identity formation. At the same time, EHS has the unique responsibility of considering the well-being of all community members as it acts in loco parentis for a variety of students who range in age, maturity, sexual orientation, and cultural background.

Depending on the preferences of each student involved, healthy romantic relationships may include hand-holding, kissing, cuddling, and sitting together while visibly and completely clothed. With any type of physical intimacy, it is imperative that mutual consent that is verbal, enthusiastic and affirmative is established by both students.

Since a school by nature is a public, shared space, and therefore not appropriate for intimate sexual activity, we do not condone sexual activity on campus including sexual intercourse, oral sex, or any other sexually penetrative act. As with all areas of adolescent development, students are encouraged to seek out trusted adults to have open and honest conversations about personal values, healthy communication, decision-making, community concerns, and emotional and physical well-being.

The School's response to the sexual behavior detailed above by students will include notification of parents/guardians and referral to the Dean of Students, counselor, advisor, or health staff member. When determining a consequence, the following factors may be taken into account: the age of the students involved, the actions involved, and the impact on the broader community. These expectations will be applied equally to students of all sexual orientations.
Under certain circumstances, the School may be obligated to report to government authorities, including the Department of Social Services (DSS) and the local police. It is important that students and parents/guardians understand that certain sexual activity may violate the law and, therefore, is prohibited by the School. The School prohibits, and may be obligated to report, sexual activity that violates the law, including non-consensual activity, rape, sexual assault, and statutory rape. By law in Virginia, there can be no consent to sexual intercourse, oral sex, or penetrative act if the person is under the age of 15. By law in Virginia, a person 18 years or older may not engage in sexual intercourse, oral sex, or any penetrative act with anyone under the age of 18.

**Sexual Assault and Harassment**

Sexual assault occurs when a person is forced or coerced into sexual activity without giving consent. Sexual activity includes, but is not limited to, touching or fondling, either directly or through the clothing, of another’s intimate areas or any contact, intrusion or penetration of another’s sex organs, anus, or mouth. Sexual harassment involves unwilling and unwanted sexual attention, regardless of gender identity.

A student who is the target of a sexual assault or harassment from a peer or adult, or who has witnessed such an incident, should report the matter promptly to the Head of School, Assistant Head for Student Life, Dean of Students, Director of Counseling, or any other faculty member with whom the student is comfortable speaking.

Student health and safety are more important than discipline. Therefore, a student should not refrain from seeking help due to fear of discipline by the School. If a student is violating a school rule when the student needs to call for help, the student will generally not face a disciplinary response from the School for the rule violation. We expect students to promptly report to a faculty member any incident in which the health and safety of a student may be at risk.

**Gender Identity Support Statement**

The School supports transgender students, students who are transitioning, and students who are questioning their gender identity. The School honors the authentic gender identity as determined by each student as part of that student’s core identity. The School will work with students seeking institutional support, together with their families, to construct a plan that creates a shared understanding and addresses the needs of each student and the institution on a case-by-case basis. Those interested in learning more about the specifics of the School's Gender Identity Support Plan should contact the Dean of Students, Director of Counseling, or Director of Equity and Inclusion.
**Dismissal/Separation from EHS Policy**

If a student and the student’s parents/guardians choose to withdraw from School as a result of a disciplinary issue or if the student is dismissed from School, that student must leave School immediately. The student should not return to campus for one calendar year, unless special approval is granted by the Head of School. If a senior leaves Episcopal for disciplinary or other reasons, the School will notify colleges with which the student has initiated the college application process of that student’s withdrawal.

If a student leaving the School under these discipline-related circumstances would like to be considered for reapplication for the following school year, the family must notify the Head of School of this request within 30 days of withdrawal.

The Head of School will present this request to the Senior Administrative Team for input and consultation on this decision. Considerations for this request may include:

- Severity of the infraction,
- Previous record at EHS,
- Impact of the student's actions on other students and on the broader school community,
- Student’s forthrightness in accepting responsibility for their actions.

If the request to reapply is accepted, the student will be required to meet conditions and complete tasks determined by the Head of School before being invited to return. If the student is offered the opportunity to return and accepts this invitation, the student’s transcript will note that the student was separated during this time away from the school.
The Academic Program

Faculty Advisors
Each student is assigned a faculty advisor, who is to be that student’s guide, philosopher, and “friend.” The School expects the advisor to stay in close contact with each advisee and to keep families informed as to academic progress, other activities, and morale. The advisor makes formal reports after the close of each grading period and will call or write between grading periods as is necessary and helpful.

Graduation Requirements
When awarded an Episcopal High School diploma, a student has not only met the prescribed academic requirements but has also striven to establish high standards of honesty, integrity, and behavior. The following represent the minimum academic requirements necessary for earning a diploma:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Social Studies</td>
<td>2</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>3</td>
</tr>
<tr>
<td>Science</td>
<td>2</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>1</td>
</tr>
<tr>
<td>Theology</td>
<td>1</td>
</tr>
<tr>
<td>Physical Education</td>
<td>2</td>
</tr>
</tbody>
</table>

One credit is awarded for successful completion of a yearlong course and one-half credit is awarded for a semester course. A student must earn a minimum of 23 credits and undertake an average of six credits in each school year. One of the six credits is earned in the afternoon program.

One-third credit is awarded for successful participation in an athletic activity, arts program, or other afternoon program for a season. A minimum of two physical education credits is required for graduation.

The Dean of Academic Affairs must approve any modifications to a student’s graduation requirements. A complete statement and explanation of all requirements are provided in the Curriculum Guide.

Add/Drop Procedure
A student may drop or add a course, semester or year long, with permission of their advisor and the Academic Dean, as long as a minimum of five academic courses per semester is maintained. If a student wishes to move up or down a level in a yearlong course (e.g., from Honors Geometry to Geometry), approval of the advisor, teacher,
department head, and Academic Dean is required. If the student changes levels with at least three weeks remaining in the first semester, the first semester course and grades will not appear on the transcript. However, if the student changes levels after that time, the transcript will reflect that the student was enrolled in the different course level first semester.

**The Grading System**
Episcopal uses number grades to indicate the following levels of performance:

<table>
<thead>
<tr>
<th>Grade Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>95-100</td>
<td>A</td>
</tr>
<tr>
<td>90-94</td>
<td>A-</td>
</tr>
<tr>
<td>87-89</td>
<td>B+</td>
</tr>
<tr>
<td>83-86</td>
<td>B</td>
</tr>
<tr>
<td>80-82</td>
<td>B-</td>
</tr>
<tr>
<td>77-79</td>
<td>C+</td>
</tr>
<tr>
<td>73-76</td>
<td>C</td>
</tr>
<tr>
<td>70-72</td>
<td>C-</td>
</tr>
<tr>
<td>65-69</td>
<td>D+</td>
</tr>
<tr>
<td>60-64</td>
<td>D</td>
</tr>
<tr>
<td>Below 60</td>
<td>F</td>
</tr>
</tbody>
</table>

A grade of “I” (Incomplete) indicates that a student for a valid reason was not able to finish the required work of a course. In most circumstances, the work must be made up within two weeks after the end of the grading period in order to receive a final grade. To receive credit for a course, a student must earn a final grade of 65 or above. In a yearlong course, a minimum of 65 must be earned both for the year and for the second semester. Should a student fail the second semester but have a yearly average above 64, that student will receive that grade for the year, but will not earn credit for the course.

**High List**
Students with a weighted average of 90 or above (unrounded) receive recognition on “The High List.” The High List comes out two times per year: end of first semester and year end.

**Addressing Failures**
Should a student not receive credit for a course, that credit may be made up in other ways. A student typically has the option to repeat a failed course the following year or to take another course that satisfies the graduation requirements; both the failing grade and the new course grade will appear on the transcript. Other options include summer school or reexamination.
A student earning a grade of 65 to 69 for the year, or for the semester in a semester course, may elect to improve a year end or semester grade by taking a re-exam after 20 hours of additional tutorial work. The final grade in the course will range from 65 to 70 depending on the student’s performance on the reexam. A poor re-exam will not cause the grade to be lowered.

A student earning a grade of 60 to 64 will not receive credit but qualifies for a re-exam after 20 hours of additional tutorial work or summer school. Upon successful completion of the re-exam, the student will receive credit and a grade ranging from 65 to 70 depending on their performance on the re-exam. If a student in a yearlong course does not earn at least a 65 for the second semester, credit for the course is not earned. However, a re-exam may be taken in order to earn that credit. Students with a final or second semester grade below 60 are not eligible for a re-exam.

Reexaminations of first semester courses must be taken at the School no later than the morning of the last day of spring vacation. During the summer, a student may make up no more than two courses by reexamination. Second semester reexaminations and those for yearlong courses may be taken at the School or under the supervision of a qualified proctor near the student’s home before August 1. Grades will be sent home as soon after that date as possible and as faculty vacations will allow.

Seniors are allowed only one reexamination before commencement. At the discretion of the Dean of Academic Affairs, one additional reexamination prior to the opening of the next session may be allowed.

A student failing a course in a department where the work of the next higher level is a continuation of the same material, as in foreign languages, may be placed on probation at the higher level on the basis of sufficient summer work to satisfy the teacher, the department head, and the Dean of Academic Affairs. If the student passes the work of the first marking period in the higher course, the student will receive credit for the lower level course; however, if the student fails, return to the lower level course is automatic.

**Academic Preparation**

Academic preparation is one of the major foundations for success at Episcopal High School. Often, the scheduled study hall time is not sufficient to complete all assignments. To complete assignments, students must use more time for study than is actually scheduled. Students are advised to regularly use weekend time, especially for lengthy assignments.

Aside from specific places of study, and certain times for the students to be in them, the School offers:
1. Instruction about learning styles and techniques in the curriculum, especially in the case of younger students;
2. Limited counseling for the more common motivational problems;
3. Faculty and student tutoring for students in academic difficulty during regularly scheduled tutorial periods and at such other times as their respective commitments allow; and
4. Assistance with locating outside tutoring for students with more extensive academic challenges, if the student and their parents/guardians wish to arrange it.

Study Hours and Procedures

Daytime Academic Study Hall (DASH)

1. For the first marking period, all new students will be placed in DASH. Placement for returning 10th and 11th graders will be determined by the Academic Review Committee at the conclusion of the preceding marking period.
2. At the end of the first marking period, the Academic Review Committee will determine which 9th, 10th and 11th graders will be required to attend DASH during free periods. Typically, students with a B− average or below are placed in a DASH period.
3. Students not assigned to DASH are encouraged to find quiet places on campus in which to prepare for the work of the next period class.
4. Students in DASH may, with a note from a teacher, sign out for other academic locations.

Nighttime Study Expectations for Students

All students in the 9th, 10th, and 11th grades are expected to be studying on their dormitory or a place of study from 8:00 p.m. through 10:00 p.m., Sunday through Thursday. In the evenings that precede class days, students in the 9th, 10th, and 11th grades are expected to sign in on dorm by 8:00 p.m. Students who wish to then leave the dorm to study must sign out with the dorm faculty on duty when leaving and sign in when returning.

1. Ninth graders will study in their rooms from 8:00 p.m. to 10:00 p.m. With permission, they may go to TECC, the library, or meet with a teacher from 8:00 to 9:00 p.m.
2. Tenth graders will study in their rooms from 8:00 p.m. to 10:00 p.m. for the first semester. With permission, they may go to the library for group work or meet with a teacher or tutor from 8:00 to 9:00 p.m. After the first semester, they may sign out to the library.
3. Eleventh graders may study in their rooms or in a designated place of study.
4. Twelfth graders are not required to sign in on dorm at the beginning of study hall (except on Sunday). They have the freedom to be anywhere within the “core” of campus as long as they are not being disruptive to the study atmosphere. They may use the athletics center during study hall to play
basketball or use the fitness room, however, they should not visit their friends in other dorms during study hall. Twelfth graders must sign in on dorm for the night no later than the conclusion of evening study hall.

**Nighttime Academic Study Hall (NASH)**
The Academic Review Committee may assign students experiencing academic difficulty to NASH during the evening study period. Students in academic difficulty may not attend plays, concerts, or other activities during NASH unless that activity is required for a given class.

**Other Issues Concerning Study Hall**
1. Advisors may at any time place their advisees in DASH for the remainder of a marking period after consultation with the Academic Dean.
2. Students are excused from their study hall commitment for “open” theater trips, Honor and Discipline Committee meetings, AP exam reviews, or other required class activities for which the teacher provides compensatory time.
3. Students should be sure to sign out honestly during any study hall.
   Misrepresenting a reason for leaving, or going to a place other than that specified in the signout is a violation of the Honor Code.

**Student Academic Review**
Every marking period student's grades are reviewed by their advisors. Any student receiving a grade below 75 is subject to review by the Academic Review Committee. This committee may make the following recommendations for a student: study hall assignment, tutoring, testing, counseling, change in course load, or any other appropriate interventions. Students of particular concern to this committee will be brought to the attention of the entire faculty for their input and/or awareness.

**Class Absences**
Attendance at academic commitments is important to the academic mission at Episcopal. Absences are only excused if a special leave has been submitted and approved by the Dean of Students Office or the student has been admitted to the Health Center. A "class absence" is defined as one or more classes missed consecutively. In addition, being late for more than 50% of class is considered an absence. Consequences for unexcused absences:

**First Absence**: The student will receive a Level 2 Response.

**Second Absence**: The student will receive a Level 2 Response.

**Third Absence**: The student will receive a Level 3 Response and will be required to meet with the Academic Dean. A letter will be sent home to the student’s parents/guardians.
Fourth Absence: The student will receive a Level 4 Response. In a Level 4 Response, a student will meet with the Assistant Head for Student Life who will determine the School’s response. This meeting will discuss whether a student is able to meet the basic expectations of being a student at Episcopal High School.

Fifth Absence: The student will likely be referred to the Discipline Committee for review.

The Washington Program
The Washington Program is the School’s academic experiential education program, leveraging the resources and opportunities of the National Capital Area. The program runs most Wednesdays throughout the school year. Students typically participate in Washington Program Experiences (WPEs) with a specific class as part of its curriculum. Occasionally, a WPE will be a school-wide experience with a larger cultural theme. Attendance is mandatory for students, since this program is an essential part of the academic program. As a capstone to the senior year experience, students participate in a month-long externship, commuting to and working in the metro area. School expectations regarding unexcused absences and lateness apply to both the Washington Program Wednesday experiences, as well as to the Senior Externship schedule.
Community Life Standards

Responsible Use of Technology
All members of the Episcopal community who use the School's computing and information resources must act responsibly. The guidelines for the acceptable use of technology can be found on the Episcopal website under Technology Support - Acceptable Use Policy for Technology. Please refer to it for a complete guide on the acceptable use of technology. Ignorance of these guidelines is not an excuse for misuse of the School's technology.

All students must take reasonable and appropriate steps to see that their computing devices are password protected and have active antivirus and malware software installed. If you do not have security software, it will be provided to you free of charge.

Only devices that have been approved by Episcopal High School may be attached to EHSnet. At this time, students are allowed to bring their own laptop, mobile device, and game console, but not every Internet capable device may be connected to the School's network. The Technology Department reserves the right to remove any device that poses a threat to the safety of the computer network.

Ultimately, each user is responsible for their own computing and own work using a computer; this responsibility and privilege should be taken seriously. Misuse of technology may result in disciplinary action ranging from loss of privileges to dismissal from Episcopal. In addition, it is important that students cooperate with members of the Technology Department when requested for information about computing activities. Under certain circumstances, a network administrator may be authorized to access your computer and/or email files.

Cell Phone Use on Campus
In today's world, personal cell phones are used for a wide variety of purposes including personal messaging, checking school email, calendar and schedule management, social media, pictures and video, listening to music, watching videos and various educational purposes. While many of these uses are conducive to learning and healthy relaxation, there are also many times when using a cell phone in public is not appropriate for building healthy and broad relationships in our community, is not considerate of others who are present, and is not promoting an effective learning environment.

Therefore, cell phones are not to be seen, heard, or used at any time during class (unless given explicit permission by the teacher) or during any type of all-school gathering. This includes our weekly chapel services, seated meals and community meeting, as well as other all-school special events including, but not limited to, guest speakers and presentations. Adults and students are asked to not bring their devices
to these spaces during these events; if the devices are in the spaces, they should be silenced and out of sight.

Students who are found to be using their cell phones during class or during all-school gatherings will have their phones confiscated, and their phones will be turned into the Dean’s Office to be picked up at the end of the academic day. Students will also serve a Level 1 7:00 p.m. study hall.

**Headphone Use on Campus**
While many students use personal headphones to listen to music while studying or relaxing, headphone use at any time in our dining hall and while walking around campus during the academic day does not allow for the interactions and relationship building that is vital to our community. Students who are wearing headphones in the dining hall or while walking from building to building during the academic day will have their headphones confiscated, and their headphones will be turned into the Dean’s Office. Students will serve a Level 1 7:00 p.m. study hall.

**Personal Appearance & Dress Codes**
The dress code is meant to promote standards of dress that respect the academic purpose and ethos of Episcopal High School while allowing for the expression of selfhood and promoting inclusivity. As a residential community, we live our lives together in various settings, and therefore, the dress code is meant to honor and reflect the particular nature of the endeavor in each setting.

**General Guidelines**
At all times, students are expected to dress in a manner that is neat, clean, and respectful.

- All clothing must be clean and in good repair (not torn, frayed, or cut off).
- All clothing must cover the chest, back, stomach, and undergarments.
- Clothing should not contain offensive language or images.
- Hats should not be worn in public indoor spaces, excluding the dormitories.
- All hair must be neat and clean.
- Students may wear clothing that bears the names of particular political figures or parties, but should not wear clothing that contains any political slogans.
- Boys who would like to have facial hair should return from a major break (summer, Thanksgiving, winter, and March) with facial hair that is neat, well-groomed, and maintained. Boys are not permitted to grow new facial hair while School is in session.

**Academic Attire**
During the academic day, students are asked to dress in a manner that communicates a clear sense of purpose, a respect for the process of learning, and elevates the importance of the academic day. Clothing considered appropriate for the academic
day is both professional and functional. Students’ clothing must respect the standards and academic purpose of the School; therefore, students’ clothing should allow them to participate fully in the daily program and facilitate a positive academic experience.

Academic attire must be worn in all public areas of the School from breakfast until the end of the class day. The class day includes Washington Program experiences, exam periods, and special speakers and events.

The following meets the academic attire dress code:
- Dress shirts, blouses, turtlenecks, golf shirts, sweaters/fleeces/layers without writing unless it is an Episcopal sweatshirt
- Casual trousers, including jeans and leggings
- Shorts
- Skirts or dresses that are no more than 4 inches above the knee

The following does NOT meet the academic attire dress code:
- Sweatshirts with writing other than Episcopal sweatshirts
- T-shirts (athletic, designer, etc.)
- Sweatpants and pajama pants
- Skirts and dresses that are more than four inches above the knee
- Shoes with a heel greater than two inches

**Informal Attire**
On weekends and after the class day, students are encouraged to dress comfortably and informally, as long as the general guidelines as outlined above continue to be met. During this time, the following are allowed:
- T-shirts,
- Athletic attire, including athletic shoes, sweatshirts, sweatpants, and shorts.

**Special Exceptions**
Throughout the year, there will be exceptions to the dress code, as outlined above. These include Spirit Week, Halloween, designated dress down days and the Finals Dance. On those days, the Dean of Students Office will communicate specific expectations.

**Enforcement**
The dress code offers a daily opportunity to support the mission of Episcopal High School by choosing to meet this aspect of our community’s expectations. Those students who choose not to meet the dress code expectations will be asked to return to their room to change and will be reported to the Dean of Students Office.

The first infraction will be treated as a warning and recorded. The second and third infraction will result in a Level 1 Response. The fourth and fifth infraction will result in
a Level 2 Response. Subsequent infractions will result in a Level 4 Response and the student may be referred to the Discipline Committee.

**Weekly Attendance**
Episcopal thrives on the participation of its student body in various day-to-day areas of school life. It is the School’s expectation that students will make a spirited attempt to meet all commitments knowing that each student’s presence and contribution to school programming and community life are valued. Students who fall short of the expectations described below will receive a response from the School as outlined in the section titled “Weekly Responses to Student Behavior.”

Students are expected to be present, on time, and in dress code for all academic, school program, and community life requirements. This includes, but is not limited to:
- Academic Classes,
- Washington Program Experiences,
- Required Study Halls (DASH and NASH),
- Leadership & Ethics Programming,
- Afternoon Option Commitments,
- Seated Meals,
- Chapel and Vespers Services,
- Community Meeting,
- Saturday 5:00-5:45pm sign-in,
- “All In” sign-in each evening, and
- Any additional or special all-school programs, meetings, or speakers.

**Respect for School Property**
When a student causes damage in any area of the School, that damage should be reported promptly to the Business Office. The student will be asked to pay the cost of the damage. Failure to report the damage will result in both the cost of the repair and a report to the Dean of Students Office. In the instance of serious unreported damage or repeated offenses, the student may appear before the Discipline Committee.

At the end of the school year, student rooms are to be returned to the condition they were in at the beginning of the year; any damage to the room or loss of school property (screens, bedding) will be billed to parents/guardians. Damage to dormitory common rooms will be shared by all dorm occupants.

**Sales**
Any project using the name of Episcopal High School (including t-shirts) in any form must be approved by the Dean of Students.

**School Responses to Incidents or**
Concerns of Student Substance Use or Possession

Episcopal High School's Substance Use Philosophy Statement: Core Beliefs
The School:
1. Expects students to abide by Virginia laws regarding substance use;
2. Is committed to a substance-free campus as critical to our mission and student health.
3. Believes students who use substances are not in a position to thrive at Episcopal;
4. Believes students who postpone use of substances are more likely to abstain from use in the future and less likely to develop an addiction;
5. Believes students who seek help for substance use deserve the School's support and resources; those who develop an addiction may require a leave from Episcopal for more focused care;
6. Relies on a partnership with families to promote healthy, substance-free behavior among students while they are on leaves from EHS or on major breaks;
7. Believes vaping, as declared by federal health officials, is a health epidemic to be taken seriously.

Disciplinary Responses to Incidents or Concerns of Student Substance Use or Possession
Episcopal High School has both disciplinary and non-disciplinary approaches to dealing with incidents or concerns of student substance use and/or possession. The School's disciplinary responses are detailed below. Please note that these responses are designed to address incidents and concerns of substance use and possession. Given the potential community impact of distribution, any situation involving distribution may result in dismissal from Episcopal High School.

When a faculty member has an immediate concern about a potential violation of the School's rules regarding substance use and possession, they are obligated to report the infraction to the Dean of Students Office, which will initiate an investigation that may lead to a disciplinary response to the situation. The investigation will likely include a medical evaluation, a substance screening, and breathalyzer. Please note that most instances of illegal substance use, possession or distribution will result in dismissal from Episcopal High School.
Alcohol, Drugs, and Other Mind Altering Substances
Any student who uses, possesses, or distributes alcohol, illegal drugs, other mind-altering substances, or paraphernalia designed for illegal drug use while under the School's authority, regardless of whether on or off campus, will be dismissed from Episcopal High School.

Prescription Medications
Any student who misuses, possesses or distributes unauthorized prescription medication while under the School's authority, regardless of whether on or off campus, will be dismissed from Episcopal High School.

Vaporizers, E-cigarettes and Juuls
Any student who uses, possesses, or distributes a vaporizer, e-cigarette, or Juul while under the School's authority, regardless of whether on or off campus, will be administered a substance screening. A student who has used alcohol or illegal drugs or has misused prescription medication will likely be dismissed from Episcopal High School. This is regardless of when or where the use took place or whether the student was under the School's authority. A student who has used or possessed nicotine will appear before the Discipline Committee and likely be placed on a Disciplinary Leave from School.

Nicotine Products
Any student who possesses or uses nicotine products will appear before the Discipline Committee. Please note that lighting a flame inside of a School building, including cigarettes, is a violation of the Major School Rule regarding endangering the safety of oneself and others and may result in dismissal from Episcopal High School.

Being in the Presence of the Use of Illegal Substances
Any student who is knowingly in the presence of other students using alcohol, illegal drugs, vaporizers, e-cigarettes, or juuls, or misusing prescription medication will be administered a substance screening and appear before the Discipline Committee. A student who has used alcohol or illegal drugs or has misused prescription medication will likely be dismissed from Episcopal High School. This is regardless of when or where the use took place or whether the student was under the School's authority. A student who has used nicotine will appear before the Discipline Committee and will likely be placed on a Disciplinary Leave from School. A student who has been in the presence of this use but who has not used any illegal substances will appear before the Discipline Committee for being in the presence of a rule violation regarding substance use.
Non-Disciplinary Responses to Incidents or Concerns of Student Substance Use or Possession

Episcopal High School has both disciplinary and non-disciplinary approaches to dealing with incidents or concerns of student substance use and/or possession. The School’s non-disciplinary responses are detailed below. Please note that these responses are designed to address incidents and concerns of substance use and possession. Given the potential community impact of distribution, any situation involving distribution may result in dismissal from Episcopal High School, regardless of how the School becomes aware of the incident or concern.

Student Assistance Team (SAT)
The Student Assistance Team (SAT) is comprised of a school counselor and EHS faculty members who utilize an intervention approach to address community concerns about student drug and/or alcohol use. When a member of the community has a concern regarding drug and/or alcohol use that does not raise immediate safety concerns, the community member should refer that concern to the Student Assistance Team by directly contacting a SAT member or by asking any adult in the community to help them contact a SAT member. When this occurs, SAT will conduct a private intervention directly with the student of concern to determine the appropriate supports, which may include contacting parents and a no-use agreement and in instances when there is a serious health concern, referring out to more expert services and a medical leave to address those health concerns. Members of the Dean of Students may assist with the removal of any illegal substances in the student’s room or possession. A no-use agreement requires a student to remain substance-free for the remainder of their tenure at Episcopal and will likely include a substance use assessment, randomized substance screening, and an SAT support person. If a student violates their no-use agreement, the student will be reported to the Head of School and will likely be dismissed from EHS for the violation. (Note: An SAT referral should not be confused with Emergency Aid, which is applied when there is an immediate safety concern regarding substance use or possession.) For more information on the Student Assistance Team, contact the Director of Counseling. Please note that if a student is discovered by a faculty member to be using drugs and/or alcohol, then the response would be a disciplinary one as detailed in the section above.

Episcopal Quits (EQ) Coordinators
The Episcopal Quits Coordinators are faculty members trained to help students and address community concerns about vaped nicotine use. The EQ Coordinators act as the point of contact for students, families, advisors and mentors who want to learn more about the resources available for vaped nicotine use. They work closely with the counselors to stay up to date on the latest trends and can help direct students and families to helpful resources.
Students can self-refer to the EQ Coordinators and parents/guardians, faculty, and peers can also share concerns about students. Parents/Guardians will be notified about the concerns and they will become part of the student’s support team. EQ Coordinators may need to elicit the help of the Dean’s Office to remove paraphernalia from dorm, but the response would fall under “emergency aid” and remain non-disciplinary. EQ Coordinators may also refer students to the counselors or SAT for further intervention. Please note that if a student is discovered by a faculty member to be using nicotine, then the response would be a disciplinary one as detailed in the section above.

**Emergency Aid**
When a student has a concern regarding substance use or possession that raises immediate safety concerns, the student should contact the Health Center or ask any adult in the community for help. Students may initiate Emergency Aid for another student or themselves. Students who receive Emergency Aid will be given medical care without disciplinary consequences. The Dean of Students Office will conduct an immediate investigation to determine if students on campus are currently under the influence or if any substances or items need to be confiscated. At the conclusion of medical care and the investigation, most students receiving emergency aid will be referred to SAT or EQ. In some instances this may result in the student taking a medical leave to address these health concerns away from school. Students who receive emergency aid who are already on a SAT no-use agreement will be reported to the Head of School and will likely be dismissed from EHS for the violation.

**Substance Screening and Substance Use Assessments**
When the School has concerns about student substance use or possession, a substance use assessment or screening may be required. Substance screening is comprehensive and may include testing for medications (both prescription and non-prescription), illicit drugs, alcohol, nicotine and other substances with the potential for misuse or abuse. The screening will take place under the supervision of a registered nurse at the EHS Health Center and may take the form of urine collection, serum collection and/or breathalyzer for analysis by outside independent laboratory or on-site screening. The cost of any substance screening will be billed to the student’s account in a private manner. Substance use assessments are conducted by an outside substance use professional who will provide initial assessment and education, and will provide recommendations for further care. The cost of the substance abuse assessment will be billed directly to families by the outside provider. For more information about substance use assessments and screening, please contact the EHS Health Center.

For more information on some aspects of the policies outlined above, please reference the following sections in our Student Handbook:
• For more information on when students are considered under the School’s authority, please reference the section titled “The School’s Authority”.
• For more information on the School’s policy regarding prescription medications, please reference the section titled “McAllister Health Center: Medication Dispensary”.
• For more information on the procedures for substance screening, please reference the section titled “Substance Screening and Substance Use Assessments”.
• For more information on the procedures for the Discipline Committee, please reference the section titled “The Discipline Committee”.

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**Emergency Response Plan**

Episcopal has well developed, carefully prepared plans to ensure the safety of the community should an emergency occur. It is imperative that all students know the proper procedures should there be a fire or other emergency. The School conducts drills so that students can learn and practice evacuation routes. Emails and phone calls will keep parents/guardians informed. The goal is to communicate with parents/guardians within two hours of the emergency.

There are four aspects of our emergency response plan:

1. Fire
2. ALICE training for response to intruder danger
3. Lockdown Weather
4. Safe Spaces

All four plans are signaled ONLY by the on campus Alertus beacons, an all school alarm, and electronic notification system using email and text alert. All signals are integrated.

**Fire:** Proceed immediately to the outdoor track and await further instructions.

**ALICE Intruder Alert:** Alert/Lockdown/Inform/Counter/Evacuate- EHS will provide ALICE training to all in the community as a strategy for reacting to dangerous intruders

**Lockdown Weather:** Proceed immediately to the nearest building. When in a building, proceed to the basement or to the lowest level. Move into the center of the building and away from any windows or entrances/exits. Remain there until further instructed.

**Safe Space Physical:** Proceed immediately to your assigned location.

**Non Beacon-Related Fire Alarm**
There are times on campus when an individual fire alarm may sound in a building and the ALERTUS beacon has not been activated. If an alarm sounds in a building that you are in, exit that building. Remain a safe distance away until the alarm is silenced. Once it is silenced, you may return to the building. If a fire is discovered in that building, the ALERTUS beacon will be activated, signaling the need to follow the fire response plan as detailed above.
Weekly Disciplinary Responses to Student Behavior

Episcopal thrives on the participation of its student body in various day-to-day areas of school life. It is the School's expectation that students will make a spirited attempt to meet all commitments, knowing that each student's presence and contribution to school programming and community life are valued. Students who fall short of the expectations will receive a response from the School as outlined below. For a complete description of the weekly expectations for students, please refer to the section titled “Weekly Attendance”.

Response Levels

Level 1 Response
Students who receive a Level 1 Response will serve a 7:00 p.m. weekday study hall. This includes, but is not limited to, students who are late to commitments, use their phone in community spaces, or are out of dress code.

Level 2 Response
Students who receive a Level 2 Response will serve a 7:00 p.m. weekday study hall and will attend Saturday morning work program from 8:00-10:00 a.m. This includes, but is not limited to, students who are absent from commitments or who have repeated Level 1 infractions.

Level 3 Response
Students who receive a Level 3 Response will serve a 7:00 p.m. weekday study hall, will attend Saturday morning work program from 8:00-10:00 a.m., will attend Monday morning study hall at 8:00 a.m., will be restricted to campus from Friday through Monday, and will complete a “Weekend Community Engagement Worksheet.” This includes, but is not limited to, students who have a combination of Level 1 and Level 2 infractions in one week, students who have repeated Level 2 infractions, and students who fail to properly serve Level 1 or Level 2 responses.

Level 4 Response
Students who receive a Level 4 Response will meet with their advisor and the Assistant Head for Student Life. The Assistant Head for Student Life will determine the School's response and will follow up directly with the student’s parents/guardians by letter. This includes, but is not limited to, students who have demonstrated a pattern of inability to meet the expectations of Episcopal and students who have failed to meet the expectations of a Level 3 Response more than two times.
**Level 5 Response**

Students who receive a Level 5 Response will appear before the Discipline Committee for failure to comply with the expectations of Episcopal.

**Description of Components of the School’s Disciplinary Responses**

**7:00 p.m. Weeknight Study Hall**

Students who receive a weeknight 7:00 p.m. study hall are expected to report to Sperry Lecture Hall no later than 7:00 p.m. the evening that the infraction occurred. If they are unable to serve that evening because of a required school commitment, they should communicate directly with the Dean of Students Office. Weeknight 7:00 p.m. study halls are offered on Mondays, Tuesdays, and Thursdays. If the infraction occurs Friday through Monday, students should plan to serve the following Tuesday. During this time, students may complete academic work. They will be excused at 7:55 p.m., in time to make the 8:00 p.m. sign in on dorm that evening for 9th, 10th, and 11th graders.

**Saturday Morning Work Program**

Work program is held on Saturdays from 8:00-10:00 a.m. Work program meets in Blackford Hall at 8:00 a.m. and will task students with various jobs around campus.

**Monday Morning Assigned Study Hall (MASH)**

Monday morning assigned study hall is held from 8:00-8:50 a.m. in Sperry Lecture Hall. During this time, students may complete academic work.

**Campus Restriction**

Students on campus restriction may not leave campus, unless on a required school trip (athletic contest, etc.) or with permission from the Dean of Students Office or ADO. The Center is not considered part of the campus.

**Weekend Community Engagement Sheet**

The weekend community engagement sheet should be picked up from the Dean of Students Office on Friday and turned in on Monday morning before classes begin at 9:00 a.m. The weekend community engagement sheet will require students to complete two individual work hours in addition to Saturday morning work program, complete a reflective exercise on their behavior, describe one takeaway from a conversation with their advisor, participate in a minimum number of campus activities and events, and attend at a minimum one meal on both Saturday and Sunday in the dining hall.

**Loss of Privileges**

To address certain behaviors, a student may lose certain privileges including, but not limited to, their sign-out privileges during the academic week (requiring an early sign-in on dorm at 7:30 p.m. for the remainder of the evening), Center privileges on
Wednesday evenings, or attendance at community events (such as The Game vs. Woodberry or the Finals dance).

**Early Weekend Dorm Sign-Ins**
To address certain behaviors, a student may be required to sign-in on dorm on Friday and/or Saturday evenings at 7:30 p.m. Students must then remain on dorm and in their own rooms for the remainder of the evening.

**Dean of Students Office Warning**
A student may be placed on a Dean of Students Office Warning for issues such as, but not limited to, use or possession of vaporizers (electronic cigarettes), tobacco and other nicotine product use, disrespectful behavior, instances of repeated deportment problems, and committing or being in the presence of a major school rule violation. If a student violates the terms of the warning, they will appear before the Discipline Committee with dismissal a possible outcome.

**Disciplinary Leave from School - On Campus**
An on-campus disciplinary leave from school may be anywhere from one to three school days long. These leaves do not include weekend days. This leave would begin the day after a student's disciplinary response and leave has been communicated, and during this time, a student may not attend academic classes, office hours, extracurricular activities, community moments, advisory, buffet meals, and other school commitments and activities. During the school day, the student would spend the day in a supervised setting where they could complete work and use their technology. If suitable for the day's lesson, classroom teachers would record class for the student to view, but the student could not attend class or office hours virtually. Lunch and dinner would be brought to this student by their advisor or another adult as no student visitors would be allowed during the day. The leave would officially run from 8:15am-7:30pm. At 7:30pm, the student would sign-in on dorm and spend the remainder of the evening in their personal dorm room.

**Disciplinary Leave from School - Off Campus**
An off-campus disciplinary leave from school is a standard length of five academic days with all leaves beginning the day after a student's disciplinary response and leave has been communicated. The student is expected to leave campus on that day and to remain off campus for a total of five complete school days and the weekend. Before departing campus, the student is encouraged to meet with their teachers to gather materials and any instructions needed. If suitable for the day's lesson, classroom teachers will record class for the student to view, but the student can not attend class or office hours virtually. It is the student's responsibility to watch recorded classes, follow assignments on Canvas, and complete homework since direct communication with classroom teachers is not permitted during the leave.
Student Leaves from Campus

The School's first concern is always the safety and well-being of its students. Accordingly, it requires that students remain within the bounds of the campus unless they have signed out, the exception being school-sponsored trips. Campus is defined as the property of Episcopal High School - not the Virginia Theological Seminary. Falsification of a leave request is a violation of the Honor Code. If a student is delayed in returning from a leave or there are any changes in destination while on a leave, the student should call the Administrative Duty Officer (703-402-6696). The School reserves the right to deny approval for any leave.

Weekend Overnight Leaves (Submitted through Boardingware)
Weekend overnight leaves need to be submitted electronically by the student no later than 3:00 p.m. on Wednesday. These leaves require parent/guardian permission and, if applicable, permission of a host. A leave submitted after 3:00 p.m. on Wednesday may not be approved unless special circumstances exist and will result in a Level 1 Response. The School will not approve leaves for students unless a family member or responsible adult, age 25 years or older, will be present. Overnight leaves taken to local homes may not exceed five students, including the host student. All overnight leaves begin after a student's school commitments have been met. Friday overnights end on Saturday at the 5:00-5:45 p.m. sign in. Saturday overnights end on Sunday at the 7:30-8:00 p.m. sign in.

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<th>First Semester Leave Allowance</th>
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<td>Juniors</td>
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<td>Seniors</td>
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Missing 5:00 - 5:45 p.m. Saturday Sign In Only (Green Form then Boardingware)
Any request to miss the 5:00 - 5:45 p.m. sign in, if the student is not on an approved overnight leave, requires permission from the Dean of Students Office and should be submitted no later than 3:00 p.m. on Thursday. The student should come to the Dean of Students Office to complete a Green Form and then will be asked to submit their leave through Boardingware.

Requests to Miss School Commitments (Green Form then Boardingware)
Students and families should plan vacation and weekend departures to ensure that all school commitments are met. In special circumstances - family weddings, graduations, and similar occasions - the School will excuse a student from commitments. Students requesting to be excused for early departures, late returns, or missed commitments
should see the Dean of Students at least two weeks prior to the anticipated absence and prior to purchasing airline or train tickets.

In circumstances that are not excused by the Dean of Students Office, students will be asked to make up academic and community time they miss. For every class period missed, up to three class periods, a student will serve a 7:00 p.m. study hall with the expectation that this time is used to complete missed academic work. If a student misses an afternoon option or community gathering, including but not limited to seated meals or chapel, they will receive a Level 2 response with the expectation that they will use the work program to give time back to the community.

**ECRC (Extracurricular Review Committee) for Off Campus Activities**
The ECRC meets to review student proposals to participate in an off campus activity that requires an exemption from a school commitment, requirement, or expectation. When managing its academic and co-curricular programs, Episcopal encourages all students to work collaboratively and contribute to the campus community, while also supporting and developing each student’s individual passions and talents. With these goals in mind, Episcopal occasionally will consider individual requests to waive certain school requirements so that a student may further develop a special talent without compromising that student’s core EHS academic experience, healthy and balanced schedule, or enthusiastic engagement in the life of the School.

The ECRC takes the following into consideration:
- Class attendance,
- Academic performance,
- Commitment to EHS team/organization that is "in season,"
- Study Hall/completion of homework,
- Maintaining a balanced/healthy schedule,
- Opportunities to be recruited by college coaches/representatives,
- Opportunity to be a member of an external, elite team or organization,
- Opportunity to garner special recognition for personal achievement, and
- Opportunity to further growth and development in a particular area (sports, music, etc.).

**Process:**
Students should meet with the Dean of Students in order to submit a proposal at least two weeks in advance of the proposed start date. The committee will review the student’s request and the outcome will be shared with the student, parents, and anyone else necessary (advisor, teachers, etc.).
Committee Members:
Dean of Students, Admissions Representative, Academic Dean, Director of Girls’ Athletics, Director of Boys’ Athletics, Chair of Arts Department, Director of Residential Life.

**College Visit Leaves**
A senior is allowed two excused class days/overnights to visit colleges and, in special circumstances, a third. With permission, juniors are allowed to miss one class day in the spring semester to visit colleges. All college leaves should be discussed with the student’s College Counselor and then submitted through the Dean of Students Office.

**Day Leaves**
Students may sign out to go off campus on day leaves as long as their school commitments are completed, they’ve filled out a day leave and obtained permission from a faculty member, and they meet all required sign in times. Permission to miss or be late to a sign in must be requested in advance from the Dean of Students Office or the ADO. The School asks that students, at any time of the day, travel in groups when off campus.

Monday through Thursday, students are only permitted to take day leaves with their parents/guardians or parents/guardians of a friend. On the weekends, ninth and tenth graders may not be in Washington, D.C., after 5:45 p.m. unless accompanied by a parent/guardian, parent/guardian of a friend, or a member of the Episcopal faculty.

**Auto Transportation**
Episcopal will only approve overnight and day leaves if a student is riding with a family member or a driver over the age of 21. If you would prefer that your child have stricter auto permissions, please contact the Dean of Students office. Under no circumstances will Episcopal allow students to travel with non-family member drivers under the age of 21.

**Bradlee and Fairlington Shopping Centers**
Beginning at 3:45 p.m. and until the start of study hall on Tuesday afternoons, and from the end of the academic day on Friday until the start of study hall on Sunday, students may go to the Bradlee and Fairlington Shopping Centers without filling out a Day Leave. Students who go to the Center must continue to meet all of their school obligations. After spring vacation, seniors may go to the Center after 2:30 p.m. on any day, assuming they have met all academic requirements. They must meet all afternoon and evening obligations and return to campus no later than 8:00 p.m.

**Senior Leaves**
Seniors may take a senior leave four times a year (only once per marking period) on an evening preceding a class day with the exception of exam week, the night before a
vacation or graduation, the evening of a school function, and Halloween. Senior Leaves are not permitted on campus or to the Bradlee or Fairlington Shopping Centers. Permission for Senior Leaves is granted by the Dean of Students Office prior to 12:00 p.m. on the day of the leave.

**Late Leaves**
Juniors and Seniors may take a Late Leave on any evening not preceding a class day. Late Leaves end at 12:00 a.m. Late Leaves are not permitted on campus or to the Bradlee or Fairlington Shopping Centers. Permission for Late Leaves is granted by the Dean of Students Office or the ADO.

**Travel Support for International Students**
Given that many of our international students and families are traveling long distances and across time zones as they travel to and from campus, the School will support those students and families with extenuating travel circumstances as outlined below.

**Early Return to Campus to Fight Jet Lag**
Episcopal will allow students with long international travel to return to campus one day earlier than the standard posted return date for all students after vacations. We hope students will take advantage of this extra time to catch up on rest and sleep. Students and families should coordinate all details of the early return through the Dean of International Students and alert their dorm head and advisor of their early return. Unfortunately, we are not always able to accommodate students who wish to return one day earlier than the required return dates for athletes. In those cases, students should make arrangements with The Dean of International students, his or her coach, and the Athletic Director. Students who return early should call the ADO or the Dean on Call to let them know when they have safely arrived on campus.

**Excused Absence from Afternoon Option to Fight Jet Lag**
In extenuating circumstances, Episcopal may allow international students to be excused from one day of their afternoon option on the first day of return from major school vacations to fight jet lag. Students will not be excused from a game or performance, and students must inform their coach or activity advisor and check-in at the Health Center to rest. Students are not permitted to nap in their own rooms without permission from a Dean and the Health Center.

**Excused Absence Following Family Weekends**
Given the distance that our international families travel for our Family Weekends and the fact that many international students cannot travel home for our long weekends, international students may be given special permission to spend the Sunday evening of fall and spring Family Weekend with their family. Additionally, international students may request to miss classes on the Monday following Family Weekend to allow
sufficient time with visiting family. Students and families should coordinate all details of these requests through the Dean of Students office.
The Athletic Program

Athletics are a significant part of a student’s experience at Episcopal and constitute a graduation requirement. EHS believes that habits and routines of exercise begun at a young age are important to promote lifelong health. In addition to exercise for the sake of health, EHS is also committed to the important values taught by athletic competition. The values of sportsmanship, self-discipline, and perseverance are often learned through interscholastic sports. Most importantly, Episcopal’s athletic teams provide an opportunity for students from diverse backgrounds to learn the value of teamwork, cooperation, and mutual respect. Physical Education credit is granted for participation in the Athletics Program.

Athletic Equipment and Attire

The School issues all necessary equipment for every sport with the exception of shoes and certain other special items. Students are expected to wear school-issued athletic apparel during both practices and competitions. Team athletic apparel not issued by the athletics department may not be worn without the approval of the School.

All students must wear Episcopal Athletic Issue (t shirt and shorts) to all practices and Episcopal team uniforms for all contests. Students not wearing the school athletic attire will be sent back to their dorms to change before participating. Athletic issue policies and procedures are as follows:

Every student will receive the following free of charge (these items cannot be returned):

1. Two gray issue T shirts
2. Two pairs of black issue shorts
3. One sweatshirt
4. One laundry strap
5. One towel (if desired), and
6. One pair of athletic socks (if desired).

The following items are considered part of a student’s uniform and must be returned in good condition at the end of the season or the student will be charged for each individual item:

1. Uniform top and bottom,*
2. Warm-up top and bottom,* and
3. Assorted sports related equipment (please ask the Assistant Athletic Director for Equipment and Facilities if you are unsure of whether an item is returnable or not).
* Each student must return the specific pair of both tops and bottoms issued to them. Students will not be credited with the return of a particular item if it is not the specific item of apparel/clothing that was assigned to them at the beginning of the season.

* All returnable items must be returned at the end of the athletic season in which it was issued. Items issued in the fall, for example, must be returned at the end of the fall athletic season and not the end of the year in order to receive credit for the item’s return.

**Physical Examination**
A physical examination is required of each student each year. All necessary medical forms must be on file in the Health Center before a student will be allowed to participate in athletics during early fall practices or during the regular session. Students who sustain an injury must have written clearance from a qualified medical provider, the Medical Director, and Athletic Trainer to return to play.

**Attendance**
Once on a team roster, students are required to attend all team practices and contests, including weekend team commitments. Exceptions to this requirement may only be granted by the Dean of Students Office. Coaches will take daily attendance and report absences to the Dean of Students Office. The Dean of Students Office is responsible for determining whether an absence is considered excused or unexcused. Consequences for unexcused absences will be issued by the Athletics Department and/or the Dean of Students Office.

**Maintaining a Safe and Positive Environment**
The EHS Athletics Department is committed to maintaining a safe and positive environment for all student-athletes and fully supports the School’s enforcement of all Major School Rules, including rules regarding the use and possession of illegal substances and the treatment of others.

**Athletic Facilities**
Any student found in an unauthorized or locked area in the athletic complex will be referred to the Dean of Students.
The Residential Life Program

At EHS, we believe that living in community is one of the greatest learning experiences students can have. We embrace our diversity and believe that healthy connections amongst students, as well as intentional bonds between students and faculty are what make our community so strong. Living in close-knit residential spaces in a 100% boarding community fosters a feeling that EHS is a family and that we take care of each other in many ways - by learning, growing, and experiencing life together.

A Day on the Dormitory

1. Beginning the day: In order to get sufficient rest, students who wish to study early on dorm should not do so before 5:00 a.m. Students may NOT leave the dormitory from power down time until 6:00 a.m.
2. Room Cleanliness: Students are expected to have their rooms in order before leaving for class. The common standard for what constitutes a passable room includes putting clothes in the closet or drawer, tidying desks, sweeping or vacuuming floors when necessary, emptying trash, and making beds. During the weekend, students should also leave their rooms in good order.
3. Study Hours during the Class Day: For those students not assigned to DASH during the day, the dormitory should serve as a place of study. Loud playing of music and other disturbances are not permitted during the academic day.
4. Evening Hours:

Sunday through Thursday
- 8:00 p.m. Open room door, leave propped open with the door stopper until the close of study hall.
- 8:00 - 10:00 p.m. Study Hall
- 10:00 p.m. All In; dorm begins to quiet
- 10:30 p.m. In room for 9th graders
- 10:45 p.m. Lights out for 9th graders; in room and quiet dorm for 10th-12th graders, Close door after final sign in with dorm parent.
- 11:00 p.m. Power down for 10th graders
- 11:30 p.m. Power down for 11th graders

Friday
- 10:30 p.m. All in for 9th/10th graders
- 11:00 p.m. All in for 11th/12th graders
- 12:00 a.m. 9th/10th/11th graders in own dorm room; quiet dorm
- 12:30 a.m. 12th graders in own dorm room

Saturday
- 5:00 - 5:45 p.m. All students not on leaves must sign in on dorm.
- 11:00 p.m. All in for all students
Video Games:
While in many cases, playing video games provides an opportunity for students to socially connect with friends and relax during non-scheduled parts of the day and weekend, gaming has traditionally been allowed on campus only on the weekends. This year, we will be allowing students to bring and use personal gaming devices for use throughout the week. Gaming will be allowed Monday through Thursday from 5:00 p.m. to 8:00 p.m. Students will also be able to play video games beginning at 3:30 p.m. on Friday through 8:00 p.m. on Sunday. This policy may be revised if dorm faculty and advisors feel it is interfering with a students ability to meet all academic expectations. A reminder that for all students, video monitors in dorm rooms may not exceed 32 inches.

Breakfast Sign-In
During the first marking period of the school year, Episcopal requires that 9th and 10th grade students sign-in at breakfast each morning to ensure that they are up, fed and awake for the start of classes. Students who demonstrate that they are able to attend breakfast during the first marking period will no longer be required to sign-in. Students who struggle to make breakfast sign-in may face a response from the School and will continue to be required to sign-in throughout the year.

Dorm Appearance and Standards
It is vitally important that certain fire safety and health practices be followed in order to ensure the safety and well being of others.

The occupants of each room are responsible for its condition. At the beginning of each school year, the dorm head will take an inventory of the room. When students vacate a room, missing or damaged items not on the original report will be billed to them. School furniture is not to be removed from a room without the permission of the dorm head, and where applicable, screens are not to be removed from windows. This year, it is also critical that beds remain in their exact location and that beds are not lofted any higher than permitted at the start of school.

1. Bicycles are to be kept in designated areas.
2. Pets (including fish) are not allowed.
3. Video monitors must have screen diagonals of 32” or less.
4. Multiple plug adapters and extension cords are forbidden by city fire ordinances. Power bars with circuit breakers should be purchased and used when operating multiple electrical devices.
5. Halogen lamps, cooking equipment, and other electrical equipment deemed potentially dangerous are not permitted.
6. All students may have one small refrigerator per room. This refrigerator should be less than 36 inches in height.
7. All electrical equipment should be turned off when not in use.
8. All decorations must be in good taste. (i.e., no blatant advertising of drugs or alcohol, no sexually suggestive or degrading materials, no language, symbols, or images that may be considered prejudiced or offensive, including but not limited to confederate flags and swastikas, etc.)
9. For fire safety and for the prevention of mold growth, no tapestries or flags are allowed in rooms, curtains must be shorter than floor length, and less than 50% of each room’s wall space should be covered in posters or pictures. Vinyl wallpaper is not allowed.
10. Students may hang political signs inside of their dorm rooms that bear the names of particular political figures or parties, but should not hang signs that contain any political slogans. Any signs hung inside of a dorm room should be mutually agreed upon by all residents of the room. Students may not hang any signs or flags facing outwards on doors, windows, or porches.
11. Each room is limited to one additional piece of furniture (e.g. a couch OR a loveseat), and this one additional piece of furniture can be no longer than six feet. We ask that you wait until January to purchase or bring any large or additional pieces of furniture.
12. No metal fasteners may be driven into walls, ceilings, doors, or desks.
13. Students must arrange their furniture so that all parts of the room are easily seen and accessible from the doorway. Windows should not be obstructed by furniture or hangings. Tapestries, flags, and other drapery are not allowed in rooms at all.
14. Candles, incense, or other incendiary items are not allowed on the dormitory. This is considered a major school rule violation.

Public Dorm Common Rooms
The following spaces are available for all students to spend time in, regardless of gender:

- Anderson Pod Commons
- Dalrymple Nook
- McGuire/Hummel commons
- Hoxton commons
- Harrison commons
- Berkeley basement commons

Hours of Public Commons:
- Monday-Thursday: 5:30-10 PM
- Friday: 5:30-10:15 PM
- Saturday: 12 PM-10:45 PM
- Sunday: 12 PM-10 PM
Please note that common room televisions are to be turned off during study hours and at 11:00 p.m. before class days unless the dorm parent gives special permission. On weekends, the televisions are to be turned off at 12:00 a.m.

**Coed Visitation**

*Philosophy*

At EHS, we recognize that students have many reasons for wanting to spend time in each other's rooms on dorms across campus, and we encourage students to take advantage of our coed visitation policy. In order to create healthy, safe, and enjoyable residential spaces for all community members, we wish to partner with students in building environments that feel comfortable for all. We seek a way forward that will provide students a chance for privacy, relationship development, and typical, healthy teenage interaction, all while adhering to the EHS rules on student interaction, romantic and otherwise. Students should understand that coed visitation is a privilege and should uphold the spirit of its expectations at all times.

**Hours of Coed Visitation: Dorm Rooms**

- Friday night 7:30-10:15
- Saturday night 7:30-10:45

**Procedure for Coed Visitation**

- Host student must request visitation with a face to face conversation with adult on duty. A specific room must be designated.
- Visiting student(s) signs in on Boardingware or adult makes a discreet list in order to keep track, avoiding use of the white board.
- Once this interaction and conversation has been had, students proceed to dorm room.
- Door must be propped open the width of a door stop (so that anyone could enter after knocking but without using a code).
- Students must abide by all EHS rules, including those for physical intimacy (see section titled Physical Intimacy).
- Adult on duty will pass through periodically to check in. Adults will knock and then enter.
- Visiting student should check out face-to-face with adult on duty when he/she is ready to leave.

**Same Sex Relationships on Dorm**

Episcopal recognizes that students may be in same sex relationships with students who live on their same dorm or with students on other dorms. While students in same sex relationships are not required to follow the coed visitation guidelines outlined above, they should follow the School's physical intimacy guidelines as outlined in the
section titled “Physical Intimacy”. Students in physically intimate relationships should not choose to live together in the housing process at the end of each school year.

**Campus Boundaries in the Evenings**
After 7:00 p.m. or after dark, whichever occurs first, students must stay in the core of campus. The designated areas are outlined in the campus map below. Failure to stay within this designated “core of campus” is a boundary violation and will be reported to the Dean of Students and will result in a Level 2 Response.

![Campus Map](image)

**Security of Rooms and Room Searches**
1. The School reserves the right to search a student’s room, belongings, phone, computer, or other personal electronic devices when concerns arise over substance use, theft, or other major school rule violations. When possible, a room search will be conducted in the presence of the student occupant(s) of the room, two faculty members, and a Monitor. If there is ever an instance, however, when the health or safety of a student is compromised, a faculty member may be directed to conduct a room search immediately. In that case, the faculty member may do so without the occupant(s) present. In the event any search yields information regarding behavior by any student that appears to be improper, the School reserves the right to use that information as it sees fit, including sharing it with appropriate authorities.

2. Students are hosts in their rooms. They are responsible for what transpires in their rooms and may be accountable for disciplinary action even if they personally have not participated in the rules infraction.

3. Students must respect the living spaces of other students. No student may enter or remain in another student’s room unless the occupant is present in the room. Violation of this expectation will result in a disciplinary response from
the School. Therefore, it is important that students do not share room combinations with other students.

4. For the safety and security of dormitory residents, first floor dorm room windows are equipped with window guards. They may only be removed by the student in the case of an emergency. Otherwise, tampering or removing the guards will result in a disciplinary response from the School.

Visitors on Campus

When an Episcopal student hosts a visitor on campus, they are responsible for the actions of that guest and for observing the expectations outlined below that apply to hosting visitors. These expectations do not apply to a student's parents/guardians or family members.

1. Visitors on campus must always be with their host.
2. Visitors may remain on campus until the student's evening sign in time.
3. Students hosting visitors on campus should let the ADO, Dean on Call or their dorm faculty know that they have a visitor on campus. Visitors should not be on dorms without explicit permission from the ADO, Dean on Call or dorm faculty.
4. The ADO, Dean on Call or dorm faculty may contact the guest's parents/guardians to clarify or confirm expectations while on campus.
5. Overnight visitors in the dormitories are not allowed. In rare circumstances, a prospective student may be allowed to stay overnight in a dormitory if permission is granted by the Director of Admissions.
Health Services

The purpose of EHS Health Services is to provide quality comprehensive healthcare to all students of the EHS community. We offer a broad spectrum of primary care specialty services and health education that pertains to both the medical and mental health needs of adolescents. EHS Health Services includes McAllister Health Center, which houses a medical clinic, medication dispensary, and a 12-bed infirmary; the Counseling Department; and the Athletic Training Department.

McAllister Health Center: Medical Clinic

The medical clinic located in the McAllister Health Center is staffed by registered nurses and has a full time physician available to provide clinical consultation and care. Students are always welcome to be seen in the clinic on a walk-in and/or appointment basis. Students desiring medical attention must report in person to the medical clinic directly, or alert an advisor, dorm parent, or faculty member about their desire to seek medical attention.

The nurse on duty will triage each student according to the level of care needed and will make a determination about the student’s needs. Included in this are determinations about need for physician consultation in the clinic, need for subspecialty consultation outside of the health center, need for emergency care, need for follow up care, need for class or athletic excuse, etc. The nurse on duty will provide a class excuse if he/she feels the student’s illness warrants absence from class. The status of a student requiring absence from class will be posted on the portal for teachers to access during the academic day. Students will not be allowed to miss class for appointments or walk-in visits to the Health Center during class hours unless deemed appropriate by the nurse on duty.

Services available at the clinic include first aid, over the-counter symptom care, routine primary care for common illnesses, and various other services including but not limited to blood draws, urine testing, asthma treatment, strep throat and mono testing, wound care, health counseling, and vaccinations/ immunizations. In addition, Influenza vaccine is offered to all members of the EHS community during the fall of each session. The flu vaccine is strongly recommended to mitigate the risk of epidemic that comes with a residential community such as ours.

While there is no charge for routine evaluation by the nurse or doctor in the medical clinic, a fee is charged for all vaccines and for some non-routine items. A fee schedule is available at the clinic and provided upon request. Charges are processed through the student’s account, unless otherwise requested by the student or parent.

The clinic also provides several common over the-counter health related products for sale directly to students in an area adjacent to the reception desk at the McAllister 45.
Health Center. This area is known as the “Medicine Cabinet.” Items purchased are charged to the student’s account.

**McAllister Health Center: Infirmary**
The McAllister Health Center houses a 12-bed observation unit and overnight infirmary for students requiring extended medical care, isolation, postoperative nursing, etc. Admission to the Infirmary is at the discretion of the health center staff and medical director. Care plan, visiting hours, and other details pertaining to infirmary admissions vary for each student admitted. Information is available at the time of admission from the health center staff.

**McAllister Health Center: Medication Dispensary**
The McAllister Health Center houses a medication dispensary whereby various prescription medications, especially those classified as controlled substances, are distributed to the students by licensed health center staff. The Health Center and EHS abide by an extensive and strict medication policy dictated by the medical director, state licensing boards, and federal drug laws. The medication policy applies to all students, with particular emphasis on those students taking medications for depression, anxiety, ADD/ADHD, or other controlled substances.

This policy includes the requirement that students have a prescribing physician outside of the School diagnose the student and prescribe the appropriate medication. Parents/guardians are responsible for procuring prescriptions according to the medication policy with a notable emphasis on the fact that the dispensary will only accept written scripts and will not accept pills directly from the student or parent at any time. The policy also includes guidelines regarding how a medication will be dispensed when the student requires medications during off campus, school sponsored activity. The Health Center will not dispense medication to students for times when they are off campus with non-school sponsored activities such as weekends away from campus, school breaks, extended periods of time at home, etc. For such times, families are responsible for maintaining an adequate supply of medication for their student at home.

Students requiring daily medications will have the dispensing procedure reviewed with them during the first weeks of school. Students are strongly encouraged to assume responsibility for taking medications at the appropriate time and for communicating with the health center staff about any concerns related to medications. The Health Center maintains a strong interest in managing a student’s medication compliance, effectiveness, tolerance, and any other concerns surrounding medications. The Health Center will track medication compliance in a real-time Google document, which is shared with the parent and advisor and may also be shared with additional relevant school faculty and outside providers upon receiving permission from the parent.
Counseling Department
EHS Counselors believe that the capacity to explore obstacles to personal and academic growth in a proactive way is a sign of strength and resilience. Students are encouraged to seek out counselors for short-term, solution-focused sessions aimed at overall wellness, insight-oriented exploration, healthy decision making, and adjustment to life transitions.

There are two, full-time counselors and one part-time counselor available to provide support, assessment, and brief psychotherapy for students during the regular school day. There is always a counselor on call who can be reached through the McAllister Health Center if a student is in need of emergency care. The counselors collaborate with local mental health providers and a consulting psychiatrist and make referrals for ongoing therapy and specialized support.

Students can request an appointment by emailing one of the counselors or signing up online via the student portal. Families can contact the counselors directly to discuss concerns, to schedule an appointment for their student, or to make arrangements for referral to local off campus providers. Referrals can also be made by advisors, faculty, coaches, and other members of the EHS community.

Confidentiality
The Counseling Department abides by the Episcopal Health Services policy on privacy and confidentiality. The counselors recognize the importance of confidentiality as essential to the success of the counseling relationship and as necessary in building a trusting, therapeutic connection. We encourage students and families to disclose relevant information to the members of our community who are involved in the student’s daily life when appropriate, but if they choose not to do so, the counselors will honor confidentiality within the limits of safety and the law. Additionally, counselors collaborate as a clinical team with each other, the Medical Director, the Director of Nursing and other Health Center staff to coordinate care.

New Student Support
The counselors are available to help new students as they make their transition to boarding school life. Conversations often revolve around being away from home, making new friends, living with a roommate, and navigating new academic expectations. Counselors also provide brief mental health counseling for students facing obstacles to personal and academic growth and can make referrals to local mental health providers for ongoing and specialized support as needed. The counselors will be available during orientation to meet new students and talk with families, and they will hold open house hours to introduce themselves to students.
during the first few weeks of school. Families can contact the Director of Counseling with any questions or counseling requests.

**Counseling Department Programming**

“Healthy Choices” is the theme that guides our daily work with Episcopal students and anchors our health programming. Our goal is to provide relevant and up-to-date information about health matters, encourage dialogue that helps students discern healthy options, and work to create a school culture that is conducive to learning. Through our orientation programs, Health and Wellness course, various small group workshops, substance abuse prevention programs, and other student life programming, we are able to be proactive in our work with students.

**Care Related to Substance Use**

The Counseling Department supports Episcopal’s policy on substance use and possession while assisting any student with substance related questions or concerns. In addition to collaborating with the Student Assistance Team (SAT), Episcopal Quits (EQ) and the Dean’s Office to provide appropriate evaluation and support for students who are placed on a no-use agreement, counselors are available to work with individual students and families to address concerns related to substance use. Students and families can also contact one of the counselors for referral to a local substance abuse specialist.

Please see the section titled “Responses to Incidents or Concerns of Student Substance Use or Possession” for more information about Episcopal’s three responses to substance use and possession or contact the Director of Counseling for more information about the Student Assistance Team (SAT) and Episcopal Quits (EQ).

**Athletic Training**

The athletic training room at Episcopal High School gives students access to state of the art care often reserved for college and professional athletes. Two full-time certified athletic trainers are on staff and present for all home sporting events and practices.

In the 2,050 square-foot training room, students have access to services including hydrotherapy, cryotherapy, electronic stimulation, ultrasound, first aid, injury prevention and rehabilitation.

Additionally, EHS has had a longstanding relationship with a local orthopedist, Dr. Ben Kittredge, for nearly two decades Dr. Kittredge sets aside six appointments per week at his practice, OrthoVirginia, for Episcopal students, and he is present on the sidelines at every home football game.
Every aspect of athletic training services provided at EHS helps to ensure that students are back on the field in a safe and timely fashion after any injury.

The athletic trainers work in collaboration with both the athletic department and health services staff. The athletic trainers evaluate all athletic injuries and determine athletic status using consultation with the medical director when necessary. At the start of each season, coaches and students are instructed as to appropriate use of the training room facility and of proper procedure for notifying athletic trainers of injury. Likewise, students are strongly encouraged to report all sports-related injuries to an athletic trainer at the time of injury.

All injuries of musculoskeletal nature should be reported to the athletic trainers. Decisions regarding follow-up care, ongoing athletic training, and/or orthopedic consultation are at the discretion of the athletic training staff, in consultation with the medical director when indicated or necessary. In addition, the athletic trainers will make the determination regarding a student's return to play and participation in daily athletics. Such determination will be made in consultation with the medical director when necessary.

When necessary, the athletic status of a student will be communicated directly to the EHS Health Services, the athlete, coaches, advisor, and other “need-to-know” faculty/staff. It is the responsibility of both the student and head coach to be aware of changes in athletic status by maintaining communication with the athletic trainers. Participating in sports activities despite a “no participation” athletic status is considered a violation of school policy and a risk to the student and the School. When disagreement arises between a student, the student's family, a consulting physician, the athletic trainers, or others regarding sports participation, the ultimate decision lies with the medical director.

**Privacy and Confidentiality**

All members of Episcopal High School Health Services are guided by federal privacy laws protecting patient information in the healthcare setting, state laws regarding adolescent access to medical care and right to privacy, and federal laws regarding privacy in the educational setting. Where possible and when necessary, EHS Health Services maintains communication with a student’s advisor, family, dorm parent, etc. while respecting the framework of these laws. In general, personal information about a student and their situation is shared only with the people who need to know this information in order to provide for the student’s safety and welfare (“need-to-know basis”). Questions regarding the appropriateness or authorization of disclosing health related information can be directed to the EHS medical director.
Medical Leaves

A Medical Leave of Absence (MLOA) is reserved for situations when a student is struggling to keep up with daily expectations, there is a need for an evaluation, or students require more intensive care or expertise and is authorized by the Director of Counseling or Medical Director. We will work with health care providers to initiate evaluation and care, but we cannot predict when a student will be well enough to return to school. Clearance to return from MLOA will be made by the Director of Counseling or Medical Director after review of the licensed health providers' recommendations. The Dean of Academic Affairs will act as the liaison to teachers in regard to academic work, and in some cases, a 3rd-party tutor will be necessary to help students master content they have missed in the classroom and to proctor assessments. Typically, MLOA are granted for up to 3 weeks, at which time consideration will be made about extending the MLOA for up to another 3 weeks. Should a MLOA extend beyond 6 academic weeks, conversations will be directed towards consideration of withdrawal from EHS. A second MLOA for the same health concern would prompt a conversation about whether EHS is the best place for a student at that time.