



THE CONNECTION SCHOOL
of Houston

PARENT & STUDENT HANDBOOK

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PURPOSE & PHILOSOPHY

HISTORY

The Connection School of Houston was founded in 2011 under the leadership of the Head of School, in partnership with like-minded faculty and advisors. The Connection School began in the home of the Head of School with about 30 students in grades K-7 for the 2011-2012 school year and then launched as an official private Christian classical school for grades K-12 with nearly 70 students in the 2012-2013 school year. The Connection School received its 501c3 non-profit determination from the IRS in 2013 and awarded accreditation by Cognia (formerly known as AdvancED) in 2015 and continues to grow in both its student body and its level of educational excellence.

NAME

The school name, The Connection School, emphasizes the relational aspects of Christian education ...

- between Christ and his church, to whom he reveals truth and grants understanding,
- between those within the community of believers, whose role it is to make disciples of Christ by teaching all that Jesus said and did,
- between ourselves and others, challenging us to apply the things we learn to our relationships with others, and
- between our heart, soul, mind, and body, representing the unity of our faculties in our entire devotion to God, and
- between our knowledge of this created world and God as its creator, leading us to a fuller understanding of who we are, who God is, and how we are to live according to God's design

MISSION

The Connection School of Houston exists to be a Christian community committed to discipling children to love God with all of their hearts, souls, and minds and to love others as themselves.

FOUNDATIONAL SCRIPTURE

The Connection School of Houston is founded upon Matthew 22:37-40: "Love the Lord your God with all your heart and with all your soul and with all your mind.' This is the first and greatest commandment. And the second is like it: 'Love your neighbor as yourself.' All the Law and the Prophets hang on these two commandments."

STATEMENT OF FAITH

The Connection School of Houston is an autonomous non-denominational Christian organization and is not affiliated with any specific Christian denomination, church, or congregation. We maintain the following fundamental Christian beliefs in carrying out our mission:

Primary Doctrine

The following is the foundation of beliefs on which The Connection School of Houston is based. These beliefs will be unapologetically taught in various ways through all grade levels. The substance of these statements will be considered primary doctrine in The Connection School. Other Christian doctrines (referred to as secondary doctrine), will not be presented as primary doctrine. When these types of doctrine or issues arise, they will be referred back to the family and local churches for final authority.

The Connection School of Houston adheres to the Statement of Faith established by the Association of Christian Schools International (ACSI) as follows:

- We believe the Bible to be inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
- We believe that there is one God, eternally existent in three persons – Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
- We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, 1 Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), and His personal return in power and glory (Acts 1:11, Revelation 19:11).
- We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that people are justified on the single ground of faith in the shed

blood of Christ, and that only by God's grace and through faith are we saved (John 3:16-21; John 5:24; Romans 3:23, 5:8, 9; Ephesians 2:8- 10; Titus 3:5).

- We believe in the resurrection of both the saved and lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28, 29).
- We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12, 13; Galatians 3:26-28).

The Connection School also adheres to the following biblical affirmations:

- We affirm that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps 139.)
- We affirm that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25). We affirm that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2-5; Hebrews 13:4). We affirm that God's command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman.
- We affirm that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26-27).

Secondary Doctrine

Secondary doctrines are any doctrinal issues which are not addressed in The Connection School Statement of Faith. Secondary doctrines are generally not salvific in nature, not related to salvation; therefore we are encouraged in Scripture to maintain our disagreements in Christian charity and deference to one another. When secondary doctrinal issues arise, they will be referred back to the family. Classroom discussion of secondary doctrine should be on an informative, non-partisan level. Teachers will be careful not to speak to the students in a manner that would indicate a secondary doctrine is a primary doctrine. Presentation of all sides of a secondary doctrinal issue is encouraged. The teacher will encourage the students to follow up any questions they have with their parents and pastor.

ORGANIZATION

Corporate Status

The Connection School of Houston was incorporated as a non-profit organization with the State of Texas on December 5, 2012. The Connection School of Houston is recognized by the United States Federal Government as a tax-exempt non-profit public charity under section 501 (c) (3) of the Internal Revenue Code.

Corporate Name: The Connection School of Houston
Texas Secretary of State File Number: 801694260
Texas Taxpayer Identification Number: 32049638946
Federal Employer Identification Number: 46-1642721

Proof of corporate information and governing documents (bylaws) are available for review in the school office upon request.

Tax Exemption Status

Effective December 5, 2012, The Connection School of Houston is exempt from the Texas franchise tax and the state portion of hotel occupancy tax and from the Texas sales and use tax as an educational organization. The sales tax exemption extends to goods and services purchased for use by this organization.

Also effective December 5, 2012, The Connection School of Houston is exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code as a public charity. Contributions to The Connection School of

Houston are deductible under section 170 of the Code. The Connection School of Houston is also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code.

Accountability and Authority

The Connection School of Houston is directed by the Head of School with oversight from the Board of Trustees and assisted by the Advisory Team. The Board of Trustees oversee the school's vision and offer council and accountability to the Head of School and the Advisory Team in carrying out The Connection School's mission. The Advisory Team may consist of members of the administrative team and lead faculty or staff members. It is the responsibility of the Head of School and Advisory Team to carry out the day-to-day operations of fulfilling The Connection School's mission.

Affiliations

The Connection School is affiliated with The CiRCE Institute and Association of Christian Schools International (ACSI). These affiliations benefit The Connection School with faculty training, curriculum development, school organizational and operational recommendations, opportunities for academic competition, and other benefits. The Connection School of Houston is autonomous from its affiliate organizations.

The Connection School maintains membership with the National Association of Secondary School Principals (NASSP) for National Student Council and National Honor Society student leadership programs. TCS is also a member of Texas Christian Athletic League (TCAL) for sports competitions and athletic programming. The school is gains further legislative and operational guidance as a member of the Texas Private School Association (TPSA).

The Connection School is an autonomous non-denominational Christian organization and is not affiliated with any specific Christian denomination, church, or congregation.

Accreditation

The Connection School is internationally accredited by Cognia (formerly known as AdvancED) and is involved in an ongoing program of continuous improvement of higher educational quality through its accreditation resources, standards, and measures.

Cognia was created through the merger of AdvancED and Measured Progress in 2018. AdvancED was formed through a 2006 merger of the PreK-12 divisions of the North Central Association Commission on Accreditation and School Improvement (NCA CASI) and the Southern Association of Colleges and Schools on Accreditation and School Improvement (SACS CASI)—and expanded through the addition of the Northwest Accreditation Commission (NWAC) in 2011.

Cognia is the largest community of education professionals in the world. They are a non-profit, non-partisan organization that conducts rigorous, on-site external reviews of PreK-12 schools and school systems to ensure that all learners realize their full potential. Combining the knowledge and expertise of a research institute, the skills of a management consulting firm and the passion of a grassroots movement for educational change, they serve as a trusted partner to 36,000 schools and school systems—employing more than five million educators and enrolling more than 25 million students—across the United States and 90 other nations.

The Connection School is also approved as an eligible school by the National Collegiate Athletic Association (NCAA). This certification qualifies high school students to be eligible to later participate in college athletics with an NCAA member post-secondary institution.

CULTURE & IDENTITY

School Logo

The Connection School's logo depicts a cross with a trefoil knot at the center. The cross represents the centrality of Jesus Christ and the gospel, and the trefoil knot represents unity and the Trinity.

School Colors

The Connection School's colors are royal blue and gold.

School Mascot

The Connection School's mascot is the bear.

Spirit Days

The Connection School offers many different opportunities for students and faculty to build positive school culture through activities and special events on designated days known as "Spirit Days."

EDUCATIONAL PHILOSOPHY

Our vision is to be a Christian educational community committed to partnering with parents in discipling their children to "Love God with all of their hearts, souls, and minds and to love others as themselves." (Mt. 22:37-40). This educational community is a connection and support to parents in their responsibility of Christian discipleship and mentoring thus providing consistency of Christian teaching and education.

To support this mission, TCS implements a Christian classical educational philosophy. TCS views the Christian classical educational tradition as a holistic formative education that aligns with the nature of the child. It is a Christ-centered and integrated approach to learning and is truly an education for our time.

We align with the CiRCE Institute's definition of Christian and classical education together as "the cultivation of wisdom and virtue by nourishing the soul on truth, goodness, and beauty by means of the seven liberal arts and the four sciences so that, in Christ, the student is enabled to better know, glorify, and enjoy God."

We believe that the goal of education itself is the pursuit of wisdom and virtue that can only be found in God alone. God's truth is revealed not only in Scripture but also in creation (Rom. 1:19-20, Acts 17). Therefore, Christian education should provide an educational environment that is informed by both special (Scripture) and general (creation) revelation. God's creation includes both His gift to humanity of reason and speech as well as the physical world.

The school considers student success to be the application of the school's mission to disciple children to love God with all of their hearts, souls, and minds, and to love others as themselves. This pertains to the students' academic work as well as their character development. For students to love God with all of their *hearts* is to develop a desire to follow God's truth and not to be double-minded in loving the ways of the world. To love God with all of their *minds* is to develop a Christian worldview that takes every thought captive as they study creation. To love God with all of their *souls* is to desire to surrender their will to God and be transformed through Christ to be a new creation that will live with God eternally. As a result of loving God, students will be able to sacrificially love others as themselves through the power of the Holy Spirit in the imitation of Christ.

The Connection School views education as the process of discovering that all truth is God's truth and that Christ is the unifying principle, who is evident in all things, according to Colossians 1:16-17, "For by Him all things were created, both in the heavens and on earth, visible and invisible, whether thrones or dominions or rulers or authorities—all things have been created through Him and for Him. He is before all things, and Him all things hold together."

The Connection School's mission is incorporated in every class and subject in accordance with our pursuit of Christian Classical education. Faculty training incorporates this pursuit as does curriculum development, teaching strategies, and assessments. We consider the centrality of Jesus Christ, classroom instruction based on the Seven Liberal Arts, and a faculty devoted to mentorship style of teaching to be the basis for providing each student with a solid foundation in Christian discipleship and academics.

Scripture is our foundation and link between our study and subjects and their proper meaning. Therefore, the Connection School seeks to:

- Encourage students and families to develop a relationship with God the Father through Jesus Christ (Mt. 28:18-20, Mt. 19:13-15)
- Encourage students to live a life of dependency upon God the Father, the Son, and the Holy Spirit
- Pursue wisdom and Christian virtue (Proverbs 1:7 - Fear of Lord is beginning of wisdom.)
- Teach all things within the context of a Christian worldview – creation, fall, redemption, and restoration

- Teach all subjects as parts of an integrated whole with the Scriptures at the center (2 Tim. 2:16-17)
- Help students understand, develop and exercise Christian virtue as integral to their academic pursuits
- Provide a clear model of the biblical Christian living through our board, faculty and staff (Mt. 22:37-40)
- Model consistent study and the virtues as exemplars in the fields in which they teach

General Revelation and the Seven Liberal Arts

General Revelation relates to creation itself and how it reveals God’s mighty acts, sovereignty and glory through His creation. Therefore, the traditional academic disciplines, when taught in a Christian context, are vehicles for understanding the magnitude and mighty acts of God and are formative in that they require patience and discipline. Within this context the arts and sciences are, therefore, spiritually formative and open to God’s truth wherever it is found because all truth is God’s truth when pursuing formal academic study.

Formal academic study has traditionally been divided into two broad categories: the Trivium (verbal arts of grammar, logic, and rhetoric) and the Quadrivium (mathematical or physical arts of arithmetic, astronomy, geometry, and music) making up the Seven Liberal Arts.

In *The Liberal Arts Tradition*, Kevin Clark and Ravi Scott Jain summarize our Christian Classical philosophy well when they write:

“Christian classical education cultivates the virtue of the student in body, heart, and mind, while nurturing a love for wisdom under the Lordship of Christ.” (p.4)

“We propose this model for a truly integrated Christian classical Education-where the intellectual tools of the seven liberal arts are formed within the context of a Christian life and moral imagination that is governed by a thoroughly Christian philosophy and theology-as at once a faithful summary of the Christian classical educational tradition and a compelling model for schools in the Christian classical Renewal” (p. 3).

The seven liberal arts are the “seeds of learning”. Tradition holds that these arts “were not merely subjects to be mastered, but sure and certain ways of forming in the soul the intellectual virtue necessary for acquiring true wisdom. (p. 1) They consist of the trivium-the language arts of grammar, logic, and rhetoric and the quadrivium, the mathematical arts of arithmetic, geometry, astronomy, and music. The seven liberal arts together with the sciences are the foundations of our curriculum.

TCS views the trivium of the seven liberal arts with a “top down” approach rather than a stage of child development or a stage of another art in the quadrivium. The “top down” approach begins the foundations of the language arts in kindergarten and continues to build through the senior year. As Robert Littlejohn and Charles Evans write in *Wisdom and Eloquence*: “The tools of learning are the skills that are learned during one’s study of all the liberal arts and sciences.” Such skills are “purposefully and systematically taught from ‘end to beginning’.” This foundational and vertical alignment starts with the goals for the graduate and builds the foundations to accomplish these goals down through the grades to kindergarten.

Four Day and Five Day Enrollment

The Connection School has a core distinctive value which honors the importance of partnering with parents, as home and school stay connected in the education of its students. While High School will operate on a five-day instructional week Monday through Friday, K-8th grades will operate on a four-day instructional week with the option to enroll in Friday school. One unique opportunity TCS offers is the use of Friday for extending the student’s overall educational experience, either at home or at school, in a way that complements and enriches what the student has received during the regular course of instruction at school Monday through Thursday.

There are three main goals for Fridays:

1. To allow students time for contemplation, reflection, observation, and review, which are vital to learning and growth

2. To cultivate a heart for serving and missions within the students. We do this by providing experiences as well as time to discover individual talents and gifts.
3. To allow time for students to complete all school-related work on Friday, so that time over the weekend can be protected for spending with family and family planned activities.
4. While we incorporate all of this during the four-day instructional week, we reserve Fridays to focus intently on carrying out these specific goals whether they are led by faculty while at school or are led by parents while at home.

GENERAL POLICIES & PROCEDURES

HOURS OF OPERATION

The Connection School of Houston operates from 7:30am to 4:00pm Mondays through Fridays during the school year and office hours for summer are announced each Spring. The Connection School of Houston is closed most federal and Christian holidays and other days as designated on the annual school academic calendar. Students are expected to arrive at 7:45am and must be picked no later than 3:45pm each school day. Classroom instruction begins promptly at 8:00am for all grades and dismisses at 3:15pm for elementary 3:25pm for secondary.

SCHOOL VISITORS

All visitors must check in and out at the main or secondary school office and will receive a nametag that the visitor must wear while on campus. Visitors must designate their purpose and location of visit when checking in and may not be left with students unattended by The Connection School faculty member unless the visitor is related to the student.

DRIVERS/CHAPERONES

Drivers and chaperones for off-campus school functions must be approved by the school office before transporting students. For each driver, the school requires completion and submission of a Driver/Chaperone Agreement, state issued 3-year driving history record, copy of valid and current Driver License and proof of automobile liability insurance. This information is needed anew each school year and upon renewal if occurring during the course of the school year.

FORMS & PAYMENTS

The Connection School utilizes online forms and payment methods for most activities, which are communicated primarily through email or the school's website. When paper forms and payments are used, the school encourages parents to submit all paper forms and payments directly to the office rather than sending with their student. Payments are to be deposited in the secure payment box inside the main office entry and forms are to be submitted to the appropriate staff/faculty member's box. Staff/faculty members are to submit any forms and payments received by students to their proper place in the school office at first convenience. It is the parent's responsibility to maintain communication preferences for receiving billing notices and important school communications.

STUDENT CHECK-IN/CHECK-OUT

Students arriving to school late (after 8:00am) or leaving school early (before 3:15pm) must be checked in and out from the school main or secondary office. Elementary students will need to be escorted by their parent or a faculty member to or from class. Upon sign in, students will receive a pass from the office that will grant them admittance to class. Students being checked out must be retrieved from class by staff/faculty member. Whenever possible, the office and applicable faculty members should be notified in advance of late arrivals or early check outs in order to make preparations for a timely transition in or out of class.

TEXTBOOKS & TECHNOLOGY EQUIPMENT

Students are loaned textbooks for their use during the school year and may also be granted the use of technology and other educational equipment (such as graphing calculators) in class or short-term home use. These items belong to the school and must be respected as borrowed property. Certain textbooks are required to be covered as advised by the teachers and must be covered at all times. Students will be charged full price and applicable shipping fees for lost books or equipment or books or equipment that have suffered excessive damage as determined in the discretion of the teacher or school administration. Textbooks, workbooks, technology equipment, and other educational materials covered by the Resource Fee are considered property of the school

and will be retained by The Connection School at the end of the school year, loan period, and in the event of a student's withdrawal or dismissal. Certain consumable materials may be considered property of the student at the discretion of the administration.

FIELD TRIPS

A "field trip" is defined as a school-sponsored off-campus activity; this may be academic related, service related, or related to the social and spiritual programs of the school. The following rules apply to such trips:

1. ****All field trips are part of the school's overall educational program and students are expected to attend.****
2. A student must have written permission from the parent/guardian.
3. All school rules are in effect during the field trip. In addition, participants may also be subject to rules of the hosting facility or organization and are expected to comply. Some instances may require students and parents agree to an additional specific set of rules in order to participate.
4. Teachers or administration will specify what clothing to wear.
5. Student attendance at a field trip is expected as field trips are considered part of the planned curriculum. Parents should notify the teacher in advance when possible if a student will not be attending a field trip and students may be expected to complete an additional assignment.
6. Students will not use technology devices such as radios, cell phones, iPods, tablets, computers, and the like (unless approved by the teacher in advance).
7. Students who are not demonstrating a proper level of self-control and respect may be required to have a parent accompany them on the field trips at the discretion of the Head of School.
8. Students requiring medication on the field trip, may bring it to the main office in the original container with the student's name and dosage on the label prior to the field trip. All medication will be reviewed by the school nurse and turned over to the adult designated by the trip coordinator with instructions.
9. Siblings and guests may be allowed to attend field trips under parent supervision with permission from the trip coordinator or Head of School. Attending siblings are expected to abide by the same rules and expectations as the primary field trip students. This includes participating in activities, no electronic devices, appropriate dress/corresponding field trip uniform, etc.
10. Parents driving on the field trip or service project must have a Driver Application, a copy of their valid Driver's License, current proof of automobile insurance, and a recent (within one year) 3 year history ("Type 2") driving record obtained through Texas DPS on file at the school office. This is required anew each school year.
11. Chaperoning parents are to maintain supervision for their assigned students for the duration of the field trip and should not change their activities, route, or student groupings without permission from the coordinating teacher.
12. Parents who are designated as driver/chaperones are responsible for carrying the student emergency medical emergency information and monitoring the student's whereabouts for the duration of the field trip. The student medical information is to be returned to the school office upon completion of the field trip.
13. Parents who attend field trips may be responsible for paying for their attendance or participation in the field trip regardless of whether or not they are requested as a driver or chaperone. Please direct any questions regarding payment requirements to the teacher who is coordinating the field trip.

SCHOOL-SPONSORED EVENTS

The Connection School seeks to ensure that all school-sponsored events and programs meet the same standards for quality and content as are established in its educational and community-building programs. The standards for student conduct at school are also required at all events sponsored by The Connection School.

School-sponsored events are 1) events that are organized by a Connection School faculty or staff member acting in his or her official capacity as a teacher or administrator; or 2) events that are published on the school's academic or event calendar; or 3) events that receive financial support from The Connection School (including fundraising opportunities provided through the school).

- School-sponsored events must be consistent with the mission of The Connection School.
- School-sponsored events require the attendance of a staff member or parent designated by school administration.

- All written communication regarding a school-sponsored event must be submitted to The Connection School administration prior to being sent to the parents.
- Parents must sign a written waiver releasing The Connection School from any liability for all school-sponsored events taking place off campus before their student(s) may be allowed to participate in such event. This release shall also authorize medical treatment to be given to the student in case of injury. (This is accomplished in the Field Trip permission process.)
- All school rules are in effect during the school-sponsored event. In addition, participants may also be subject to rules of the hosting facility or organization and are expected to comply. Some instances may require students and parents agree to an additional specific set of rules in order to participate.
- Only school-sponsored events will be placed on the official school calendar and advertised through official school communication.
- The Connection School administration must approve all proposed activities, determine the number of chaperones required, and approve a date for school-sponsored events (this is accomplished in the Field Trip or Special Event approval process)
- Invitations to private gatherings such as birthday parties are not considered school-sponsored events and should not be carried out in class during the regular school day.

Non-school sponsored activities or gatherings may be communicated by the school or available on the school calendar for reference or recommendation purposes, but they will listed as non school-sponsored events.

RELEASE OF STUDENTS

In order to ensure their safety and protection, students will be released only to their parent, legal guardian, or individuals designated as emergency contacts. Should the need arise for a different person to pick up your child, you must provide advanced, written notice to the school office including the person's name, phone number, and description of vehicle. A valid photo I.D. may also be required of that person. Parents are also responsible for notifying the office of any changes in permission or contact information of persons who have been previously approved to pick up their students.

COMMUNICATION

Communication with the school's parents is an important part of The Connection School's purpose and commitment. Teachers will keep parents informed of classroom information through email communications, newsletters, notes home, ParentsWeb (FACTS Family Portal) and Google Classroom postings. During the end of the first quarter or the beginning of the second quarter of the school year, an opportunity for a formal parent-teacher conference will be scheduled. Informal conferences may and should be arranged as needed with the teacher.

All TCS faculty members can be reached by email using their first initial and last name followed by @tcsoh.org (for example, John Doe would be jdoh@tcsoh.org). If you would like to speak with a teacher by phone, please call the school office phone (832-544-6031) and leave a message for a faculty member to return your call at their earliest convenience. In order to safeguard against disruption, do not call or send text messages directly to a teacher's phone. Communications beyond quick and simple matters should be reserved for in-person meetings rather than through email or phone.

The Connection School App

The Connection School has developed an App for smartphones and tablets which contains a centralized location for various school-related information and resources. This app contains links to FACTS Family Portal for student academic and financial account information, past newsletters, event calendars, handbooks, forms, and more. This App is a free resource for our parents and students and is accessible by searching "The Connection School" in the Apple App Store or Google Play Store.

FACTS Family Portal

The Connection School utilizes FACTS Family Portal (formerly known as RenWeb ParentsWeb), a parent and student portal powered by FACTS School Information System (SIS). Each parent and student will be able to login to Family Portal with an email address registered through the school and accessible through the school's website. Family Portal gives parents and students access to grades, schedules, event calendars, announcements, contact

directory information, classroom resources, and more. Parents will also be able to view and pay their financial account online through this portal.

Google Classroom

Teachers will use Google Classroom to help manage student assignments and for instruction in cases when distance learning is necessary. Depending on the grade level, students and parents may be expected to utilize Google Classroom more often to stay informed about assignments and curriculum. It's important that all students and their parents are familiar with Google Classroom.

Regular Newsletters

School-wide announcements and information will primarily be communicated through a weekly email newsletter called "The Link". Other important information and notices will mostly be distributed by email through members of the school office or may come home as a flyer or printed announcement as well. Elementary classroom teachers will communicate information specific to their grade level or class through a weekly newsletter distributed either by email or in print. Secondary teachers will communicate class information through posts to Google Classroom or via email a weekly basis. Please make sure that the school office has your correct email address so that you may receive these communications.

Media Contact

No person may have any contact with any member of the media in which such person represents, or appears to represent, The Connection School unless such person first obtains the express, written permission of school administration giving specific approval for that particular contact.

Social Media Participation

The Connection School participates in various social media platforms for the purpose of promoting and communicating school activities. However, social media should not be considered the primary means or method of important school communications and only official school social media profiles/pages are maintained and monitored by the school and The Connection School is not responsible for "unofficial" Connection School social media profiles/pages.

Parents, students, and faculty members may, of course, participate in social media activities related to The Connection School but are encouraged to use discretion and practice maturity in all online activities and interactions when representing the school, keeping in mind the Philippians 4:8 principle ("Whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is commendable, if there is any excellence, if there is anything worthy of praise, think about these things.") and the Matthew 18 principle for grievances (See the section titled "Dispute Resolution and Grievances" below for more information). Please note that we ask faculty members not to "friend" or "follow" current TCS students and it is at the discretion of TCS faculty members to "friend" or "follow" parents.

Publication of Non-Sensitive Student Information & Pictures

It is at the discretion of the school administration to publish non-sensitive student information and pictures of students to the parent body, in press releases, on the school website, and in social media for informational and promotional purposes. A student's individual information or picture may be excluded from such informational and promotional publications upon written request of the parent.

Dispute Resolution and Grievances

Any person wishing to bring a formal dispute against The Connection School, other faculty members, administration, parents, and/or members of the Board of Trustees may do so with the intent of pursuing sincere biblical reconciliation. Members of The Connection School believe that the Bible commands them to make every effort to live at peace and to resolve disputes with one another in private or within the Christian community in conformity with the biblical injunctions of 1 Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20. Therefore, any claim or dispute related to The Connection School or any of its members shall be settled by biblically based mediation, which will be facilitated by the Head of School along with members of the school administration or board as necessary with a scheduled in-person meeting.

When seeking to resolve a dispute or conflict, maintain the following guiding principles:

1. Give the benefit of the doubt
2. Communicate directly in person or by phone conference (not through email or text message)
3. Seek clarification and understanding
4. Strive to seek a resolution or solution instead of merely complaining
5. Request mediation or facilitation by the Head of School or school administrator if necessary

Persons with grievance are encouraged to seek first to resolve the issue directly with the other person involved. If unable to resolve at this level, persons are to raise concerns with the appropriate administrator. If not resolved at this level, a person may submit a written grievance to the Head of School and request to schedule an appointment to discuss the matter.

Persons are urged to refrain from discussing the matter with others not involved in the matter or outside of agreed-upon scheduled times to discuss the matter. This includes voicing frustrations or complaints about a circumstance or person in a context when those concerns cannot be addressed appropriately.

LOST AND FOUND

Students often misplace articles of clothing, books, and other personal property. When school employees and students find such articles, the articles should be taken to the school office. The items will be kept in the school office in the designated Lost and Found bin for retrieval. Any Lost and Found items left unclaimed by the end of the quarter will be sold or donated to appropriate charities at the school's discretion.

LUNCH & SNACKS

Lunches

Students must provide their own daily lunches, snacks, and beverages. Food refrigeration is not available, and microwaves are available on a limited basis for students in grades 6-12 only.

A catered lunch is available for purchase on designated days of the week. Lunch orders and payments must be made in monthly commitments and must be received by the school office before the beginning of each month. Student absences due to class field trips will result in a credit to the family's account for the missed catered lunch. Lunches missed due to other absences may be claimed by a sibling or parent until the end of the day, after which they will be disposed of.

The school office should be notified immediately upon realization that a student is not provided with a lunch for the day. The school office staff will attempt to resolve the matter with the student's parent. If obtaining the student's lunch from the parent is unsuccessful, the school may provide the student with lunch items if needed as a last resort. Parents may be billed for lunch provision by the school. Students may not order food to be delivered to campus.

Parents are welcome to join their children for lunch at their designated lunch time, but are required to follow the campus visitation procedures. Students are not to leave the school grounds for lunch unless accompanied by their parent/guardian or with permission by their parent if they are able to drive themselves or go as part of a group with a faculty member.

Snacks

Students in grades K-5 are permitted to have snacks during designated times set by the classroom teacher. Students in grades 6-12 may have snacks at recess and between classes. Students will not be permitted to eat in class without permission from the teacher.

Birthday Treats

We recognize that birthdays are very special days to our children. Parents are welcome to celebrate their child's birthday with a small treat at snack or lunchtime. Please allow each teacher to have the right to set specific procedures and guidelines with respect to such celebrations in his/her discretion. Please contact your child's teacher to coordinate any such celebration and/or schedule an appropriate time. Please do not provide any food containing peanuts or tree nuts.

(Also see the section titled “Health Policies & Procedures: Food & Other Allergies”)

ADMISSION POLICIES & PROCEDURES

NOTICE OF NON-DISCRIMINATORY POLICY AS TO STUDENTS

The Connection School of Houston admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at school. It will not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

ADMISSION PROCESS

The admissions process is designed to assist The Connection School and applicant families in determining if The Connection School is the right educational opportunity for each student applicant. It is The Connection School’s desire to help families in choosing the right school for their student by making our process as informative and helpful as possible. Parents are encouraged to take every opportunity available to learn more about our school philosophy, curriculum and programs.

Applications for new student admissions will be considered starting on or around the 15th day of February each year. Reservations for the re-enrollment of current students begin on or around the 1st day of January. It is in the applicant’s best interest to submit the completed application and supplemental materials as quickly as possible in order to complete the entrance testing and family interview prior to the spring announcement of acceptance decisions. Applications received outside of the typical enrollment deadline will be processed on a case-by-case basis.

Students entering Kindergarten must be five years old by September 1 of the coming school year. Students entering Grade 1 must be six years old by September 1. To begin the admissions process, an application for admission (available on the school’s website) must be submitted with a non-refundable application fee according to the current Tuition & Fees Schedule.

The application process for admission is summarized as follows:

1. Complete Application
2. Submit Application Fee
3. Request Recommendations & Records
4. Application, Recommendations, and Records are considered
5. Conduct Informal Assessment for Student
6. Conduct Family Interview
7. Review & Notification
8. Issuance & Acceptance of Enrollment Agreement, if applicable

After all required documentation and fees have been received in the school office, a time will be scheduled for an informal assessment by the grade-level teacher. Following, or simultaneous with the assessment, the family interview will be conducted. Both parents should plan to attend and review the application materials prior to the interview.

The Advisory Team will determine the admission and proper grade level placement for each student. Many factors are considered and weighed when making this determination with the goal being the best possible fit for each child. While parental input is important, the Advisory Team is ultimately responsible for placement within the school. Input regarding the needs of children is welcome. For communication purposes, it is best to provide this in writing.

The school may deny acceptance at any point during the admissions process when it becomes apparent that The Connection School will not be a suitable environment for a particular child or family. The Connection School of Houston also reserves the right to request parents or guardians to withdraw any student who does not adjust to our school environment.

ADMISSION REQUIREMENTS FOR PARENTS

The Connection School holds the following expectations for the parents/guardians of all its students:

- At least one parent of students applying or enrolled in The Connection School must be a professing Christian, agree with the school's Statement of Faith and Biblical Affirmations and be actively worshipping in a local Christian church.
- The parents of students in The Connection School should have a clear understanding of the biblical philosophy and purpose of The Connection School. This understanding includes a complete willingness to have their child exposed to the clear teaching of the school's Statement of Faith in various and frequent ways within the school's program.
- The parents should be willing to cooperate with all the written policies of The Connection School. This is most important in the area of discipline, schoolwork standards and conflict resolution, as well as active communication with the respective teacher(s) and administration.

RE-ENROLLMENT

Returning families may begin the process of re-enrollment of their students on or about the 1st day of January of each year. Priority consideration will be given to those current family enrollment and new student applications for siblings of enrolled families that are received on or before the open enrollment date (on or around the 15th day of February). Returning families will pay a non-refundable re-enrollment fee in accordance with the Tuition & Fee Schedule published for the forthcoming school year. Re-enrollment of current students is finalized and classroom placement is reserved when:

- The school office receives the completed Re-Enrollment Contract accompanied by payment of the re-enrollment fee.
- The student successfully completes the current year academically and any behavioral issues are resolved; and
- All tuition and fees due and owing are paid in full

The Connection School reserves the right to not re-enroll any student due to unsatisfactory academic performance, misconduct, financial delinquency, absenteeism, or other matters in accordance with the enrollment contract.

ENROLLMENT/RE-ENROLLMENT CONTRACT

Upon acceptance, parents or guardians will be issued an Enrollment Contract that details the obligations, expectations, and permissions necessary for a student to be enrolled at The Connection School. School administration and the parents or guardians of the student to be enrolled are to review this document together before signing in agreement. The Enrollment Contract is considered to be a legally binding agreement and the terms of the agreement may not be altered, amended, or waived unless through express, written consent by the Head of School in agreement by the Advisory Team and/or the Board of Trustees.

Upon a student's re-enrollment, the Enrollment Contract will be amended with a Renewal Contract with any updated or modified terms designated by The Connection School. The Renewal Contract will need to be reviewed and signed in agreement by the parents/guardians and school administration upon issuance.

FACTS ONLINE APPLICATION AND ONLINE ENROLLMENT

The Connection School utilizes the FACTS Online Application and Online Enrollment system to manage student applications and enrollment forms. This system synchronizes information with our school's student information system and tuition and billing system. All parents are expected to use this system to complete their student application and enrollment forms online. Instructional guides are available to assist with this or parents may schedule an appointment to get help from an office staff member.

TRANSFER STUDENTS

The Connection School will consider granting high school credit for coursework completed by students transferring from other accredited high school institutions. Course competencies and grading standards must be comparable to The Connection School's in order to be considered for core course credit. Otherwise, course credit may be granted as elective credit. Official transcripts will be required for course credit consideration and additional documentation to substantiate the transfer credits may also be required by school administration.

INTERNATIONAL STUDENTS

The Connection School only accepts as students U.S. Citizens and those permitted to be educated in the United States as allowed by a qualifying immigrant visa issued independent of the school. The Connection School is not authorized to accept non-immigrant students as part of the U.S. Department of Homeland Security Student Exchange Visitors Program (SEVP).

FINANCIAL ASSISTANCE

The Connection School desires to make Christian classical education available to families without the barrier of financial ability. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its financial assistance. The Connection School offers discounts on tuition for siblings and students of full-time pastors/ministers and TCS faculty members. The school also offers tuition and/or fee reduction on a limited basis for those who demonstrate a proven financial need. A Financial Aid Application, which helps school administration determine such a need, is available upon request. Financial Aid awards do not require repayment.

Reduction of other fees associated with enrollment or participation, and modified or irregular payment schedules is not guaranteed and granted at the discretion of the administration. See the section titled "Financial Policies & Procedures: Financial Aid Policy" for more information.

WITHDRAWAL FROM SCHOOL

A parent/guardian must contact the Head of School in person or by phone to initiate a student's withdrawal from The Connection School. The appropriate school officials will make arrangements for school property to be returned and for the student to be unenrolled from classes. Parents should complete a records request to specify where to forward the student academic records. Records will be released only when the above process is complete and when the student's financial record is clear. In order to be credited for tuition owed for the remainder of the school year, each family must submit a written request to school administration for funds to be released. Refunds are not guaranteed.

FINANCIAL POLICIES & PROCEDURES

FINANCIAL OBLIGATIONS OF THE ENROLLMENT CONTRACT

The Enrollment Contract details the financial obligations that are incurred when a student is enrolled at The Connection School. The terms of this contract may only be altered, amended or waived by the express, written consent of the Head of School in agreement with the Advisory Team and/or Board of Trustees. Tuition, fees, and any payment penalties or late fees incurred will be charged in accordance with the policies and provisions of the contract and of the current Tuition & Fees Schedule.

TUITION AND FEES

Annual tuition varies according to grade level and program type. Annual fees include an enrollment fee and a resource fee for each student. Please refer to the current published Tuition & Fee Schedule for more information regarding these.

The Tuition & Fees Schedule is developed and approved annually by the Advisory Team in accordance with the Board of Trustees. The schedule includes current fee amounts and payment expectations for annual tuition, as well as the enrollment fees and resource fees. Although various installment payment options are offered, installment periods do not necessarily correspond with services rendered. The tuition obligation is for the entire school year even though parents may have the option to pay in monthly or semester installments.

Other costs and fees may apply for extracurricular activities, athletics, field trips, school lunches, merchandise purchases, and the like and are communicated and billed accordingly throughout each school year.

FACTS BILLING AND REMITTANCE SERVICE

The Connection School has partnered with FACTS for its billing and remittance service for all school-related charges. This includes annual tuition, which is paid through setting up a tuition payment plan, and also includes incidental billing, which are per-item or per-event charges to the family's FACTS Financial Account which should be paid by their designated due date.

Every family is responsible for maintaining their financial account and the primary method The Connection School uses to communicate, record, and process charges is through the FACTS tuition and incidental billing system. Each year, every family is required to configure their FACTS account setting to ensure they are able to 1) view their financial account information as needed, 2) receive all communications related to their financial charges, and 3) submit accurate and timely payments according to their preferred and school-approved payment method.

Because The Connection School and FACTS Financial Management are independent companies, some services, information, and fees affecting the parent's financial account may be governed either by the school or by FACTS. Therefore, the school may be limited in performing certain financial related functions over which it does not have authority.

LATE AND NONPAYMENT OF FEES

Prompt payment of tuition and fees is essential to the operation of The Connection School and ensures our continued fiscal stability. Parents or guardians are strongly encouraged to take the responsibility to keep their accounts current. All tuition and fee payments not received by their due date are subject to a late fee according to the current Tuition & Fees Schedule. Late payment of Enrollment and/or Resource fees surrenders the student's priority reservation as an enrollee in The Connection School. Parents or guardians may be asked to withdraw student(s) if the outstanding balance becomes more than 30 days late. The Connection School reserves the right to withhold student records and/or the privilege of attending class for non-payment of tuition and other required fees. Student records will not be released until the account balance is current.

LATE ENROLLMENT

Tuition for students enrolling after the start of the school year may be charged a pro-rated amount of the published annual tuition amount. Enrollment and Resource Fees are to be paid in the full amount unless otherwise designated by the school administration.

FINANCIAL OBLIGATION UPON WITHDRAWAL

In the event that a student is withdrawn from The Connection School for any reason during the academic year, the financial obligation incurred and the payment required for contract fulfillment will be:

- Payment of all fees and tuition amounts previously charged to the account, including but not limited to lunches, field trips, school merchandise, etc.;
- Payment for any applicable textbook damages or replacements,
- Pro-rated payment of tuition for the month in which the student is withdrawn (unless previously charged).
- If the student's tuition is prepaid for the year, the pro-rated portion of their tuition will be refunded.

FINANCIAL AID POLICY

"Financial Aid" is defined as any assistance facilitated by the school, either directly or indirectly, to reduce the financial obligation related to a student's enrollment or participation with The Connection School. This may include but is not limited to tuition and/or fee reduction, reduction of other fees associated with enrollment or participation, and modified or irregular payment schedules. Financial Aid awards do not require repayment.

The Connection School desires to make Christian classical education available to families without the barrier of financial ability. Therefore, the school designates a limited portion of funds to assist families with the financial obligations associated with enrollment or participation who have a proven need and who would not otherwise be able to benefit from the ministry of The Connection School.

Financial aid is available to all families, both new and returning, is based on a proven financial need, and is granted on a first come, first serve basis. Financial aid eligibility is determined after the student has applied and has been accepted for enrollment. Financial aid is awarded at the discretion of the school administration based on the determination of financial need and amount of funds available for assistance. Financial aid eligibility is determined each school year through the completion of a confidential financial aid application and interview with school administration. Financial aid awards do not automatically renew for the next school year.

Families applying for or receiving financial aid must be considered to be in good-standing with the school. This may include but is not limited to demonstrating appropriate Christ-like actions among the school community,

demonstrating academic effort and appropriate progress, appropriate attendance to classes and involvement in school functions, and ability to maintain the agreed-upon reduced financial commitment. Families receiving financial aid awards are also expected to communicate with school administration at first chance if their financial situation changes so the financial aid award can be adjusted accordingly.

The Connection School of Houston admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

A family's failure to present their financial need truthfully and to the best of their knowledge and ability, and/or their failure to maintain good-standing with The Connection School may result in denial of their financial aid request or repeal of their financial aid award. The Connection School makes no guarantees in its administration of financial aid.

CONTRIBUTIONS

The Connection School of Houston solicits and accepts gifts (also called "donations" or "contributions") for purposes that will help the organization further and fulfill its mission. This can include cash gifts or gifts in kind. The school participates in various fundraising opportunities such as giving campaigns and fundraising events throughout the year and though it is strongly encouraged, it is not mandatory for families to participate. As a non-profit charity, all gifts to The Connection School are tax-deductible by the IRS to the extent allowed by law under 501(c)(3) of the code as long as no goods or services are received.

The Connection School urges all prospective donors to seek the assistance of personal legal and financial advisors in matters relating to their gifts, including the resulting tax and estate planning consequences. The Connection School may seek legal counsel regarding gift acceptance and reserves the right to accept or refuse any offered gift.

The Connection School issues giving receipts upon request of the donor and issues annual giving statements for tax reporting purposes to donors by mail in January of each year with details of donations if in excess of \$50.00 as long as an address was provided by the donor.

For more information regarding gift policies and procedures, please contact the Head of School or the Director of Business Administration.

HEALTH POLICIES & PROCEDURES

STUDENT MEDICAL CONDITIONS

The Connection School encourages all students to maintain routine check-ups and physical examinations with a physician to ensure their ability to participate safely in school activities and functions. Students will be expected to participate unless notified otherwise by their parent/guardian. Restrictions on student activity may require a note from the physician. Certain activities, such as athletic sports, will require a comprehensive physical examination to determine safe eligibility to participate. Other special activities may be strenuous (such as fun runs, outdoor activities on retreats, etc.), but physical examinations will not be required. In these cases, parents are to allow their children to participate at their own discretion.

TCS strives to maintain privacy and respect the privacy of the members of its community. However, if a student has a known medical condition that may require urgent or essential treatment, then it is the responsibility of the parent/guardian to make the school nurse and administration aware and provide information and possibly training for the necessary response or treatment actions in case of emergency. Parents should notify the school if the condition or the response plan changes throughout the school year and should review the plan each new school year.

MEDICAL RESTRICTIONS AND ACCOMODATIONS

Any and all restrictions or accommodations for student due to medical reasons should be authorized by a licensed physician and brought to the attention of school administration. In some cases, a parent conference may be required to discuss the specific details of the requests. The Connection School will make every reasonable effort to meet the prescribed requirements or contact the parent as soon as it is apparent that the school's facility or faculty are not equipped to meet the medical accommodations. If a physician's letter is not supplied, the students are expected to maintain their normal course of participation in school activities.

TREATMENT AT SCHOOL

It is the goal of The Connection School for illness not to interfere with any student's school day. If a student becomes ill or injured at school, the student will receive basic or emergency treatment by a school employee which may include first aid or medication dispensation under provision of the Enrollment Contract. All school employees are trained in the medical treatment policies and procedures set by The Connection School and all full-time employees are required to be First Aid Certified. All medical treatment instances are recorded with detail in the office Clinic Log. Parents may be notified by a school employee before or after receiving treatment if the situation is deemed severe enough for notification. For the health and safety of all students, a student obviously ill or with an elevated temperature (fever of greater than 100°F), vomiting, or a communicable disease will not be allowed to remain at school.

STUDENT ILLNESS

If a student shows any signs of illness (temperature of 100°F or greater, sore throat, upset stomach, vomiting, rash, watery eyes, etc.), the parent is strongly encouraged to keep the student at home. This is for protection of the student as well as the protection of the other students at The Connection School. Students must be free of symptoms and free of fever and vomiting without medication for twenty-four hours before returning to school. A student who has been absent because of a contagious disease may be required to be confirmed non-contagious by a doctor before returning to school per the recommendation of the school nurse. School administration may request a student be sent home early if considered to have a severe enough illness. Parents should notify the school office at the beginning of the school day if a student will be absent due to illness.

COMMUNICABLE DISEASES

In an effort to protect the health of all students, it may be necessary to exclude from school students that are suffering from a communicable disease, infection or condition. More common communicable disease, infections, or conditions include but are not limited to chicken pox, conjunctivitis (pink eye), fifth's disease, ringworm, impetigo, streptococcal infections, and pediculosis (lice). Students who are excluded from school because of communicable disease may be re-admitted:

- When the school has received a letter from the attending physician, stating that the student is no longer contagious (or in the case of lice, that the student has been cleared through the office or has obtained an admittance letter from an approved specialist); and
- When the student is significantly improved of or free of symptoms and infections.

COVID-19

The Connection School will maintain preventative and response measures in the effort to help reduce the risk of COVID-19 exposure and spread on campus. Preventative measures include but are not limited to, frequent handwashing, cleansing and disinfecting surfaces and shared items, using air purifiers and fresh air ventilation. In addition, persons presenting symptoms consistent with COVID-19 or known to have an active COVID-19 infection or have been exposed to COVID-19 are not permitted on campus or school functions until the below criteria are met:

Persons confirmed to have COVID-19 by test or diagnosis and/or persons experiencing COVID-19 symptoms (regardless of negative test) should stay home for five days following positive test or symptom onset and return to school on day six, provided symptoms are improving and fever free without medication for at least 24 hours. An exception to this rule that may shorten the return to school would depend on an alternate diagnosis from a physician. An exception to this rule that may delay the return to school would depend on the severity of symptoms or lack of improvement of symptoms by the expected return date.

Confirmed COVID-19/COVID-19 Symptoms: Return Day 6 with Symptom Improvement/Fever Free

Day 1 (Sun)	Day 2 (Mon)	Day 3 (Tues)	Day 4 (Wed)	Day 5 (Thurs)	Day 6 (Fri)
Positive Test / Symptom Onset	Home	Home	Home	Home	Return

Persons known to have close and prolonged contact with someone with an active COVID-19 infection should stay home for two days following the last exposure and return on day three if no symptoms are present. An exception to this rule may apply if the exposed person has had a COVID-19 infection within the past three months.

COVID-19 Close, Prolonged Exposure: Return Day 3 Symptom Free

Day 0 (Sun)	Day 1 (Mon)	Day 2 (Tues)	Day 3 (Wed)
Exposure	Home	Home	Return

For our purposes, COVID-19 vaccination status does not affect our requirement to stay at home or the timeline to return to school. In addition, the school will not require COVID-19 testing or wearing face coverings/masks.

It is important that families keep the school nurse informed of illnesses and receive clearance before returning to school in order for school administration to adequately consider safe return conditions and potential risks to others in the school community.

MEDICATION

Basic non-prescription medications are stored securely in the main and secondary offices and are available to use for treatment only when necessary and will be dispensed only by a school employee or by the student's parent witnessed by a school employee. All student prescription medication must be stored securely in the main or secondary office in its original container (with student name, medication name, and dosage instructions) and be accompanied by a Medication Consent Form completed by the parent.

No medication is allowed to be in the possession of any student on the premises or school-sponsored events unless otherwise indicated with the express, written consent from the parent and prescribing physician for life-threatening conditions (such as an Epi-Pen or Inhaler). In such cases, the school administration must be notified and a copy of the written order must be kept on file in the office. All instances of medication dispensation will be documented in the office Clinic Log and parents will be notified if their student received any medication.

The Connection School employees will make every reasonable effort to administer prescription medication as required by the student's physician, and parents will be notified in the case of a diversion from their prescribed medication schedule. No Connection School employee shall be held responsible if a student does not receive his/her scheduled dose of medicine or if the student takes an overdose of medicine.

IMMUNIZATION & HEALTH SCREENING REQUIREMENTS

Texas state law mandates that immunizations and health screening records be current and maintained by every school, whether public or private. Health screenings may consist of, but are not limited to: vision, hearing, spinal, and Acanthosis Nigricans. The Connection School may exclude any student with outstanding immunizations and

health screenings if that student's family has not made every effort to satisfy the requirements set by The Department of Health of the State of Texas or provide an official state affidavit for exemption. (These requirements can be found online at <http://www.dshs.state.tx.us/>). In the event of an outbreak of a disease for which the Texas Health Department has required immunization, by state law all students that do not have that immunization (regardless of the reason) may not attend The Connection School or participate in school-sponsored events until the Health Department declares that it is permissible for them to do so.

FOOD & OTHER ALLERGIES

Any known allergies should be brought to the attention of the school administration and faculty in writing. An information sheet listing student allergies and treatment procedures will be made available to every school employee and posted in the office for reference. Parents should make sure that any emergency medication for allergic reactions (Epi-Pen, Benadryl, etc.) and instructions are submitted to the school office in case of emergency.

The Connection School takes many precautions to protect against reactions due to peanut/tree nut allergies. Please do not send snacks that contain peanuts and/or tree nuts with your children; this includes personal snacks during class snack time and also special treats for birthdays, class parties, etc.

In cases of threat to extreme reactions to known food or other allergies, The Connection School will make special provisions to lower the risk of allergic reaction such as isolating or removing the items that could cause allergic reaction (i.e. "peanut free table") and cleansing all areas thoroughly to rid the area of residues that could cause allergic reaction.

EPINEPHRINE AUTO-INJECTOR USE POLICY

As permitted by Texas state law, The Connection School may have unprescribed Epinephrine Auto-Injectors available to be administered in cases of emergency according to this policy.

The school will authorize and train the school nurse to administer an epinephrine auto-injector to a person who he or she reasonably believes to be experiencing anaphylaxis, whether on the school campus, at an off-campus school-sponsored event, or while in transit to or from a school-sponsored event. In addition, the school nurse may, in his or her judgment, train and equip such other personnel as may be necessary to effectuate the purposes of this policy. Such training will occur annually.

Each campus of the school shall have at least one school personnel member or volunteer authorized and trained to administer an epinephrine auto-injector during school operating hours.

Epinephrine auto-injectors at each campus will be stored in a secure location and be easily accessible to school personnel and volunteers authorized and trained in their use. Currently, both the Epi-Pen and the Epi-Pen Jr Auto Injectors are located in each school office area in the yellow locker mounted to the wall.

Not later than the tenth business day after the date a school personnel member or school volunteer administers an epinephrine auto-injector in accordance with school policy, the school shall report to the physician who prescribed the epinephrine auto-injector, the Commissioner of State Health Services at anita.wheeler@dshs.texas.gov, and the Texas Education Agency at healthandsafety@tea.texas.gov.

The school accepts responsibility for training school personnel and school volunteers in the administration of an epinephrine auto-injector.

Training shall be completed annually; provided in a formal training session or through online education; and include information on recognizing the signs and symptoms of anaphylaxis, administering an epinephrine auto-injector, implementing emergency procedures, if necessary, after administering an epinephrine auto-injector, and properly disposing of used or expired epinephrine auto-injectors. A school shall maintain records on the required training.

CONTACT TRACING, NOTIFICATIONS, AND REPORTING

The Connection School may conduct internal contact tracing in the effort to help identify persons or groups that may be susceptible to the risk of contracting certain communicable diseases such as COVID-19. When necessary for the prevention of further spread of illness the school will notify persons who may have been exposed to certain diseases. In such cases privacy regarding the individual's name and specific circumstances will be maintained in all communications. The school may be responsible for reporting certain information to local health authorities regarding communicable disease occurrences, health screening results, and immunization information and will seek to comply to the extent required by law.

ACADEMIC POLICIES & PROCEDURES

CURRICULUM

The Head of School and administrative staff, with the aid of the faculty, develop curriculum objectives and scope and sequence. The Connection School is committed to the continuous review and improvement of our curriculum, including core subjects, elective subjects, and extracurricular activities. We will also endeavor to improve the quality and variety of our educational resources such as textbooks, instructional tools, library, and learning centers.

GRADING STANDARDS

All academic grading in The Connection School uses a criterion-referenced base for evaluation. The student's work is evaluated against an objective standard in each class. The following grading scales are used school-wide to report academic progress and/or overall classroom conduct in each quarter grading period.

Elementary Grading Standards

Elementary (K-5th) Grading Criteria	
A (94-100)	Academic work reflects accurate grasp of major concepts and/or accurate demonstration of skills.
A- (90-93)	Criteria for A work not fully met.
B+ (87-89)	Criteria for B work is more fully met.
B (84-86)	Academic work reflects adequate familiarity with major concepts and/or accurate demonstration of skills.
B- (80-83)	Criteria for B work is not fully met.
C+ (77-79)	Criteria for C work is more fully met.
C (73-76)	Academic work reflects some familiarity of major concepts and/or accurate demonstration of skills.
C- (70-72)	Criteria for C Work not fully met.
D (60-69)	Academic work reflects below satisfactory completion of all prescribed learning.
F (0-59)	Academic work reflects insufficient capability to grasp major concepts and/or demonstration necessary skills.
E (Excellent)	Extraordinary progress towards excellence (- Lower)
S (Satisfactory)	Appropriate progress towards excellence (+ Higher, - Lower)
N (Needs Improvement)	Needs more training
U (Unsatisfactory)	Unsatisfactory progress towards excellence
I (Incomplete)	Student completes at least 60% of work in a course but less than 100% of the required work in a course.
Successful Completion	A grade of A through C- and/or E through S- is considered successful course completion.

Elementary (K-5 th) Grading Scale Designation		
Grade Level	Subject Area	Grading Scale Used
Kindergarten	All	ESNU
1 st Grade	All	ESNU
2 nd Grade	Reading/Literature, Writing, Spelling, Math	ABCDF
	History, Science, Bible, Penmanship, Art, Spanish, PE, Music, Skills/Habits	ESNU
3 rd Grade	Grammar, Reading/Literature, Writing, Spelling, Math, History, Science	ABCDF
	Bible, Penmanship, Art, Spanish, PE, Music, Skills/Habits	ESNU
4 th Grade	Grammar, Reading/Literature, Writing, Spelling, Math, History, Science	ABCDF
	Bible, Penmanship, Art, Spanish, PE, Music, Skills/Habits	ESNU
5 th Grade	Grammar, Reading/Literature, Writing, Spelling, Math, History, Science	ABCDF
	Bible, Penmanship, Art, Spanish, PE, Music, Skills/Habits	ESNU

Junior High Grading Standards

Junior High (6 th -8 th) Grading Criteria	
A (94-100)	Academic work reflects accurate grasp of major concepts, theories, and prevailing knowledge; abundant evidence of capability to offer informed analysis of extant knowledge and ideas; clear capability to synthesize and apply key information from prevailing knowledge; appropriate critiques of extant theories and knowledge; considerable demonstration of capability to develop and logically present one's own judgments.
A- (90-93)	Criteria for A work not fully met.
B+ (87-89)	Criteria for B work is more fully met.
B (84-86)	Academic work reflects adequate familiarity with key ideas and knowledge, although interpretations of key theories and concepts are occasionally incomplete and flawed; written and verbal accounts of information, theories, and concepts remain primarily at the level of description; critiques are present but not well developed with occasional interpretive errors.
B- (80-83)	Criteria for B work is not fully met.
C+ (77-79)	Criteria for C work is more fully met.
C (73-76)	Academic work reflects some familiarity with key ideas and knowledge, although interpretations of key theories and concepts are occasionally incomplete and flawed; written and verbal accounts of information, theories, and concepts remain primarily at the level of description; critiques are present but not well developed with interpretive errors.
C- (70-72)	Criteria for C Work not fully met.
D (60-69)	Academic work reflects below satisfactory completion of all prescribed learning.
F (0-59)	Academic work reflects insufficient capability to comprehend and accurately present ideas and information; superficial and unpersuasive critiques; little evidence of capability for original thinking.
I (Incomplete)	Student completes at least 60% of work in a course but less than 100% of the required work in a course.
Successful Completion	A grade of A- through C- is considered successful course completion.

High School Grading Standards

High School (9 th -12 th) Grading Scale				
Letter	Number	Level GPA	Honors GPA	AP GPA
A	100-94	4.0	5.0	6.0
A-	93-90	3.7	4.7	5.7

B+	89-87	3.3	4.3	5.3
B	86-84	3.0	4.0	5.0
B-	83-80	2.7	3.7	4.7
C+	79-77	2.3	3.3	4.3
C	76-73	2.0	3.0	4.0
C-	72-70	1.7	2.7	3.7
F	69-0	0	0	0

High School (9th-12th) Grading Criteria	
A (94-100)	Academic work reflects impressively thorough and accurate knowledge of assigned material, including the complexities and nuances of major and minor concepts, and intellectual frameworks; exceptional evidence of capability to compare, assess, and synthesize material; especially strong capability to logically critique extant theories and claims and to develop persuasive arguments based on original thinking.
A- (90-93)	Criteria for A work not fully met.
B+ (87-89)	Criteria for B work is more fully met.
B (84-86)	Academic work reflects accurate grasp of major concepts, theories, and prevailing knowledge; abundant evidence of capability to offer informed analysis of extant knowledge and ideas; clear capability to synthesize and apply key information from prevailing knowledge; appropriate critiques of extant theories and knowledge; considerable demonstration of capability to develop and logically present one's own judgments.
B- (80-83)	Criteria for B work is not fully met.
C+ (77-79)	Criteria for C work is more fully met.
C (73-76)	Academic work reflects adequate familiarity with key ideas and knowledge, although interpretations of key theories and concepts are occasionally incomplete and flawed; written and verbal accounts of information, theories, and concepts remain primarily at the level of description; critiques are present but not well developed with occasional interpretive errors.
C- (70-72)	Criteria for C Work not fully met
F (0-69)	Academic work reflects below satisfactory completion of all prescribed learning; reflects insufficient capability to comprehend and accurately present ideas and information; superficial and unpersuasive critiques; little evidence of capability for original thinking.
I (Incomplete)	Student completes at least 60% of work in a course but less than 100% of the required work in a course.
Successful Completion	A grade of A through C- is considered successful course completion.

Ranking Policy

Student ranking is limited to valedictorian and salutatorian only.

GPA/Weighting Policy

Grade Points are awarded based on the grade earned in credit bearing courses. Weighted Grade Point Average (GPA) is used, on a 4.0 scale for Level, a 5.0 scale for Honors, and a 6.0 scale for Advance Placement (AP). GPA is reported on official academic records for High School Students (9th-12th grade) only.

Graduation Requirements

The following requirements are applicable to the graduating class of 2023:

Minimum Graduation Requirements	
Subject	Credits
English Language Arts	4.0
Mathematics	4.0
Science	4.0

Social Studies	4.0
Foreign Languages	3.0
Bible	4.0
Physical Education	1.0
Fine Arts & Electives	3.0
Technology	1.0
<i>Total</i>	<i>28.0</i>

For more information regarding High School academic standards, graduation requirements, and curriculum please refer to The Connection School’s “School Profile” document.

Grading Guidelines

It is the parent’s responsibility to review the class overviews governing each teacher’s policies concerning homework, late work, and make up work. The Connection School believes that punctuality is an important virtue and that late work harms the ability of the teacher, the student and the class to function in meaningful and productive ways. As such, The Connection School’s grading guideline for teachers stipulates that all late work be deducted by up to two letter grades for the first day after the due-date, and up to one letter grade for each subsequent day until a zero (0%) is given after the fourth day. Teachers have the right to interpret this guideline within the context of their own knowledge of the situation surrounding the late assignment and the requirements of their own subject.

PROMOTION POLICY

Students currently enrolled The Connection School must attain at least a C- (70%) average for the entire year in core subjects and/or attain at least a C- (70%) average for each semester for credit bearing courses.

Students who do meet criteria stated above may be required to enroll in summer tutoring or additional classes for remediation and will be subject to re-evaluation by school faculty and administration for proper placement in the following school year.

In addition, when considering the promotion of students currently enrolled, special emphasis should be given to the appropriate level of mastery of grade level objectives (see classroom teacher for specific details).

PROGRESS REPORTS

In order to keep parents informed about a student’s academic and behavioral progress in school, progress reports will be emailed to parents once in each quarter grading period. Teachers and parents are expected to follow through on any request for a conference or any assistance that is indicated as being needed on the progress reports.

Teacher Communication

Teachers are encouraged to communicate with parents should the student’s grade fall in a significant way throughout the course of an academic term. Teachers are also encouraged to ensure that parents should be notified prior to a formal grading report if the student’s grade is lower than a 70% for a given term average grade.

REPORT CARDS

Report cards indicate the level of achievement for each student. Report cards will be emailed to parents following the end of each quarter grading period except for the final, year-end report card, which will be mailed home.

OFF-CAMPUS COURSEWORK

A student may earn credit for coursework at another educational institution such as a dual credit opportunity, or through a private endeavor to satisfy curriculum requirements of The Connection School. Students must seek prior approval from school administration before pursuing off-campus work eligible for credit at The Connection School. If the school permits off-campus coursework, certain accountability measures will be implemented to ensure that the curriculum is aligned with The Connection School’s standards and that the student’s attendance and academic performance qualify the earned credit.

HOMEWORK

Philosophy

The Connection School will assign some amount of homework to its student at any given time. Below are the primary reasons or causes for homework being assigned:

1. Since The Connection School recognizes that parental involvement is critical to a child's education, homework can be used as an opportunity for parents to actively assist their child in his or her studies. This will also keep the parents informed as to the current topics of study in class.
2. Students often need extra practice in specific, new concepts, skills, or facts. In certain subjects (e.g. math or languages), there is not enough time in a school day to do as much practice as may be necessary for mastery. Therefore, after reasonable in-class time is spent on the material, the teacher may assign homework that allows for the necessary practice.
3. Repeated, short periods of practice or study of new information is often a better way to learn than one long period study. Homework is conducive to this type of practice or study
4. Homework may also be assigned to students who, having been given adequate time to complete an assignment in class, did not use the time wisely. The homework, in this situation, serves a punitive, as well as practical, purpose.

Assignments

Students in grades K-2 will have a daily homework folder to take home. Students in grades 3-12 will keep a planner to track daily homework assignments. Parents may also refer to teacher postings in FACTS Family Portal, Google Classroom, or "Weeks at a Glance" communications for more information regarding major assignments, projects, papers, and exams.

The necessity for doing homework will vary from grade to grade and even from student to student. Students should have all homework completed to turn in on the following class day or an assigned due day. Each teacher shall communicate and enforce his or her own late work policy to students.

In order to allow time for family worship at home or church, no new homework assignments are given on Wednesdays to be completed at home that evening.

MAKE-UP WORK

It is the parent's/student's responsibility to check with the teacher for all schoolwork missed due to absence depending upon the grade of the student. A student is discouraged from depending on classmates alone for this information. Each student should talk with each teacher on the first day that the student is back in class following an absence in order to avoid receiving a zero (0%) on work left incomplete. Students will be given a reasonable allowance of time to complete make-up work in accordance with the teacher's discretion. In special circumstances the teacher is authorized to give extensions for completion of makeup work, especially in cases where a student may have received an "I" (incomplete).

If there is an extended illness, a teacher may give homework assignments to a parent or guardian upon request. It is the policy of The Connection School that students make up any tests (for which test material was not covered in class while the student was absent) on the first day the student returns to school. In the case of an extended absence, exceptions to this policy may be approved by the school administration.

LEARNING DISABILITIES POLICY

This policy applies to all students and teachers in all the classrooms of The Connection School.

Definitions

Severe Learning Disability: Any apparent condition in a student which would require a separate classroom, program, or staff in order to provide the educational services generally offered by The Connection School.

Learning Disability: Any condition in a student which may affect a student's ability to learn, but does not require a separate classroom, program, and staff in order to provide the education services generally offered by The Connection School.

Policy

With respect to learning disabilities, The Connection School of Houston's policy is as follows:

1. A child with a severe learning disability will not be admitted to The Connection School under the normal expectations and conditions due to the lack of adequate staff, funding, and facilities.
2. Unless the parents of a child and the school administration have all agreed on a modified grading policy, all children - including those children who have been diagnosed as having a learning disability - will be required to meet the same academic standards as all the other children in their grade level.
3. Any specialized accommodations or modifications to a child's educational program must be specified in writing and agreed upon by the child's parents, teachers, and school administration.

Expectations

It is the expectation of The Connection School that parents will be involved in the education process of their child/children. The parent or guardian of a child with a known unique behavioral, emotional, learning or social need will be required to meet with the administrative staff and teacher(s) within the first six weeks of school. Both parents/guardians (unless situations prohibit), as applicable, will be required to attend all scheduled parent/teacher conferences throughout the school year. If at any time, the school administration determines that The Connection School is unable to adequately meet the needs of the student, a special conference will be scheduled to discuss how best to proceed.

STANDARDIZED TESTING

Each school year, during the spring semester, The Connection School administers standardized testing.

The current standardized tests administered by the school include:

- ACSI TerraNova CTB 3rd Ed. with Bible Assessment (Grades 1-11 only) *Will be replaced with Iowa Assessment CTB
- InView (Grades 3, 5, 7, 9, 11 only) *Will be replaced with Iowa CogAT
- Classical Learning Test (CLT) (Grades 8-11 only)

The results obtained from these tests provide our educators, as well as parents, with valuable insight into the abilities of our students and the success of our academic programs. Test results will be distributed electronically or mailed home with the students' final report cards. (Kindergartners and Seniors are exempt from standardized testing.)

Additional standardized testing provided outside of The Connection School is recommended for High School students for dual credit or college placement.

PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences are scheduled once during the fall semester of each school year for all grades.

Conferences may also be scheduled at other times during the year, at the request of the teacher or the parent or guardian.

HONORS & AWARDS

The Connection School of Houston maintains a system of formal honors and awards for these reasons:

- The recognition of good work is endorsed in the Scriptures from the writings of Solomon (Proverbs) to those of Paul (Romans, Ephesians, 1 Timothy, etc.). Therefore, we seek to publicly recognize those students accomplishing the necessary prerequisites to receive the applicable award/honor.
- We hope to encourage and motivate all students to do good work and demonstrate to them that such work is not overlooked or taken for granted, but rather is noticed and commended.
- We want to draw public attention to the high quality of work being done by The Connection School students to the glory of God and their parents.

Awards honoring academic achievements may be given to students at various times throughout the year. These include:

- Character Awards - This award is based on a virtuous quality that the student displayed consistently throughout the course of the school year.

- Achievement Awards – These awards are granted each semester to students in Grades K-5 and recognize a specific achievement by the student.
- A Honor Roll – A Honor Roll is awarded each semester and for the year (if received both semesters) to students in Grades 6-12 who have received A’s in every class.
- A/B Honor Roll – AB Honor Roll is awarded each semester and for the year (if received both semesters) to students in Grades 6-12 who have received A’s or B’s in every class and have more A’s than B’s overall.

VIRTUAL OR DISTANCE LEARNING

The Connection School is prepared to implement virtual learning or distance learning in special cases where an alternative to in-person learning would be required. Typically, this would be implemented when an extended absence would be required of an individual or group due to a medical condition, or when an operational failure or interruption would result in a school closure. Our faculty will be prepared to offer quality lessons through virtual learning when implemented.

In cases where virtual learning is offered, expectations will be communicated to the parents and students by the school or teachers (depending on the scale) detailing assignments to be completed and participation in video instruction sessions. Google Classroom will be used to manage class communications and assignments and Google Meet will be used to participate in video instruction sessions. Each student will be assigned a unique TCS Google username and password in order to access his/her Google Classroom dashboard and Google Meet sessions. Student TCS Google user information and instructions will be distributed at the beginning of each school year and made available upon request through the school office. It is the responsibility of parents and students to ensure they are able to access Google Classroom and Google Meet or to contact the school office if they need help.

When instructed as mandatory by a teacher or administrator, students will be expected to participate in virtual learning, which may include completing assignments at home and/or attending instructional video sessions. Student attendance during virtual learning periods will be recorded as participating virtually in school as long as there is evidence that the student is actively engaged in the assignments and attending the video instructional sessions as expected.

CONDUCT POLICIES & PROCEDURES

BEHAVIOR AGREEMENT

Each student enrolled at The Connection School shall comply with the following behavior agreement:

1. I will listen and follow direction given by teachers and staff. I will not talk back to or argue with teachers or staff. I will obey cheerfully and promptly, understanding that teachers and staff should not have to repeat requests.
2. I will take care of my own things and will not take or use another’s belongings without permission.
3. I will treat all people with respect including teachers, parents, staff and other students at The Connection School.
4. I will not taunt, tease, pick on or “put down” other students, knowing this type of behavior makes school a bad experience for everyone. Instead I will seek to encourage and build others up, recognizing we are all unique by God’s design.
5. I will not get into physical conflicts/fights at school. If I become angered by someone, I will immediately go to a staff member to seek help in resolving the problem.
6. I will not deface or destroy The Connection School’s property or the property of others.
7. I understand that profanity and vulgarity have no place at school, and I will not use bad language at school.
8. I will wear only appropriate clothing as outlined in the Uniform Dress Code Policy.
9. I will not use technology devices during school and school functions (phones, tablets, music players, gaming devices, etc.) without permission
10. I will keep a good attitude even if something is not my favorite (i.e., class activity, food, etc.).
11. I will be open to whatever God wants me to learn.

Although no problems are expected, any violations of these rules may result in a student returning home (parents will be involved in this decision making) at the parent’s expense. If a student continues to violate the rules, the

school administration will set up a meeting with the parents to help evaluate whether continuing on at The Connection School is appropriate or advisable.

Students are to acknowledge and recognize that being a part of The Connection School is a privilege and a responsibility and do their best to serve well and follow their leaders.

ATTENDANCE

School attendance is required for successful grade completion and course credit. This policy is designed to encourage consistent student attendance at The Connection School. At school a student is exposed to various types of instruction. Because each class period contributes significantly to the curriculum objectives of The Connection School and because the instructional program is progressive and sequential, it is necessary to encourage student attendance in all prescribed classes. In the event a student must miss a school day, the parent or guardian is to contact the school office and follow the stated procedure.

Some cases of excessive tardiness or absence may require the student to receive extra tutoring, supervised instruction, or additional assignments at the parent/guardian's expense. Excessive tardiness or absences may also result in failure to be promoted to the next grade level, failing to receive credit for a course, or even expulsion. Consequences and allowances will be determined on a case-by-case basis by the administration.

Required School Days & Times

The Connection School keeps a record of attendance for each student. The total number of required days is presented on the school academic calendar each school year. The total number of days absent and days tardy will be recorded on the student's quarterly report card.

The school day runs from 8:00am to 3:25pm. Any (full-time) student leaving campus before 11:30am without returning that same day will be counted absent for that school day. Any (full-time) student arriving to campus after 11:30am will be counted absent for that school day.

Please note that all doctor or dentist appointments should be scheduled after school, on Fridays (other than Fridays on which field trips or other required school events are conducted), or during lunch whenever possible.

All absences result in missed class work and lowers academic output. Therefore, students are encouraged and expected to have very few absences. Parents should notify the school office and the student's teachers of any anticipated or unanticipated absences in order to aid in accurate record keeping and make arrangements for any missed assignments. In the event of excessive absences, a parent, teacher and administration conference may be scheduled to discuss strategies to correct the issue. A note from a physician may be required upon a student's return from absence in cases of communicable disease and/or injury, and for explanation of excessive absences.

Frequent absences and tardies may result in failure to satisfy the minimum requirements for successful completion of the grade or class and may require the completion of additional coursework per the school administration to be considered for promotion to the next grade level or course credit.

The following apply to missed assignments due to absences:

- It is the student's and/or parent's responsibility to find out what work was assigned. It is recommended that the student and/or parent contact the teacher(s) directly via email to find out what assignments were missed and receive any special instructions.
- Assignments missed during absence(s) will generally need to be completed and returned to the teacher within the same number of days as were missed.
- A secondary student must complete semester exams before a semester grade will be given. A student who is absent during a semester exam will receive a grade of "I" (incomplete) in the pertinent course until the missed exam is completed. If the missed exam is not completed within the prescribed time period, a "zero" (0) may be given.
- When an absence occurs, the missed work will be made up within the stated time frame. Should a student receive an "I" (Incomplete) on the report card or progress report, it will be changed to "zero" (0) two weeks

following the close of the grading period unless an exception has been approved by the Head of School due to extenuating circumstances.

Tardy Procedures

An elementary student (Grades K-5) who arrives at school after 8:00 a.m. must report directly to the school office and be signed in by his/her parent. In such case, the student will receive a tardy slip in order to be admitted to class indicating he or she has checked in at the office. Parents will be required to have a conference to discuss a student's excessive tardiness.

A secondary student (Grades 6-12) who arrives at school after 8:00 a.m. must report directly to the school office to sign in. In such case, the student will receive a tardy slip in order to be admitted to class indicating he or she has checked in at the office.

Students who arrive in class and after the start of the class will be marked tardy by the teacher. Each teacher will note tardies for their class period. Excessive tardiness by any student, as determined in the discretion of the teacher, will result in disciplinary action. A student missing more than half of the class period will be counted absent for that class period instead of tardy. A secondary student with more than five (5) days or class tardies during a particular quarter will receive a detention or other disciplinary action. A secondary student who is more than 15 minutes late for a class will be considered absent for that class.

"Excused" and "Unexcused" Tardies/Absences

Although common among other schools, The Connection School does not distinguish between "excused" and "unexcused" tardies or absences. A student is either counted "tardy" or not, or counted "absent" or not based on the criteria listed above regardless of the reason. For recording purposes, all tardies and absences will be labeled as "unexcused" on progress reports and report cards.

Virtual or Distance Learning Attendance

For expected extended absences, the option for virtual or distance learning may be offered at the discretion of the school administration. An example of a situation that would warrant this would be for a medical condition that would prohibit the student from attending school for an entire school week or more. In cases where virtual learning is offered, expectations will be communicated to the parents and students by the teachers detailing assignments to be completed independently managed through Google Classroom and participation in video instruction sessions using Google Meet. Student attendance during virtual learning periods will be recorded as participating virtually in school as long as there is evidence that the student is actively engaged in the assignments and attending the video instructional sessions as expected.

STUDENT ETIQUETTE

"Do nothing out of selfish ambition or vain conceit, but in humility consider others better than you. Each of you should look not only to your own interests, but also to the interests of others." (Phil. 2:3-4)

There are numerous ways that students are encouraged and expected to show kindness to one another, and to their teachers, during their time at The Connection School. Periodically, students will receive teaching and reminders about these expectations. It is our hope that these actions will become part of the daily fabric of life at The Connection School.

The Connection School is a place to train our young men to show consideration and respect for the ladies in the school (Eph. 4:23, 2 Tim. 2:24). As an application of this truth, we want the young men to:

- Open doors for the ladies, whether female teachers, female visitors, or female students and always allow the females to exit the room first; and
- Not engage in foolish talk or in coarse joking

The Connection School is a place to train students to show proper respect to their teachers and administrators. (*"Submit yourselves for the Lord's sake to every authority instituted among men; whether to the king, as the supreme*

authority, or to governors, who are sent by him to punish those who do wrong and to commend those who do right.” 1 Tim 5:17, 2 Thess. 5:12.) As an application of this truth, we want students to exhibit the following behaviors:

- Students should address their teachers by the appropriate title: Mr., Miss, or Mrs.
- Students should respond by saying “yes, sir/ma’am” or “no, sir/ma’am,” not “yeah” or “ugh.”
- Students should offer to help the teachers when they are carrying materials into the building.

At The Connection School, the older students will be an example to the younger students. The Connection School is a place to train students to be a good example. Consider the heart of Christ toward younger children: *“Jesus said, ‘Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these.’”* (Matt.19:14).

- Older students are to be considerate and defer to the younger students. Watch out for the little ones.

The Connection School students are encouraged to make a special effort to welcome visitors to The Connection School (*“Practice hospitality...”* Rom. 12:13).

In conclusion, we would like The Connection School to be a place where visitors sense a difference: specifically the aroma of Christian love. (*“But thanks be to God, who always leads us in triumphal procession in Christ and through us spreads everywhere the fragrance of the knowledge of him. For we are to God the aroma of Christ among those who are being saved and those who are perishing. To the one we are the smell of death, to the other, the fragrance of life.”* 2 Cor. 2:14-15)

DISCIPLINE

Philosophy

It is our desire to utilize biblical principles to assist our students in becoming responsible and being accountable for their actions. Corporal punishment will not be used at The Connection School. The vast majority of discipline problems are to be addressed at the classroom level, and if necessary by the school administration.

Love, forgiveness, and restitution will be an integral part of the discipline of a student. The school administration will determine the nature of the discipline. Examples of disciplinary procedures may include, but are not limited to the following: verbal correction, restitution and/or consequences (such as lunchroom cleanup or work detail), parental attendance with the student during the school day, detention, suspension expulsion or other measures consistent with biblical guidelines.

The Connection School of Houston does not condone or participate in corporal punishment as defined by the Texas Education Agency (TEA) as “the deliberate infliction of physical pain by hitting, paddling, spanking, slapping, or any other physical force used as a means of discipline.”

Disciplinary Procedures

Teachers will confer with students to explain unacceptable behavior and develop strategies for improving behavior. At the teacher’s discretion, a disciplinary note may be sent or parents may be called.

If necessary, the teacher will refer the situation to the school administration. After conferring with the administration, a phone call and/or conference will be arranged with the parents. Any student who has multiple incidents of misbehavior will receive further disciplinary action as determined by school administration. Students who persist with conduct violations may be suspended or expelled.

The teacher or the school administration will notify the parent of serious violations. A discipline referral report will be sent home.

Suspension and Expulsion

The Connection School administration realizes that expelling a student from school is a very serious matter and should always be carefully considered on a case-by-case basis. Students who are suspended or expelled from the school will not be permitted on campus or at school sponsored events.

A student can be dismissed and expelled from The Connection School for any behavior, on or off campus, which reflects negatively on the school. Any violation of city, state or federal law that may result in an arrest and/or indictment is grounds for dismissal. All of our students are minors and are responsible to their parents and/or legal guardians.

Serious violations of conduct in the following areas may result in immediate suspension or expulsion at the discretion of the school administration:

- Improper use of internet or e-mail
- Sexual misconduct or harassment
- Abuse of controlled substances
- Use of tobacco (in any form)
- Defiance
- Bullying or harassment of other students
- Persistent rebellion
- Unauthorized absence from school (including truancy)
- Possession of firearms or lethal or deadly weapons
- Using physical or violent behavior toward another student or teacher
- Theft
- Insubordination to adults
- Destruction of school property
- Verbal abuse or cruelty to others
- Cheating (including plagiarism)

Re-Admittance

At the core of discipline is a desire to see reconciliation and restoration in all school relationships. If an expelled student should desire to be readmitted to The Connection School at a later date, the Head of School and the Advisory Team will make a decision based on the student's attitude and circumstances at the time of re-application.

Serious Misconduct

Should a student commit an act with such serious consequences that the Head of School deems it necessary, suspension may be imposed immediately. Examples of such serious misconduct could include, but are not limited to: acts endangering the lives of others, gross violence/vandalism to the school facilities, violations of civil law, or any act in clear contradiction of Scriptural commands. Students may be subject to school discipline for serious misconduct that occurs outside of school hours.

Disciplinary Probation

A student that has habitually or repeatedly participated in misconduct may be placed on disciplinary probation wherein a specific behavior agreement acknowledged by the student, parents, faculty, and administration will be enforced. Disciplinary Probation is not necessary before suspension or expulsion or denial of re-enrollment, but may act as a formal warning before such measures are taken. The behavior agreement enforced for a student on Disciplinary Probation should 1) specify the unacceptable actions or attitudes that are repeatedly being committed by the student, 2) recommend desirable alternative actions and attitudes that can be qualified (i.e. observed, experienced), and 3) also specify limitations to privileges or other consequences that are in effect while on disciplinary probation and the consequential actions that will be taken if the student does not comply with the behavior agreement (such as suspension, expulsion, etc.).

Cheating

Cheating (including plagiarism) is a serious offense. It involves unauthorized taking or giving of information from some source other than the student's own mind and presenting it as if it came from his own mind. Thus, it involves both the components of stealing and lying.

If it is determined that a student has cheated, the following actions will be taken:

- The student will receive a zero (0) on the assignment/test.
- The school administration will confer with the student.
- The parent/guardian will be called.

- If the student holds any sort of leadership position in class, club, or athletic team, he/she may be suspended or lose his/her position. Cheating is a violation of honor; and leadership is a matter of honor. Cheating and leadership do not go hand-in-hand.
- Cheating in any form, properly established, may make the student ineligible for all academic honors or awards in all subjects.
- If a student plagiarizes in any form it will be considered an act of cheating and the above description and consequences will apply. Plagiarism is defined as “an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author,” in other words, “to use the words or ideas of another person as if they were your own words or ideas.”

Drug & Alcohol Use

The staff, faculty, administration and Board of Trustees of The Connection School believes that any minor's non-medical involvement (i.e. consumption, procurement, provision) with controlled substances (drugs or alcohol), or material generally acknowledged to be harmful to an individual's physical, spiritual, or psychological health is inconsistent with the Christian lifestyle.

Confirmation of drug or alcohol use or possession as defined above will be reported to the appropriate legal authorities, and will subject the individual(s) involved to immediate disciplinary review by the school administration and the school Board of Trustees. Drug usage or possession will be cause for an immediate seven (7) day suspension with an automatic recommendation to the Board for permanent expulsion. Alcohol use or possession will be cause for an immediate five (5) day suspension. A second alcohol related incident will be cause for an immediate seven (7) day suspension with an automatic recommendation to the Board for permanent expulsion. No differentiation will be made based on the amount of a substance found, possessed or used.

The Connection School of Houston reserves the right to conduct drug and alcohol testing at the discretion of the school administration to verify compliance with this policy.

Bullying

The Connection School will not tolerate bullying at school or at school-sponsored events. Students participating in bullying behaviors will be subject to disciplinary action as severe as suspension or even expulsion.

Texas Education Code (TEC) §37.0832 identifies bullying as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct and that

- has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
- is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
- materially and substantially disrupts the educational process or the orderly operation of a classroom or school, or infringes on the rights of the victim at school.

Cyberbullying is bullying that involves the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

In cases where bullying is suspected or apparent, school administration should be notified and the Head of School will investigate the matter with the assistance of the Advisory Team and parents of the involved students will be notified. School administration will make every effort to assist in a resolution or mediation between the students with the active participation and oversight of the parents involved. In extreme or severe bullying cases, local law enforcement authorities may be requested to intervene.

Public Display of Affection

All interactions should remain modest and appropriate within the student body. Public displays of affection (frontal hugs, kissing, holding hands, etc.) between students are not allowed. Students may greet one another by shaking hands, high fives, side hugs, and in other similar modest and respectful ways. What is deemed appropriate or inappropriate student interactions will be at the discretion of the faculty and administration.

Sexual Misconduct & Inappropriate Related Behavior

Sexual misconduct among students such as sexual physical touch and intercourse, and inappropriate related behavior such as flirting, joking, suggestive language, talking about, or otherwise participating in or encouraging sexual behavior of any kind will not be permitted and is grounds for suspension or expulsion. Such behavior for students is contrary to the biblical standard of godly character and contrary to the biblical principles of the marriage union and is unacceptable both at school and in the student's personal life outside of school. Acts of sexual misconduct and inappropriate related behavior will be determined so by the Head of School in agreement with the Advisory Team and/or Board of Trustees who have final interpretive authority. Suggestive references to sex ("sexting") via electronic media, is a violation of Scripture and of the school's rules. Students engaged in any form of inappropriate, sexual communication will be eligible for suspension or suspension.

Pornography

Students are not allowed to bring pornographic material of any kind onto campus. This kind of material in any medium is not to be accessed via Internet, stored or brought on campus. This includes the use after school hours and posting/sharing on social media, through email, or other means. Violating this rule may result in expulsion from The Connection School.

Cell Phones, Tablets, & Similar Devices

Students are not allowed to use cell phones, pagers, tablets, iPods, and similar devices on campus. If a student brings one of these devices to school, it shall be turned off and kept in the student's backpack at all times. If a student uses one of these devices while at school without the prior approval of the school administration, the device may be taken by the teacher, staff member or other administrator and held in the office until the end of the day. Such student may be subject to additional discipline as determined by the Head of School's discretion, especially in the case of multiple offenses.

Other Discipline

The following will also result in disciplinary action in some form at the discretion of the school administration:

- Improper conduct in or out of class
- Improper use of cell phones or similar devices
- Eating or drinking in class or in the hallways when not authorized by a teacher
- Chewing gum
- Writing on the whiteboard or chalkboards without permission from the teacher
- Public display of affection at school or at school activities
- Extremes in haircuts, including shaved, partially shaved, or extreme hair color
- Not following the dress code or presenting a neat and well-groomed appearance
- Using electronic devices without the approval of the teacher or administration

In the event of any disagreement as to the definitions of the above, the interpretation of the teachers, school administration, and the Board of Trustees shall prevail, in order of increasing authority.

CARE OF SCHOOL PROPERTY

The environment of the school is reflective of the values of the people who inhabit it. Therefore, it is expected that students take responsibility for maintaining the beauty and orderliness of The Connection School. Students will be held responsible for damage done to school property, including furniture, equipment, technology, and textbooks. Such damage will be reported to parents and equitable replacement or repair costs will be charged to the family account. Additional discipline practices may incur at the discretion of the Head of School.

COMPUTER, NETWORK AND INTERNET USE POLICY

Acceptable Use

A student's use of a network user account must be in support of education and research and be consistent with the educational objectives of The Connection School. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secrets or other confidentiality restrictions.

Privileges

The use of the computer network and the internet is a privilege, not a right; and inappropriate use will result in the cancellation of those privileges. The school administration will make the final decision as to what is inappropriate use. In addition, The Connection School network administrator may deny, revoke, or suspend specific user accounts at any time as required or as may be deemed appropriate by the school administration.

Network Etiquette

All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not be abusive, rude or disrespectful in your correspondence to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Illegal activities are strictly forbidden.
- Do not reveal personal information about yourself or any other person.
- Note that electronic mail (E-mail) is not private. Further, all correspondence sent to or from The Connection School's network is subject to being reviewed, monitored and archived by the network administrator.
- Do not use the network in such a way that you would disrupt the use of the network by other users or otherwise subject the network to any harmful viruses, spyware or other malicious software or code.
- All information accessible by The Connection School users via the network should be assumed to be private property. Use of graphics, documents and content obtained from other websites may be subject to copyright law. Due care must be taken to avoid infringing upon the copyrights of the creator of such works. Any infringement upon any such rights shall be the responsibility of the user and not The Connection School.

Security

Security on any computer network system is a high priority, especially when the system involves many users. If a security issue is identified by any user, the user must notify the school administration immediately. In turn, The Connection School's network administrator must be advised so that the potential security threat can be assessed and corrected if necessary. Do not demonstrate the problem to other users. Do not use another individual's user account logon credentials. Attempts to logon to the network as a system administrator will result in cancellation of user privileges.

Vandalism

Vandalism will result in cancellation of network privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, software, or any data belonging to The Connection School or another user.

No Warranty

The Connection School makes no warranties of any kind, whether expressed or implied, for the services provided through a computer network. The Connection School will not be responsible for any damages you may suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions, no matter how such may be caused, including whether by the negligence of any party or by the errors or omissions of the individual users. Use of any information obtained via the Internet is at the risk of the individual user. The Connection School specifically denies any responsibility for the accuracy or quality of information obtained through its network services.

STUDENT DRIVERS

Students may drive themselves to and from campus and may use the school parking lot with approval from the school office. All student drivers must have on file with the office a copy of valid Driver's License, proof of automobile insurance, and a description of their car and license plate number if parking on campus. Students may not transport other students for any reason without specific written permission from parents of all students involved.

Students must drive cautiously and courteously on campus and park only in their designated place. Students may go to their car during the school day with permission from a teacher. Students may not congregate or loiter in the parking lot or near cars.

DRESS CODE

Philosophy

The Connection School of Houston uniform policy is guided by the following Scripture passages:

"Do not let your adorning be external – the braiding of hair and the putting on of gold jewelry or the clothing you wear – but let your adorning be the hidden person of the heart with the imperishable beauty of a gentle and quiet spirit, which in God's sight is very precious." (1 Peter 3:3-4)

"Or do you not know that your body is a temple of the Holy Spirit within you, whom you have from God? You are not your own, for you were bought with a price. So glorify God in your body." (1 Corinthians 6:19-20)

The purpose of our school's dress code is to help students learn how to glorify God in their appearance. Its design is to help students learn to dress in a way that is appropriate, modest, and responsible, and to teach students that their identity is not found in their appearance.

Types of Dress Codes

The Connection School has different types of dress codes for the appropriate occasion. These include:

- Standard dress code
- Chapel dress code
- Friday dress code
- Field Trip dress code
- PE dress code

For more specific details regarding the uniform articles and where to purchase them for each dress code, please refer to the "Uniform Dress Code" document.

Free Dress and Spirit Days

Periodically, the school designates days for school-wide or individual "free dress" or thematic "spirit days." Generally, this consists of jeans or uniform bottoms with a shirt of choice or a shirt that corresponds with the theme. Appropriate dress on these days consists of clothing that is modestly cut and fitting, does not include any graphics or language dealing with violence, drugs, profanity, controversial issues, and the like, does not have holes, fraying, or wear that is unsightly, and allows the student to participate in all the regular activities of the school day. All students not participating in thematic dress on Spirit Days should be in their regular school uniform.

Hoods, Hats, Beanies, etc.

Hoods, hats, beanies, stocking caps, baseball caps, visors, and similar head coverings may not be worn in the classroom, during chapel, in the school office, or other indoor school facilities during the regular school day. Beanies, hoods, stocking caps, and other head coverings used for warmth may be worn outdoors on cold days as permitted by the supervising teacher. Caps, visors, and other hats should not be worn during the school day, even outdoors or in cold weather. Hats may be worn on spirit days when they coordinate with a special outfit and are not distracting, and hats may be worn on outdoor field trips if permitted by the supervising teacher. Teachers and administration reserve the right to require students to remove their head covering at their discretion.

New Students

New students are given a grace period at the discretion of the school administration and are encouraged to make every effort to meet the dress code requirements as quickly as reasonably possible. New students are encouraged to dress in like manner to the school dress code in the meantime.

Enforcement

Enforcement of the dress code requirements will be at the discretionary authority of the school's administration. A notice regarding a student's violation of the dress code will be sent home for the parent's signature. If necessary, parents may be asked to bring a change of clothing before a student will be admitted to class or may be sent home.

SAFETY POLICIES & PROCEDURES

CAR LINE PROCEDURES

Students in grades K-8 are to be dropped off and picked up at the main campus located at House & Hahl location (15815 House & Hahl Rd.) and students in grades 9-12 are to be dropped off and picked up at the secondary campus located at St. Aidan's Church (13131 Fry Rd).

Line up for morning drop off may begin as early as 7:35am, students must wait until a car line duty teacher is present at 7:45am before leaving the vehicle. Afternoon pick up begins at 3:15pm for K-5 students and 3:30pm for 6-12 students. You may begin lining up at 3:10pm, but not before.

Please pay careful attention to the instructions and signals of the teachers on car line duty to ensure safety and efficiency in the morning and afternoon car line. It is recommended that you put your vehicle in "Park" while waiting in car line to reduce the risk of your vehicle moving when it should be at a full stop. Refrain from talking on the phone or texting/emailing while in car line. Please pull aside and park out of the way of car line if you need to come into the office or talk with a teacher.

When arriving to drop off or pick up, please enter the TCS main campus (House & Hahl) from the South as if coming from Mound Rd. When arriving to the secondary campus (St. Aidan's), please enter from the Fry Road main entrance (traffic is heavy for the neighboring Montessori school, so please do not cut through their parking lot).

VIDEO SURVEILLANCE NOTICE

The Connection School may use real-time and recorded video surveillance on its campus for security purposes. Video footage will only be reviewed by authorized parties of The Connection School and local law enforcement as needed and will not be published or distributed into the general public.

DRUGS, ALCOHOL, AND WEAPONS PROHIBITED

The campus of The Connection School is "drug, alcohol, and weapon free zone."

Illegal drugs, unauthorized prescription drugs, tobacco, electronic cigarettes (e-cigs), alcohol and alcoholic beverages are not allowed on the school's premises at any time. This policy applies to all employees, students, parents, agents, independent contractors, clients, volunteers and visitors

Furthermore, possession of any firearms, ammunition, handguns, knives, clubs and/or any other weapon as defined in Texas Penal Code Section 46.01, is prohibited on the campus of The Connection School of Houston. This prohibition does not apply to licensed peace officers or authorized personnel. This policy applies to all employees, students, parents, agents, independent contractors, clients, volunteers and visitors who have not received written permission from the Head of School. Any violators may be subject to immediate removal from the premises by authorized personnel or by law enforcement.

PETS ON CAMPUS & AT SCHOOL EVENTS

If any parent, faculty/staff member or visitor brings a pet on campus or to a school event (whether on campus or not), the pet and the pet must remain in his/her presence and under his/her supervision and he/she must demonstrate control of the pet at all times. If pets are able to move about freely, they must remain confined either by a leash or to a kennel, pen, or cage. It is recommended that visiting pets be current on immunizations, as

applicable. School administration reserves the right to request any pet be immediately removed from the school premises or event or confined if unable to be immediately removed.

REQUIRED STUDENT EMERGENCY INFORMATION

It is imperative that The Connection School have current and accurate information on record for each student and family in the case of emergency. The school will attempt to acquire current information at the beginning of each school year, but it is recommended that parents notify the school office immediately of any updated information throughout the school year. Specific information necessary to be on record with the school includes:

- Parent mobile phone numbers and email addresses
- Home phone number and street address
- Student medical conditions, known allergies, and regular medications
- Medical Insurance Carrier, Group/ID Number, Phone Number
- Primary Care Physician name, phone number, and location
- Preferred hospital name, phone number, and location
- Emergency contact name, relationship, mobile phone number, and home phone number

Much of this information can be updated online through ParentsWeb (FACTS Family Online).

EMERGENCY PREPAREDNESS

The Connection School has adopted the Standard Response Protocol (<https://iloveguys.org/The-Standard-Response-Protocol.html#Pre-K-12>). According to the developer, "I Love U Guys" Foundation, the SRP is based on an all-hazards approach as opposed to individual scenarios. SRP utilizes clear common language while allowing for flexibility in protocol.

The SRP utilizes five specific actions that can be performed during an incident. When communicating these, the action is indicated using an icon or symbol ("Term of Art") and is then followed by a specific instruction ("Directive"). Execution of the action is performed by active participants, including students, staff, teachers, and first responders. The Standard Response Protocol is based on the following actions:

1. **Hold** is followed by "In your Room or Area. Clear the Halls" and is the protocol used when the hallways or areas need to be kept clear of people.
2. **Secure** is followed by "Get Inside, Lock Outside Doors" and is the protocol used to safeguard students and staff within a building.
3. **Lockdown** is followed by "Locks, Lights, Out of Sight" and is the protocol used to secure individual rooms and keep students quiet and in place.
4. **Evacuate** may be followed by a location, and is the protocol used to move students and staff from one location to a different location in or out of the building.
5. **Shelter** is always followed by the hazard and a safety strategy and is the protocol for group and self-protection

EMERGENCY DRILLS

Emergency drills (such as fire, bad weather, intruder, bomb threat, etc.) are conducted regularly and frequently during the school year. Students should be familiar with emergency drill regulations and procedures described by teachers. These include the need to walk without speaking and to move quickly and quietly to the designated area and listen and wait for instruction from the teacher. Emergency drills are not to be taken lightly and are considered very important by school faculty and administration and student misconduct during emergency drills will not be tolerated. Certain drills may temporarily limit access to campus by visitors and parents or may interrupt early student dismissal/pick up or late arrival. In such cases, signage on doors or the school entrance will indicate that a drill is in place and visitors and parents should remain in their vehicles in the parking lot until the drill is completed.

MEDICAL EMERGENCY

The Connection School full-time faculty/staff are trained and certified in CPR/First-Aid/AED and school procedures for emergencies. In case of a medical emergency involving a student, the parent/guardian will be contacted immediately and simultaneously to the appropriate response to the emergency. In cases where a parent/guardian is not able to be reached, faculty/staff of The Connection School will respond based on their best judgment under advice of emergency response personnel. 911 will also be called when necessary and TCS faculty/staff will follow the instructions of the emergency response personnel until the student's parent/guardian is present and able to assume responsibility for the emergency situation. TCS faculty/staff may treat a student on campus or transport a student in medical emergency off-campus to the nearest emergency room or hospital under the advice by emergency personnel.

EMERGENCY SCHOOL CLOSINGS

Unless communicated otherwise, The Connection School will follow the emergency closing policy of the Cy-Fair Independent School District (CFISD). If the CFISD Superintendent announces a district-wide closing, The Connection School of Houston will also be closed unless The Connection School specifically communicates otherwise. In the event of an unexpected school closure or delayed opening, parents, faculty, and staff will be notified via phone call, text alert, and email sent by a designated office staff member or school administrator. The school closing may also be listed on the school's website (www.theconnectionschool.org) and social media feeds as appropriate or accessible.

EMERGENCY NOTIFICATION

In the case of a school-wide emergency, The Connection School will make every reasonable attempt to communicate quickly and effectively with all its families. School-wide notification will be made in the form of text messages to all parent phones and emails to all parent email addresses. If appropriate for the public community, The Connection School will also post notifications on the homepage of the school website (www.theconnectionschool.org), and on social media (www.facebook.com/theconnectionschool, www.twitter.com/tcsoh). If necessary, local news authorities will also be contacted.

VOLUNTEERISM

Volunteerism is vital to the success of The Connection School. TCS encourages all parents to be involved in serving the school in some capacity according to their skills and abilities. The school also welcomes other friends and family of the school community to volunteer to help meet the needs of The Connection School.

The Connection School has an organized volunteer program named "VIP: Volunteers In Partnership" that is directed by the Head of School for the purpose of supporting the school in a variety of areas. If you would like more information about volunteering or about the VIP group, you may contact the school office.

Volunteers will communicate with a faculty or staff liaison regarding their volunteer role, assignments, and expectations. Volunteers present on campus will maintain standard visitor policies such as checking in and out from the main office, wearing a visitor badge, and interacting with children in the presence of school employees. Volunteers are required to abide by school policies and procedures and are to maintain privacy and confidentiality in all matters related to The Connection School. Certain volunteers may be expected to attend an orientation meeting or conduct specific training to help them prepare for their volunteer function. Volunteers may also be required to complete a volunteer application form, privacy and confidentiality agreement, waiver and release of liability, and an authorization for a background check.

THE CONNECTION SCHOOL OF HOUSTON

PARENT-STUDENT HANDBOOK ACKNOWLEDGEMENT & AGREEMENT

This completed form is required of every family by the end of the first week of school each year.

Parents/Guardians and students in grades 6-12 are required to sign.

Specific Acknowledgements

Tuition/Fee Payments: I understand the tuition and fee amounts and payment schedules for which I am responsible and will communicate with school administration should extenuating circumstances regarding payments ensue.

RenWeb/ParentsWeb: I understand that RenWeb/ParentsWeb will be the primary source of school information available for parents and students and I will do my best to access this information frequently and update my own family information (such as medical information, contact information, pick up authorizations) through ParentsWeb to keep school records current.

Consent to Treat: I consent for school faculty and staff to treat my child(ren) as needed with general first aid and non-prescription medication and authorize the school faculty and staff to treat my child(ren) using their discretion in cases of emergency when I cannot be contacted. Please list any exceptions or limitations (no medicines, allergy accommodations, etc.):

Photography/Media Release: I consent for the school to post pictures of my child(ren)... (please check only one):

- Only in the school yearbook unless given specific permission in special circumstances
- In the school yearbook and on the school website and promotional materials only
- In the school yearbook, on the school website and promotional materials, and on school social media

Family Directory Information: family contact information is available to other school families on the secured RenWeb/ParentsWeb portal; I consent to (please check only one):

- All my family contact information visible
- No family contact information visible
- Only the following contact information visible: _____

General Acknowledgement

By signing below, I hereby acknowledge that I have read and understand The Connection School Parent-Student Handbook and I agree with and will comply with the philosophies, policies, and procedures of The Connection School set forth in this Parent-Student Handbook.

_____ Parent/Guardian Name	_____ Parent/Guardian Signature	_____ Date
_____ Parent/Guardian Name	_____ Parent/Guardian Signature	_____ Date
_____ 6 th -12 th Grade Student Name	_____ Student Signature	_____ Date
_____ 6 th -12 th Grade Student Name	_____ Student Signature	_____ Date
_____ 6 th -12 th Grade Student Name	_____ Student Signature	_____ Date
_____ 6 th -12 th Grade Student Name	_____ Student Signature	_____ Date