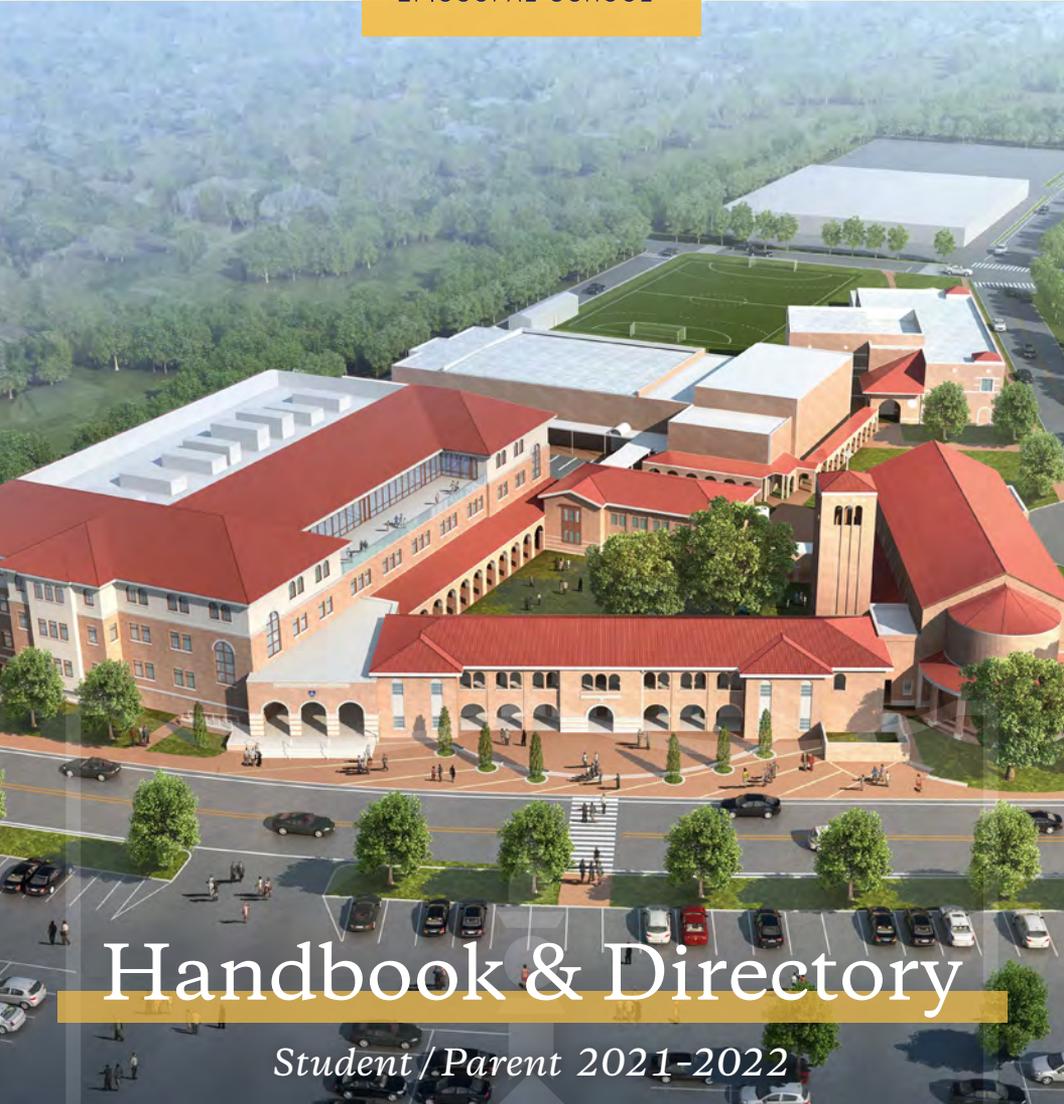




SAINT  
THOMAS'  
EPISCOPAL SCHOOL



# Handbook & Directory

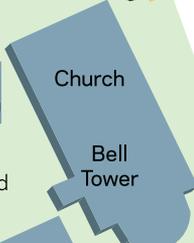
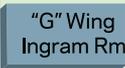
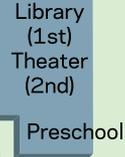
*Student / Parent 2021-2022*

Indigo

# Campus Map



Site of New Pavilion



Campus Entrance

Indigo

Meyerland Plaza Shopping Center

**Note:**  
All Visitors must check in at School Office (Scotland Yard Room 7A)

No Faculty/Staff, Student, or Parent Parking

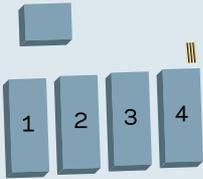
Faculty/Staff and Student Parking Only

Jackwood

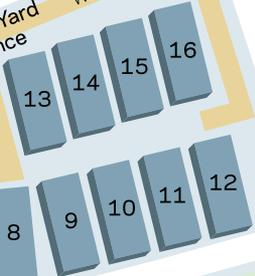
Scotland Yard Entrance

Walk path

S. Yard Entrance

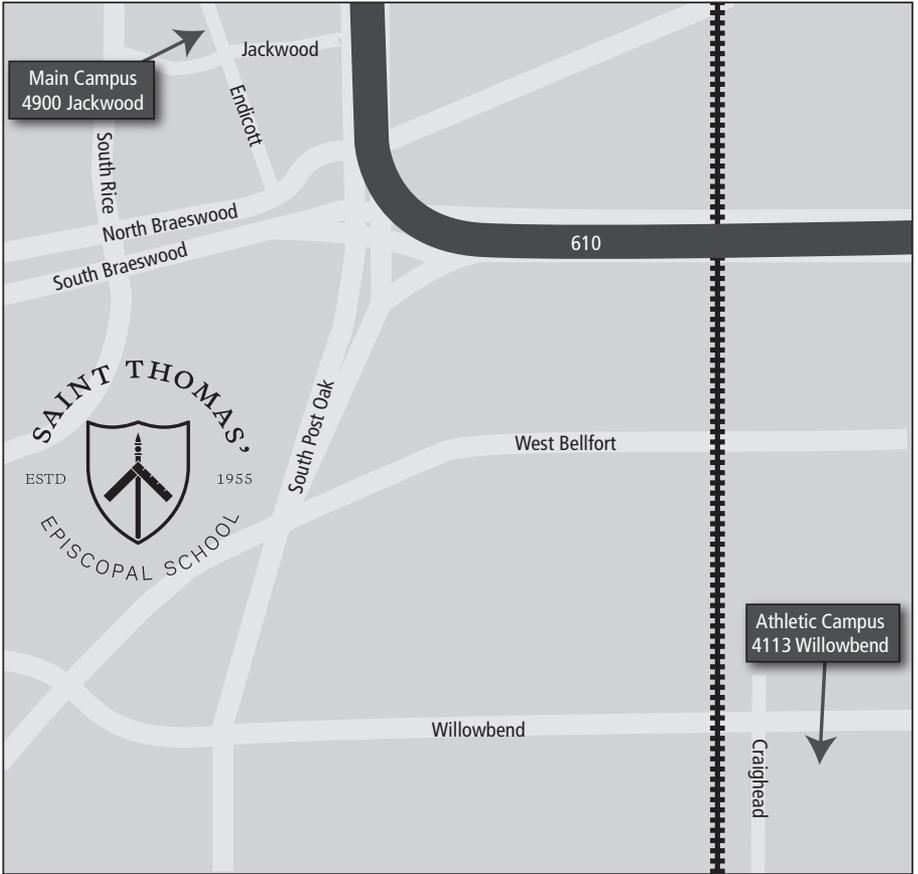


Scotland Yard (No Parking)



School Office

# Athletic Field





# Significant Dates 2021-2022

*PLEASE NOTE: All dates are subject to change. Not all events appear on this list.*

*Refer to the calendar on [Veracross](#) or [stes.org](#) for the most accurate listings of dates, times, and locations.*

## August

- 18 First Day of School for Middle & Upper School
- 23 First Day of School for Lower School
- 24 Lower School Virtual Parent Night
- 26 Middle School Virtual Parent Night

## September

- 6 Labor Day Holiday
- 7 11th Grade College Night
- 14 10th Grade College Night
- 21 9th Grade College Night
- 24 Back-to-School Spaghetti Supper
- 27 Saint Thomas' Fund Drive Begins

## October

- 8 Fall Break, October 8-11
- 13 K-11 Picture Day
- 15 End of First Quarter
- 22 Report Cards Issued
- 25 Dean's List/Honor Roll Announced
- 29 Saint Thomas' Fund Drive Ends
- 30 Fall Fair

## November

- 1 Book Fair, November 1-5
- 5 Parent-Teacher Conferences, Lower School  
Lower School *Only* Holiday
- 12 Parent-Teacher Conferences, Middle School  
Middle School *Only* Holiday
- 19 K-2nd Only Released for the Day at 11:45 a.m.  
3rd-5th Only Released for the Day at Noon
- 22 Thanksgiving Holiday, November 22-26

## December

- 10 Upper School *Only* Holiday
- 16 End of Second Quarter  
6th-12th Dismissed for Christmas Holiday at Noon
- 16 K & 1st Christmas Concert  
K & 1st Released for the Day at 11:45 a.m.,  
Dismissed for Christmas Holiday After Concert
- 16 2nd-5th Christmas Concert  
2nd-5th Released for the Day at Noon,  
Dismissed for Christmas Holiday After Concert
- 17 Christmas Holiday, December 17-January 3
- 24 Christmas Eve Services

- 25 Christmas Services

## January

- 3 Teacher In-Service
- 4 School Resumes
- 7 Report Cards Issued
- 10 Dean's List/Honor Roll Announced
- 17 MLK Day Holiday

## February

- 1 Re-enrollment, February 1-14
- 19 STE Gala & Auction
- 25 Go Texan Day

## March

- 3 Ash Wednesday Holiday, March 3-4
- 11 End of Third Quarter
- 14 Spring Break, March 14-18
- 25 Report Cards Issued
- 28 Dean's List/Honor Roll Announced
- TBD Sounds of Scotland

## April

- 15 Easter Holiday, April 15-18
- 17 Easter Service & Egg Hunt
- 25 Lower School ERB Testing (1st-5th), April 25-29

## May

- 2 AP Exams, May 2-13
- 4 Parents' Day Dance Celebration  
K-2nd Released for the Day at 11:45 a.m.  
3rd-4th Released for the Day at Noon
- 13 Lower School Splash Bash  
Upper School *Only* Holiday  
Prom
- 18 Kindergarten First Chapel  
Kindergarten *Only* Dismissed for Summer at  
11:20 a.m.
- 19 End of Fourth Quarter  
1st-11th Dismissed for Summer After Chapel
- 19 Graduation

9.28.2021

# School Leadership

The Rev. David O. Browder, *Rector*  
Michael F. Cusack, Jr., *Headmaster*  
The Rev. Geoff Simpson, *Associate Rector - Chaplain of the School*  
Dale King, *Head of Upper School*  
Ryno Marais, *Head of Middle School*  
Erica Maw, *Head of Lower School*

---

## School Board

David Browder, President  
Elizabeth Brewer  
Adam Ellwanger  
Patsy Finch  
Casey Garrett  
John C. Graves  
Mark Grimley  
Thomas Halsey  
Mary Karpati  
John R. Krugh  
Kathryn Kurie

---

## Department Heads

Chris Twine, *Athletics*  
Amy Ernest, *English*  
Dale King, *Social Studies*  
Mary Beinemann, *Latin*  
Tami Cromwell, *Science*

---

## Administration and Support

*Admissions*.....Danny Kahalley ..... 713.559.1621 ..... kahalley.danny@stes.org  
*Admissions*.....Hazel McWhinnie ..... 713.666.3111, Ext. 3121 ..... mcwhinnie.hazel@stes.org  
*Advancement*.....Wendy Ruiz ..... 713.666.3111, Ext. 3142 ..... ruiz.wendy@stes.org  
*Community Engagement*.....Katy Lea Todd ..... 713.666.3111, Ext. 3142 ..... todd.katylea@stes.org  
*Database/Advancement*.....Casey Scott ..... 713.666.3111, Ext. 3142 ..... scott.casey@stes.org  
*Church Rector*.....David Browder ..... 713.666.3111 ..... browder.david@stes.org  
*Parish Administrator*.....Mary-Dodd Dubbert .. 713.559.1623 ..... dubbert.md@stes.org  
*School Chaplain*.....Geoff Simpson ..... 713.666.3111 ..... simpson.geoff@stes.org  
*Guidance/College Counseling*...Andrew Hughes ..... 713.559.1625 ..... hughes.andrew@stes.org  
*Communications*.....Becky Partida-Petry..... 713.666.3111 ..... communications@stes.org  
*Facilities*.....Nancy Graves ..... 713.559.1622 ..... graves.nancy@stes.org  
*Maintenance Supervisor*.....Shelly Acker ..... 713.666.3111 ..... acker.shelly@stes.org  
*Financial - Chief Bus. Officer* ....Kelly Cmaidalka..... 713.666.3111 ..... cmaidalka.kelly@stes.org  
*Financial - Controller*.....Brittany Gibson ..... 713.559.1630 ..... gibson.brittany@stes.org  
*Financial - Accountant*.....Denise Czach ..... 713.559.1624 ..... czach.denise@stes.org  
*Financial - Tuition/Accts. Pay*.....Monica Simon ..... 713.559.1632 ..... simon.monica@stes.org  
*Headmaster*.....Mike Cusack ..... 713.666.3111 ..... headmaster@stes.org  
*Asst. to Headmaster*.....Leah Faucett ..... 713.559.1639 ..... faucett.leah@stes.org  
*Nurse*.....Anne Sexton ..... 713.559.1628 ..... nurse@stes.org  
*Nurse*.....Kay Bowers ..... 713.666.3111 ..... bowers.kay@stes.org  
*Registrar/Scheduling/Security*...Sharon Lambert..... 713.666.3111 ..... registrar@stes.org  
*Receptionist*.....Lee Trevathan ..... 713.666.3111 ..... trevathan.lee@stes.org  
*Technology*.....Stephen Gonzales ..... 713.666.3111 ..... gonzales.stephen@stes.org  
*Transportation*.....Montario Jones ..... 713.666.3111 ..... jones.montario@stes.org

# School Board



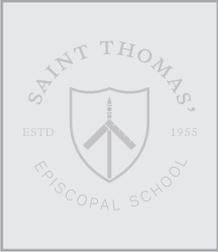
Elizabeth Brewer



David Browder  
President



Adam Ellwanger



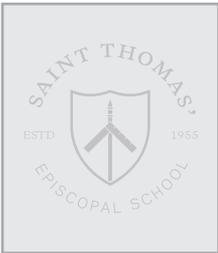
Patsy Finch



Casey Garrett



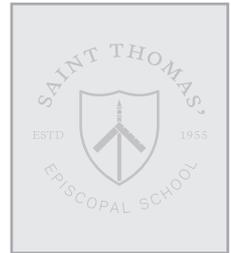
John C. Graves



Mark Grimley



Thomas Halsey



Mary Karpati



John R. Krugh



Kathryn Kurie



# Student-Parent Handbook

## 2021–22

4900 Jackwood  
Houston, Texas 77096  
713.666.3111  
fax 713.668.3887  
stes.org

---

### Office Hours

Monday–Friday, 7:15 A.M.–4 P.M. *when school is in session.*  
Holiday hours will be announced.

---

### STE Mission Statement

Since 1955, forming honorable men and women through a classical education grounded in a Christ-centered worldview.

---

### Core Values

Honor, Christian Faith, Love, Discipline, Excellence, Respect

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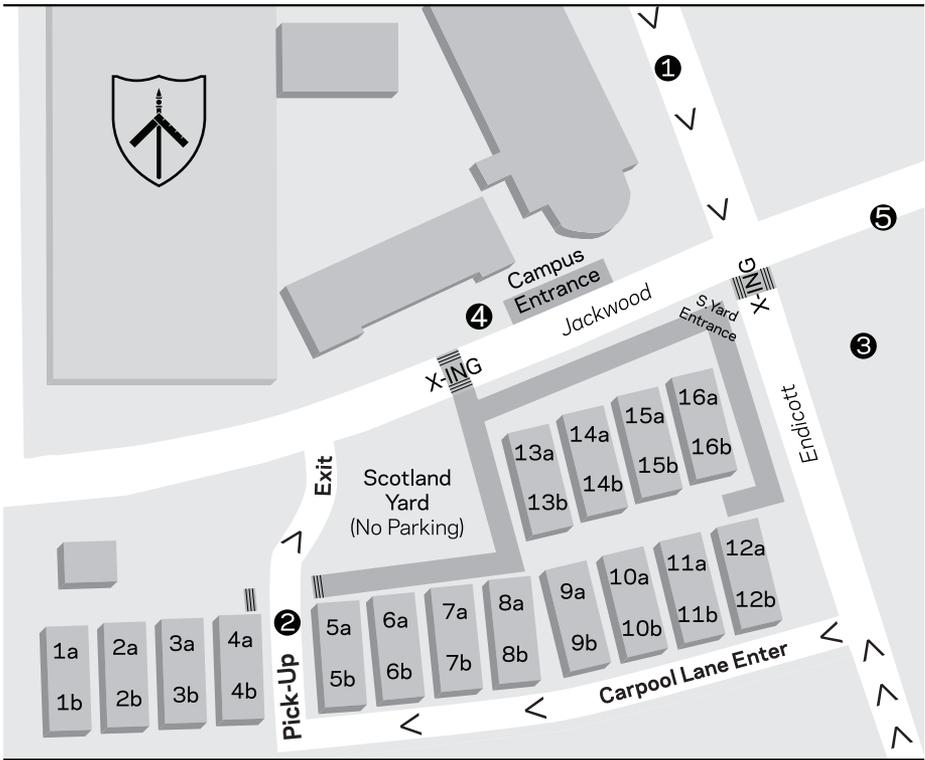
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# Section 1

## Coming to School



### Drop-off and Pick-up Locations by Grade (Fall 2021 Only)

- ❶ K-5th: Endicott Lane - *Drop-off Only* (6-12th if also dropping off younger student)  
6-12th: Endicott Lane - *Pick-up Only*
- ❷ K-5th: Scotland Yard - *Pick-up Only*
- ❸ 6-12th: Parking Lot - *Drop-off and Pick-up*
- ❹ 6-12th: North Side of Jackwood - *Drop-off and Pick-up*
- ❺ 6-12th: Southeast Side of Jackwood - *Drop-off and Pick-up*

### After dropping off or picking up:

Please do **NOT** U-turn or turn around in driveways on Jackwood. If travelling west on Jackwood, turn right at South Rice, then right at Beechnut to reach 610.

---

## First Day of School:

August 18, 2021 - Middle & Upper School

August 23, 2021 - Lower School

---

## Arrival and Dismissal

Classrooms open at 7:15 a.m. to allow students ample time to put belongings away and settle before the first bell. The first bell rings at 7:40 a.m., and the tardy bell rings at 7:45. Students arriving after 7:45 a.m. must check in with the front office (Scotland Yard room 7A). Lower School students must be walked to the office by an adult. **If your child is going to be late or absent, please email your child's homeroom teacher** (*last.name.first.name@stes.org*) **AND** **attendance@stes.org** before 8:00 a.m.

**No student may be on campus prior to 7:15 a.m. unless participating in an organized school function.** We cannot provide supervision for students arriving prior to 7:15 a.m.

---

## Morning Drop-off

*For the safety of our students, these are the approved drop-off locations.*

### GRADES K–5:

- Drop off on the school side of Endicott between 7:15 and 7:45 a.m.
- No in-person drop-off will be allowed.
- Please display your carpool tag in the passenger front window.
- Students must exit their vehicles on the passenger side of the car after the car has come to a complete stop.
- Do not exit your vehicle.
- Do not block the intersection at Indigo.
- Do not double park or make U-turns. U-turns are illegal in the school zone areas.
- Be aware of students crossing the street.
- Cell phone use is not permitted during carpool or in designated school zones.

**GRADES 6–12: STE PARKING LOT, NORTH SIDE OF THE 4900 BLOCK OF JACKWOOD, SOUTHEAST SIDE OF JACKWOOD AT ENDICOTT** (*Or in the Lower School carpool lane IF accompanying a younger student*)

- Do not block vehicles in the parking lot.
- Do not exit your vehicle.
- Do not double park or make U-turns. U-turns are illegal in the school zone areas.
- Be aware of students crossing the street.

- Do not block intersections at any time. If there is not enough room to completely clear an intersection, wait until there is room to move forward or turn as appropriate.
  - Cell phone use is not permitted during carpool or in designated school zones.
- 

## Afternoon Pick-up

Do not park and leave your car unattended on Jackwood or Endicott streets after 2:30 p.m. You may be asked to move your vehicle by STE staff. Cell phone use is not permitted during carpool or in designated school zones.

Students in grades K–8 who are not registered for iKids U and are not involved in school-sanctioned activities must be picked up by 3:30 p.m. Students who are not picked up will be escorted to the school office for pick-up.

## Dismissal Times

Kindergarten-Grade 2: 3:00 p.m.

Grades 3-12: 3:15 p.m.

---

*For the safety of our students, these are the approved pick-up locations.*

### KINDERGARTEN–GRADE 5:

- **Pick up in the Scotland Yard\* carpool lane.** The vehicle gate on Endicott will be opened at 2:45 p.m. The boarding process begins at 3:00 p.m. for Kindergarten-grade 2, and 3:15 p.m. for grades 3-5. Families with siblings crossing Lower School grades should use the carpool lane at 3:15 pm. Boarding ends at 3:30 p.m. Prominently display your identification tag in your vehicle. **All drivers designated to pick up students must display an identification tag. Students enter vehicles on the passenger side. Parents should not exit the vehicle.**
- While waiting in the carpool line, do not park on residents' lawns.
- Middle and Upper School students may pick up younger siblings by walking up to the Scotland Yard carpool awning. Please email Erica Maw, Head of Lower School to give your older child permission to retrieve your Lower School student.

**\* All traffic entering Scotland Yard must travel northbound on Endicott and turn left into the driveway for the complex.** *No right turns from southbound traffic will be*

allowed. Carpool traffic enters on Endicott, moves along the fence at the back of the complex, and drives through the middle of the complex. The path for traffic is clearly marked. Students should enter vehicles at the designated pick-up point at the middle of the complex. **Drivers should remain in their vehicles at all times.** Carpool traffic exits Scotland Yard by turning left or right on Jackwood. Do not turn around in neighboring driveways.

**GRADES 6–12: STE PARKING LOT,  
NORTH SIDE OF THE 4900 BLOCK OF  
JACKWOOD, SOUTHEAST SIDE OF JACKWOOD  
AT ENDICOTT**

- Make sure your child knows when and where to meet you for pick-up.
- Do not block vehicles in the parking lot.
- Do not exit your vehicle.
- Do not double park or make U-turns. U-turns are illegal in the school zone areas.
- Be aware of students crossing the street.
- Do not block intersections at any time. If there is not enough room to completely clear an intersection, wait until there is room to move forward or turn as appropriate.
- Cell phone use is not permitted during carpool or in designated school zones.

---

## Early Dismissals

On days when classes are dismissed early, we will not offer bus service. The dismissal schedule remains the same, but with adjusted hours.

---

## Students Driving to School

- Due to limited parking, the parking lot across from Scotland Yard is reserved for faculty, staff, and designated students only.
- No students, parents, faculty, or staff may park in the lot directly behind Meyerland Plaza
- All student drivers must register their vehicles with the office and receive a parking tag. Students must display their parking tags on their vehicles while on the STE campus. Note: A \$15 replacement fee will be charged for a lost tag.
- Students who drive recklessly or endanger themselves, or another person, will forfeit the privilege of driving to school.
- Students who need DPS Verification of Enrollment forms must request the form by

giving their full name to the office. Note: There is a 24-hour turnaround time for the form.

---

## Students Biking/Walking to School

- Students may bike to and from school only if a signed Permission Form is on file from the parent.
- The Permission Form for Walking/Biking Home from School is available on stes.org.
- Students must wear a helmet, per the city ordinance.
- One person per bike.
- Bikes may not be ridden on campus.
- Bikes are to be parked and locked in the bike rack that is located in Scotland Yard.
- Students who live within walking distance of the school may walk to and from school only if a signed letter is on file from the parent.
- Students should follow a planned route to and from school. Parent(s) should know their child's route(s).

---

## Bus Information

STE offers bus service to students living in the Pearland area. To sign up for this service, please complete a Bus Service Transportation form, available on stes.org. The cost of this service is listed on the form.

---

## After-School Care

Parents may enroll students in grades K–8 in iKids U, the after school care program held on the STE campus. iKids is available from 3:30–6:00 p.m., Monday through Friday. For more information or to register your child, visit ikidsinc.com.

---

## After-School Policies

Students in grades K–8 who remain on campus after 3:30 p.m. must be participating in one of the following:

- Supervised after-school activity (e.g., sports, dance, music practice/lesson, tutorial, etc.)
- iKids
- Detention/Mandatory Study Hall

Students in grades K–8 who are not participating in one of these activities and who are not picked up by 3:30 p.m. will be escorted to the office. A parent will be called and the student will be

supervised until picked up.

Because all students in grades K–8 must be in an organized, monitored after school activity or in iKids:

- Middle School students (grades 6–8) who are on campus and found to be skipping an after school activity, avoiding going to iKids, or sitting at the corner of Jackwood and Endicott to wait for their parents will be sent to the Head of Middle School and disciplined accordingly.
- Lower School students (grades K-5) will be sent to the Head of Lower School and disciplined accordingly.

### Picking up after 3:30 p.m.

- Activity teachers/coaches will escort students to a campus entrance and remain with them until their parents pick them up.
- The iKids program will be held in the Lower School Building. Parents picking up students from iKids should park on Endicott and call the designated phone number that iKids will provide to parents. An iKids staff member will then walk the student to meet the parent.
- Students below 9th grade **may not leave the campus for any reason** (e.g., to go to Starbucks, Chick-fil-A, etc.) unless a signed Permission Form for Walking/Biking Home from School is on file.

### Picking up after 6 p.m.

- Activity teachers/coaches will escort students to a campus entrance and remain with them until their parents pick them up.

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## Absence and Tardiness

A student's day goes more smoothly when he/she arrives with time to get organized. Students are expected to be at school (or online, if streaming classes from home) by **7:40 a.m.** Students not present for morning roll call at 7:45 a.m. are marked absent. **If your child is going to be late or absent, please email your child's homeroom teacher** (*last name.first name@stes.org*) **AND attendance@stes.org before 8:00 a.m.** This is critically important for the safety of our students.

### Tardiness

Students arriving late must sign in at the office (SY 7A). Lower School students signing in at the office after 7:45 a.m. must

be walked to the office by an adult. **Do not escort the student to the classroom.** After signing in, the student is to report to his or her classroom.

Late arrivals not only affect your student but also your student's classmates and the teacher. Please be considerate and punctual. **Student drivers** who are tardy more than six times in a marking period **will be assigned to detention.** See Section 7 for details.

## Absences

### EXCUSED

Absence due to illness, emergency, or when the Head of School determines that it is in the best interest of the student to miss school. Reasonable time will be given to make up missed tests and assignments.

### EXPLAINED

The Head of School decides to view a request for an absence sympathetically. The student and teachers make arrangements to complete as many tests and assignments as possible before the absence. **Requests must be made at least three school days before the absence via the premeditated absence form.**

### UNEXCUSED

A student or parent chooses not to ask for or fails to receive an excused or explained absence. Zeros will be given for missed work, teachers will not arrange make-up tests, and other disciplinary action may be taken. Missing classes to work on a school project or paper does not constitute an excused absence.

## Premeditated Absences

Students who are absent from school for reasons other than illness are expected to meet with each instructor *beforehand* to make arrangements for completing assignments. Any premeditated absence for other than a school-sponsored activity requires:

1. Advance approval by the Head of School via a premeditated absence form. Absences for vacations/recreational trips

will not be approved.

2. Upon approval, parents notify teachers by email about the upcoming absence.
3. Teachers will give the students necessary homework.

### PREMEDITATED ABSENCE FORMS

Upper School premeditated absence forms are available from Director of Guidance and College Counseling Andrew Hughes or Head of Upper School Dale King. Middle School premeditated absence forms are available from Head of Middle School Ryno Marais. Lower School premeditated absence forms are available from Head of Lower School Erica Maw. Middle School and Lower School premeditated absence forms can also be found on [stes.org](http://stes.org).

## College Visits

We recognize the importance of college visits during the year and their role in making an informed decision when choosing a college. When scheduling a college visit that will cause the student to miss school, please follow this procedure:

*All of the below must be completed at least one week before the visit:*

- Student must use the college visit form provided by Mr. Hughes or Mr. King.
- Student will:
  - take the form to all of his/her teachers for their signatures.
  - ask all teachers for assignments to be missed during the absence.
  - return signed form to Mr. King or Mr. Hughes.

#### NOTE:

Students who do not follow this procedure will not be granted an excused absence.

## Excessive Absences

A total of fifteen absences in a class during a semester may result in the student receiving an "F" for the class.

## Illness and Appointments

Except in the case of illness, students are not released from school during school hours without written authorization from a parent. Students who must leave school during school hours must present an

acceptable excuse to the office and sign out. For Lower School, parents are to email the classroom teacher in advance and retrieve their student in the school office. Middle School and Upper School students may check themselves out and meet parents at their car. Please do not report to the classroom for pick-up.

| Arrival/Departure Time   | Absent   |
|--------------------------|----------|
| Arrive after 10:25 a.m.  | Half day |
| Arrive after 1:30 p.m.   | Full day |
| Depart before 11:15 a.m. | Full day |
| Depart after 11:20 a.m.  | Half day |

Students who leave school without permission from a parent and from school authorities will be suspended. Tests and work missed during an unauthorized absence may not be made up. The student will receive a zero for all class work and a "D" in conduct for the marking period.

## Returning From An Absence

*Prior to going to homeroom*, students must report to the office (Scotland Yard room 7A) to:

- Obtain an orange admission slip.
- Turn in a parent's note if the absence was not previously reported to the school. The note should explain the reason for the absence.

## Make-Up Work

Any student with foreknowledge that he/she will be absent (**for any reason**, including participation in school-sponsored events) during the time that a **long-term assignment** is due has the number of days he/she was absent to turn in the assignment upon return. For example, a student absent for two days has two days following his/her return to school to turn in the assignment.

### GRADES K-5

When students are absent, they are not expected to have completed all homework and class assignments before returning. Upon return, their teacher(s) will consult with them individually to arrange to make up the necessary work. To obtain assignments,

parents should email the teacher(s), and/or pick up materials at school. The student may call a classmate for his or her assignments.

### **GRADES 6–12**

When absent, students are responsible for obtaining missed assignments from the teacher or a friend. Unless prevented by illness, students should return to class prepared. Students whose illness was severe enough to prevent them from studying should consult their teachers upon returning to school to arrange making up the missing work. Teachers will establish a reasonable schedule of make-up work.

#### **IMPORTANT NOTE:**

Make-up exams will be taken after school in the mandatory study hall room.

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## **Attendance During the COVID-19 Pandemic**

STE expects all students to attend classes in person.

- STE will only offer the ability to stream classes online in certain COVID-related circumstances outlined below.
- STE will not offer the option to stream classes under any other circumstance. There will be no exception to this policy.
- Students who miss classes for any other reason will need to follow the policies regarding make-up work as outlined earlier in this section.

### **If a student must quarantine or is diagnosed with COVID-19:**

The ability to stream classes online will be available to Middle and Upper School students who are told to isolate/quarantine by the school because they tested positive or were exposed to COVID at school. This option will also be available to entire Lower School classes asked to quarantine by STE. Any student granted permission to stream classes must attend classes online unless they are ill.

If an individual Lower School student must be absent due to COVID, the classroom teacher will ascertain the best route for the student to make up work.

## **STE COVID Levels**

STE has adopted the use of three protocol levels that will be based on community spread in our area. Any change to a higher/lower COVID Level (and masking requirements) will be communicated in advance.

### **Low-Moderate Community Transmission**

Masks are optional on the STE campus for all students, faculty, staff, and visitors. We encourage all who are immunocompromised or are not fully vaccinated to consider wearing a mask when indoors on campus or when social distancing is difficult, regardless of the level of community transmission. We will not use plexiglass dividers on student and teacher desks.

### **Substantial Community Transmission**

Masks are required indoors for all students, faculty, staff, and visitors. Masks include non-medical grade disposable face masks or cloth face coverings (over the nose and mouth). Parents must supply masks that are school appropriate. Neck gaiters and masks with exhalation valves are prohibited. Individuals may remove their masks when outdoors but should be mindful of the need for social distancing. We will not use of plexiglass dividers on student and teacher desks.

### **High Community Transmission**

Masks are required indoors for all students, faculty, staff, and visitors. Masks include non-medical grade disposable face masks or cloth face coverings (over the nose and mouth). Parents must supply masks that are school appropriate. Neck gaiters and masks with exhalation valves are prohibited. Individuals may remove their masks when outdoors but should be mindful of the need for social distancing. We will use of plexiglass dividers on science lab and art room tables.

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## **Emergency Situations**

It is imperative that the school has current telephone numbers for each family in case of emergency. Home, office, and cell numbers for both parents or legal guardians, as well as the number of a person who may assume authority if neither

parent can be located, **must be on file and up-to-date at all times.** Please make any changes to this information in the Family Profile section of Veracruz, in writing to office staff, or by email to infoupdates@stes.org.

### Important:

Parents, please notify the school when you plan to travel (especially international travel) for any length of time while your children are in school. Guardian contact information must be provided to the home-room teacher and to attendance@stes.org in case of emergency.

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## School Closings

If school must be canceled due to hazardous weather conditions or any other reason, parents will be notified via:

- A text and/or email
- Notification on our website, stes.org
- Postings on our Facebook page (if possible)
- An announcement on local television (if possible)

In most situations, STE follows the instructions for Houston Independent School District (HISD). Please check your texts and email if you are in doubt.

If the school must close after the start of the school day, the school will send a text and/or email. Students should not call or text parents from the school. **Please do not call the office.**

In an emergency in which students cannot leave the school or parents cannot get to the school, students and faculty will remain on campus until it is safe to allow students to leave.

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## Campus Visitors

Campus visitors are limited to tutors, therapists, Spirit Store volunteers, room parents, parents attending class parties, and parents who have scheduled an appointment with a faculty/staff member. All visitors must check in at the school office (Scotland Yard room 7A). They will need to show a driver's license as part of the check-in process.

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## Personal Property

While taking every appropriate measure to do so, the school cannot guarantee the safekeeping of students' belongings. Valuables, including expensive jewelry, sport shoes, and other equipment,

should not be brought to school. **All items of the uniform should be clearly marked** with the student's name, and the student must be responsible for his/her belongings. **Lower School students should not bring toys from home.**

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## Delivering Items to School

Parents may not drop off lunches, books, gym bags, instruments, or other items in the front office. Please do not send to school, or have delivered, gifts for your child such as balloons, flowers, etc. We cannot deliver these to the classroom.

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## Lost and Found

Found items are placed in the lost and found, located at the front of the F building. Unclaimed items are disposed of at the end of each semester. Valuable items are kept in the front office.

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## Cell Phones

### Lower School

Lower School students are not permitted to bring cell phones to school.

### Middle School/Upper School - While On Campus or During an STE-Sponsored Event

Allowing a student to have access to a smartphone places a big responsibility on both the student and parent. Our world has made us dependent on the use of smartphones and students are receiving phones at a younger age. Studies have shown that middle school students still act on impulse since the executive functioning part of their brain has not fully developed. Please note, when a student receives a phone proper monitoring by parents must take place to ensure the safety of the student and other students in the STE community. Smartphones bring new challenges to our generation of students. Middle and Upper School students are allowed to have smartphones at STE with certain restrictions.

Since cell phone use may allow students to access the internet on campus, the following restrictions apply: Students must adhere to the STE Acceptable Use of Technology Policy (outlined in Section 3) while using their cell phone at school and at STE sponsored events. Cell phones may not be

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used for commercial purposes or for-profit activities. It is prohibited for students to send emails or other forms of electronic communication of libelous or inflammatory language, denouncing or harassing communication, sexually explicit language, racially offensive language, or to impersonate others. Students are prohibited from using their cell phone to make video recordings at school, without teacher permission or school authorization; to cheat or plagiarize, to disrupt the learning environment, view vulgar or inappropriate content, post derogatory content on social media sites, or take unsolicited or unwelcome photographs or videos of students, staff, or facilities.

Students must adhere to the acceptable use policies of any websites they visit. Students may not visit any website with content which would violate the STE Acceptable Use of Technology Policy (outlined in Section 3) or Student Code of Conduct.

Students who inappropriately use their cell phone at school will be subject to discipline as determined by the Head of Middle/Upper School in consultation with the Headmaster. Each situation will be dealt with on a case-by-case basis. Consequences will be decided by the Head of Middle/Upper School in consultation with the Headmaster and the severity of each case will be discussed. Consequences include, but are not limited to, detention, suspension from STE-sponsored events for a certain amount of time, in-school suspension, out-of-school suspension, or expulsion. Additionally, students may lose the privilege of using their cell phone at school for a length of time to be determined by school administrators.

- Middle School students' cell phone usage is permitted on campus before 7:15 a.m. and after 3:15 p.m.
- Middle and Upper School students who bring a cell phone to campus will be required to register their phone number in Veracross.
- Middle School students must turn off cell phones and turn them in each morning to their homeroom teachers. Phones are returned at the end of the day.
- Parents needing to reach a child during school hours should call the office. Students

needing to contact parents during the day should use the office or nurse's phone, **not** their cell phones.

- A Middle School student with a phone visible and in use during school hours (7:15 a.m. to 3:15 p.m.) will receive the following consequences:
  - 1st offense - phone will be collected and not returned until the end of the day, and a pink slip will be issued to the student.
  - 2nd offense - phone will be collected and not returned until after detention is served and a note is received from the parent acknowledging the violation.
  - 3rd offense - phone will be collected and the student is banned from bringing a phone to school or any school-sponsored event for an amount of time determined by the Head of Middle School.

### **Middle School/Upper School - While Not on Campus or at an STE-Sponsored Event**

Students and parents bear the responsibility of making sure proper communication takes place between the student and other parties when they are off campus. If an incident takes place when students are not on campus and it is not a school-sponsored event, then the parents of both parties will be informed and asked to resolve the issue among themselves.

### **Smart Watches and Other Electronic Devices**

On test days, smartwatches and other electronic devices are to be placed in backpacks, or taken off and placed facedown on the desk while testing. In Lower School, Middle School, and Upper School, smartwatches and other electronic devices will be collected and sent home if they are used in an inappropriate manner or pose a distraction in the classroom. Smartwatches/electronic devices that can receive and make calls or text messages will need to adhere to the policy for cell phones.

# Section 2

## Academic Records & Student Life

### Grade Reporting

Report cards are generally issued the Friday following the end of the marking period. In addition, grades will be posted to Veracross.

| Grading Scale |              |             |        |
|---------------|--------------|-------------|--------|
| Number Grade  | Letter Grade | Regular GPA | AP GPA |
| 90–100        | A            | 4.00        | 5.00   |
| 80–89         | B            | 3.00        | 4.00   |
| 70–79         | C            | 2.00        | 3.00   |
| 60–69         | D            | 1.00        | 1.00   |
| 0–59          | F            | 0           | 0      |

### Final Marking Period of the Year

For the final marking period of the year, report cards for Lower, Middle, and Upper School students will be available on Veracross.

### Dean's List & Honor Roll

All students in grades 4–12 are eligible for academic honors at the end of any marking period provided the following conditions are met:

- Middle School and Upper School classes that meet daily are weighted twice as much as every other day classes.
- The student must not have a grade of 79.5 or below in any subject.
- Dean's List: All weighted grades must be 89.5 or greater and student must not have a B- or lower in any conduct grade.
- Honor Roll: All weighted grades must be 79.5 or greater and the number of A's must be equal to or greater than the number of B's. Student must not have a B- or lower in any conduct grade.

### NOTES:

(1) Honor Roll and Dean's List designations do not appear on transcripts.

(2) We do not use the weighted AP class GPA when determining Dean's List and Honor Roll.

The names of the students on the Dean's List and Honor Roll will be announced the week after report cards are issued.

### Standards for Academic Performance

Saint Thomas' Episcopal School holds the highest standards for academic performance and the success of all of its students. To that end, the following guidelines will be used across all grades to evaluate each student's performance.

### Academic Competency

Students are expected to maintain an overall C average or higher to remain in good standing at STE.

### Academic Probation

Academic probation is designed to help students who are having academic difficulties.

Although a D is not a failing grade, any student making a D or F at the end of any semester will be placed on academic probation at the discretion of the Head of School, and will be required to attend mandatory tutoring, arranged by the student's family and approved by STE, during the next semester until the student makes at least a C at the completion of one of the remaining marking periods. The student will remain on probation until the end of the semester; however, tutoring will no longer be considered mandatory. If the current average falls again to a D or F during a remaining marking

| Marking Periods |                        |                                |
|-----------------|------------------------|--------------------------------|
| Marking Period  | Marking Period Dates   | Report Card Distribution Dates |
| 1               | August 18–October 15   | October 22                     |
| 2               | October 18–December 16 | January 7                      |
| 3               | January 4–March 11     | March 25                       |
| 4               | March 21–May 19        | Available on Veracross         |

period, mandatory tutoring will resume.

The subject teacher will monitor a student on academic probation for consistency in tutoring and the satisfactory rise in academic achievement. Reports will be made periodically to the Head of School. Please note that an Honor Code violation while a student is on academic probation may result in that student's dismissal from STE.

In order to receive credit for the failed work in either one or both semesters, the student will be required either to attend STE-approved summer classes or complete additional work as determined by the Head of School.

If a student is on academic probation for any subject for three consecutive semesters, including summer, the family will be counseled about the student's future at STE.

## Grammar Booster

Students are provided grammar instruction and assessment appropriate to their level of study each year.

## Middle School

An end of year assessment is given to all 6th and 7th grade students. A student's score, along with his/her yearlong demonstrated proficiency, determine whether or not the class is compulsory for the student during the coming school year.

## High School

At the end of each year preceding enrollment in a high-school level English course, students are given two chances to pass an 8th-grade level grammar mastery test. Students are required to pass this test with proficiency rates that recommend them for the next level of study. Passing grades in the 8th, 9th, 10th, and 11th grades are required for graduation from Saint Thomas'. These rates are the minimum required for building a successful writing program in the high-school level courses.

If a student does not pass the end-of-year grammar assessment, he or she must be enrolled in the English Booster elective the following year.

## Required Reading

Required Reading is not an actual class, but a requirement for graduation. Every summer, all the high school students

must read two books and pass a test on those books when school is back in session. Students are given three chances to pass the tests on each book. Sometimes (as in the case of *The Count of Monte Cristo*) only one book is assigned if the book is exceptionally lengthy. The tests are a combination of multiple-choice questions and an essay, and it is possible to pass each test without the essay. The passing grade is a 60 or higher. The testing dates are determined during the summer and sent to the parents before school begins. Because the entire high school is being tested at once, the test dates are fixed and there is no makeup for Required Reading tests. The student who misses a test simply loses one chance to pass. Once a student passes a test on a given book, no further testing is required on that book. If a student does not pass all three tests on a given book, he or she must consult with Mr. King for further testing (there is a charge for this), or take the Intensive Reading class during the summer. This class will make up for up to two failed Required Reading books (there is a charge for this as well). Students must pass all of the books assigned in every year of high school to be eligible for graduation.

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## Ten-Day Alternating Schedule

The Lower School follows a Monday-Friday static schedule. For Lower School students, a copy of the student's schedule will be available from the homeroom teacher on Parent Night in the fall.

The Middle and Upper Schools follow a ten-day, alternating schedule, with every other day the same (A days and B days). However, chapel and lunch will remain at a standard time each day.

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## Schedule Changes

The following guidelines apply to students wishing to change classes:

### First Friday of Classes

- The deadline for students to request class changes is the second Friday of classes.

### Process for Class Changes

- Student informs current teacher that he/she will be requesting a change.
- Student makes the request with the registrar; approval from a parent will be required.

- Registrar will communicate with the teachers and make the change if authorized by the appropriate Head of School.
- Registrar changes students' schedule in the system and the student receives an updated schedule.

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## Eligibility Qualifications for Interscholastic Competition

The following rules for eligibility apply to all Texas Association of Private and Parochial Schools (TAPPS) events, including athletics, art, academic contests, and any other school-sponsored competition against other schools. A student is allowed to participate in TAPPS competition or contests only if the student is in good and regular standing in his or her classes. "Good and regular standing" includes, but is not limited to:

1. enrollment in at least four accredited academic courses
  2. failing no more than one course during the grading period.
- In determining whether or not the student is passing, his or her work from the beginning of the semester to seven days before contest must be considered.
  - The length of time for ineligibility after a grading period shall be at least two weeks.

TAPPS shall deem all games in which an ineligible player participates to be a loss even if the team had obtained a victory in the said game/games. Participation will include, but not be limited to: dressing in the team uniform, playing in a game against any opponent or any other act which TAPPS considers to be participation. Team sponsors and coaches reserve the right to deem a student ineligible if academic or behavioral problems persist, and/or if a student proves to be a negative representative of the school.

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## Teacher Recommendations, Evaluations, and Assessments

All written requests for recommendations must be submitted to the registrar in the office first. **Teachers may not accept teacher recommendations or evaluation forms directly from parents or students.** If an online teacher recommendation is requested, the teacher will email the registrar the necessary information. All requests are logged to ensure tracking of data received, as well as the dates records and recommendations are

sent. Please allow at least five (5) business days for teachers to complete recommendations. (Upper School students see also College Counseling).

**No recommendations or evaluations will be returned directly to the parents.** They will be mailed to the specified institution(s).

Schools and programs requesting teacher recommendations often require transcripts or other school documents that are produced by the office. The school's policy is to prepare a complete recommendation packet in the office including all requested grade and recommendation information. The registrar will then forward the packet directly to the requesting school(s) and/or program(s).

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## Release of Transcripts / Report Cards

Requests for transcripts should be made in writing on a **Transcript Request** form and returned to the registrar. Please allow at least one week for processing. Processing requests can take up to two weeks during peak times (i.e., the beginning of the school year, before or after posting of quarter grades, and graduation).

**We do not alter transcripts to comply with other schools' curriculum or graduation requirements.** Grades obtained at other schools are converted to the STE grading scale, and posted as such on the student transcript.

See College Counseling section for information about requesting transcripts for college applications.

### Note:

Official Academic records will not be released at any time during the school year until all accounts are current. Year-end report cards and transcripts will not be issued until 1) all accounts are paid and 2) all school-issued property such as textbooks, library books, band uniforms, and athletic uniforms have been returned.

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## Testing

It is essential that all students be present on exam dates. Please do not schedule appointments or trips during these times.

### Weekly Tests

Tests are scheduled weekly according to a standard test schedule. The schedule is designed to prevent a student from having

more than two tests on a single day. Quizzes are not considered tests.

### Middle School

Teachers in the Middle School utilize the test days as described in the table below. Each core Middle School subject has a primary day and an alternate day (should the primary day not fit the pacing of the course) for full-period (tests) assessments. Quizzes in any subject may appear throughout the week, as long as the number of assessments does not exceed our division maximum. Note that languages (Spanish, French, and Chinese) are allowed to have their assessments on any day, and may result in an extra assignment beyond the allowed maximum, as long as the number of assessments does not exceed two. In terms of expected study time and class time, a quiz is equivalent to half a test.

### Middle School Midterm and Final Exams

Eighth graders will take exams in both fall and spring. These cumulative exams will cover an entire semester only. Each exam will count as a standalone grade for each subject. Exams will be administered for all core courses and language electives. The specific schedule of exams will be released as we approach the end of a semester.

### Upper School Exams

Upper School final exams are administered at the end of each semester.

### Standardized Testing

Standardized tests are given in order that parents and teachers may monitor students' progress, identify strengths and weaknesses, and make educational plans. The following tests are given each year:

**1–8:** CTP5 Test developed by Educational Records Bureau (ERB), administered annually. Scores are mailed home.

**9:** PSAT: Practice for the SAT; gives predicted SAT score, administered in October.

**10:** PSAT: Practice for the SAT; gives predicted SAT score, administered in October.

**10:** Pre-ACT: Gives predicted ACT score, how student's grades and test scores fit in university requirements, and suggested career areas. Administered in February.

**11:** PSAT: determines if students are eligible for National Merit Scholarship competitions, practice for the SAT. Administered in October.

**10–12:** Advanced Placement: involves students in AP classes. Exams are held in May, on dates determined by the College Board. Certain AP exam scores can earn students credit in specific college courses.

| Scheduled Test Dates for Grades 6-8 |         |         |           |          |         |
|-------------------------------------|---------|---------|-----------|----------|---------|
|                                     | Monday  | Tuesday | Wednesday | Thursday | Friday  |
| Primary                             | Science | English | History   | Math     | Latin   |
| Alternate                           | History | Math    | Latin     | Science  | English |

| Scheduled Test Dates for Grades 9-12 |                                       |         |                                       |                 |        |
|--------------------------------------|---------------------------------------|---------|---------------------------------------|-----------------|--------|
| Grade                                | Monday                                | Tuesday | Wednesday                             | Thursday        | Friday |
| 9                                    | Science                               | English | History<br>French                     | Math<br>Spanish | Latin  |
| 10                                   | History<br>French                     | English | Science                               | Math<br>Spanish | Latin  |
| 11                                   | Science                               | English | Gov't<br>French                       | Math<br>Spanish | Latin  |
| 12                                   | Science<br>AP Geography<br>Psychology | English | Philosophy<br>Gov't/History<br>French | Math<br>Spanish | Latin  |

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## College Counseling

The college admissions process is an exciting endeavor in the lives of students and their parents. Students serve as pivotal self-advocates as they work to navigate applications to various schools, and for numerous scholarships and financial aid opportunities. While online resources can be invaluable throughout this navigation, it is imperative that students and parents alike develop a meaningful, continual discourse with their college counselor.

Andrew Hughes, our Director of Guidance and College Counseling, serves as an advisor and advocate for all college-bound students and their parents. Our goal is to walk students through every part of the search process, beginning with a candid assessment of each individual's needs and desires for his/her college education. Upper School students and parents are encouraged to meet and talk with the counselor as they embark upon or continue on the path to college.

### A brief outline of a student's steps to college:

#### 9<sup>th</sup> Grade

- Attend 9th Grade College Night.
- Begin to think about the electives and activities that universities will examine on a transcript or resume.
- Student and parents schedule and attend individualized meeting, between November-December.

#### 10<sup>th</sup> Grade

- Attend 10th Grade College Night.
- Begin virtual tours of college campuses: explore college websites, get a sense of how information is organized and presented, become familiar with what to look for in a college.
- Use Naviance to begin building college list.
- Visit a small, a medium, and a large college to get an idea about which one would best suit your student.
- Plan summer visits to college campuses.
- Student and parents schedule and attend individualized meeting, between February-April.

#### 11<sup>th</sup> Grade

- Attend 11th Grade College Night.
- Review admission requirements for 10 potential schools regarding SAT/ACT and SAT II subject tests.

- Plan visits to schools for academic and financial consideration.
- Continue to build college list in Naviance.
- Take both SAT and ACT tests in the spring of junior year.
- Student and parents attend mandatory individualized meeting in January.

#### 12<sup>th</sup> Grade

- Work on applications with college counselor.
- Submit applications by October 31.
- Work on scholarship applications.
- Decide which college to attend!

#### NOTE:

See Section 1, Coming to School, for procedures concerning absences due to college visits.

### Transcript Requests for College Applications

Senior transcripts are forwarded to colleges with the application and again at the end of the first semester. The final transcript is sent to the college or university the student decides to attend.

The hard deadline for requesting transcripts for college applications will be in October. There is no maximum number of transcripts which may be requested by any one student for this deadline. However, after the October deadline, a late fee of \$30 will be assessed for all college applications:

#### NOTE:

There is no limit to the number of transcripts a student may request for scholarship applications.

#### NOTE:

Year-end report cards and transcripts will not be issued until all accounts are paid and all school-issued property such as textbooks, library books, band uniforms, and athletic uniforms have been returned.

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### Students Streaming at Home

The ability to stream classes online will be available to Middle and Upper School students who are told to isolate/quarantine by the school because they tested positive or were exposed to COVID at school. This option will also be available to entire Lower School classes asked to quarantine by STE. These students will be able to stream classes during their isolation/quarantine period only. When

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asked to quarantine, Lower School classes can access Google Meet information through the Lower School Distance Learning Portal. Students learning from home will be expected to be in uniform.

STE will not offer the option to stream classes under any other circumstance. There will be no exception to this policy.

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## Special Needs Learners and Referrals

### Introductory Statement

Saint Thomas' Episcopal School seeks to include students with special needs in our school to the extent that the needs of such students can be met within the scope of the programs and available resources. Given our resources, it is unrealistic to serve all categories of special needs students. However, Saint Thomas' Episcopal School understands that admission of special needs students must be considered and reviewed on an individual basis.

### Legal References to Special Services

The Individuals with Disabilities Education Act (IDEA) requires that local school districts locate, identify, and evaluate all private school students suspected of having a disability. For Saint Thomas' Episcopal School, the local district is the Houston Independent School District (HISD). The "Child Find" process must be conducted in consultation with private schools' representatives to ensure equitable access for private school students. In IDEA, these children are often referred to as "parentally placed private school children with disabilities," and the benefits available to them differ significantly from the benefits for children with disabilities enrolled in public schools.

The Rehabilitation Act of 1973, Section 504 educational section (frequently called "Section 504"), provides that no otherwise qualified individual with a disability shall, solely by reason of his or her disability, be excluded from participation in any program receiving federal assistance. As educators we are committed to recognizing and addressing the needs of all those who seek a Saint Thomas' education. Within the compass of our resources, Saint Thomas' Episcopal may honor some accommodations to eligible students with special needs, if possible. While private schools are not

required to significantly alter their programs, lower or substantially modify their standards to accommodate a child with special needs, Saint Thomas' seeks to serve the best interests of all its students. Even though private educational institutions are only required to make minor adjustments to accommodate eligible students, Saint Thomas' aims to review these cases with compassion, fairness, and genuine effort to support the success of every student.

### Records for Special Needs Learners

All psychological and educational evaluations or reports regarding testing of special needs students, received from local public schools, persons, or agencies, must be forwarded to Saint Thomas' Episcopal School. These records are kept on file at the school for a period of seven (7) years after the exit of the student. These records are kept in a secure file and in an area accessible only to the Headmaster, the Heads of School, and any other staff member, as appropriate for their work with the student. Parents or guardians may view their child's record at any time. These records may not be forwarded to any other individual or agency without written permission from the parents or guardians.

### Saint Thomas' Episcopal School's Services for Special Needs Learners

If a teacher, administrator, or parent is concerned about a currently enrolled student's academic, behavioral, or emotional progress and feels that testing may be needed, he or she will discuss concerns with the parent or family and then meet with the Head of School as soon as possible. Our aim is always to work as a team to do what is best for the child. Because this is a critically important and individualized process, we will review and discuss:

- The student's current educational status, including, but not limited to, attendance records, grades, assessment data, and classroom observations;
- Previous educational efforts and strategies provided for the student and the results;
- Documentation of any recent vision and hearing screenings;
- Updated general health history inventory; and

- Other information provided by parents or teachers.

Parents or guardians will be expected to disclose any pertinent information that may assist Saint Thomas' Episcopal School in educating the student. The staff are responsible for recommending educational alternatives and/or referrals to the local school district and/or private agency of the parent's choice for further evaluation. Parents or guardians will be responsible for the cost of any evaluation. In some cases, the campus may not have the resources necessary to help the child be successful. The staff will then assist the family to locate an appropriate educational program for the child.

Saint Thomas' Episcopal will keep documentation for all referrals on file. This documentation will be included in the student's records. If an evaluation determines the student requires minor accommodations the school will begin the procedures with parents to discuss an academic plan of action.

### **Student Success Expectations for Special Needs Learners**

Saint Thomas' Episcopal School will deploy all available school resources to promote student success. We are committed to keeping the lines of communication open and informing parents about student progress in all areas. The classroom teacher and parent will first discuss any concerns about a student's progress. School success is the outcome of a strong academic partnership between parents and faculty, and Saint Thomas' strives to maintain strong collaborative ties with all our families. In order to provide the greatest educational benefit to our students, parents are expected to disclose any pertinent information from private resources (diagnoses and recommendations) that would be of specific educational value in Saint Thomas' efforts to adequately support their students. If it is determined that the School's resources cannot meet the needs of a student, or if parent(s) or guardian(s) fail to act on the School's recommendations for remediation or diagnostic evaluation, the Head of School or Headmaster may request withdrawal of the student or determine that the student is not eligible to return for the following academic year.

### **Accommodations for Special Needs Learners**

The purpose of an accommodation of any type is to provide the appropriate instruction according to the individual student's special needs. As a result of a diagnostic evaluation, a student meets certain criteria to qualify for accommodations to his or her schoolwork. In many instances, accommodations (changes in methods of instruction) can be made in the classroom for students with special needs or for struggling students. Students who are diagnosed with a learning difference or who are diagnosed with a special need through the public school system, private doctors, or through special agencies may be referred for special assistance with the Head of School after the administration has verification of the student's recommended accommodations (curricular modifications are not provided because modifications require alterations of curricular learning objectives). Parents or guardians will be responsible for the cost of any outside intervention or tutoring for the student. The number of intervention sessions per week, length of sessions, and goals will be determined by the Head of School, classroom teacher, parent, and tutor after all the available information has been reviewed.

### **Standardized Assessment for Students with Special Needs**

Standardized assessments are one of several means of evaluating student performance. All students participate in standardized assessment programs. Students with disabilities identified through IDEA may require assessment accommodations. These testing arrangements must be planned for in advance through a meeting with the Head of School. Any adjustment made on the standardized assessment must be requested from the Head of School. For Upper School students, assessment accommodations for the SAT and ACT tests must be requested from the College Board.

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### **Chapel**

The STE community holds Chapel regularly to praise God and thank Him for His blessings.

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## School Chaplain

The Chaplain of the School provides ministry to the spiritual needs of our entire school community. The chaplain assists the rector with the implementation of the Christian education program at the school. Our chaplain also provides pastoral care to STE students, parents, faculty, and staff. The chaplain supports the well-being of our students by acting as a caring, supportive presence on campus.

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## Lunch

Students are expected to arrive at school each day with a lunch unless they order a lunch from our provider. Students are not permitted to leave campus to purchase lunch. If a student forgets his/her lunch, the student may obtain an emergency lunch from Epicurean Group, our lunch provider. **Parents may not drop off lunches for students.**

Note: Glass containers are not permitted on campus. **Students in grades K-5 may not bring carbonated drinks. STE does not sell drinks.**

| Lunch Schedule |            |          |
|----------------|------------|----------|
| Start time     | End time   | Grades   |
| 11:10 a.m.     | 11:55 a.m. | Kinder   |
| 11:10 a.m.     | 11:55 a.m. | 1B/1G    |
| 11:10 a.m.     | 11:55 a.m. | 2B/2G    |
| Noon           | 12:45 p.m. | 3B/3G    |
| Noon           | 12:45 p.m. | 4B/4G    |
| Noon           | 12:45 p.m. | 5B/5G    |
| Noon           | 12:45 p.m. | 6th-12th |

## Hot Lunch

We are pleased to offer the option of purchasing a lunch through Epicurean Group. Epicurean Group offers vegetarian selections.

- **Order and pay for lunches online at:** <https://www.ezschoolapps.com/Parent-Login.aspx>. First time users will need to create an account.
- Epicurean Group has a limited number of emergency meals per day. **Parents must register online through Epicurean Group to obtain an emergency use account.**

- **Early Dismissal/Field Trips:** Prior to ordering lunch for your student(s), please check Veracross for early dismissal days and field trips. **Hot lunch will not be offered to grades with early dismissal.**

*Please visit [epicureangroup.net/schools](http://epicureangroup.net/schools) for more information.*

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## Field Trips

STE sponsors limited, authorized field trips. Specific dates and other details will be announced. Permission slips and release forms signed by parents are required before students may leave campus for these activities.

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## Class Parties

Unfortunately, there is no time during the school day to celebrate birthdays. However, parents wishing to send treats such as brownies, cookies, or cupcakes to the classrooms may make arrangements to do so with their child's teacher.

Additional information on class activities and events will be available at the Parent Nights.

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## Dances

School dances and prom are held each year for students in the Upper School *only*. Students below the 9th grade may not attend school dances. All dances must be chaperoned by a minimum of six (6) parents and faculty whose names are given to the school office at least one week before the dance.

# Section 3

## Communication

A student's successful experience at STE depends on open communication between his or her family and the school. This requires effort on both sides, combined with mutual trust and respect. When a problem or question does arise, the best approach is to discuss it with the person most directly involved.

### Conflict Resolution

Students should be encouraged to solve problems themselves, with parents intervening only when that approach proves unsatisfactory or impractical. The age of the student, of course, dictates the appropriate nature of this expectation. This comes from the position that problem solving is an important skill that each child should develop firsthand.

Parents and students should always feel free to contact teachers via email or school phone.

### Parent Nights

Parent Nights are held shortly after the start of the school year. They provide an opportunity to meet teachers and staff to learn about the school and curriculum. Parents are encouraged to take advantage of this time to become acquainted with their children's teachers. Individual concerns may be discussed by making a personal appointment. *Please note:* these nights are for parents only, and there is no childcare provided. However, Upper School **College Nights are for both parents and students.**

### Parent-Teacher Conferences

#### Lower School (K–5) and Middle School (6-8)

Routine parent-teacher conferences are held in the fall for Lower and Middle School. The fall conference day will be a

school holiday for Lower and Middle school students.

Details will be communicated to you by the teachers as the date nears. Additional parent-teacher conferences may be scheduled on an as-needed basis.

### Modes of Communication

We strive to keep the lines of communication open through Weekly Communications (a look at the week ahead); emails; Facebook posts; Instagram posts; Headmaster's Headlines (a monthly update); our website, [stes.org](http://stes.org); and text messages.

### Veracross

Veracross is a web-based system that provides teachers, parents, and students with access to information about classes and assignments.

Parents can access student grades, emailed communications from faculty members and administration, and a calendar of school events.

### Emergency Notification

The school sends text messages to parents to communicate emergencies, school closings, and other time sensitive information. Make sure you have signed up for these notifications in the Family Profile section of Veracross.

### Technology and Social Media Policies

Students and their parents/guardians will abide by the Saint Thomas' Episcopal School's Acceptable Use Policy for school technology resources. School technology resources can include but are not limited to: laptops, printers, Internet access, scanners, projectors, DVD/VCR players, etc. Any violation of the regulations contained in our policy is unethical

#### Conflict Resolution Contacts

| Type             | 1st Contact      | 2nd Contact     | 3rd Contact    |
|------------------|------------------|-----------------|----------------|
| Personal/General | Homeroom Teacher | Head of School  | Headmaster     |
| Course Related   | Subject Teacher  | Department Head | Head of School |
| Scheduling       | Department Head  | Registrar       | Head of School |

and may result in disciplinary actions and/or appropriate legal actions. The ability to use school technology resources is a privilege; and such use of school technology resources may be suspended at any time, at the sole discretion of the Headmaster of Saint Thomas' Episcopal, without any liability or responsibility on the part of the administration, faculty, or staff of Saint Thomas'.

Any misuse of school technology resources must be reported immediately to the Headmaster. Misuse can come in many forms, such as any digital media sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described below. All the rules of conduct described in the Saint Thomas' Episcopal handbook apply while using school technology resources.

Access to school technology resources at Saint Thomas' Episcopal is intended for educational purposes. It is not possible for Saint Thomas' Episcopal to restrict access to all controversial and/or non-educational materials. Saint Thomas' Episcopal School or its faculty, staff, or administration cannot be held responsible for materials acquired on the Internet.

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## **Acceptable Use of Technology Policy**

### **Internet and Email**

Saint Thomas' Episcopal School has actively pursued making advanced technology and increased access to learning opportunities available to our students, faculty and staff. As such, students at Saint Thomas' Episcopal have the opportunity to access the internet. Access to the internet enables students' exposure to thousands of libraries, databases, and other informational sites. With this tool, however, students and parents should be warned that some material accessible via the internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. Therefore, students must understand and practice proper ethical and legal use.

While our intent is to provide students with good access to digital media to support engaged learning, students may find ways to access other material as well. It is the user's responsibility not to initiate access to such material. We believe that the benefits to students from access to the internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Saint Thomas' Episcopal School has applied content filters on computers and seeks to protect

students and regulate the use of the internet so that it supports the school's instructional programs. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

The internet is to be used for scholarly research and as a means of obtaining needed information. Students are to access educational and appropriate sites only. Pornographic, militant/extremist, racist, and gambling-related are strictly prohibited, as are sites for shopping purposes, downloading music or video, social networking, and video streaming. Saint Thomas' reserves the right to monitor the internet usage of all students through specialized software reporting. Saint Thomas' Episcopal School, through these efforts is CIPA compliant.

Students are responsible for good behavior on school computer networks just as they are in the church, classrooms, hallways, and other areas of campus. Communications on the network are often public in nature. General school rules for behavior and communications apply. Any access to the internet through a school owned device must be by school approval. Any and all email associated with email accounts provided by Saint Thomas' Episcopal are considered school property, and are not private. This applies to both students and staff.

### **Copyright Infringement**

Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities, product advertisement, or political lobbying is also prohibited. Students should never copy other people's work or intellectual property, and submit it as their own.

### **Streaming/Recorded Classes**

To protect the intellectual property of Saint Thomas' Episcopal School and the privacy of its students and faculty, all students and families must refrain from recording and/or disseminating class sessions. This includes streamed class sessions as well as lessons recorded by teachers and posted on class sites.

### **Social Networking**

Students may not use any chat, peer-to-peer (p2p), or collaboration programs to communicate with others through a computer or mobile device during class, unless a teacher or administrator expressly authorizes the activity. Likewise, the playing

of games during class time, without teacher approval, is also strictly prohibited. Accessing social networking websites (Facebook, Tumblr, Twitter, etc.) or proxies are off limits during class time. The use of circumventors to get around school network security is prohibited.

### **Computer Content**

No computer programs, mp3's, pornography, or copyrighted material may be distributed over the network. This rule prohibits sending files through email as well as setting up "servers" on a student's laptop, desktop, ipad, or by any other physical or electronic means. Students may not download copyrighted materials or non-shareware programs, games, and/or any programs not supported by Saint Thomas'.

### **Network Etiquette**

Students of Saint Thomas' Episcopal School 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 use abusive language in your message to others.
- Respond appropriately to emails from teachers and administrators upon receiving them.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Do not send or display offensive messages or pictures.
- Do not harass, insult, or attack others. Bullying will not be tolerated in any form.
- Do not send bulk email. This includes chain letters, advertisements, or any other message that includes many different recipients without their consent.
- Do not reveal your personal address or phone number or those of other students or colleagues.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- Users shall not play games or use the computer resources for other non-academic activities when other users require the system for academic purposes. Likewise, students may not download large files over the Internet during school hours.
- Do not damage computers, computers

systems or computer networks or engage in other acts of vandalism. Vandalism is defined as any malicious attempt to harm or destroy the equipment and/or data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses. The use of intentionally harmful programs is strongly prohibited and will result in serious disciplinary consequences.

- Do not intentionally waste limited resources such as paper and printer cartridges that are provided by Saint Thomas' Episcopal School. Only essential materials should be printed. Limitations may be placed on students' permission to print if this privilege is abused.
- The volume setting on computers should be low or muted, or students should use headphones when using the computer in a setting that would be distracting to others.

### **Security**

To protect the integrity of a computer system involving many users, Saint Thomas' Episcopal students are not permitted to:

- Reveal a password to another user.
- Use another user's password to gain access to the network or Internet related resources.
- Trespass into another user's files.

Students are responsible for their own electronic devices; laptops, ipads and the like should be kept in a secured locker when not in use. Students involved in after-school activities need to ensure that their devices are secure.

### **Third Party Services**

Saint Thomas' Episcopal School uses third party services such as BrainPop, Google, and Khan Academy that require a student's name and grade level. We provide this limited amount of data so that we can personalize material in third party educational services. We will not share any more than the minimum amount of data required with these services so that we may protect the privacy of our community. If you have questions regarding what we share, please contact: gonzales.stephen@stes.org.

### **Personal Websites and Blogs**

Students and parents who develop and maintain personal websites and/or blogs, including but not limited to such accessible sites as Facebook.com and Twitter, and who identify themselves as

students or parents at Saint Thomas' Episcopal School must keep in mind they are representing the school in a public forum. Any personal site that contains the name and identity of the school must not contain personal information about the student, inappropriate images or vulgar language that would contradict the values of the school as stated in the school's mission statement. The following recommendations are made to students with personal webpages and/or blogs:

- Since websites/blogs are available to anyone at any time, a student should not post personal information that he/she does not want everyone to see and be aware of, including college recruiters, and strangers.
- Whenever possible, students are encouraged to use a privacy feature that ensures that only those people whom the student approves may have access to the website.
- Students are advised to be very careful about taking surveys that ask them to reveal personal details about the student's personal life that should not be information available to the entire public at large.
- Saint Thomas' Episcopal School encourages all students to use the internet for its educational potential, but to be very careful of its traps and opportunities for unhealthy and dangerous activity. We are concerned about the safety and reputation of all of our students.

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## Disclaimer

Saint Thomas' Episcopal School makes no warranties of any kind, whether expressed or implied, for the service it is providing students. Saint Thomas' Episcopal School will not be responsible for any damages suffered while on this system. These damages include, but are not limited to, loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. Saint Thomas' Episcopal School specifically disclaims any responsibility for the accuracy of information obtained through its service. **All users need to consider the source of any information they obtain and consider how valid that information may be.**

The use of school technology resources is a privilege, not a right, and inappropriate use will

result in a cancellation of those privileges. Saint Thomas' Episcopal School reserves the right to review any material on user accounts and to monitor network storage in order to make determinations on whether specific uses of the network are inappropriate.

Decisions of the Saint Thomas' administration regarding unacceptable computer use are final. A student's use of school technology resources may be revoked, denied or suspended at the request of the Headmaster.

## Agreement

All students using the STE Computer Network agree to follow the rules set forth in the Acceptable Use of Technology Policy, in addition to any guidelines set by the supervising faculty and their parents. The use of this resource is to be consistent with the mission and principles of the school. I understand the consequences of inappropriate behavior or use. Violations of the Acceptable Use of Technology Policy may result in loss of computer and/or library privileges, and/or other appropriate disciplinary actions.

As the parent or guardian of a student enrolled at Saint Thomas' Episcopal School, I consent to the use of my child's name, voice, photograph or likeness, and/or my child's work to be used in any publications, press materials, websites, streamed or recorded classes, social media, advertisements, or media and news events produced by or with the permission of Saint Thomas' Episcopal School. I understand that if I object to the use of my child's image in photograph or video, I have the right to withhold its release by contacting the Director of Communications at [communications@stes.org](mailto:communications@stes.org).

As the parent or guardian of the student enrolled at STE, I have read the Acceptable Use of Technology Policy document and discussed with my child the appropriate use of computers in the school library and classrooms, and hereby give my child permission to use the STE Computer Network.

# Section 4

## Financial Matters

Review all financial statements. If you believe an error has occurred, please contact the business office immediately.

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### Tuition

*There is a 5% discount on tuition for each additional sibling in a family.*

|                   |          |
|-------------------|----------|
| K – 5th Grade     | \$17,685 |
| 6th – 8th Grades  | \$19,925 |
| 9th – 12th Grades | \$22,280 |

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### Tuition Payment Options

Tuition may be paid as follows:

**Option 1: ANNUALLY** (*check or automatic bank draft (ACH)*)

Single payment paid directly to STE on or before June 1. Payment by ACH requires enrollment in VC Pay. VC Pay will charge an annual enrollment fee.

**Option 2: SEMI-ANNUALLY** (*ACH*)

Two payments through VC Pay, the first payment is due on June 1, and the second payment is due on December 1. VC Pay will charge an annual enrollment fee.

**Option 3: TEN MONTHLY** (*ACH*)

Ten payments through VC Pay are due beginning on June 1, with the final payment due on March 1. VC Pay will charge an annual enrollment fee.

**Option 4: TWELVE MONTHLY** (*ACH*)

Twelve payments through VC Pay are due beginning on June 1 and continuing each month, with the final payment due on May 1. VC Pay will charge an annual enrollment fee.

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### Fees

#### Supplemental Fees:

In addition to tuition, a Student Facilities Fee is billed along with the initial tuition statement on June 1. For families making tuition payments through VC Pay, these fees will be added to their VC Pay account.

Book fees, elective fees, and course-specific fees will be billed in the fall once student schedules have been finalized. These fees will not be added to the tuition account, but instead will be billed through VC Pay and due upon receipt.

#### Sport Fees:

Families will be billed through VC Pay when the sport is in season.

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### Bus Service

For students enrolled in bus service, fees will be billed through VC Pay and due upon receipt.

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### Re-enrollment

Current students will be re-enrolled for the next academic year if they have maintained satisfactory academic performance and behavior as determined by STE, have made all applicable payments, and have remained current on tuition payments. The school will notify a student's parent or guardian by February 1 if the student is not eligible to return for the following academic year.

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### Year End: Final Transcripts & Report Cards

STE will hold final transcripts and report cards for all students until the following conditions are met:

1. All tuition and fees are paid in full.
2. Athletic and band uniform items are returned. Lost uniform items (or items turned in with numbers that do not match the numbers checked out to the student) must be paid for at the full replacement cost amount.
3. All textbooks are returned. The number of the book turned in must match the number recorded by the teacher when the book was issued.
4. All lost or damaged books must be paid for. **Replacement books are not accepted.**
5. All library books are returned and fines are paid.

In addition, for those students who have graduated or MAY transfer to another school, the final transcript and report card will be held for all band

uniform items and relevant dry cleaning fees. Lost uniform items (or items turned in with numbers that do not match the numbers checked out to the student) must be paid for at the full replacement cost amount.

Final transcripts for graduating seniors will not be mailed to the university they are attending until all conditions listed above have been fulfilled.

## Access to Grade Reports

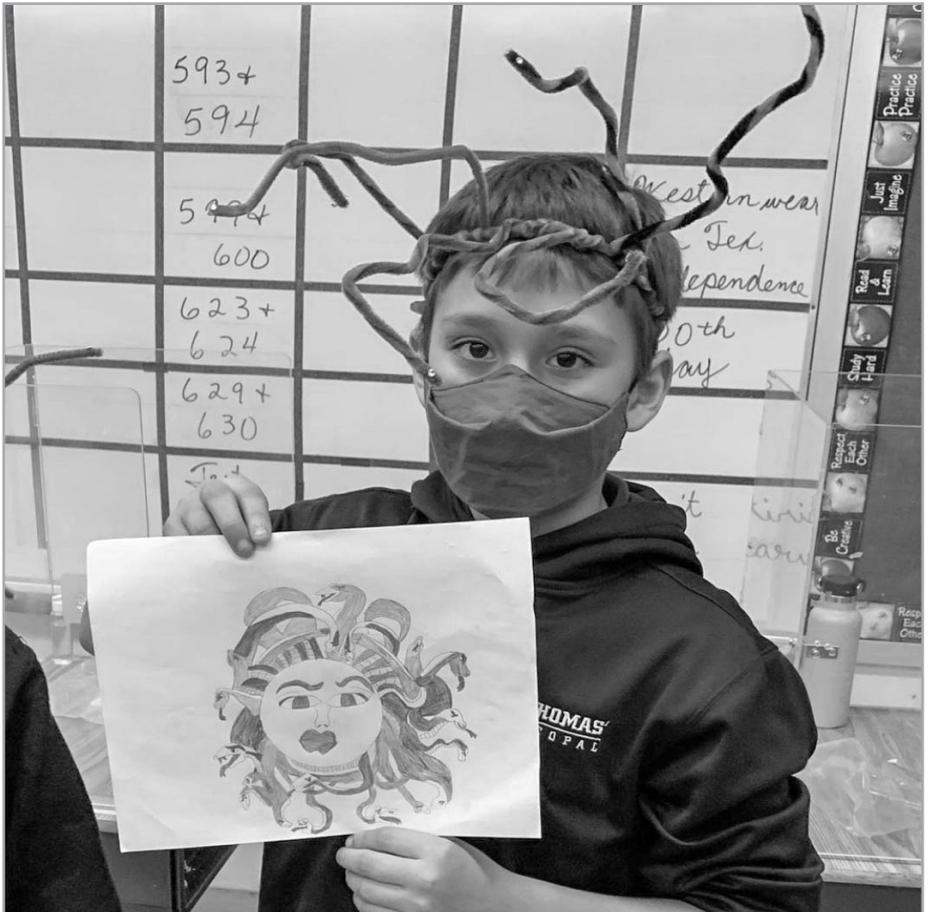
Access to grade reports will be turned off at the following times under the following circumstances:

1. **Re-enrollment** – tuition is not current through January and/or fees are not paid.
2. **One week before end of school** – for any outstanding balance, or missing book or uniform item.

## Financial Aid

Financial aid is available to all families demonstrating need. STE uses FACTS Grant and Aid Assessment to conduct the financial need analysis for families requesting financial aid. To apply for financial aid, visit [factsmgt.com](http://factsmgt.com).

**Please Note:** All required information must be received by the FACTS office. Submitting partial information, or only an application, is not sufficient. Applications without all of the information will not be considered ... no exceptions.



# Section 5

## Health

### Medical Release Form

The *Authorization for Medical Attention and Release of Liability* form is required for attendance at school. This form was completed as part of your online application or re-enrollment process.

If your child is injured, every attempt will be made to contact you or those designated by you. If we are unable to reach anyone able to give permission for medical treatment, this authorization and insurance information will enable Saint Thomas' to provide prompt, necessary attention for your child in an emergency.

Athletic coaches, club sponsors, and teachers carry a copy of this form when taking students off campus.

### Immunization Records

The State of Texas has ruled that students must be current with immunizations in order to attend school, unless an exemption has been filed with the school in accordance with the Texas Education Code, Health and Safety, Chapter 38.0001. A complete immunization record must be on file with the school nurse before the beginning of each school year. This record must include the month, day, and year of each immunization.

The law does allow school attendance with certain exemptions:

- A statement from a physician stating that the required vaccine(s) would be medically harmful or injurious to the health and well-being of the student; or,
- A notarized form from the Department of State Health Services (DSHS) claiming "Conscientious Objection to Immunization"

Saint Thomas' Episcopal School will maintain an up-to-date list of students with exemptions, so they may be excluded in time of emergency or epidemic declared by the Commissioner of Public Health.

### In Case of Illness

Students who show symptoms of a communicable disease will be sent home. If your child is diagnosed with one of the following communicable diseases, please notify the nurse's office.

- Chicken Pox
- Conjunctivitis (pink eye)
- COVID-19

- Fifth's Disease
- Impetigo
- Influenza (flu)
- Lice
- Measles
- Mononucleosis
- Mumps
- Scarlet Fever
- Strep

Students with the following symptoms should not come to school and will be sent home:

- Fever of 100° or higher
- Fever with rash
- Vomiting and/or diarrhea in the 12 hours before school starts in the morning.
- Suspicion of communicable disease

Students may be re-admitted to school after an illness when they meet the following criteria:

- Free of fever for 24 hours *without medication* (e.g., Tylenol, Motrin, Advil, etc.)
- 24 hours after beginning antibiotic therapy (for strep, scarlet fever, impetigo)
- One medicated shampoo treatment (lice)
- Vomiting and/or diarrhea has not re-occurred in the 12 hours before school starts in the morning.

### Coronavirus (COVID-19)

COVID-19 is thought to spread mainly through close contact from person to person.

You can take steps to slow the spread:

- Stay home when you are sick
- Maintain good social distance.
- Wear a well-fitting mask covering your nose and mouth when indoors
- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol
- Avoid touching your eyes, nose, or mouth
- Cover coughs and sneezes with a tissue, then dispose of the tissue. If tissue is unavailable, cough or sneeze into your elbow
- Clean and disinfect surfaces and objects regularly

### COVID-19 Isolation & Quarantine

A. Students/faculty with confirmed COVID-19 may return to school when they have met all of the

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NEW

following criteria set by the CDC:

1. At least 24 hours without fever (without taking fever-reducing medication)
2. Improvement of symptoms)
3. 10 days have passed since symptoms first appeared

If the individual tests positive and is asymptomatic, he or she may return after ten days have passed since a positive test.

**B.** Unvaccinated students/faculty who have had close contact with a person with confirmed COVID-19 should quarantine for a minimum of 7 days after last exposure. In order for an individual to return after day 7, he or she must test negative for COVID-19 on day 5 with a PCR test (not the rapid test). If the individual chooses not to be tested, he or she may return to campus after day 10 of quarantine.

The CDC has updated its definition of a close contact for K-12 indoor classroom settings to exclude students who were within 3 to 6 feet of an infected student if both the infected student and the exposed student(s) wore well-fitting masks the entire time. As long as students consistently wear masks indoors, they will not have to quarantine if they are exposed to a student with COVID-19 on campus.

In all other situations, and for teachers, staff, or other adults, close contact is defined as less than 6 feet for more than 15 minutes in 24 hour period, irrespective of whether the person with COVID-19 or the contact was wearing a face covering.

Per CDC guidance, fully vaccinated individuals do not need to quarantine after exposure to a positive case of COVID-19 unless they have symptoms. Also, those who have tested positive for COVID-19 within 3 months of an exposure do not need to quarantine unless they have symptoms.

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## In Case of Injury

Please notify the office and the school nurse whenever your child sustains an injury. If the injury occurred at school, be sure the school is aware of the circumstances so that potential safety issues may be identified and addressed.

Students with the following injuries or illnesses must present a note from their physician releasing them to participate on an athletic team and/or to return to P.E.

- Diagnosed concussion
- Mononucleosis
- Fractured (broken) bone(s)

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## Administering Medicine

All medications will be stored by the school nurse in the health clinic. No student may have prescription or non-prescription drugs in his or her possession on school grounds.

Prescription medication brought to school **MUST** be in the original pharmacy container, labeled by the pharmacist. The label must include:

- Student's Name
- Physician's Name
- Dosage
- Name of Drug
- Date prescription filled

Prescription drugs to be administered at school must be accompanied by a written or emailed request, signed and dated by a parent or legal guardian.

The nurse's office maintains certain **over-the-counter medications**. If your child may need an over-the-counter medication while in school, please submit the **OTC Medication Form**.

All students with severe allergies must have an **Allergy Action Plan** on file with the nurse. Students with EpiPens must keep one EpiPen in the nurse's office.

All students who have asthma or respiratory distress syndrome must have an **Asthma Action Plan** on file with the nurse.

Students with inhalers may keep them in the nurse's office or may carry them in their backpacks. If carried in the backpack, the nurse **must** have a written order stating that the student can self-medicate.

In any case where it is believed a student needs medical attention, the school nurse will call the parents. Parents are expected to respond immediately.

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## Concussion Policy

When a student is medically diagnosed with a concussion, he/she must return a physician-signed **Concussion Return to Play** form to the school nurse in order to resume PE/athletic activities. All health forms can be found online at [stes.org>parent resources>health](#).

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## Notification

Please notify the office and the school nurse if you will be leaving your children in the care of another individual (e.g., when traveling out of town). Accurate contact information is vital in the case of illness, accident, or emergency.

# Section 6

## Personal Appearance/Uniforms

### Dress Code

The STE school uniform and its underlying dress code regulations are designed to ensure a common set of neatness, modesty, safety, and hygiene standards for our students. In addition, they are in place to provide consistent and simple expectations for the students and their behavior.

Parental support for and enforcement of the dress code and uniform are essential. Please see the dress code on the following pages for the required uniform for each grade.

1. Students are encouraged to be responsible for their belongings. *Please clearly mark all articles of clothing with the student's name.*

2. Students must arrive, depart, and remain in proper school uniform while on campus.

3. Students going to a sponsored athletic event or practice may, at the discretion of the coach, dress in an approved athletic uniform before leaving campus.

4. Students who are persistent violators of uniform regulations will be sent home to comply.

### Uniform Suppliers

Mills Uniform Company supplies all regulation uniform components. All spirit wear are supplied through the on-campus Spirit Store.

#### Mills Uniform Company

3465-A W. Alabama St. @ Marquart St.  
Houston, TX 77027 · 713.524.4700

To order online: [millswear.com](http://millswear.com)  
STE School Code: 8314

### Boys' General Appearance Guidelines

Specific requirements for boys' uniforms appear in the table and photographs on the upcoming pages.

NOTE: The following individuals have the final say on all uniform compliance questions: *Lower*

*School-Erica Maw; Middle School-Ryno Marais; Upper School-Dale King.*

- **Overall Appearance:** Uniforms must be clean and neatly pressed. Tears, holes, frays, etc., in any component of the uniform must be neatly mended.
- **Shirrtails:** Must be tucked in at all times while on campus.
- **Pants:** May not hang loosely about the hips and a belt must be worn at all times when wearing a uniform.
- **Shoes:** Must be worn at all times, must be clean and in good repair. Non-marking only shoes may be worn in the gym.
- **Ties:** Must be properly knotted and pulled up.
- **Jewelry:** No jewelry is permitted other than a watch and a maximum of one ring per hand. If the uniform is worn properly, no necklace should be visible. **Lower School:** no rings.
- **Piercings** of any kind are not permitted.

### Boys' Hair Guidelines

Hair must be cut so that it complements rather than dominates the student's appearance.

1. The hair on the side of the head may not cover the ears at any point. Sideburns will stop at the bottom of the ear.
2. No hair below the collar.
3. Bangs should be trimmed so they do not fall below the eyebrows.
4. **Hair must not be more than two inches long on any part of the head.**
5. Extremes in hair color or style are discouraged and will be dealt with individually when necessary. The Head of School will determine what is deemed extreme.

Students must be clean-shaven at all times. This means:

1. Beards and mustaches are not permitted under any circumstances.
2. No noticeable beard stubble on face or neck.

## Girls' General Appearance Guidelines

Specific requirements for girls' uniforms appear in the table and photographs on the upcoming pages.

NOTE: The following individuals have the final say on all uniform compliance questions for girls: *Lower School*-Erica Maw; *Middle School*-Leah Faucett; *Upper School*-Amy Ernest.

- **Overall appearance:** The uniform must be clean and neatly pressed. Tears, holes, frays, etc., in any component of the uniform must be neatly mended.
- **Skirt length:** Skirts must have a hem which falls to the top of the knee or below.
- **Shoes:** Must be worn at all times, must be clean and in good repair. Non-marking only shoes may be worn in the gym.
- **Jewelry:** No jewelry is permitted other than stud or small hoop earrings (one per ear), a watch, and a maximum of one ring per hand. Bracelets should not be a distraction (by number or noise). If the uniform is worn properly, no necklace should be visible. **Lower School:** no rings or bracelets. Small/stud earrings and necklaces are permitted.
- **Makeup: Lower School:** Wearing makeup at school is not permitted. Nail polish must be clear.
- **Makeup: Middle/Upper School:** Makeup should be imperceptible. Nail polish must be clear.
- **Hair:** Extensions, feathers, very large bows, bandannas, and extremes in hair color or style are not permitted. The Head of School will determine what is deemed extreme. Bows and headbands must be of a tasteful size and design. Headbands with animal ears are prohibited.

## Uniform Changes Due to COVID-19

### Masks

When STE's COVID Level is Substantial or High, students, faculty, and staff must wear masks while indoors on campus. Masks include non-medical grade disposable face masks or cloth face coverings (over the nose and mouth).

Parents must supply masks that are school appropriate. Masks should not be distracting in or out of the classroom. This includes masks with messaging or images that are political, outlandish, inappropriate, or offensive. Masks should be neatly

maintained, free of holes or tears, and washed daily. Students should not write on or otherwise alter their masks from the original design.

Neck gaiters and masks with exhalation valves are prohibited. Students should bring a storage bag with their name on it to store their masks during activities such as PE and dance class.

The school will have disposable masks in the event a student forgets, loses, or breaks his/her mask.

### Temporary Uniform Changes

The following changes apply to Middle and Upper School students only for the 2021-2022 school year:

- Boys may wear either their blue polo or their blue oxford shirt and tie five days a week. If a boy wears his oxford shirt, he must wear a tie.
- Girls may wear either their blue polo or their blue oxford shirt five days a week.

### Cold Weather Attire

On extremely cold days (daytime temperatures 49 and below) students may wear warmer outerwear *over their regulation uniforms*. Approved attire includes jackets or approved STE Spirit Wear. Lower School students may wear jackets of solid color without embellishments. Fourth and fifth grade girls may wear a white turtleneck underneath their blouse. Girls may wear solid, navy, white, or black knee socks, leggings, or tights under skirts. **NO pajama or sweat pants. No boots or Uggs. Please refer to shoe regulation policy. Parents of students wearing inappropriate attire will be notified.**

### Spirit Wear

#### Spirit Store

The on-campus Spirit Store offers a wide array of Spirit Wear apparel and accessories. Approved sweatshirts and hoodies may be worn as outerwear with the school uniform.

#### STE Spirit Wear Days

STE Spirit Wear Days typically fall on the last day of a marking period. On designated Spirit Wear Days, students may wear Spirit Store t-shirts and polos, or other official STE shirts, such as those sold by the band, TAPPS, or an STE sanctioned club. *However, sports apparel worn for practice and/or games is not allowed.*

# Boys' Uniform Regulations

|                                  | K-5  | 6-8  | 9-12  |
|----------------------------------|--|--|---|
| <b>Pants</b>                     | Regulation, plain khaki<br><b>No baggy or skinny styles</b>  | Regulation, plain navy   | Regulation, plain khaki   |
| <b>Walking Shorts</b>            | Regulation, plain khaki  | Regulation, plain navy   |   |
| <b>Undershirt</b>                | Only solid white undershirts may be worn ( <i>no colors, lettering, or emblems allowed, and sleeves not longer than the uniform shirt</i> )  |  |   |
| <b>Polo shirt</b>                | Regulation navy with embroidered STE emblem (not a patch)<br>Short or long sleeves<br><i>For grades 1-5, worn Tuesday-Friday</i>   |  |   |
| <b>Oxford Shirt</b>              | Button-down blue oxford ( <i>tucked in at all times</i> )<br>STE emblem embroidered<br>Short or long sleeves<br><i>Must be worn on Mondays grades 1-5 only</i>   | Button-down, oxford ( <i>tucked in at all times</i> )<br>STE emblem embroidered<br>Short or long sleeves<br><i>For 2021-2022 only, students may wear either the oxford shirt and tie or performance polo shirt M-F</i> | Button-down oxford ( <i>tucked in at all times</i> )<br>STE emblem embroidered<br>Short or long sleeves<br><i>For 2021-2022 only, students may wear either the oxford shirt and tie or performance polo shirt M-F</i> |
| <b>Performance polo shirt</b>    |  | Light blue ( <i>tucked in at all times</i> )<br><i>For 2021-2022 only, students may wear either the oxford shirt and tie or performance polo shirt M-F</i>   | Navy blue ( <i>tucked in at all times</i> )<br><i>For 2021-2022 only, students may wear either the oxford shirt and tie or performance polo shirt M-F</i>   |
| <b>Tie</b>                       | Regulation school tie with emblem<br><i>Worn on Mondays grades 1-5 only</i>  | Regulation school tie with emblem worn with oxford shirt<br>No tie with polo shirt   |   |
| <b>Belt</b>                      | Brown or black leather, simple buckle  |  |   |
| <b>Socks</b>                     | Solid white, black, brown, or navy socks, no emblems, logos, or patterns of any sort   |  |   |
| <b>Shoes</b>                     | Below the ankle leather loafer, oxford, or topsider in navy, black, or brown, or athletic shoes in the predominant color of dark blue, navy, brown, black, white, or gray  |  |   |
|                                  | <b>Restrictions</b><br>A limited amount of neon or bright color is permitted. Avoid decorations and embellishments on shoes and laces. No sandals, flip-flops, Crocs, moccasins, boots (K-5), high-tops, or any shoe considered unsafe or unconventional. Only non-marking shoes allowed on gym floor. Boots without laces are acceptable for 6-12 |  |   |
| <b>Mask</b>                      | <b>Required when STE's COVID Level is Substantial or High.</b> School appropriate, non-medical grade disposable face masks or cloth face coverings (over the nose and mouth). No neck gaiters or masks with exhalation valves  |  |   |
| <b>Optional jacket/outerwear</b> | On extremely cold days (daytime temperatures 49 and below) students may wear warmer outerwear over their regulation uniforms. Approved attire includes jackets or approved STE Spirit Wear. Lower School students may also wear jackets of solid color without embellishments  |  |   |
| <b>Spirit Wear</b>               | Approved, official STE Spirit Wear sweatshirts or hoodies as outerwear   |  |   |

**K-5 Boys**



**1-5 Boys Monday**



**6-8 Boys**

**9-12 Boys**

**K-3 Girls**



**4-5 Girls**



**6-8 Girls**



**9-12 Girls**



# Girls' Uniform Regulations

|                                  | K-3  | 4-5   | 6-8  | 9-12   |
|----------------------------------|--|---|--|--|
| <b>Jumper</b>                    | Regulation plaid<br><i>Embroidered emblem only</i>   |   |  |  |
| <b>Skort/Skort</b>               |  | Regulation blue/black plaid 2-in-1 skort  | Regulation blue/black plaid 2-in-1 knife pleat skirt   | Regulation khaki gabardine box pleat with waistband  |
| <b>Skirt length &amp; shorts</b> | <i>Jumpers and skirts must have a hem and must fall to the top of the knee or below</i><br><b>Privacy shorts MUST be worn under the skirts (not including skorts)</b>  |   |  |  |
| <b>Blouse</b>                    | Regulation white, with Peter Pan collar, short or long sleeves   | Regulation white, cap-sleeve, worn outside skirt<br>School emblem embroidered on left | Regulation oxford cloth, sky blue<br>Short or long sleeves<br><i>Must be tucked in For 2021-2022 only, students may wear either the oxford shirt or performance polo shirt M-F</i>                                     | Regulation oxford cloth, sky blue<br>Short or long sleeves<br><i>Must be tucked in For 2021-2022 only, students may wear either the oxford shirt or performance polo shirt M-F</i> |
| <b>Performance polo shirt</b>    |  |   | Light blue<br><i>Must be tucked in For 2021-2022 only, students may wear either the oxford shirt or performance polo shirt M-F</i>   | Navy blue<br><i>Must be tucked in For 2021-2022 only, students may wear either the oxford shirt or performance polo shirt M-F</i>  |
| <b>Optional vest/weskit</b>      |  |   | Optional, regulation navy v-neck sweater vest or weskit  |  |
| <b>Optional blazer</b>           |  |   | Optional, navy blue  |  |
| <b>Socks/Tights</b>              | <b>Socks:</b> solid white, navy, or black knee-high or short. No emblems, logos, or patterns<br><b>Tights:</b> navy, white, or black (solid, no patterns)<br>On extremely cold days (daytime temperatures 49 or below), Lower School students may wear solid, navy, white, or black knee socks, leggings, or tights under skirts                           |   |  |  |
| <b>Shoes</b>                     | Below the ankle oxford style, or "Mary Janes" in navy, black, or brown, or "saddle oxfords" in black/white or blue/white, or athletic shoes in the predominant color of dark blue, navy, brown, black, white, or gray. Only non-marking shoes allowed on gym floor   |   | Below the ankle leather loafer, oxford, or topsider in navy, black, or brown, or athletic shoes in the predominant color of dark blue, navy, brown, black, white, or gray. Only non-marking shoes allowed on gym floor |  |
|                                  | <b>Restrictions:</b> A limited amount of neon or bright color is permitted. Avoid decorations and embellishments on shoes and laces. No heels higher than 1", sandals, flip-flops, Crocs, moccasins, boots, high-tops, Uggs, or any shoe that is considered unsafe or unconventional. No backless shoes (K-8). Only non-marking shoes allowed on gym floor |   |  |  |
| <b>Mask</b>                      | <b>Required when STE's COVID Level is Substantial or High.</b> School appropriate, non-medical grade disposable face masks or cloth face coverings (over the nose and mouth). No neck gaiters or masks with exhalation valves  |   |  |  |
| <b>Optional outerwear jacket</b> | On extremely cold days (daytime temperatures 49 or below) students may wear warmer outerwear over their regulation uniforms. Approved attire includes jackets or approved STE Spirit Wear. Lower School students may also wear jackets of solid color without embellishments   |   |  |  |
| <b>Spirit Wear</b>               | Approved STE Spirit Wear sweatshirts or hoodies. <i>May be worn as outerwear only.</i>   |   |  |  |

NEW

NEW

NEW

### Girls - Appropriate Bottoms

- Shorts are permitted *for Lower School only* and must be fingertip length
- Capri pants/slacks permitted in all grades
- **Jeans**, but not tight, low riding, or ripped
- **No** sweat pants, athletic shorts, or athletic warm-ups
- **No** tutus or short skirts (must be fingertip length)

### Boys - Appropriate Bottoms

- Shorts permitted for Lower and Middle School only and *must be no shorter than two inches above the top of the knee*
- Jeans, pants, or slacks, but not tight, low riding, or ripped
- **No** sweat pants, athletic shorts, or athletic warm-ups

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## Free Dress Attire

**IMPORTANT NOTE:** *All guidelines for general appearance and footwear regulations apply.* In addition, free dress attire must comply with the underlying dress code standards of neatness, modesty, safety, and hygiene.

Anyone inappropriately dressed will be sent home to change into school uniform.

### Girls

- Shorts are permitted *for Lower School only* and must be fingertip length
- Capri pants/slacks permitted in all grades
- **Jeans**, but not tight, low riding, or ripped
- **No** sweat pants, athletic shorts, or athletic warm-ups
- **No** tutus or short skirts (must be fingertip length)
- Tops must completely cover shoulders, midriffs, and cleavage, and should not be too tight. Midriff should remain covered even when arms are raised above the head.
- Tops may be solid, striped, or floral. *Pictures and writing are not permitted*
- Spirit Store t-shirts and polos, or other official STE shirts, such as those sold by the band, TAPPS, or an STE sanctioned club. *However, sports apparel worn for practice and/or games is not allowed*

### Boys

- Shorts permitted for Lower and Middle School only and *must be no shorter than two inches above the top of the knee*
- Jeans, pants, or slacks, but not tight, low riding, or ripped
- **No** sweat pants, athletic shorts, or athletic warm-ups
- Polo shirts are acceptable, as are any button-down, collared shirts
- Polo shirts and button-down, collared shirts must be tucked in at all times
- Spirit Wear Store t-shirts and polos, or other official STE shirts, such as those sold by the band, TAPPS, or an STE sanctioned club. *However, sports apparel worn for practice and games is not allowed*
- Shirts should not be too tight. Midriff should remain covered even when arms are raised above the head.

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## Highland Dance

Ballet or highland dancing shoes: Optional for grades K–4. Required for those dancers performing in Sounds of Scotland.

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## Dress Code After School

Students should remain in full uniform if staying on campus after dismissal unless involved in a sport practice/game.

# Section 7

## Code of Conduct: Responsibilities and Consequences

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### Discipline Philosophy

According to the school's mission statement, one of the primary goals of education at Saint Thomas' is to *form honorable men and women*. With that in mind, discipline is meant to teach and correct. We want our students to learn from their mistakes so they do not repeat them, and to accept responsibility for their behavior. We also want them to understand that wrong actions lead to serious consequences; therefore, they must think before they act.

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### Good Discipline a Partnership

Good discipline is a partnership between the parents and the school. For this partnership to be successful, it is essential that parents stay informed about school policies and procedures.

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### Honor Code

For its validity, the Honor Code of STE rests on the truth of God's word in the Bible, especially the Ten Commandments, the foundation of our ethical judgments. To follow this truth makes people honorable.

#### Duty towards God

Here we try to do our duty towards God, giving an opportunity for the community to show our love and trust in Him:

- To worship Him;
- To give Him thanks;
- To call upon Him;
- To honor his Holy Name and His Word; and serve Him truly all our days.

#### Duty towards our neighbors

We try to do our duty towards our neighbors:

- To love them as ourselves;
- To do unto all others as we would have them do unto us;
- To love, honor, and succor our parents;
- To honor and obey the civil authority;
- To hurt nobody by word, work, or deed;

- To be true and just in all our dealings;
- To keep our hands from picking and choosing and our tongues from evil speaking, lying, and slandering;
- To keep our bodies in temperance, sobriety, and chastity; and to learn and labor truly to get our own living.

### Honor Offenses - Upper School

Any Upper School student who observes another commit an Honor Offense shall report it to the Honor Council faculty sponsor.

Honor offenses are lying, cheating, stealing, and academic dishonesty. They are formally defined here:

#### LYING

is defined as presenting a false impression or giving false information to another person.

#### STEALING

encompasses, but is not limited to, the taking of another person's property without right or acknowledgment.

#### CHEATING

encompasses, but is not limited to, giving or receiving any unauthorized information on any quiz, test, examination, or other written work. Plagiarism is a form of cheating. Plagiarism is the representation of another's words or ideas as one's own, that is, without quotation marks, footnotes, or some form of citation.

#### SOME EXAMPLES ARE:

Deception; the use of talking, signs, or gestures during a quiz; copying from another student or allowing copying of an individual assignment; passing test or quiz information during a class period or from one class period to members of another class period with the same teacher; submission of pre-written

writing assignment at times when such assignments are supposed to be written in class; illegally exceeding time limits on timed tests, quizzes, or assignments; unauthorized use of study aids, notes, books, data, or other information; computer fraud; sabotaging the projects or experiments of other students.

#### **ACADEMIC DISHONESTY**

encompasses, but is not limited to, knowingly giving or receiving information or assistance on any graded work which is understood to be an example of individual effort.

### **Honor Code Applicability**

The Honor Code applies to all grades in varying degrees. The Honor Code is in effect for all school activities.

#### **LOWER SCHOOL**

Students in the Lower School will be educated in the spirit, meaning, and word of the Honor Code. They will be taught and held accountable to the best of their increasing understanding so they will be prepared to live and function under the Code as they progress through STE.

#### **MIDDLE SCHOOL**

Students should write and sign the statement below on all academic work:

"I pledge that I have neither given nor received unauthorized assistance on this work."

Honor code infractions shall be addressed by the teacher and the Head of School. A student who violates the Honor Code will suffer consequences in accordance with school rules at the discretion of the Head of School/Headmaster; please see *Middle School-Specific Discipline*. Consequences may include suspension or expulsion.

#### **UPPER SCHOOL**

Students should write and sign the following statement on all academic work:

"I pledge that I have neither given nor received unauthorized assistance on this work."

The Upper School Honor Council reviews Honor Code violations and makes recommendations to the Headmaster, where final appeal rests.

A student who violates the Honor Code will suffer consequences in accordance with school rules at the discretion of the Headmaster. Consequences may include suspension or expulsion.

### **Upper School Honor Council**

The Upper School Honor Council has two purposes:

#### **JUDICIAL**

The Council will review and judge any case that comes before it concerning violations of the Honor Code. Recommendations will be made to the Headmaster, where final appeal rests.

#### **EDUCATIONAL**

The Honor Council will discuss the Honor System at the beginning of the year at a student assembly, and at any other appropriate time.

The Honor Council shall be made up of eight (8) members; four (4) seniors and four (4) juniors. The Headmaster and homeroom teachers of the ninth, tenth, and eleventh grade classes nominate junior students at the beginning of each year. Upper School students then vote on the list of nominees. Elected juniors serve for two years.

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### **Plagiarism**

Plagiarism occurs when a student fails to give proper credit to a source or when the work product of another student or source is bought or "borrowed." Depending on the severity of the offense, penalties for plagiarism range from rewriting a paper to give proper credit to omitted sources, to receiving a zero on a paper and suspension from school.

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### **Cheating**

#### **Grades 1–5:**

Students will be punished for cheating offenses on a case by case basis as deemed appropriate by the Head of School or Headmaster.

## Grades 6–12:

### FIRST OFFENSE:

The student will receive a zero on the examination or academic work, a "D" in conduct, and will be reported to the Head of School for disciplinary action.

### SECOND OFFENSE:

The student will receive a one-week suspension plus the punishment outlined under First Offense, and report to the Headmaster.

### THIRD OFFENSE:

The student will receive a two-week suspension plus the punishment outlined under First Offense and the cheating violation will be entered as part of the permanent record.

### FOURTH OFFENSE:

The student will be expelled from school and the violation will be entered as part of the permanent record.

## Obtaining Advance Copies of Exams

Students who obtain copies of examinations prior to the exam date by any method whatever will be punished for cheating as above. Exceptions will be made for those who inadvertently come into possession of an examination and return it promptly to the authorized teacher or Headmaster. **Students caught stealing test(s) will be punished with the third level cheating offense guidelines.**

Unless specifically noted by a teacher, prior years' tests may be used as study guides.

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## Bullying

Bullying is manifested in various ways: abusive language, offensive name calling, acts or threats of physical abuse, vandalism, theft, or destruction of property. Bullying violates a person's sense of worth and his or her immeasurable value to God. Bullying in all forms inhibit a person's ability to feel safe in our school. Therefore, bullying of any form (including bullying due to mask choices) will not be tolerated at Saint Thomas' Episcopal School. Reported instances of bullying will be communicated to parents of any affected students. Positive

interventions such as counseling, mediation, and conflict resolution steps to address instances of bullying are always preferred, however, violators are subject to disciplinary actions.

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## Conduct Grade Scale

- A** Generally well disciplined in class and dependable in following instructions given by the teacher.
- B** Requires some discipline, but usually dependable in following instructions given by the teacher.
- C** Is disruptive in the classroom and requires more than normal discipline. Conduct needs improvement.
- D** A disturbing influence in the class and requires constant discipline. All students receiving this grade will appear before the Headmaster to explain their poor conduct. The student may be suspended.
- F** Failure. This grade is given by the Headmaster after conference with the student's teacher. This grade would indicate the possibility of expulsion from the school.

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## Lower School Discipline

Every individual deserves to be treated with dignity and respect as made in the image and likeness of God. Furthermore, the learning process is enhanced in a physically and emotionally safe environment. The Saint Thomas' Episcopal Lower School seeks to establish clear, consistent, and predictable academic and behavioral expectations across grade levels and classrooms to ensure this physically and emotionally safe environment. We embrace restorative discipline in which students ultimately learn from their mistakes, accept responsibility for their actions and choices, develop empathy for others, and find a solution to correct these mistakes.

Effective restorative discipline hinges on the trifecta of students, parents, and teachers. Lower School educators work with parents and students to teach self-control, respect for others, and good manners. Developing this self-discipline is key to student success. With the goal of supporting students and parents in developing self-control developmentally appropriate for each grade level,

students will observe the following policies:

1. Obey adults respectfully and immediately. Follow all given directions.
2. Listen when others are talking, including classmates.
3. Keep hands, feet, and objects to yourself.
4. Work quietly and do not disturb others.
5. Show respect for school and personal property by handling materials appropriately.
6. Work and play in a safe manner.
7. Build up classmates and support them.

## Discipline Plan

STE's core values include Honor, Christian Faith, Love, Discipline, Excellence, and Respect. Our students will make mistakes, but it is our duty to guide them in recognizing unacceptable behaviors and help them develop actionable plans for growth. These plans should aid students in accepting responsibility for themselves and develop our core Christian values.

Inappropriate Lower School behavior falls into three categories or levels of offenses. Most discipline in Lower School is handled by the classroom teacher; however, repeated violations and extreme cases of poor behavior will be documented and addressed by the Head of Lower School.

The sections below outline ordinary disciplinary routines. However, the school reserves the right to adapt sanctions to varying circumstances. In many cases, disciplinary norms are applied in ways that reflect our assessment of the student's emotional maturity and understanding of right and wrong. Such discretion is especially appropriate in disciplinary matters involving younger students, who do not have the same awareness of their actions as we expect of students in upper grades.

### Level I Offenses

- Level I Offenses are handled exclusively by the classroom teacher.
- All teachers will clearly communicate the specific behavioral expectations for their classrooms and consequences to both the students and parents.
- The parent/guardian can be contacted if needed.

#### EXAMPLES OF LEVEL I OFFENSES

- Failure to follow directions

- Disrupting a lesson
- Excessive talking
- Inappropriate laughing/sneering
- Mild teasing
- Mild inappropriate language
- Eye rolling
- Interrupting others
- Tardiness
- Mild name-calling
- Misuse of materials
- Getting out of his/her seat

### Level II Offenses

- Level II Offenses are handled by the student's teacher with documentation of behavior and consequence. Furthermore, the teacher can receive assistance from the Head of Lower School.
- The parent/guardian is contacted by the teacher via a Disciplinary Referral.
- A student's conduct grade drops by one third of a letter grade (e.g., from A to A-) for each Disciplinary Referral issued.
- After the issuance of three Disciplinary Referrals in a quarter, detention will be served with the Head of Lower School.

#### EXAMPLES OF LEVEL II OFFENSES

- Back talking/Arguing with an adult
- Inappropriate gestures/language
- Refusing to work or participate
- Open defiance
- Inappropriate writing or pictures
- Taunting
- Physical fight without injury
- Throwing objects
- Hitting/Hands on others
- First cheating offense

### Level III Offenses

- Level 3 Offenses are handled by the Head of Lower School.
- Teachers will send the student to the Head of Lower School to complete a Take Responsibility Form. The student will not return to his or her classroom until this task is complete and discussed. The form is to be signed by a parent and returned the next school day.
- The parents will be contacted by administration and an appropriate consequence will be given. These may include detention, suspension, conferencing for disciplinary intervention, devising a Behavioral Action

Plan, or disciplinary probation.

#### EXAMPLES OF LEVEL III OFFENSES

- Physical fighting with injury
- Ethnic slurs
- Racist imagery or representations
- Obscene gestures
- Inappropriate touching
- Damaging property
- Direct and willful disobedience of school rules and policies
- Disrespect for authority
- Battery against a student
- Bullying (Consistent Harassment)
- Threatening bodily harm
- Stealing
- Pulling the fire alarm
- Excessive truancy
- Multiple cheating incidents

### Detention

Note that a 4th or 5th grade teacher may assign detention as an immediate response to more serious transgressions. When a detention is issued,

- It must be served during the weekly detention facilitated by the Head of Lower School.
- The student's conduct grade drops a full letter grade (e.g., from A to B).
- A notification is sent home to the parent describing the event causing the detention.

### Ancillary Classes and Recess

Ancillary teachers follow the same level system of offenses as the classroom teacher. The ancillary teacher can report behavior problems to the classroom teacher and parents via a Disciplinary Referral. Each student receives a conduct grade from their ancillary teachers, independent of their homeroom/academic conduct grade. As stated above,

- A student's conduct grade drops by one third of a letter grade (e.g., from A to A-) for each Disciplinary Referral issued.
- After the issuance of three Disciplinary Referrals in a quarter, detention will be served with the Head of Lower School.

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## Middle School-Specific Discipline

While the Middle School shares a common set of discipline rules with the Upper School, the unique characteristics of middle schoolers require some additional procedures.

## Middle School Classroom Misbehavior - Pink Slip Procedure

The pink slips are used in the Middle School for minor, specific-event infractions (e.g., talking without permission, disobedience, coming to class unprepared) occurring during the school day. When a Middle School student misbehaves, the teacher can respond to a student's actions with redirection and refocus. When these initial efforts do not work, a teacher takes the following actions:

- The teacher fills out an online pink slip Middle School Community Standards Violation form that includes a description of the behavior and Core Value violated.
- The academic teacher alerts the family and homeroom teacher of the event via online notification.
- A pink slip results in the lowering of that student's conduct grade by one third of a letter grade (e.g., from A to A-). All students start with a conduct grade of A+.
- Students receiving three pink slips in a marking period will also receive a detention from the homeroom teacher.

Detention: Note that a teacher may use detention as an immediate response to more serious transgressions or when a student does not respond to the enforcement of classroom expectations. When a detention is issued,

- It must be served during the weekly detention facilitated by the Head of Middle School.
- The student's conduct grade drops a full letter grade (e.g., from A to B). All students start with a conduct grade of A+.
- A notification is sent home to the parent describing the event causing the detention.
- If a student receives two pink slips within the same day, then a detention will be issued. Before a detention is issued the Head of School will investigate the incidents and decide whether or not the detention should take place.

### Middle School Behavioral Review

As the school year develops, teachers reflect on the behavioral performance of each student in the classroom. Every four to

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five weeks teachers will determine whether general behavior warrants the decrease or increase of a student's conduct grade. Should a teacher determine the need for a change in conduct, he or she takes the following actions:

- The teacher sends home a notification to alert parents of the overall concerns and the opportunity to improve the conduct grade (if applicable).
- The teacher notifies the homeroom teacher so that further discussion may occur outside the classroom to make a plan for improving low conduct and to celebrate conduct improvements.

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## Middle and Upper School Discipline And Remediation

Middle and Upper school students have a special obligation to meet STE's high standards of personal conduct that are required both on campus and off campus at school-sponsored activities. Violations in other off-campus circumstances may also (depending on the circumstances and severity of the violation) lead to disciplinary action.

The higher the grade level, the greater the expectations are for proper conduct. Respect for younger students, classmates, elders, faculty, administrators, and all other STE employees and guests is customary and expected; foul language, rough play, sloppy appearance, and discourtesy fall outside the boundaries of an STE student's behavior. Older students are expected to be role models for younger students. All students should seek to be helpful to one another whenever possible. Excessive noise and disruptive behavior are inappropriate inside the school facilities.

Punishment for disciplinary offenses may range from a verbal warning for more minor offenses to detention, suspension, loss of privileges, or expulsion for more serious misconduct. The punishment meted out will depend upon a variety of factors including, but not limited to, the severity of the misconduct, the student's overall discipline record, the student's overall performance, and the student's positive contribution to STE. Repeated violations may result in a Level I offense being treated as a Level II offense, or a Level II offense being treated as a Level III offense.

The following is a non-exhaustive list of disciplinary offenses broken into three levels. The

discussion and list that follow do not in any way limit what has been said in this section with respect to discipline, re-enrollment, and the school's honor code, policies, and standards of conduct.

### Level I Offenses

Level I offenses, which typically result in a verbal warning, a pink slip, or one hour of detention, include, but are not limited to:

- Tardiness to classes, as well as chapel
- Use of profanity
- Disruptive behavior
- Bullying - first documented offense
- Lack of courtesy
- Unapproved cell phone use during the school day
- Littering
- Dress code violations
- Gum chewing
- Violations of the *Acceptable Use of Technology Policy* listed below. Violations will also result in temporary loss of campus computer privileges.
  - Playing or downloading games, downloading music, and participating in online chat rooms
  - Accessing email without express authorization
  - Loading, downloading, saving, or installing any type of software or material

### Level II Offenses

Level II offenses, which result in multiple hours of detention or suspension, include, but are not limited to:

- Violation of off-campus privileges, e.g., Senior Lunch
- Bullying - second documented offense
- Disrespectful behavior toward any community member
- Overt expressions of affection on campus or at school functions
- Unauthorized possession of school keys
- Skipping class, chapel, or other school gatherings
- Tampering with fire alarms or other security devices or using smoke generators
- Use or possession of tobacco or vaping materials in any form
- Possession of replica, inoperable, toy, or model weapons
- Disrespectful or unsportsmanlike conduct

directed at players, coaches, game officials, or visitors from other schools

- Violations of the Honor Code
- For Middle School, three detentions in a quarter will result in an in-school suspension

### Level III Offenses

Level III offenses, which result in suspension or expulsion, include, but are not limited to:

- Fighting
- Violent physical contact (life-threatening)
- Bullying - third documented offense
- Extremely disrespectful behavior
- Defiance of authority
- Violations of the Drug and Alcohol Policy
- Violations of the Weapons Policy
- Stealing
- Vandalism
- Commission of a felony on or off campus
- Violations of the *Acceptable Use of Technology Policy* listed below:
  - Attempting to access or alter the main network operating system or settings
  - Circumventing the school's web filter to access blocked websites
  - Computer/network use designed or intended to hurt, embarrass, or cause harm to another
  - Modifying computer hardware, software, or network settings or configuration in any way
  - Accessing websites which feature inappropriate content, including pornography and other violations as listed in Section 3/Communication under Technology and Social Media Policies.
- Hazing
- Repeated failure to attend class or serve detentions
- Negligent or dangerous driving on or near campus
- Other conduct that impairs the quality of life at Saint Thomas', that is detrimental to the school's reputation, or endangers others as determined by the Headmaster.

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### Drug and Alcohol Policy

STE views the use of alcohol or illegal drugs,

and the misuse and abuse of legal drugs and inhalants, as detrimental to the physical and psychological health of its students. The school does not teach or accept the concept of "responsible use" of alcohol for those under 21. The school actively discourages its students from the use of illegal drugs, misuse or abuse of legal drugs and inhalants, and all drinking, on or off campus.

As used throughout this policy, "alcohol" means any alcoholic beverage as defined under Texas law; "illegal use of alcohol" means any use of alcohol that would violate Texas law; "illegal drugs" means any drug or controlled substance whose possession or use by a student would be prohibited under federal or Texas law; and "misuse and abuse of legal drugs" means any use of prescription or over-the-counter drug that does not comply with the direction of the manufacturer or prescribing physician.

### Reasonable Suspicion Testing

Any student may be required by the Headmaster or his designee to submit to a drug or alcohol test at any time upon reasonable suspicion that a violation of the school's policy exists or has occurred. Reasonable suspicion includes, but is not limited to:

- Observation of illegal drug or alcohol use
- Possession of illegal drugs, alcohol, or drug paraphernalia
- Personal observation concerning the appearance, speech, or behavior of the student that may indicate the effects of drug or alcohol use
- Reasonable belief that the student has engaged in conduct, either on or off school property, that involves the sale, delivery, possession, or use of an illegal drug or alcohol; or the arrest, charge, or prosecution of a student engaging in delinquent conduct as defined under Section 51.03 of the Texas Family Code if the underlying conduct involves the sale, delivery, possession, or use of an illegal drug or alcohol
- Information provided by a reliable and credible source, as determined by the Headmaster
- All drug and alcohol testing will be conducted in accordance with approved procedures and in a manner which is sensitive to the student's interests in privacy, dignity,

and confidentiality. Prior to conducting any drug or alcohol testing, a reasonable effort will be made to inform the student's parent or guardian. When feasible, the parent or guardian will be given an opportunity to be present during the testing if he/she can arrive within a short period of time.

### **Positive Test Results**

Students who test positive for drug and/or alcohol use will be subject to disciplinary action up to and including suspension or expulsion.

### **Return to School Testing**

A student who has been suspended as a result of a violation of this policy shall be required to submit to a drug/alcohol test prior to returning to school.

### **Consequences of Refusal to Consent to Testing**

Refusal to submit to a reasonable suspicion or return-to-school drug/alcohol test, or failure to cooperate fully as directed during the testing procedure, is considered a violation of this policy. The student is subject to the same disciplinary action enforced when submitting a positive sample up to and including suspension or expulsion. Failure to provide an adequate test sample without a valid medical reason or engaging in conduct that obstructs the collection process is considered as a refusal to test.

### **Costs**

STE will pay the cost of any drug/alcohol test that it requires or requests of any student. Any additional tests requested by the student will be paid for by the student.

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## **Weapons Policy**

The STE weapons policy includes but is not limited to guns, stun guns, air soft guns, knives, self protective devices, ammunition, stink bombs, fire works, or aerosols. Furthermore, possession of toy, model, inoperable, or replica weapons is strictly prohibited on campus grounds (including parking lot) or at school sponsored events.

These items are not allowed on campus at any time for any reason. Any student violating this rule will be suspended for a minimum of three days and may be expelled. Further, students who are

involved in an incident involving weapons off campus may be suspended or expelled.

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## **Misconduct Occurring Off School Property**

A student may be subject to disciplinary action based on conduct occurring off school property even if the student is not attending a school-sponsored or school-related activity. If the Headmaster or his designee has reasonable evidence that a student has engaged in delinquent conduct as described in Section 51.03 of the Texas Family Code, and believes the continued presence of the student in the regular classroom threatens the safety or emotional well-being of other students or teachers, discipline up to and including suspension or expulsion may be enforced.

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## **Detention**

Detention takes priority over all other activities. Failure to report for detention is considered the same as skipping class and is subject to suspension.

Detention for Lower School will be facilitated weekly by the Head of Lower School. Detention for Middle School will be facilitated weekly by the Head of Middle School. Detention for Upper School will be held as needed.

Students in grades 6-12 are given a written assignment as deemed appropriate by their teacher. Students in grades 6-12 may be called upon by the Facilities Supervisor, or teacher who submitted the detention notice, to pick up trash on school property during the detention period.

Students who reschedule detention for a pre-arranged doctor's appointment must bring a note from the doctor when serving the rescheduled detention.

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## **Suspensions**

### **Lower School**

The Headmaster or Head of School reserves the right to suspend a student when necessary. Lower School suspensions are usually for a one- to three-day period. During an at-home suspension, the student is not allowed to be on campus or attend any school activity. Class work may be completed as outlined in the Lower School Discipline section.

## Middle and Upper School

Suspensions may take one of three forms as deemed appropriate by the Headmaster:

### 1. AT-HOME SUSPENSION

For an at-home suspension, the student is not allowed to attend any school or after school activity or event, or come to campus for any reason. Student receives zeros for all missed work during the suspension period.

### 2. IN-HOUSE WORK DETAIL

Day-long, in-house work detail under the supervision of the Facilities Supervisor. The student:

- may have no contact with other students
- may not sleep or do school work
- must turn in daily homework and any previous day's work by 7:55 a.m. each morning
- must leave school immediately after the school day (i.e., no participation in any school activity is permitted, including sports and other extracurricular activities)
- may take make-up tests and receive credit for their results

### 3. IN-HOUSE ISOLATION

Day-long, in-house isolation in a supervised space. The student:

- may have no contact with other students
- may not sleep or do school work
- must complete a satisfactory essay each day during isolation period
- must turn in daily homework and any previous day's work by 7:55 a.m. each morning
- must leave school immediately after the school day (i.e., no participation in any school activity is permitted, including sports and other extracurricular activities)
- may make up tests and receive credit for their results

Teachers are not obligated to provide make-up lessons or extra help for students who have been

suspended nor should they be inconvenienced in any way because of a student's suspension.

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## Disciplinary Probation

A student may be placed on disciplinary probation for a serious breach of discipline or for persistent minor breaches. He or she will be released from probation at the discretion of the Headmaster after consultation with the student's teachers. A student on disciplinary probation may be denied the privilege to participate in certain school or extracurricular activities.

Disciplinary probation is a warning that a student's behavior must change. Any further breach of discipline or failure to change a pattern of behavior could result in expulsion. Violation of any school policy, including athletic policies, can be considered a violation of probation. Re-enrollment may also be withheld by the school as a consequence of disciplinary probation.

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## Expulsion

The school reserves the right to dismiss any student for blatant disregard for school regulations.

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## Re-enrollment

Students are expected to earn their places in the school each year. Students who continue to have academic difficulty and/or whose behavior is deemed unacceptable may be denied re-enrollment. A student who remains on academic probation for three successive semesters, or whose cumulative GPA falls below 1.0 at the end of a school year, could be asked to withdraw.

The school reserves the right to request the withdrawal of any student who for any reason fails to abide by the school's rules and regulations, or who does not meet its academic requirements or standards of conduct.

See Section 4, Financial Matters, about re-enrollment.

# Section 8

## Physical Education and Athletics

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### Policies

#### Participation

Participation is required for all students enrolled in P.E.

#### NOTE:

Students **without** the *Certificate of Participation-Medical Form* on file are **not allowed** to participate in P.E. classes until the form is submitted to the school nurse. However, these students must still “dress out” for P.E. Students are given 30 days from the start of school to get into compliance.

#### Attendance

Attendance is taken daily at every class. Students will not be excused from P.E. to make-up or finish work for other classes. P.E. teaches students kinesthetic awareness, enables students to practice team work and accountability, and develops fine and gross motor skills and movement patterns.

**Medical Excuse Policy:** Students healthy enough to attend school are expected to fully participate in physical education. To be excused from P.E. the student must have a diagnosed condition or injury **and** have a signed and dated note from their doctor. Notes from parents/guardians will excuse a student from participation, but the student must make-up the class in order to get credit. If a student is medically required to miss numerous classes they will be given an alternative project/assignment related to physical education.

#### Tardies

A student arriving late to P.E. class will be given a tardy and must return to the previous class or the office to obtain a tardy slip before being admitted.

#### Grades

Grades are based on participation. In order to participate, students in grades 6-12 must be dressed in a complete, approved P.E. uniform. Students not dressed in their P.E. uniforms receive a zero for the

day's grade and may not participate in P.E. Conduct grades (A-F) are based on behavior and attitude.

#### Discipline

Good behavior is expected and required of all students. Poor behavior takes time from those students who behave well and denies them the opportunity to learn. A student who is remanded to the sidelines for the duration of the class activity for behavior problems receives a zero for the class grade for the day. Parents will be notified if disruptive behavior continues.

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### Athletic Team Participation

STE offers various competitive sports opportunities to students at all levels. Due to the large number of participants in certain sports, some teams will have traveling squads. A traveling squad is composed of a limited number of players who go to away games. Athletes who do not make their team's traveling squad will suit out for the home games. Traveling squads may change weekly, therefore attendance at every practice is important.

In the event that a student violates team policy set by the athletics department or the team's coach, that student is subject to dismissal from the team.

NOTE: Students **without** the *Certificate of Participation-Medical Form* on file **will not be allowed** to participate on any athletic team. Also, **no student will be allowed to participate until parent has signed the athletic sports contract.**

Team game schedules are posted on Vera-cross sport pages and on the athletics website, [steathletics.org](http://steathletics.org). Check both for updates.

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### TAPPS Rules and Eligibility

The *TAPPS Acknowledgment of Rules for Athletics* form (9th-12th) must be signed and on file with the school. Please refer to the athletic handbook.

# Section 9

## Robinson Memorial Library

The Saint Thomas' library is open to all students and faculty during the academic year.

\$.10 per page.

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### Library Hours

- Monday–Friday: 7:15 a.m.–5:30 p.m.
- Summer and holidays: Closed

**Note:** *The last check out time is ten minutes before the library closes.*

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### Book Loan - Grades K–12

Students may borrow up to two books at a time for six days. Books may be renewed twice to extend the period.

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### Fines and Overdue Books

We encourage our patrons to return books in good condition and in a timely manner so we may all enjoy the library resources.

Overdue and fine notices are distributed periodically to students through their homeroom teachers. Fees will be assessed for damaged or lost books.

Patrons with overdue books, fines, or unacceptable library etiquette will lose their library privileges until the matter is rectified. Students' report cards may be held at the end of the year for overdue books and/or unpaid fines.

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### Library Etiquette

- No food or drinks are allowed in the library.
- Quiet, considerate behavior is expected.
- Any individual in the library must adhere to physical distancing rules. Masks will be required if STE's COVID Level is Substantial or High.

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### Bags in the Library

All backpacks, book bags, and other large bags should be kept out of the aisle or stored in the cubbies provided outside the library door (and not on the floor outside the library).

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### Copy Machine

Students may use the copy machine during regular library hours for school related items only.

More than five (5) pages will result in fees of

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### Networked Computers

#### Acceptable Use Policy

*This policy was acknowledged with enrollment/re-enrollment.* Computer usage in the library is assigned for school work only. Students should follow all STE rules for technology usage in Section 3, Communication.

#### Printing from Library Computers

Students may not print more than 12 pages in the library. Students must ask before printing.

#### Saving Work Created on School Computers

Everything saved on library computers is deleted on a nightly basis. Therefore, students must save their work to a personal pen drive, Google drive or their Veracross file locker.

#### Headphones

Students are encouraged to bring their personal headphones; the library does not have any to lend.

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### World Book Online

These online resources provide students in grades K–12, teachers, and parents unlimited access 24/7 to four research sections: *World Book Advanced*, *World Book Student*, *World Book Spanish Language Encyclopedia*, and *World Book Kids*. Users may access *World Book Online* directly from the library page on stes.org. The user name is stes and the password is *library*.

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### Britannica School

Britannica School provides access to encyclopedia articles, multimedia, primary sources, games, and other learning resources. Students may access Britannica School from the library page at stes.org. The user name is *stestx* and the password is *stestx*.

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### JSTOR

JSTOR is a powerful online research tool with digital academic journals, books, and primary

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sources. Students may access JSTOR directly from the library page on stes.org. The user name is *stes* and the password is *researcher*.

Students may also create their own JSTOR account, at no cost, using the link on the library page on stes.org.

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## GALE

GALE is a collection of databases to use for research. Students do not need a username, they will only need to type in the password (SAINTZ).

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## Noodle Tools

Noodle Tools is an online research paper management platform linked to Google Docs. It helps students to annotate and organize their research through electronic notecards, outlines, etc. Students cite their sources and create online notecards and an outline.

When students type their paper (via Noodle Tools) it is automatically saved to their school Google Docs account. Each user must create an account through the link on the library website.

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## Oxford English Dictionary

Students can remotely access this site with the username STESCHOOL and the password SAINTZ.

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## Christmas & Summer Break Book Collection

All books are collected prior to the Christmas and summer breaks. Students with unpaid fines or unreturned books may receive their report cards only after their library records are cleared.

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## Donations

The library staff welcomes donations of new and “gently used” books, DVDs, and CDs. The librarians will accept materials that complement the current curriculum, collection, and school policy.

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## Individual Student Checkout Hours

### Lower School

Students may use the library before and after school. Students must be accompanied by a parent after 3:30 p.m.

## Middle School

Students may use the library before school, during lunch, and after school until 3:30 p.m. Students must be accompanied and supervised by a parent after 3:30 p.m.

Study hall students may come to the library with a library pass that is signed by the teacher and states the purpose of the visit. No more than three students at a time may visit from study hall. The purpose of the visit should be school related, not for cell phone use or socialization.

## Upper School

Students may use the library before school, during lunch, and after school until 5:30 p.m. Students may visit the library during regular school hours, but must come to the library with a library pass that is signed by the teacher and states the purpose of the visit. The purpose of the visit should be school related, not for cell phone use or socialization.

## After School Care

Lower School students in after school care may visit the library after 3:45 p.m. to return a book or check out a book if they:

- present a valid, signed *library pass*
- return to after school care immediately after completing their business.

Middle School students in after school care may visit the library after 3:45 p.m. to use the computers, use the copy machine, work on homework, return a book, or check out a book if they:

- present a valid, signed *library pass*
- return to after school care immediately after completing their business.

# Section 10

## Upper School Class & Club Fundraising

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### Fundraising/Collection Drive Policy

Faculty, staff, student groups, and individuals wishing to conduct fundraising or collection drives benefiting internal groups or outside organizations during a school year must submit a request to the Advancement Office.

This policy applies to all fundraising and collection drive efforts which benefit school departments, groups, clubs, and teams as well as outside organizations.

Requests must be submitted to the Advancement Office before **August 1** for the fall semester and before **December 1** for the spring semester. The Director of Advancement, in consultation with the Headmaster, will consider all requests in light of the school's mission, values, and goals, then make recommendations to the Development Committee of the School Board, when necessary, for final approval.

Fundraising efforts in response to emergencies and other unanticipated needs (i.e., natural disasters) are exempt from the deadline dates of this policy and shall be considered on a case by case basis. Such efforts must still be approved in advance via the Advancement Office.

The policy of advanced planning benefits all organizations by 1) ensuring all groups have the same time line to submit requests and chance for approval (once per semester); 2) allowing administration to balance approvals among all requesting parties and to schedule events in a way that does not oversubscribe the school calendar; and 3) alleviating last minute requests during the semester that are typically less successful due to insufficient planning and communication.

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### Prom Guidelines

Beginning in the 9th grade and continuing through 12th grade, an annual prom fee is assessed. Classes are encouraged to have a booth at Fall Fair, with the money raised from the booth being deposited into each class's prom fund account. A list of additional, school approved, on-campus fundraisers are:

#### 9<sup>th</sup> Grade

- Fall Fair Booth

#### 10<sup>th</sup> Grade

- Fall Fair Booth
- Chemistry Show

#### 11<sup>th</sup> Grade

- Fall Fair Booth

#### 12<sup>th</sup> Grade

- Fall Fair Booth
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## Fundraising Notes & Guidelines

### Sponsorship:

Class and school-sponsored club fundraising activities must have an adult sponsor who is willing to supervise the activities and the students participating.

### Approval:

Requests for fundraising events and collection drives must be formally submitted in **advance** to the Advancement Office and approved by the Headmaster.

### Scheduling:

Dates for Chemistry Show and Prom are scheduled by school administration in consultation with the appropriate class's room parent.

**Approved** fundraising events which will require use of school facilities will receive facilities request information upon approval. At that point the sponsor must contact Director of Facilities Nancy Graves at [graves.nancy@stes.org](mailto:graves.nancy@stes.org) to request facilities needs.

After events have been approved and confirmed, the Advancement Office will contact the requester.

# Section 11

## Advancement

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### Supporting STE

The Advancement Office works to create and maintain programs that foster ongoing support for the school from a broad base of constituents, including school board, faculty and staff, parents, alumni, alumni parents, grandparents, friends, the Houston community, corporations, and foundations.

Each year, we reach out to the school community and beyond through The Saint Thomas' Fund, special events, alumni relations, and community relations.

Our advancement efforts succeed and grow with the dedicated support of parents, alumni, faculty, staff, and school board. Parent volunteers enrich our students, enhance our events, and unite the STE community in ways faculty and staff could not do alone.

Please contact us with questions and feedback as our advancement efforts grow and expand.

#### **Wendy Ruiz**

*Capital Campaign Consultant / Interim Director of Advancement*  
ruiz.wendy@stes.org  
713.666.3111, Ext. 3142

#### **Katy Lea Todd '07**

*Community Engagement Manager*  
todd.katylea@stes.org  
713.666.3111, Ext. 3142

#### **Casey Scott**

*Advancement Database Specialist*  
scott.casey@stes.org  
713.666.3111, Ext. 3142

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### The Saint Thomas' Fund

The Saint Thomas' Fund is the school's annual giving program, which fulfills needs that cannot be met with tuition dollars alone. A high level of participation from the school board, parents, alumni, faculty, and staff provides a strong base of internal support that helps STE further its mission and goals, which enriches the experience for our students. The entire school community is asked to participate every year. This year's five-week campaign begins September 27 and concludes October 29.

### The Saint Thomas' Fund Committee

A dedicated volunteer committee is the backbone of The Saint Thomas' Fund. The committee is led by an overall Chair, who is supported by class representatives from each grade. Class representatives encourage participation by each family in that class.

Additional information and updates will be available on the website throughout the year under Giving.

**Contact:** Wendy Ruiz, ruiz.wendy@stes.org

**Chair:** Brenda Armstrong

**Vice Chair:** Tony Loayza

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### STE Gala & Auction

The STE Gala & Auction benefits the school's financial aid program, ensuring an STE education is available to all students, regardless of financial ability. Join us on Saturday, February 19, 2022 at the Hotel ZaZa for an evening "Written in the Stars."

The STE Gala & Auction is a dazzling black-tie affair with dinner, dancing, silent, big board, and live auctions. There is also a wine pull, grab bags, and sign-up parties. The evening includes a special live performance from the STE Pipe Band.

We will honor Mike '79 and Donna Cusack at the event with the inaugural Henry L. Walters Outstanding Achievement Award. Join us as we celebrate one of STE's most beloved couples and congratulate Mike for celebrating 50 years at STE.

For ticket and donation information, visit [stes.org/gala](http://stes.org/gala).

**Contact:** Katy Lea Todd '07,

todd.katylea@stes.org

**Chairs:** Jenna Arnold, Christie Bowden, Emily Schwanecke McCray '89

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### Parent Volunteer Opportunities

Each year, members of the STE community give thousands of hours to the school. Without these gifts of time and talent, many programs and activities would not exist.

STE publicizes parent volunteer opportunities as a way to promote, encourage, and coordinate parents' volunteer efforts.

Not only is your involvement beneficial to your child(ren) and his or her classmates, but it is personally enriching for you. Volunteering is a great way to develop new skills and to meet fellow parents, alumni, faculty, and staff, thereby fostering a strong and supportive STE community.

### Room Parents

Room parents coordinate with the homeroom teacher and volunteers to plan, communicate about, and assist with class celebrations, class projects, and other school activities. Room parents are recruited for the fall at the end of the previous school year.

### Room Parent Responsibilities

- Attend an introductory meeting before the start of school. This meeting provides detailed information about room parent duties, upcoming school events, dates, etc.
- Work closely with the homeroom teacher to understand that teacher's guidelines for parties and class events.
- Prepare class party and event sign-up sheets before the school year begins and secure parent volunteers from the class.
- Recruit parent chaperones as needed for field trips, class parties, gala project, and school events.

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### Fall Fair

STE's annual Fall Fair offers a great opportunity to bring families together for a day of fun and entertainment. This year's event will be Saturday, October 30, 2021. Fall Fair festivities include amusements, class-sponsored booths, rides, contests and of course, food! Many volunteers are needed to produce this fun family event.

**Contact:** Katy Lea Todd '07,  
todd.katylea@stes.org

**Chairs:** Carrie Slagle and  
Emily Schwanecke McCray '89

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### Corporate Volunteer and Matching Gift Programs

Many corporations sponsor volunteer programs through which they make a donation to an organization (e.g., STE) once their employees satisfy the volunteer service requirements. If your company sponsors such a program, please provide this

information to the Advancement Office.

Matching gifts are another way many corporations donate to organizations. Please check with your company to see if a matching program exists. Many times a matching gift can double and sometimes triple the employee's gift to an organization. Typically, the employer's matching gift form is submitted with your Saint Thomas' Fund donation.

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### Retail Partners

Each year STE receives thousands of dollars in support from community partnerships. Parents, alumni, grandparents, neighbors, and friends may designate STE as a beneficiary.

- **Randalls Good Neighbor Program:** Link your Remarkable Card to STE Account # 1655
- **Kroger Community Rewards:** Link your Kroger Plus card to the STE Account 83436 at [krogercommunityrewards.com](http://krogercommunityrewards.com).
- **Amazon.Smile:** Log on to [smile.amazon.com](http://smile.amazon.com) and designate STE as your charity. Shop [smile.amazon.com](http://smile.amazon.com), and 5% of your purchase is sent to Saint Thomas'.

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### Birthday Book Club

Make a \$25 donation to the STE Birthday Book Club and a new book will be added to the Robinson Memorial Library's collection.

Book Club members will choose a book from a pre-selected set of fiction and non-fiction hardcover books. Each book will be marked with a Birthday Book Club bookplate acknowledging the child. Members also receive a goody bag in honor of their birthday or half-birthday.

The form is posted under Parent Resources on the [stes.org](http://stes.org) website.

**Contact:** Erika Grove, [grove.erika@stes.org](mailto:grove.erika@stes.org)

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### Online Parent Education Series

The STE Online Parent Education series is a leading provider of high-quality parent and community education in the Houston area.

Our Online Parent Education speakers share knowledge on topics that are both interesting and informative for all parents. Our series is designed to benefit parents with children ranging from preschool through grade 12.

Always free and open to the public, our Online Parent Education series is a live webinar format

where participants can listen and ask questions of a diverse group of experts.

For information on presentations for this school year, visit [stes.org/parent-education](https://stes.org/parent-education).

**Contact:** Katy Lea Todd '07,  
[todd.katylea@stes.org](mailto:todd.katylea@stes.org)

**Chair:** Casey Garrett

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## Moms in Prayer

This group of Christian moms gathers weekly to pray for our children, the school, teachers, staff, and

administrators. In addition, Moms in Prayer hosts several service opportunities in support of STE. Visit [momsinprayer.org](https://momsinprayer.org) for more information.

**Time and Location:** Fridays at 7:45 a.m.,  
Downstairs in the F building

**Contact:** Michelle Bennett, 202.256.5028 or  
[smitty@bennettshome.com](mailto:smitty@bennettshome.com)  
Gloria King, 713.410.7037 or  
[gloria.s.king@gmail.com](mailto:gloria.s.king@gmail.com)



# Faculty and Staff

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|                        |  |                              |
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| Terri Petties          | PE, Volleyball, Track                              | petties.terri@stes.org       |
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| Bret Ramsey            | History (U.S.), Mock Trial, Cross Country          | ramsey.bret@stes.org         |
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# Quick Reference Guide for Athletics

## *Welcome to STE Athletics*

### **PURPOSE**

The Saint Thomas' Episcopal (STE) Athletics Department exists to help fulfill the mission of the school: Since 1955, forming honorable men and women through a classical education grounded in a Christ-centered worldview.

### **PHILOSOPHY**

STE athletics helps fulfill the mission of the school by teaching the Christian way of competing and the Christian way of life as expressed through our three core values in athletics:

#### **Character**

*"Similarly, if anyone competes as an athlete, he does not receive the victor's crown unless he competes according to the rules." II Tim 2:5*

#### **Commitment**

*"Whatever you do, work at it with all your heart, as working for the Lord, not for men." Col 3:23*

#### **Community**

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

The STE Athletics Department acknowledges the following order of priorities: 1) God, 2) family, 3) academics, and 4) athletics. When this order is followed, it gives student-athletes the opportunity to be balanced spiritually, physically, mentally, and emotionally.

### **GOALS**

Based on our philosophy, our athletics department and team goals are:

*Excellence* - programs focused on discipleship that honor God and are well managed and well executed

*Success* - reaching maximum potential both individually and as a team

We will emphasize the individual goal of Academic All-State to all of our students in grades 9 through 12. Being a great student and a great athlete is a difficult task, an admirable goal, and a worthy accomplishment.

It is our desire that our athletics community – coaches, players, and parents – participate in such a way that honors God and conveys a positive witness to those around us. We will be modest in victory and gracious in defeat.

### **Chris Twine**

Athletic Director & Men's Varsity Basketball Head Coach

twine.chris@stes.org

**Mascot:** Saints

**Colors:** Navy Blue, Sandstorm Gold, and White

**League:** Texas Association of Private and Parochial Schools (TAPPS) grades 9-12  
Greater Houston Athletic Conference (GHAC) for grades 5-8

**Classification:** TAPPS 4A / Division III Swimming and Soccer

**Sports:** *Grades 9-12* Cross Country, Volleyball, Golf, Soccer, Swimming, Basketball, Track and Field, Tennis

*Grades 5-8* Cross Country, Volleyball, Golf, Soccer, Swimming, Basketball,  
Boys Developmental Lacrosse Team, Track and Field, Tennis

*Youth* Soccer (K-grade 5), Lacrosse (K-grade 5, boys only), Basketball (grades 1-5)

## HENDERSON CUP WINNER

2010-2011 / 2013-2014

## STATE CHAMPIONSHIPS

Men's Basketball  
2014

Men's Cross Country  
2009, 2010, 2011, 2012, 2014

Men's Soccer  
1994, 1998, 2016, 2019, 2020

Women's Soccer  
2019

Women's Cross Country  
2010

Men's Swimming  
2015, 2016

Women's Swimming  
2010, 2011, 2012, 2013, 2015, 2016, 2017

## STATE RUNNER-UP

Men's Cross Country  
2021

Men's Basketball  
2015, 2016

Men's Swimming  
2017, 2020

Women's Volleyball  
2015, 2016

Women's Swimming  
2021

## STATE FINAL FOUR

Men's Basketball  
2013, 2021

Men's Soccer  
2013, 2014, 2017, 2018, 2021

Women's Soccer  
2018, 2020

Women's Volleyball  
1997

Women's Basketball  
2005

**Contact Information:** Saint Thomas' Episcopal School  
Department of Athletics  
(713) 666-3111  
athletics@stes.org

## VOLLEYBALL - MIDDLE SCHOOL AND HIGH SCHOOL WOMEN'S

**Contact:** **Irwys Sanchez**, Director of Volleyball, [sanchez.irwys@stes.org](mailto:sanchez.irwys@stes.org)  
**Heather Law**, Middle School Volleyball, [law.heather@stes.org](mailto:law.heather@stes.org)

### **Volleyball Information**

Volleyball season starts in August and runs through mid-November when the state championship is held.

### **Past Accomplishments**

State Runner-up: 2015, 2016

Final Four: 1997

District Champions: 2014, 2015, 2016

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## CROSS COUNTRY – MIDDLE SCHOOL AND HIGH SCHOOL MEN'S & WOMEN'S

**Contact:** **Bret Ramsey**, Director of Cross Country, [ramsey.bret@stes.org](mailto:ramsey.bret@stes.org)

### **Cross Country Information**

Cross country season starts in early August and runs through early November, concluding with the state meet.

### **Past Accomplishments**

State Champions: 2009, 2010, 2011, 2012, 2014

State Runner-Up - Men's: 2021

## TRACK AND FIELD – MIDDLE SCHOOL/HIGH SCHOOL MEN’S AND WOMEN’S

**Contact:** **Terri Petties**, Middle School/High School Track and Field, [petties.terri@stes.org](mailto:petties.terri@stes.org)  
**Montario Jones**, Middle School/High School Track and Field, [jones.montario@stes.org](mailto:jones.montario@stes.org)

### **Track and Field Information**

Track season starts in early spring and runs through the first weekend in May, concluding with the state track meet.

### **Past Accomplishments**

District Champions: 2003, 2004, 2013

Regional Champions: 2012, 2013

*Women’s Track*

District Champions: 2004

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## SOCCKER – YOUTH, MIDDLE SCHOOL AND HIGH SCHOOL MEN’S AND WOMEN’S

**Contact:** **Wilberth Araujo**, Men’s Varsity Head Coach  
**Rachael Neese**, Women’s Varsity Head Coach, [neese.rachael@stes.org](mailto:neese.rachael@stes.org)  
**Ahmed Ajao**, Youth Soccer, [ajao.ahmed@stes.org](mailto:ajao.ahmed@stes.org)

### **Soccer Information**

High school soccer season runs from the middle of October through the state tournament in early March. Middle school soccer runs from the end of October through January.

### **Past Accomplishments**

*Men’s Soccer*

State Champions - 1994, 1998, 2016, 2019, 2020

Final Four Appearances - 2013, 2014, 2017, 2018, 2021

*Women’s Soccer*

State Champions- 2019

Final Four Appearances - 2018, 2020

# BASKETBALL – YOUTH, MIDDLE SCHOOL, AND HIGH SCHOOL MEN’S AND WOMEN’S

**Contact:** **Chris Twine**, Men’s Varsity Head Coach/Director of Basketball, [twine.chris@stes.org](mailto:twine.chris@stes.org)  
**Montario Jones**, Women’s Varsity Head Coach, [jones.montario@stes.org](mailto:jones.montario@stes.org)

## **Basketball Information**

High school basketball season runs from the middle of October to middle of February, while middle school basketball runs from the middle of October to the end of January.

## **Past Accomplishments**

### *Men’s Basketball*

State Champions: 2014

State Runner-up: 2015, 2016

State Final Four: 2013, 2021

District Champions: 2014, 2015, 2016, 2017

### *Women’s Basketball*

District Runner-up: 2005

State Final Four: 2005

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# SWIMMING – MIDDLE SCHOOL AND HIGH SCHOOL MEN’S AND WOMEN’S

**Contact:** **Chris Twine**, Athletic Director, [twine.chris@stes.org](mailto:twine.chris@stes.org)

## **Swimming Information**

Swimming begins in October and runs through February when the state championship is held.

## **Past Accomplishments**

### *Men’s Swimming*

State Champions: 2015, 2016

State Runner-up: 2017, 2020

### *Women’s Swimming*

State Champions: 2010, 2011, 2012, 2013, 2015, 2016, 2017

State Runner-up: 2021

## TENNIS – YOUTH, MIDDLE SCHOOL, AND HIGH SCHOOL MEN’S AND WOMEN’S

**Contact:** Chris Twine, Athletic Director, [twine.chris@stes.org](mailto:twine.chris@stes.org)

### **Tennis Information**

Season begins in February and runs through the state tournament at the end of April.

### **Past Accomplishments**

Women’s State Runner-up: 1998, 1999, 2013

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## GOLF - MIDDLE SCHOOL AND HIGH SCHOOL MEN’S AND WOMEN’S

**Contact:** Brett Hervat, Middle and High School Golf, [hervat.brett@stes.org](mailto:hervat.brett@stes.org)

### **Golf Information**

Golf runs throughout the year and concludes with the state championship in April.

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## LACROSSE – YOUTH AND MIDDLE SCHOOL DEVELOPMENTAL TEAM

**Contact:** Ahmed Ajao, Youth and Middle School Lacrosse, [ajao.ahmed@stes.org](mailto:ajao.ahmed@stes.org)

### **Lacrosse Information**

Youth lacrosse is offered for boys in kindergarten through grade 5. Middle School Developmental Lacrosse is offered to boys in grades 6 through 8.

# Scottish Arts Program

## HIGHLAND DANCE

**Donna Cusack**, Dance Teacher, [cusack.donna@stes.org](mailto:cusack.donna@stes.org)

**Diane MacPhee Krugh**, Dance Teacher, [krugh.diane@stes.org](mailto:krugh.diane@stes.org)

**Connie Joe**, Costumes, [joe.connie@stes.org](mailto:joe.connie@stes.org)

- Kindergarten through fifth grade students dance during the school day as part of the curriculum
- Dance is an elective for Middle and Upper Schools
- After school competitive dance classes are also offered
- Our Highland dance curriculum helps students develop a sense of rhythm and coordination between body and mind
- Each spring, parents and families are invited to watch students in grades K-4 showcase their dance skills at our annual Parents' Day Dance Celebration
- STE has produced 23 U.S. champions and one world champion



## PIPING

**Lyric Todkill**, Band Director & Piping, todkill.lyric@stes.org

**Nick Hudson**, Piping, hudson.nick@stes.org

## DRUMS

**Graham Brown**, Drumming, brown.graham@stes.org

**Brandon Thomas**, Drumming, thomas.brandon@stes.org

**Andrew Elliott**, Tenor Drumming & Band Manager, elliott.andrew@stes.org

- Boys and girls may start band in fourth grade, drums or pipes
- Pipers learn the bagpipe fingering on a small mouth-blown instrument called a practice chanter
- Piping and drumming classes are held during the school day
- Students progress through three band levels: C, B, and A
- A and B band members participate in the Salado Highland Games in Salado, Texas
- A band performs regularly throughout the Houston community and travels internationally to perform and compete in the World Pipe Band Championships
- All band members perform in the annual Sounds of Scotland concert

