

The Saint Constantine School
Student and Parent Handbook 2021-2022

The Saint Constantine School
7177 Regency Square Blvd
Houston, TX 77036

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School Overview

1.1 Mission and Vision

Mission

As part of the educational mission of the Orthodox Church, The Saint Constantine School educates servant-leaders through classical, Christian, practical education, nurturing the minds and hearts of students for their own salvation, for the benefit of the world, and to the glory of God.

Vision

The Saint Constantine School provides classical, Christian education so that our students will grow in wisdom, virtue, and joy. The Saint Constantine School is dedicated to providing a comprehensive formational education in harmony with the Eastern Orthodox Church. Guided by a commitment to the timeless traditions of the Christian Church, mind, and worldview, The Saint Constantine School shall endeavor to educate students for the Church, the city of Houston, the United States, and the world.

1.2 Statement of Faith and Ecumenism

The Saint Constantine School is an Orthodox program, but welcomes students from all faith traditions. Every member of our faculty, staff, and leadership is a dedicated and practicing Christian. We come from a variety of Christian traditions and churches, but all affirm belief in creedal Christianity as it has been handed down over the ages.

The Orthodox church has been the home of Christians throughout the Middle East and worldwide for thousands of years, and in this time of ever-increasing persecution we are proud to serve as an extension of that home.

1.3 Non-Discrimination Policy

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

1.4 Members of the Board

Current Board Members

Director, Board Chairman: Steve Kean

Director, Secretary: Melissa Kean, PhD

Director, Treasurer: Gregory Asaf, CPA

Director, Clergy Representative: Father Joseph Honeycutt

Director: Shell Keim

Director: Dragos Neacsu

Director: Archpriest Richard Petranek

Other Advisors:

Legal Counsel: Henry J. Kaim, J.D.

1.5 Educational Philosophy

Classical education combines the wisdom of the Church and the best of secular culture to teach a student to read well, write well, and think well. It is the methodology that Eton, Oxford, and Cambridge have used to produce leaders for centuries. A classical, Christian education teaches a student to learn to know and love the wisdom of the church and the culture from which they have come, while equipping them to face the unique challenges of living in the 21st century. Classical education “cuts with the grain” of human nature and natural human development as God created it.

Thus the usual gradations in a classical program: [Lower School](#) focuses on learning the structure of language and the world around you and the meaning of words; [Middle School](#) is about learning the principles of right reason in order to think well; and [Upper School](#) is centered on learning how to bring all of one’s learning together and express it in a coherent and winsome manner. These stages follow the natural interests and strengths of each stage of a student’s development. Many of the educational options in America now emphasize achievement rather than cultivation of wisdom and virtue. The Saint Constantine School gives value and meaning to the achievements of the classroom by teaching students to pursue excellence with goodness, truth, and beauty.

To this end, all of our students participate in a common course of study in a university-style, block schedule model. The Saint Constantine School immerses students in both eastern and western Christian wisdom, philosophy, history, and literature alongside a rigorous math, science,

Latin, Greek and modern languages programs. All full time students also study fine arts in studio art classes every year, music in choir and individualized lessons, and have a wide variety of extracurricular activities available to them, such as theater, team and individual sports, and student organizations and clubs, as we seek to encourage and enliven all parts of the human soul in our students.

Admissions and Enrollment

2.1 Admissions Process

The Saint Constantine School has a rolling admissions policy, which means we accept students throughout the year as they apply. The first key step is filling out the Online Application. After that, our office will contact your family and set up a visit to the school and a family interview with our Head or Associate Head of School.

Registration Inquiry	To get more information, complete an inquiry form.	As soon as possible
Application	Complete the Application online and pay \$50 processing fee	Applications open on the first Monday in November (November 2021 for the 2022-23 enrollment year)
Parent Visit	Select your visit day here or by calling our office, 832.975.7075	Call 832.975.7075 or click this link to schedule a visit day
Family Interview and Student Visit	After the parent visit, the Admissions Office will reach out to schedule your family interview.	Call 832.975.7075 or email admissions@saintconstantine.org
Transcript Request	All students entering grades 10-12 are required to submit current school transcripts. The form authorizing your school to release transcripts to TSCS is located in the Online Application	July 1st

2.2 Admissions Testing

The Saint Constantine School may utilize some testing procedures to help ensure the proper placement of a student in classes, but for the majority of new incoming students we do not. We prefer assessing a student's past history and performance and talking to them and their parents personally as a means to assist their families in selecting the right course of study. If a family wants to petition for a student to skip a grade level, or begin PreK or Kindergarten early, they will need to schedule an assessment appointment with the appropriate dean. The Dean of Lower School is Sarah Fraps (sfraps@saintconstantine.org); The Dean of Middle and Upper School is Nick Dalbey (ndalbey@saintconstantine.org).

2.3 Enrollment

After you've completed the application process and upon acceptance, you will be sent information about the Online Enrollment packet to be completed via Family Portal. Once you've completed the enrollment packet and selected your classes, you are considered fully enrolled.

All students must complete the enrollment process each year. Re-enrollment for returning students opens November 1st and is due by February 1st. If re-enrollment paperwork is not submitted by February 1st, a student's spot will be released to new students on a waitlist.

2.4 Withdrawal and Course Changes

1. Course Changes: Parents must make course selections for their students during re-enrollment. Course changes can be made up to the start of school by emailing the Director of Admissions and Enrollment at lyee@saintconstantine.org. Course changes taking place after the second week of school must be requested by a parent via email and will be subject to a \$50 course change fee, applied to your account.
2. Withdrawal: Should a student or family decide to withdraw from The Saint Constantine School, they must submit a withdrawal request via email to lyee@saintconstantine.org. Please note that after the second week of school, full annual tuition is still expected to be paid, unless it is specifically forgiven at the discretion of The Saint Constantine School.

Parents Guide

3.1 Parent role and responsibility

At The Saint Constantine School, we will encourage our students to follow the leadership of their parents in the daily pursuit of becoming more like Christ. We recognize that personal, spiritual, and mental growth in the home is of primary importance if students are to thrive in an academic

or social setting. Considering the importance of the home life, we will seek to support parents with academic expertise, loving community, clarity in communication, and consistency in policies. Parents are responsible for providing regular and supportive structure for students to complete homework assignments, as well as staying in appropriate communication with teachers regarding course work. Parents are also responsible to make sure that their students are prepared for the day at school with any course material or uniform requirements. Parents share the joint responsibility with the school for instilling a strong work ethic and rule of accountability in the students, encouraging them to accept the rich work and community available to them at The Saint Constantine School.

3.2 School Communication

1. **Family Portal:** After registration, all families will receive instruction for utilizing Family Portal. FACTS SIS (Family Portal) is our school management system, providing a web-based interface between parents, students, teachers, and staff to share information. Through FACTS SIS's Family Portal you will be connected with the school and stay informed of your student's progress at all times. Parents and students are encouraged to become familiar with the FACTS Family Portal and all that it has to offer. Parents have password-secure access to your student's data including:

- Attendance
- Daily Grades
- Progress Reports
- Report Cards
- Missing Assignments
- Behavior Reports
- School & Staff Directory
- Teacher Email Addresses

Parents can also pay tuition and see their billing.

- a. **Updating your information:** The School records all information that you submit at the time of registration. After registration, your family is responsible for updating all contact information such as cell phone numbers, home phone numbers, email addresses, and mailing addresses. If you need to update any information you can do so very easily. Log into Family Portal, under school information click on Web Forms. Click on the Family Demographic form and update any and all information. Make sure at the end of each page to click "SAVE."

- b. **Updating Medical Information, Permission to Treat:** If there is a change in your student's health needs, it is up to you to inform the school as soon as it is applicable. Please update medical information and Permission to Treat documents on Magnus, which can be accessed through Family Portal. Any questions about updating medical information can be addressed to our school nurse, Robin Townley at rtownley@saintconstantine.org.
2. **Email:** Teachers and staff will continually use email as a method of communication. All contact email addresses should be updated as necessary. The email addresses listed in Family Portal are the email addresses teachers and administration will use to communicate important information regarding your student. Parents and high school students are expected to check and read email regularly during the school year.
3. **Website Information:** The Saint Constantine School website contains information regarding all aspects of our school, including our model of education and our mission statement. You can find our faculty blog, the public events calendar, extracurricular information, registration information, scope and sequence, tuition information, contact information, and our school store. Visit www.saintconstantine.org to find out more.
4. **Calendar:** The school's public calendar will be kept up to date on the school's main website. This calendar will list any events that are hosted by the school and are open to the public. **The website calendar will not include student events or academic dates** such as school start and end dates, dances, retreats, and concerts. For the safety of students, we publish these events only via an internal document emailed to families, on Family Portal, and in the Parent Newsletter so that only those with approved access to Family Portal and our email list will have the complete list of events with their start and end times and locations.
5. **Newsletter:** TSCS sends out a weekly family newsletter to all family members listed as Correspondence in FACTS SIS and all high school students. Parents should read the newsletter regularly in order to know what's happening around school and what's coming up. We will regularly publish important information regarding events, clubs, sports, policies, and academic schedules. If you are not receiving the weekly newsletter it means we do not have a correct email address listed for you or your spam filter is blocking it and you may be missing other vital communication. Please contact Laura Nicol at lnicol@saintconstantine.org to make sure your contact information is corrected.

3.3 Grievance Process

At the Saint Constantine School, we desire to cultivate an effective and harmonious relationship with students and parents. In the event that a problem arises that cannot be easily resolved, the following Grievance Process will apply:

1. The student and/or parent should first speak **directly to the teacher or appropriate staff member**. The Saint Constantine School encourages scheduling a face-to-face meeting or a phone call to resolve issues—email is typically not the best communication medium for discussing and resolving problems. Addressing the teacher first means you are talking to the person who has the most first-hand knowledge of the situation.
2. If the issue cannot be resolved satisfactorily, the parent and/or student should next speak with the appropriate dean or the student’s House Head. There are two House Heads governing each House; either can be addressed on any behavioral or academic issue which primarily concern the student. If your concern is with the teacher’s performance of their duties, please address that teacher’s dean. The Dean of Lower School is Sarah Fraps (sfraps@saintconstantine.org); the Dean of Middle and Upper School is Nick Dalbey (ndalbey@saintconstantine.org).
3. If the issue still cannot be resolved satisfactorily, the grievance should be taken to the Head of School Caitlin Gilbert. You can call the school office to set up a meeting, or email her at cgilbert@saintconstantine.org. She will ask first if the teacher, House Head and/or dean have been notified of the problem, and may choose to redirect you to them if they have not, or include them in the meeting in order to best resolve the problem.
4. If the issue is still not resolved satisfactorily, the Head of School will seek the involvement of the President.

Safety Policies

4.1 Emergency Instructions

1. **Individual Emergency:** The Saint Constantine School employs a registered nurse as a first contact for all health-related issues including medication, injuries, and emergencies. (See Section 10 for more details). In the event of an individual student emergency, our staff will follow the instructions of our school nurse (including calling 911), who will then contact the parent. Any medical issue or injury will be recorded and a report sent to the parent. The Saint Constantine School Nurse is Robin Townley and can be reached at rtownley@saintconstantine.org.

2. **School Wide Emergency:** In the event of a school-wide emergency our primary concern is the safety of our students. Staff are trained annually on school wide emergency preparedness, and drills for fire emergencies take place monthly throughout the school year. Students should remain calm and follow the instructions given by The Saint Constantine School faculty and staff. We will contact parents as soon as is safely possible through FACTS' Parent Alert and through social media, if appropriate. Parent Alerts will be sent via text message and email to the contact number and email address listed as correspondence in Family Portal. The Saint Constantine School uses a state of the art mobile school software for recording student whereabouts and safety during an emergency.
3. **Inclement Weather:** Because The Saint Constantine School serves families throughout the Houston metro area, we keep a close eye on both HISD and FBISD's school closure updates for inclement weather. We may close if either school district closes, and will close if both close. Families will be notified of school closure through Parent Alert, social media, and email as soon as a decision has been announced.
4. **Fire Drills:** Fire drills will occur monthly. Each class will follow their teacher's instructions to practice evacuating the building and removing to a safe distance. Each classroom has posted a convenient fire-exit plan.

4.2 Visitor Policy

In order to enhance student safety, the Saint Constantine School has adopted the following guidelines governing the presence of visitors on the campus during regular school operating hours (7:30am-4:00pm on school days). For the purposes of this policy, "visitors" are defined as all individuals other than current staff, approved volunteers, or students present in any part of the building other than the entrance foyer, or on the grounds other than the front parking lot. In this respect, all parents are considered visitors during the normal school day, and should follow the instructions below.

1. All visitors must check in at the Front Desk in the Building 1 foyer upon arriving. Visitors must identify themselves, explain their intended business, and indicate how long they expect to be on campus. For all adult visitors, a valid driver's license or state issued ID is required to be submitted at the time of the visit. At that time the license/ID will be scanned for our records and a check of the sex offender database will be run. Registered/convicted sex offenders will not be allowed on the Saint Constantine campus for any reason. A visitor badge will be issued at the point of signing in, and it must be

returned to the front desk when the visitor signs out to leave. Failure to fully follow this procedure may result in denial of access on future visits.

2. All visitors must be willing to comply with all rules and regulations governing student and/or staff conduct, including the appropriate dress regulations (variances for legitimate and honorable reasons may be granted).

Anyone failing to abide by these provisions may be denied access to any and all restricted areas or be required to leave the campus. Persons having no legitimate connection with the school or reason for being present on the school campus will be expected to leave immediately.

4.3 Drop Off, Pick Up, and Sign Out Procedures

Parents should follow The Saint Constantine School traffic flow plan for parking, dropping off, and picking up students.

Enter the parking lot via the Regency Square entrance. During drop off and pick up the gates will be open and the parking lot will be one way. After 8:30am the gates will be shut and visitors will use the intercom system to gain entry. Everyone should exercise caution while in the parking lot and/or crossing through the pick up line. If a parent chooses to park their car, no elementary student is allowed to walk in the parking lot during pick up and drop off without being escorted to or from their vehicle by an adult during drop-off and pick-up.

1. **Drop Off:** In the morning, parents are allowed to drop off students anytime after 7:30am. The Saint Constantine School staff will not be on duty to supervise students any earlier than that, and students are not allowed to be on campus without adult supervision. Parents may park in the parking lot and walk their child in, or they may drive through the drop-off line to release their students. Parents may not, however, park in the parking lot and release their student to walk into the school unescorted unless those students are 6th grade and above.
2. **Pick Up:** Parents should pick up their student after his or her last scheduled class in a timely manner. We will release students only to a parent or an adult on your approved Pick Up List. The Saint Constantine School teachers and staff will not release students into the custody of an older sibling unless the sibling has been added to the approved Pick Up List. Students cannot drive other students off campus at any time, unless they are taking them home from school for the day and are on the approved Pick Up List.

Pick up prior to 3:35pm: A student's designated pick up must come to the foyer to sign out the student. The employee or volunteer at the front desk will then call the student from class.

Pick up from 3:35-4pm: During normal pick up, parents can park throughout the parking lot and come to the front foyer on foot, or join the pick up line. All parents should bring a sign for their car window or to hold in hand with the last names and grades of all students in their family or carpool. Pick up assistants will then call to the students' teachers via walkie-talkie to release them to the front foyer. When the entire family group or carpool have arrived, they will either meet their parent outside or we will escort them to their car.

Pick up after 4pm: Students who remain on campus after 4pm while not enrolled in a specific activity (such as theater or sport practice) will be enrolled in after care. Parents will need to come to the foyer to pick up any students after 4pm. An after care employee will be stationed at the front desk to sign them out. If you are picking up a student who is in an activity or individual meeting, please be sure you get the specific instructions for pick up time and method from the supervising faculty member. Siblings of students in an after-school activity or meeting who are on campus must be enrolled in aftercare if not accompanied by a parent or their designated pick up.

3. **Sign Out:** Parents of students who are attending classes and need to leave campus before their scheduled departure must notify the school in advance by emailing absent@saintconstantine.org of the change in schedule. You will then sign your student out for the day at the front desk in the building 1 foyer.
4. **Release to Non-Parent:** Parents and/or Legal Guardians are solely responsible for updating Family Portal to authorize individuals for student pickup. Persons picking up a student must be recorded in the family-approved pick up list in FACTS SIS. In the event of an emergency, a parent must notify the office by emailing absent@saintconstantine.org on the day of alternate pick up.

4.4 After School Care

After school care is available to all TSCS families for all students in PreK - 12th grade. After school care begins at 4pm and ends at 5:30pm at the cost of \$10 per day, or \$175 for the month if registered in advance. Students who have not been picked up by 5:30pm will be charged an additional \$10.

Any student remaining on campus without a teacher appointment, designated activity, or special permission after 4pm will be automatically signed up for after school care at a charge of \$10 per student per afternoon. All after school charges are applied to a family's FACTS account.

Students will sign-in to after school care at 4pm and their parent or designated pick up will sign them out at pick-up.

4.5 Photo Release Statement

All parents, students, staff, and others who may be included as set forth below in various media or written statements (Grantors) hereby irrevocably grant and convey to The Saint Constantine School all right, title and interest in and to record their name, image, voice, statements and/or writings including any and all photographic images and video or audio recordings made by The Saint Constantine School.

Grantors further irrevocably grant to The Saint Constantine School, its advertisers, customers, agents, successors and assigns, unrestricted rights to use the above mentioned sound, still, or moving images in any medium, including posting on the Internet, for educational, promotional, advertising, or other purposes without limitation.

Grantors further agree that all intellectual property rights to sound, still, or moving images belong to The Saint Constantine School. Grantors voluntarily waive the right to inspect or approve such images and waive any right to any royalties, proceeds, or other benefits derived from such photographs or recordings.

As an enrolled student or employee, you understand that this release constitutes a waiver of your privacy rights, if any, under The Federal Educational Rights and Privacy Act. This release is effective on the date of acceptance into The Saint Constantine School and will remain in effect indefinitely.

If you are not in agreement and do not want to waive your right with the photo and statement release policy, please send a certified letter to The Saint Constantine School stating you do not waive your right. If the individual is less than eighteen (18) years of age, his/her parent or legal guardian must sign the certified letter.

Financial Policies

5.1 Application, Enrollment Fees

For new students, there is a \$50 fee attached to Online Application. There is no fee associated with enrollment or re-enrollment.

5.2 Tuition Responsibility

1. Tuition will vary for individual students based on the number of courses for which a student registers. Parents may pay in full annually, for each semester, or use a monthly installment plan. A complete tuition breakdown can be found at www.saintconstantine.org.
2. TSCS utilizes FACTS enrollment management to collect tuition payments. Parents can choose amongst a one-time payment, a semi-annual payment plan, or a 10-month installment plan. Initial payments are due by August 15th for all plans. If a payment plan is not in place, 100% of annual tuition is due by August 15th.
3. When enrolling in FACTS, please read terms and conditions carefully so you fully understand your payment options, late fees, and consequences of returned payments.
4. If payment is not made within four weeks after the due date, the student(s) may be removed from their classes until accounts are reconciled. The Saint Constantine School also reserves the right not to provide any services until the account is reconciled.
5. Student records, including report cards, are held until all finances have been paid through the school office. If there is an overdue balance, students cannot register for the next school year or graduate from The Saint Constantine School.

5.3 Refund Policy

Tuition is refundable during the first two weeks of the Fall semester. When a student withdraws or is expelled from The Saint Constantine School after the initial two weeks, the tuition will not be refunded and may not be transferred to pay a balance for another family member. TSCS reserves the right to forgive tuition when possible, but will not do so in the case of classes that are full. After the first two weeks of classes, parents are responsible to pay the entire annual tuition agreed upon, even if they withdraw their student or the student is expelled before the end

of the school year. Exceptions can be made for families moving over 50 miles away, or for emergencies, and is at the sole discretion of the President of The Saint Constantine School.

Tuition is expected to be paid in full or a monthly payment plan be in place. If one of these is not met the student and siblings will not receive a transcript, receive any services, or be allowed to register in the future until the family balance is paid in full.

5.4 School Supplies

1. Book and supply fees are included in tuition. All required books, classroom supplies, and art supplies will be provided for the student on the first day of class, with the exception of Summer reading assignments for students in Great Books classes (6th-12th grade). Summer reading assignments should be picked up in advance so that the student can complete the reading by the first day of school. Summer reading can be picked up on the last day of school for returning students, or when registration is complete for new students.
2. Students are responsible to bring their own pens, pencils, and a notebook for taking notes or completing assignments in class. Individual teachers may send out limited supply lists for their class as well, most commonly for elementary homerooms.

5.5 Athletic and Extracurricular Fees

1. Athletics: Students participating in school sports teams will pay a fee to cover the cost of the equipment needed for that sport and competitive travel. Fees will vary depending on the sport itself.
2. Theater: Fees or ticket sale requirements are at the discretion of the Director and may vary by performance.
3. Art shows and choral performances may have fees associated if travel is involved, but not if the shows or performances take place on the school campus or locally.

5.5 Financial Aid

Financial aid at The Saint Constantine School is offered as it is available, and at the sole discretion of the Financial Aid Committee. Financial aid commitments are reassessed and renegotiated each year. When applying for financial aid you will be required to submit a

completed application and supporting documents, including a completed tax return or other proof of income. There is a \$35 one-time fee associated with the FACTS Grant & Aid Application.

The Saint Constantine School reserves the right to change tuition, fees, and aid policies at the discretion of the President.

Academic Policies

6.1 Definition of Credits

In general, one (1) credit at The Saint Constantine School is equivalent to a full year's instruction in a given high school course of study. The Great Books courses in 9th through 12th grade earn a student two (2) credits per year of instruction.

6.2 Transfer of Credits

If a student wishes to transfer credits into The Saint Constantine School in order to complete their transcript and graduate, they must submit a transcript from their previous school(s) and interview with the Head of School or Associate Head of School to determine placement and equivalency.

6.3 Dual Enrollment

The Saint Constantine School offers 2 dual-enrollment classes per year in 9th, 10th, and 12th grade and 3 in 11th grade. Students are automatically registered as dual-enrollment students unless they have specifically requested to take courses for high school credit only. Students earn 3 units of college credit per year for their Great Books classes, 3 units of credit per year for their humanities supplemental classes (Logic, American History, Economics and Government, and Senior Ethics), and 3 units of credit for Precalculus. All credits come from William Jessup University, and are accredited through Western States Commission on Higher Education.

The Saint Constantine School partners with William Jessup University to provide dual-enrollment classes that are both exceptional in quality, and easily recognizable for the sake of transferability to other universities. Courses automatically transfer to William Jessup and The College at The Saint Constantine School. The courses are from a regionally accredited college, and therefore are as transferable as possible, but transferability is always at the discretion of the university into which the student is enrolling, and dependent on both the student's specific degree requirements and the university's general education requirements.

6.5 Graduation Requirements

In order to receive a TSCS diploma, candidates must successfully complete the course requirements and earn a minimum of 16 High School credits at TSCS, of which 4 credits must be completed during senior year. Students must maintain a grade point average of 2.0 or above. Exceptions may also be made for students transferring into TSCS in their junior year or later.

6.6 Graduation and Degree Plan

Students intending to graduate from TSCS must meet with the Academic Coordinator in the Fall semester of their Freshman and Junior year to confirm that they are on track to graduate.

TSCS Degree Plan for a High School Diploma		
English	4 credits	Students will earn 1 credit each for Great Books I-IV
History	4 credits	Students will earn 1 credit each for Great Books I-IV
Social Sciences	2 credits	Eco and Gov, American History
Logic	1 credit	Logic
Mathematics	4 credits	Geometry, Algebra II, Pre-Calculus and Trig, Calculus
Science	4 credits	Biology, Chemistry, Physics, and Astronomy
Ethics	1 credit	Senior Ethics Seminar
Foreign Language	3 credits	Students must have 3 credits in the same language
Physical Ed	2 credits	Participation on a school athletic team or class (teams earn .5 per semester and classes earn 1 credit per year)
Fine Arts	4 credits	Studio Art, Theater Arts, Creative Writing, Film History, or Independent Study
Music	4 credits	Music History and Theory, Choir, Band, Individual Music Lessons (At least 2 credits must be performance credits, acquired through choir, band, or through individual music recitals).
Total Credits	33 credits	

All students at The Saint Constantine School participate in a common course of study towards a TSCS Diploma. The course of study at TSCS exceeds the standards for a Texas Distinguished Diploma. All students participate in art, music, and special topic studies as a part of their normal school day, thus increasing their college desirability and preparedness without adding more extracurricular requirements to your family's schedule.

6.7 Prerequisites

Some courses, including some dual-enrollment courses, require students to have the appropriate prerequisite courses before a student can enroll in the course (Calculus requires a student to have been successful in Precalculus, for example). Students must take the prerequisite courses at TSCS, or demonstrate that the equivalent courses have been successfully completed elsewhere before enrolling in the class.

6.8 On-Campus Free Periods

10th-12th grade students who have demonstrated their academic ability and personal discipline are able and encouraged to take one free-period during the school day as their schedule and graduation plan allow. Students taking more than one free-period on a given school day will need approval by the Head of School, which will be given at the time of course selection. Students who misuse their free-periods can have that freedom taken away, either by being required to leave campus when not in class, or by being required to enroll in an additional class during that time. 8th and 9th grade students who are not in class must enroll in study hall.

6.9 College Preparedness and Admissions

Our high school curriculum has been designed by college professors with a specific eye towards college preparedness. Our block schedule allows students to practice the kind of schedule they will experience in college, with a greater emphasis on independent work and long term projects. Students will be learning from college professors throughout their dual-enrollment classes, and therefore will learn to work at a university standard long before they begin their freshman year at college.

TSCS has designed a specific preparation plan for college admission testing, with a particular emphasis on the ACT and CLT preparedness for juniors and seniors. Enrollment in that training plan is at the parents' and students' discretion.

6.10 Attendance Requirements

Students are expected to attend each scheduled class period when the class meets. Parents should ensure that students arrive to class on time each day to avoid unnecessary disruption to the class. If a student is going to be absent from class, their parent must email absent@saintconstantine.org to notify the school in advance.

1. Unexcused absence:
 - a. Missing class without prior parent notification is considered an unexcused absence, and will result in any homework due that day (including tests or presentations) being counted as late.
2. Excused Absence:
 - a. An absence can be excused for illness or family emergency. The school must be notified by the parent of the student's absence before the class begins.
 - b. An absence can be excused for college visits, learning opportunities, or significant family functions with prior notification from the parent. Excused absences of this type are at the discretion of the Head of School or Associate Head of School. Student's performance in class and previous absences will be taken into account when determining if absences will be excused. Students should discuss with their teachers what needs to be done for make up work during their absence.

Students should never plan to attend less than 90% of class sessions over the course of the semester (absent more than 6 times per semester). Excessive absences can result in a failing grade.

6.11 Withdrawal from School

Families who intend to withdraw completely from The Saint Constantine School, or withdraw one or more students, must notify the Director of Admissions and Enrollment. In order to initiate the withdrawal process, send an email to lyee@saintconstantine.org prior to the student's last day of classes. For more information on the financial impact of withdrawing from TSCS, refer to Financial Policies. Grades will not be issued for students who do not complete the school year, but report cards and behavior reports can be sent at the request of the student's new school.

6.12 Grading, Evaluation, and Feedback

1. **Philosophy:** At The Saint Constantine School, grades are always at the service of the student and the subject. A grade can be a helpful tool to determine if a student has

achieved the desired mastery of the subject at hand, but is never the ultimate indicator of student success. Generally, we emphasize feedback more than letter grades when assessing student work, and students should learn to focus on feedback and (when needed) revision more than a letter or number. However, students with low Cs or lower should see that as a sign that they are not succeeding at the level that they need to be and take steps accordingly.

- a.** In Lower School, grades serve to indicate to the teacher where students are missing vital understanding, and demonstrate to a parent where a student might need help.
 - b.** In Middle and Upper School, grades are used to show students how their work compares to a standard of excellence we hope they will achieve over the years they are here. To this end, most middle and upper school students will find they are receiving lower grades at the beginning of the year than they are used to. This should only indicate to them that they have lots to learn and that they're in the right place to do it. Assignments are weighted so that students will have every opportunity to earn a satisfactory grade by the end of the year.
- 2. Revision and Resubmission:** Throughout their humanities classes, Middle and Upper School students are allowed to revise and resubmit any homework they are dissatisfied with. Students must show significant improvement and application of the teacher's feedback in order to receive an improved grade. Students should also revise and resubmit immediately following the receipt of an unsatisfactory grade. Grading resubmitted work that has been submitted significantly after the original assignment is at the teacher's discretion.

3. Grading Standards and GPA:

Early Childhood

PK3 - Kindergarten		
Grade Assigned	Meaning	Consequence
Ready/R	Student is excelling and ready to move on to the next grade level.	Congratulations all around! The student is developmentally ready for advanced skills required in the next grade level.
Progressing/ P	Student is working at and making progress in the acquisition of essential developmental skills that provide the foundation for movement to the next grade level.	Student should feel confident about moving on to the next level, and ready to do more advanced work. Teacher should be sure to help them find ways to continue to grow.
Not Able/NA	Student is unable to attempt or complete assessments. They have not attained the necessary skills to move on to the next grade level.	If a student receives this assessment regularly throughout their subjects, or in a range of skill sets, they are not ready to move on to the next grade. If they receive them periodically, they should receive some extra support.

Additional details for expectations for our Early Childhood Program are contained in the Early Childhood Packet in Appendix B.

Lower School

1 st -5 th Grade		
Grade Assigned	Meaning	Consequence
Mastered/M	Student is excelling and ready to move on to the next grade level.	Congratulations all around, special recognition from their House Head if they have achieved Mastered status in all their classes.
Proficient/P	Student is successful, has advanced in the important skill sets required of the class, and is ready to go to the next grade level.	Students should feel confident about moving on to the next level, and ready to do more advanced work. Teacher should be sure to help them find ways to continue to grow.
Sufficient/S	Student is doing their work and mostly getting it. They are likely ready to move on, though they may struggle a bit as skills advance, and redoing class or grade level might be to their benefit.	This student is in the right class and understands the concepts, though a teacher might keep an eye on them to make sure they are not missing essential skills. Students in this spectrum might be ready to move on, but might not be.
Needs Improvement/ NI	Student is regularly unable to keep up with class requirements, or does poorly on assessments. They have not attained the necessary skills to move on to the next grade level.	If a student receives this assessment regularly throughout their subjects, they are not ready to move on to the next grade. If they receive them periodically, they should receive some extra tutoring and support.

Middle and Upper School (6th - 12th grade)

Letter Grade	Percentage Range	GPA
A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	60-69	1.0
F	0-59	0.0

4. **Failing Grades:** In Early Childhood and Lower School, Not Able and Needs Improvement are considered failing grades, in so far as they acknowledge that the student does not have the necessary developmental skills to move on to the next level.

In Middle and Upper School a 70 (C) and above are passing grades. Any student with a 64 or below cannot move on without retaking the class. Any student with a grade between a 65 and 69 can only move on at the teacher and Dean of Middle and Upper School's recommendation.

5. **Dropping Classes:** Students may drop a course up to one month into the start of the Fall semester without that course appearing on their transcript. After the drop period, students can receive one of two grades: I for Incomplete, or W for Withdrawn. If a student intends to finish the course but needs additional time due to illness or emergency, the student can be given an Incomplete (I) at the discretion of the administration. A Withdraw (W) applies to students who drop the class after the drop date. In all classes except for dual-enrollment, neither affects a student's GPA. Dual-enrollment courses cannot be withdrawn from after the 12th day of the student's Spring semester without receiving an F.
6. **Reporting of Grades:** Teachers will write grades and feedback on the physical copy of the student's work to hand back to the student, and report grades in the student's gradebook in Family Portal. Teachers will update Family Portal grades no less than every two weeks. Parents are responsible for checking the gradebook in order to keep track of their student's success. You can do so by logging into Family Portal. TSCS will send out grade reports monthly. At the end of the Fall semester a final semester grade with teacher comments will be sent the Monday after school is out. In the Spring, the final grade

report will include both the student's semester grade with comments from teachers and the final grade for the year.

7. **Homework Policy:** Homework is a key component to success in Upper School. Students in 6th-12th grade should expect an increased homework load as they are prepared for university schedules and standards. Homework assignments are given in the student's syllabus, which they will have in both physical copy and uploaded onto Family Portal.
 - a. **Hard Copy:** Homework must be turned in as a physical copy on the day it is due. Email submissions are not permitted.
 - b. **Late work:** Late work will be given a 10% reduction in grade for every class period that passes after the due date before it is turned in. Late work will not be accepted once it is more than three class periods late.
 - c. **Reading:** Reading the assigned texts before the date in which they are due is an absolute requirement of all humanities courses, most particularly the Great Books courses. Students must request an extension at least 24 hours in advance if they are not able to finish the reading on time, and must be able to explain why they are unprepared and how they plan to finish the assignment. Extensions are never guaranteed, and unpreparedness can have serious consequences.
 - d. **Unpreparedness:** Students are expected to participate in class through discussion and other active assignments. Students who come to school unprepared to participate (having not completed their reading or other assignments as applicable) will be removed from class and sent to their House Head or the Head of School. They will then spend the remainder of the period doing the work that was undone. A student who arrives unprepared to class on a regular basis will be dropped from the class and may face expulsion from The Saint Constantine School.
 - e. **Unprepared due to illness:** If a student is unprepared for class due to illness, but able to attend (see section 10.1 below for guidelines), the parent should notify the appropriate teacher. The student should provide a make-up date for any missed assignments, no longer than one week. Note, all subsequent assignments will be expected to be complete on their regular due date, unless otherwise instructed by the teacher.
 - f. **Absent due to illness:** If a student is absent due to illness, the parent should notify the appropriate teacher. Any missed assignments should be completed in an appropriate time. In the event of extreme illness or injury, the parent should notify all teachers and work out a timeline for any missed work.
 - g. **Absent due to Vacation:** If a student has received an excused absence for a reason unrelated to illness, they must work with their teacher to create a plan for

completing and turning in any homework that is due during their absence. Some additional homework may be assigned to make up for missed classes.

8. **Contesting Grades:** If you have received a grade in error or one you believe to be unfair, you must first bring it to the attention of your teacher within a month of the grade having been turned back to you. If your teacher is unwilling to change the grade and you are dissatisfied with their explanation as to why they assigned the grade they did, you may bring your complaint to your Dean, who will assess the homework and grade and may involve the Head of School or Associate Head of School if needed. It is unlikely that the grade will be changed without the agreement of the teacher in question, but we will work towards a solution that satisfies both parties.
9. **Syllabi and Assignment Responsibilities:** Students in 6th-12th grade are given an annual syllabus for each of their classes that contains the assignments for the year. The student is responsible to read their syllabus and keep up with the calendar of assignments contained within. Parents of students in PreK-5th grade will be given the annual syllabus for their students' class so that they can keep track of teacher expectations and class progress as desired. All syllabi will also be posted in [Family Portal under the "Classes" tab](#).
10. **Make Up Exams:** Make up exams may be provided at the discretion of the teacher and only in the case of an excused absence. Students must be given permission to miss and make up the exam before the original exam takes place.
11. **Teacher Assistance Over Email:** In order to help our teachers maintain a good work/life balance, and encourage responsibility and timeliness in our students, teachers are not required to answer school emails after normal school hours or on the weekends. All staff will reply within 24 hours to student and parent requests to the best of their ability, or in the case of an email sent on Saturday or Sunday, on the following Monday. This means that students should be careful not to wait until the night before an assignment is due to ask any questions they may have about homework or exams. All emails addressed to teachers or school administrators should begin with a formal greeting (Dear Mr/Ms/Dr...), include a properly spelled, properly punctuated paragraph that states your request, and end with the writer's signature. Emails that are not properly composed may not be answered.

6.13 Repeating a Course

Repeating a course simply means that the student was not able to master the material presented in that course in one year of study. School is not a race to a finish line, but a chance to understand and master ideas and skills that are essential to a flourishing life. With that in mind, students may not be allowed to continue to the next class level if they have a D or lower at the end of the year (see 6.12, 4. Failing Grades above). If a student does fail a course, that student and their parents will work with the Head of School to work out their next year's schedule so that they can be in the classes that most suit their level of understanding.

The decision to repeat a course should be taken seriously, and with the student's overall well being in mind. The retaken course will replace the failing grade on a student's transcript.

6.14 Academic Dishonesty

Plagiarism and cheating are absolutely not tolerated at The Saint Constantine School. Students who cheat or plagiarize in any way will receive a 0 on the assignment with no ability to make it up. Students who are caught cheating or plagiarizing will be removed from any leadership roles and extracurricular activities. They may also be prevented from earning college credit for their dual-enrollment courses. A second offense will receive all the consequences of the first offense, automatically put the student on Academic Probation, and could result in the student being dropped from or failing the class and expulsion from the school.

6.15 Grade Level Classification

Students will be classified in their grade level primarily by age and math placement in lower school, and by their graduation plan in Middle and Upper School (A student who is three years from graduation will be considered a Sophomore, etc).

Student Life

7.1 Commitment to Goodness

Too often, student guidelines focus primarily on what not to do, but that shouldn't be. We hope our students will be typified by their own search for goodness, and take every opportunity to learn and do what is right. To that end, this section of the handbook will be broad and, we hope, encouraging.

The good life for a child: Our youngest students should live their lives with joy, kindness, and generosity. Often collaborative and interactive environments, our lower school classrooms and natural playground will encourage students to work together, explore with wonder, and play with each other.

The good life for a middle schooler: Middle school represents a transitional time for a student at our school, as they slowly move out of the patterns and curriculum of the lower school so as to better embrace responsibility, compassion, and wonder. As they take on more responsibility for their homework and schedules, they will also be encouraged to build a community of friends among their fellow students, learning how to be in community with those they disagree with, and treating everyone with respect and understanding.

The good life and approaching adulthood: In the Upper School, students are becoming adults, and must decide for themselves their own commitment to virtue, wisdom, and love. Our humanities seminars will explore all three of these principles as they've been exemplified and understood throughout history, while the rigorous discussion environment will give students a chance to put these traits of character into practice with their classmates and teachers.

7.2 Behavioral Expectations

1. **Respect in Community and Under Leadership:**

- a. Rule breaking most often comes from a lack of respect or understanding of the appropriate reaction to a situation. If you are in doubt that a behavior or comment is appropriate, ask yourself if it is loving to your community and to God. If you think it is not, don't do it.
- b. Respect for your teachers and your fellow students is important, and will be best indicated by thoughtfully doing the work you were assigned, participating in class, and engaging your fellow students in kind, intelligent ways. Students who are habitually disrespectful to their teachers and classmates will be sent to their House Head and may be removed from classes.
- c. As is true whenever we are considering the way we dress, wearing your uniform as instructed is also a sign of respect and thoughtfulness. Uniform violations are some of the silliest and least interesting forms of rebellion and disrespect, and we will all be happier if teachers and staff don't have to spend their time policing students about their uniform. Intentional and repeated uniform violations will lose you House points, may entail a meeting with your House Head, and could result in you being sent home, or more serious disciplinary measures as needed. More details are in the uniform code.

2. **Technology Use:**

- a. In a world of technological addiction, easy distraction, and over-exposure, The Saint Constantine School is a no technology environment. Though our devices can be helpful in many respects, we find that they are most often a distraction to concentrated learning and rich community, and will not be tolerated as such at TSCS.

- b. Students need special permission from a Dean, Associate Head of School, or Head of School to bring a laptop to campus and it may not be internet capable. Students using the internet on their computer will have it taken away and will not be allowed to use their computer at school in future. A student can request permission to work on an online class during school, but in that case they will need to work at the table in study hall where the supervisor can see the screen, and cannot use their computer in the central lounge/study area or outside.
 - c. Students will not be permitted to look up books or reading on their laptop, tablet, or phone in class, and must have a hard copy of the text as was provided for them at the start of school.
 - d. In view of our goal to inspire respectful and involved community on campus, we will require our students to keep phone usage to an absolute minimum. Students with phones will be issued a Yondr bag at the beginning of the year for them to keep. They will be required to keep their phone locked in their Yondr bags whenever they are on campus. Students who are caught with their phone out of their bag will have their phone confiscated and will be issued a \$50 fine which must be paid for the parent to retrieve the phone. No students may use their phones in the classrooms, hallways, grounds, or reading room. If students need to check in with their family, they can go to the main administrative office or the foyer of building 1, unlock their bag, and use their phone briefly there.
3. **Email Use:** Emailing is a great way to ask questions of your teachers or get some needed clarification. Emails are also another opportunity to practice writing in clear, mature prose. All emails addressed to teachers or school administrators should begin with a formal greeting (Dear Mr/Ms/Dr.), include a properly spelled, properly punctuated paragraph that states your request, and end with the writer's signature. Emails that are not properly composed may not be answered.
 4. **Toys and Treasures:** Students should not bring toys, electronics, and other objects from home except for a specific reason (such as class show-and-tell or a presentation). No objects from home are allowed on the playground.
 5. **Weapons on Campus:** No student is to bring a weapon of any kind onto campus. This includes knives and guns, swords made of any material, and anything else the faculty or staff classify as a weapon. If your possession of a weapon is seen as intending to cause harm, you will be sent home immediately and may be expelled.
 6. **Vehicles on Campus:** Students who drive themselves to campus are not permitted to drive any other student off campus during school hours. They are permitted to drive siblings and parent-designated students to and from school for drop-off and pick-up if they are designated as that students pick up, but cannot take these students off campus during the school day. Students are not permitted to hang out in their cars with other

students during the school day. Students who misuse their vehicles will lose the privilege of driving to school, and may be suspended.

7.3 House System: The house system at The Saint Constantine School is a reflection of the integrated nature of our student life and academics, and is designed to give our students a more personalized home within the larger Saint Constantine family. In their first week of school, each new student will be sorted into one of the four houses of the Saint Constantine School: Saint Helen, Saint Lucy, Saint Anne, and Saint Elizabeth. Their house is both the heart of their community at school, and a structure through which a student receives honors and discipline. Each house is governed by two faculty advisors who serve as their students' mentors, guides, and first contact for parents wanting a big-picture view of their student's success. For a complete description of the House system and individual houses, please visit our website at <http://www.saintconstantine.org/campus-life/house-system/>

7.4 Disciplinary Action: With respect to disciplinary action, The Saint Constantine School faculty and leadership intend to follow the spirit of Jesus Christ's words in Matthew 18:15-22, which emphasizes moving from individual confrontation to corporate confrontation depending on the persistence of the sin. This passage also emphasizes the goals of reconciliation, forgiveness, and discipline from love. In the event that a student engages in behavior requiring disciplinary action, the student will be confronted individually. Teachers may confront the student themselves, or choose to remove the student from class and send them to their House Head. The House Head will meet with the student, decide whether or not the student gets to go back to class, and will send a behavior report home to the student's parents. If a student gets sent to their House Head more than once in a day, they may be sent home for the day. We expect students to respond to individual meetings, however, if disruptive behavior persists, or is severe, the House Heads will contact parents and set up a family meeting. (For academically-related disciplinary action, see sections 6.13 and 6.14). Some disciplinary situations, due to severity or frequency, may require the involvement of the appropriate Dean, Associate Head of School, or Head of School.

Co-Curricular Activities

8.1 Athletic Eligibility Requirements

We are excited for your student to participate in Saint Constantine Athletics. For details on our competitive teams please visit our website www.saintconstantine.org/athletics. Available team and individual sports will be listed in the enrollment forms during enrollment. Students can also sign up anytime before the season starts by contacting the Athletic Director, Andrea Dunn at adunn@saintconstantine.org. Scheduling and opportunities will be updated throughout the year.

All students need to be enrolled in four classes at the Saint Constantine School per eligible year, maintain a C average or above in each class, and be in good standing with their House Head to be eligible to participate in athletics. If there is room, some teams may admit students from other small private schools or home schoolers.

8.2 Course Load Requirements

Students must take 4 classes a year with TSCS in order to be eligible to participate in competitive sports. Exceptions can be made for non-league play sports at the discretion of the Athletic Director.

8.3 GPA and Academic Requirements

Students who maintain below a 70% in any class will be ineligible for participation in competitive athletics. Students who fall below a 70% have one grading cycle of 1 month to increase their grade to 70% or above before removal from the team.

Uniform

9.1 Uniform Requirements

See Appendix A

Student Health

10.1 Illness

As we work to maintain a healthy and flourishing environment for our students and faculty, we ask our families to only send students to school if they are healthy and feeling well. We will call parents to pick up students who become ill during the day. Any Upper School student who misses class due to illness is expected to contact their teacher(s) and make arrangements for any work that is missed.

As we recover from a worldwide pandemic, please use special discretion and common sense in deciding to bring your student to school. The following guidelines should be helpful for you in determining when your child needs to stay home from school due to illness:

- Do not send a child to school with a temperature of 100 degrees or more. Do not send a child to school who has a fever that morning or the night before, even if the fever has come down with fever reducing medication. The student must be fever free without medicine for 24 hours before coming to school.
- Because a student needs to be fever free for 24 hours before returning to school, a student diagnosed with a fever at school cannot return to school the next day.

- Students on antibiotics can return to school after the first 24 hours of usage (See section 10.4 for prescription policies).
- Please keep your student home if they have other contagious diseases such as conjunctivitis (“pink eye”), mononucleosis (“mono”), influenza (“flu”), etc, or if there is any reason to think they’ve been exposed to COVID-19. If they have been sick, they must be symptom free for 24 hours before returning to school.
- Students with body or head lice should seek treatment from a lice center or over the counter medications at home immediately. Please notify the school by calling or emailing the school nurse.
- When your child is ill, seek medical care from your physician, and refrain from coming to school until they have been released by a physician.
- The Saint Constantine School will protect your privacy while still making others in the school who might be exposed to the contagion aware of the need for caution.

10.2 Vaccination Requirement

The state of Texas requires every student to “show acceptable evidence of vaccination prior to entry, attendance, or transfer to a child-care facility or public or private elementary or secondary school in Texas.” Exemptions can be obtained for reasons of health and conscience.

The following vaccinations are required:

1. Diphtheria/Tetanus/Pertussis
2. Polio
3. Measles, Mumps, and Rubella (MMR)
4. Hepatitis B
5. Varicella
6. Meningococcal
7. Hepatitis A

These vaccinations are to be scheduled intermittently from K-12. For details on immunization requirements or exemptions, please visit <http://dshs.texas.gov/immunize/school/default.shtm>.

When your child receives updates on immunizations, upload a copy of their immunization record into Magnus so the school’s record is current. If your child is behind on any immunizations, the school nurse will contact you. For further information on our immunization policy see the admissions requirements.

10.3 First Aid and Permission to Treat

Our school nurse will serve as the primary avenue for general first aid assistance during the school day. All first aid supplies are maintained on campus within a locked cabinet. The nurses' office will also maintain all medical records for the students as well as general first aid information. The majority of our teachers are certified in First Aid and CPR, so someone with First Aid/CPR training will be on campus at all times during the school day.

10.4 Allergies, Conditions, and Medication

Parents should update Magnus with all allergies (food, environmental, etc.) and medical conditions. If your child has any medication, inhalers, EpiPens, etc. for their allergies, please note this in Magnus which will notify the campus nurse. Please complete the appropriate paperwork, obtained from the school office, giving detail about your student's allergies and/or asthma if medication is needed.

All prescription medication should be checked in to The Saint Constantine School nurse at the beginning of the school day in its original container. The school nurse will oversee each dosage. Medication can be checked out again at the end of the school day. Emergency use medications that are particular to the student (such as an Epi-pen) can be given to the school nurse to be held for the duration of the school year in case of student need.

The school nurse will have a collection of over the counter medications. You can notify the school nurse via registration paperwork and Magnus to allow administration of over the counter medication.

All further health considerations or inquiries will be handled at the discretion of our school nurse.

This Handbook is subject to change at the discretion of the Head of School and Presidential Cabinet of The Saint Constantine School.

Dress Code for Students

Our Philosophy of Dress

1. Humankind is made in God’s image, and people should dress in ways that honor our Creator.
2. Simplicity, beauty, and order are goods given to God by mankind, and should be reflected in every area of our lives including the way we look.
3. Every part of the way we present ourselves is a form of communication.
4. Pressures felt to compete in areas of dress and appearance are distracting, expensive, and time-consuming. At worst, they are destructive to self-worth and healthy body image.
5. Education is a pursuit that is not merely of the mind: it requires the participation of a rested, comfortable, and presentable body.

Specific Rationale for Uniforms

1. Uniforms are an opportunity for students to express themselves as disciplined members of an academic community. Dressing up, and perhaps even a uniform, is an expected part of life for many professional adults; students have their own profession as they pursue an education on our campus, and a uniform is a fitting constant reminder of that calling.
2. Conscious self-presentation that is attractive, simple, and practical allows students to approach time spent at school as their “professional” pursuit. It elevates their mindset and reminds them of higher expectations by elevating their appearance.
3. Physical similarities created through uniformed dress demonstrate the intellectual and spiritual connection our students share as part of the TSCS community. Athletic teams and military organizations wear uniforms in part as a sign of unity in purpose and identity; our students do the same.
4. Uniforms signal to others that you are a member of a community. This allows us to easily distinguish students of TSCS during the school day and during off-campus events, and it allows our students to serve as ambassadors for our school outside of school hours.
5. Uniforms eliminate confusion over what is appropriate and acceptable. A more detailed Uniform and Dress Code prevents problems associated with a subjective interpretation of policy.

Enforcement

1. Parents must be the chief enforcers of the Uniform and Dress Code, since students make choices about their appearance in your homes each morning. TSCS staff will enforce the Uniform and Dress Code Policy on our campus. Interpretation and application of the Uniform and Dress Code standards will be the responsibility of the Deans, Associate Head of School, and Head of School.
2. Students not complying with the Uniform and Dress Code policy will be fined \$10 and may be required to rectify their appearance immediately, at the discretion of an administrator. This may include removing a prohibited item, purchasing an item from the TSCS office which is charged to

a student's account, waiting in the school office while a parent brings appropriate items to campus, or older students driving home to change.

3. Students who repeat uniform violations will be charged a \$50 fine to their student account per infraction. This is in addition to being sent home to change, or being given items to wear that require purchase from our campus store.
4. Students who repeatedly ignore the Dress Code may be banned from wearing specific items to campus. This is reserved for consistently repeated violations.
5. It is our wish that we spend as little time as possible thinking about what our students are wearing so that we may all focus on our task at hand: education. This will only be possible if our families and students approach these guidelines with a spirit of cheerful discipline.

The Dress Code

1. Students must abide by Uniform Guidelines below at all times.
2. Exception Days: Teachers and administration will communicate any free dress/exception days directly to parents via email at least one week in advance. This includes Spirit Week, athletes wearing gear on game days, Halloween, Go Texan Day, etc. Students must either dress according to the directions given, or wear their standard school uniform. Students who come to school wearing clothing that doesn't abide by the exception day or by the normal Uniform Guidelines (i.e. leisure wear on Go Texan Day) will be sent home to change.
3. Many pieces of the standard uniform must be purchased from the TSCS Lands' End online store. The exceptions are:
 - a. Lower School students may purchase white or navy polo or Oxford shirts from other vendors so long as they have no other logo on them (Nike swoosh, etc). There are also options available for purchase in the Lands' End store. This does not apply to Middle or Upper School students, who must purchase all shirts from the Lands' End Uniform Store.
 - b. Pants and shorts may be purchased from other vendors so long as they are chino/twill fabric, meet requirements for length and fit, and either khaki or navy blue in color. Please see description under "Uniform Guidelines: Pants and Shorts."
 - c. Gray hooded and crew neck sweatshirts may be purchased from the TSCS Spirit Store. No other sweatshirts from vendors that are not Land's End or the Spirit Store may be worn.
 - d. Small items (socks, tights, etc).
4. The TSCS Spirit Store contains some items that are permitted as part of the standard school uniform, but many items (T-shirts, sweatpants, etc.) are only permitted on exception days or outside the school day. Please read the Uniform guidelines and the product descriptions on the

Spirit Store website to make sure you understand which items are permitted in the standard uniform.

Standard Uniform for ALL Grades

Blouses, Oxfords, and Polo Shirts

In Lower School, white and navy collared shirts may be purchased from any vendor so long as they are a collared polo or Oxford and have no other logo (no Nike swoosh, etc.). Shirts in all other approved colors must be purchased from the Lands' End store and must bear the TSCS embroidered logo. Long sleeve undershirts are not permitted unless worn under a long sleeve shirt.

In Middle and Upper School, all shirts must be purchased from the Lands' End store and bear the TSCS logo. Long sleeve undershirts are not permitted unless worn under a long sleeve shirt.

Colors: white, navy, Oxford (light) blue, French (medium) blue. Undershirts may only be worn in white.

Jumpers, Skirts, and Skorts

Only items purchased from the TSCS Lands' End store, in Classic Navy Large Plaid, are permitted. A plain navy jumper from the Lands' End store is also allowed, but it must have a TSCS embroidered logo. All jumper, skirt, and skort lengths must be no more than two inches above the knee.

Colors: Navy and red with white; navy blue

Cardigans, Sweaters, Sweatshirts, Sweater Vests, and Blazers

Only items purchased from the TSCS Lands' End store, or the gray logo hooded or crewneck sweatshirt from the TSCS Spirit Store, are permitted if they are to be worn indoors.* A collared uniform shirt must be worn underneath outerwear at all times. Blankets are not considered outerwear and will be confiscated if brought to school as outerwear.

Colors: gray, navy, burgundy

*Crewneck red, and zippered black options are available in the TSCS Spirit Store, but are not included in the standard school uniform. These items may be worn on Free Dress Days.

Tights, Leggings, and Bike Shorts

Girls of all ages must wear bike shorts, opaque tights, or ankle-length leggings under jumpers and dresses where there are no built-in shorts.* Bike shorts must be covered by the length of the skirt and may be any color. Leggings and tights must be opaque (not see through) and be a single color mentioned below (slight

pattern is fine so long as the pattern is not multi-colored). Sweatpants/pajama pants are not a permitted option in this category.

Colors: white, black, navy, gray

*Please note: Students not in compliance with the Uniform Guidelines will be required to purchase items to be put on and worn. Items will be charged to student accounts.

Pants and Shorts

Shorts may only be worn by Lower, Middle, and Upper School boys and Lower School girls. Female students of all ages have pants and multiple skirt/jumper options available to them.

Pants and shorts must be made from chino cloth/twill fabric: no denim, stretch denim, cotton, spandex, or corduroy. Pants and shorts must be free of holes, and be properly fitted to allow for natural movement of the body (not excessively baggy or excessively tight). Shorts must be worn no more than two inches above the knee. No cargo pants/shorts are permitted.

Colors: khaki, navy, gray

Socks

Socks may be a solid color or patterned, and may be any length. They may have a small manufacturer's logo, but no words.* White, black, navy, and gray tights are also permitted for girls.

Colors: Socks, any color. Tights, white, black, navy, gray

*Please note: Students not in compliance with the Uniform Guidelines will be required to purchase items to be put on and worn. Items will be charged to student accounts.

Shoes

Shoes must be in good condition and close-toed. If the shoes have laces, they must be kept tied while worn. Lower School students must wear socks with their shoes at all times.

Upper School girls may wear 2" or lower closed or open toed heels in navy, black, brown, or nude. Socks or tights are not required for heels.

Belts

Belts are recommended but not required, particularly when shirts are worn tucked in (as on Formal Uniform days).

Colors: Solid brown, black, navy

Outer Coats, Rain Jackets, and Rain Boots

These items should not have any lettering or bear any slogans. Any colors are permitted; please make sure your student's items are clearly labeled with their name. None of these items may be worn indoors at any time.

Backpacks and Lunch Boxes

Students grades PK3-5th may NOT use rolling backpacks. Middle and Upper School students may, but they must keep their backpack with them at all times. Remember that oversize backpacks will not fit inside a locker. Any style of lunch box is allowed.

Hats

Only TSCS branded hats are permitted. Hats may only be worn while outside.

Scarves, Gloves, Etc.

Additional accessory items may only be worn while outside. They may not have any lettering/words on them.

Hair, Jewelry, and Hair Accessories

We allow parents to decide for their children how these elements of physical presentation are managed. While self-expression in these areas is allowed, we still expect students to be able to meaningfully participate in all typical school activities, and their appearance must not inhibit that. This means we discourage excessive jewelry, large hair accessories, and impractical hairstyles because of the difficulties they pose for rigorous outdoor movement and play.

TSCS reserves the right to determine whether or not a student's uniform is in compliance with TSCS policy and act accordingly.

Formal Uniform

On special occasions, students are required to wear a more formal uniform. These days include the First Day of School, Picture Day, Grandparents Day, Divine Liturgy Days, Field Trips, and Commencement, as well as other days throughout the year that may be announced.

Formal Uniform: Girls

- Skirt or jumper in Classic Navy Large Plaid

- White or light blue collared shirt with TSCS embroidered logo (short or long sleeved), tucked in
- Dress shoes or ballet-style flats (with or without straps) in solid black, gray, navy, brown, or nude
- White, gray, navy, or black socks or tights
- House Tie and/or House Pin
- Optional: any style uniform sweater or blazer available for purchase from Lands' End store with TSCS embroidered logo (hooded or crewneck sweatshirts not permitted)
- No sweatshirts, hats, spirit wear, athletic wear, etc. allowed on Formal Days

Formal Uniform: Boys

- Navy or khaki chino pants
- White or light blue polo or Oxford shirt with TSCS embroidered logo (short or long sleeved), tucked in
- Belt in solid black or brown (preferably coordinating with shoe choice)
- Dress shoes, loafers, oxfords, or boat shoes in solid black, gray, navy, or brown. No canvas shoes or athletic shoes allowed.
- White, gray, navy, or black socks
- House Tie and/or House Pin
- Optional: any style uniform sweater or blazer available for purchase from Lands' End store with TSCS embroidered logo (hooded or crewneck sweatshirts not permitted)
- No sweatshirts, hats, spirit wear, athletic wear, etc. allowed on Formal Days

PE Uniform

PE uniforms are mandatory for Middle and Upper School students enrolled in PE.

PE uniforms are optional for Lower School students enrolled in Motor Movements.

PE uniforms provide a very specific function on our campus, and may not be worn at any other time, including during other recess breaks or classes. Students who have PE first period may arrive at school in their PE uniform, but must bring an acceptable change of clothes and complete the rest of the day in the school uniform. Students who have PE last period may leave their PE uniform on while waiting to be picked up after school, but must change back into their school uniform if remaining on campus for extracurricular activities unrelated to athletics (theater, etc).

PE uniforms are available for purchase through the Lands' End store, but may be purchased through other vendors so long as they are free of designs/logos from other organizations (Nike swoosh, etc).

PE Uniform

- Shirt: Only gray T-shirts, properly fitted, are permitted. If not purchased through the Lands' End store, they must be completely blank.

- Shorts: Only burgundy, and must fall no more than two inches above or below knee.
- Outerwear: Any TSCS branded sweatshirt is allowed, and only burgundy sweatpants. Reminder: while more latitude is available in PE outerwear, some of these items must be removed to complete the school day in the standard uniform. Suitable alternatives should be brought to school for use when not in PE on colder days.
- Shoes: must be suitable for physical activity (running, jumping, etc). Laces must be tied at all times.

Free/Themed Dress Guidelines

Throughout the school year students are given the opportunity to dress outside the standard uniform. On free/themed dress days, students must either follow the communicated theme for the day or wear their standard uniform. Students who dress otherwise may be fined and/or sent home to change (i.e. wearing workout clothes on Go Texan Day).

Free Dress/themed dress clothes must follow the same fit guidelines as our standard uniform. This means clothes should neither be excessively baggy or excessively tight. Dresses, skirts and shorts must be worn no higher than two inches above the knee. Tank tops are permitted, but should not show cleavage/the chest area. Shirts should completely cover the torso, including during the normal range of human movement (bending, reaching, etc). Clothing should be free of brands/company advertising other than very small logo marks (Nike, other schools, etc).

Close-toed shoes (and socks for Lower School students) are still required for safety reasons.

Formal Event Guidelines

Middle and Upper School students are given several opportunities throughout the year to attend formal events, and the expectation is that students will dress in a manner appropriate to a formal occasion.

Young Men: Young men should wear a clean and tidy long sleeved button-down collared shirt with tie and a jacket and slacks. Suits and tuxedos are also welcome. If a young man chooses not to wear a tie, he must wear a jacket, and vice versa. Athletic shoes and sneakers are not permitted.

Young Women: Long dresses are especially encouraged to meet the formality of the occasion. If choosing a shorter dress, the shortest part of the dress cannot be shorter than knee length. Dresses must have their own shape and structure independent of the young woman's own body, which means skirts should not be form fitting, but flow from the waist. Strapless and spaghetti strapped dresses are permitted, but no cleavage should be visible. If choosing to wear a formal suit or jumpsuit instead of a dress, the same principles apply. Athletic shoes and sneakers are not permitted.

Appendix B:
Early Childhood Packet

Early Childhood Parent Packet
The Saint Constantine School

Contents:

1. Early Childhood Objectives
2. Toileting Policy
3. Behavior Policy
4. Helpful Parenting Practices
5. Recommended Parent Resources

Early Childhood Objectives

The Early Childhood program at The Saint Constantine School seeks to provide the youngest students with play-based opportunities and explorations that:

- are developmentally appropriate (*Six Simple Ways to Assess Young Children*, Sue Guber)
- include child-led nature study, which grounds the child in their world (*School Education*, Charlotte Mason).
- emphasize imagination through Great Books, storytelling and open-ended play with the aim of awakening the moral development of the child.
- promote movement, through emphasis on fine and gross motor skills, to help develop and strengthen the physical world of the child.
- include concrete sensory-integrated experiences (*Sensory Integration and the Whole Child*, Jean Ayres).
- foster virtue development, especially emphasizing: order, sincerity, and obedience (*Character Building*, David Isaacs).
- help build healthy self-care habits; especially physical self-care, quality rest, completing chores and building healthy social relationships and self-identity. (*Habits*, Charlotte Mason)
- begin to introduce and strengthen the foundational building blocks leading to exploration and experience of letters, language and quality of numbers. (*Spell to Write and Read*, Wanda Sanseri)
- provide exposure to Truth, Goodness and Beauty and show how these are reflected in the dignity of every human person.
- encourage the pursuit of excellence through ***virtue, wisdom and joy!*** (*TSCS vision*)

~ In order for our teachers and students to be able and ready to live out the above objectives well, students will need to demonstrate readiness in toileting and behavior practices. (please see below for more details)

Early Childhood Toileting Independence Policy

Goals

At The Saint Constantine School we expect our preschool (PreK3 & 4) children to enter our Early Childhood program trained to effectively use the restroom by themselves. In detail, this includes:

- ~ Self-directing and responding appropriately in the toilet to the physical sensations they experience
- ~ Wearing underwear; recommended day and night

Our goal at The Saint Constantine School is to help children strive toward full toileting independence. We will work toward the following goals in the preschool classrooms:

- ~ Entering and exiting the restroom independently
- ~ Communicating restroom needs effectively to the teacher
- ~ Gaining independence in dressing themselves
- ~ Caring for personal hygiene

Philosophy

Research shows that children will best master the milestone of toileting independence when provided with:

- individualized attention
- defined boundaries
- consistency
- personalized practice

The TSCS preschool setting assumes mastery of toileting independence prior to enrollment and is not equipped for toileting support beyond occasional accidents.

Role of the Teacher

The role of the teacher differs slightly between the PreK3 and PreK4 classrooms. In PreK3, the teacher starts the year alongside the child and determines intervention based on the child's ability. In PreK4, the teacher will provide encouragement from outside the restroom, if needed.

Accident Procedure

Each child demonstrates readiness, ability and challenges in different ways and at different paces. Accidents are expected and do happen *on occasion*. When accidents turn into habits, occurring on a weekly or daily basis, more conversation is needed regarding what is most developmentally appropriate for the child to master toileting independence.

If a student has a bowel accident while at school the child will be sent to the nurse and the child's parents will be called. The parent will be required to come clean their child and either send them back to class or take them home.

Intervention

When a habit of accidents is observed, faculty and family will have a conference to discuss the child's personal situation and to create an *at school* intervention to try for one school week. After a week, if the habit continues, the child will be asked to work toward mastery at home. We expect the *at home intervention* (nursery for faculty students) to last at least 2-4 weeks.

The Early Childhood faculty are committed to supporting the child and family by developing a personalized potty training plan based on the child's demonstrated needs.

Potty Training 3 Phase Plan Example

Phase One: Awareness, Interest & Readiness - "I want"

- ~ Displays interest by watching others use the potty
- ~ Starts to demonstrate pulling on and off diapers/clothes
- ~ Begins to sit on the potty to "practice"
- ~ Makes the connection between having the urge to pee or poop and going to use the potty
- ~ Demonstrates awareness of the body's functions and uses appropriate potty words

Phase Two: Practice and Consistency - "I can"

- ~ Wakes up dry in the morning
- ~ Responds to physical sensations and uses the toilet effectively
- ~ Verbalizes accidents and dislikes the sensations of soiled underwear
- ~ Gets on the potty, stays on the potty long enough to pee or poop, and gets off the potty

Phase Three: Demonstration and Independence - “I did!”/“I am potty trained!”

- ~ Responds to physical sensations in the toilet in *all environments*
- ~ Communicates restroom needs effectively to teacher/parent
- ~ Is gaining independence in dressing themselves
- ~ Is gaining independence in caring for their personal hygiene

Assessment and Evaluation

To determine if a student is ready to enter back into the classroom, the four goals under *Phase Three* must be assessed for one week while the child is at home (or in the nursery for faculty students). Entering back into the classroom too early could cause a repeat of regression. Parents and faculty will communicate the student’s abilities and determine a re-start date. After their return, the student will enter a *trial period* for one to two weeks to determine readiness for a full-time return to school. Faculty will determine school readiness based on observation of the student’s habits, detailed under *Phase Three*, while at school.

Early Childhood Behavior Policy

Philosophy

Learning right from wrong begins in the home. Parents are the primary educators of their children. Our goal, while your child is at school, is to reinforce the boundaries and the positive *habits* that parents have been implementing at home. Children need clear and consistent boundaries which lead them to build trust and security in the world around them. Charlotte Mason’s approach to education has great influence at The Saint Constantine School. Her educational philosophy focuses on the development of the whole person and the significance of *these three components to education: Atmosphere, Discipline and Life*.

A word from Charlotte Mason:

“Education is a discipline—that is, the discipline of the good habits in which the child is trained. Education is a life, nourished upon ideas; and education is an atmosphere—that is, the child breathes the atmosphere emanating from his parents; that of the ideas which rule their own lives” (Vol. 2, p. 247).

Discipline, life, atmosphere—all three are necessary for a well-balanced education. You become unbalanced when you focus on one above the others.

Behavior Expectations

At The Saint Constantine School we expect our children to enter our Early Childhood program displaying readiness for school by demonstrating behavior that is able to be formed in truth, beauty and goodness. Students need to be able to adhere to classroom policies and teacher-led boundaries that ensure their safety, respect for others and self, as well as behavior that encourages goodness in their peers.

Non-Negotiable Behaviors:

The following behaviors will result in the student being seen by a House Head:

1. Running away from teacher or escaping school property
2. Responding “no” to teacher directions *with inability to redirect* or resisting teacher authority
3. Physical violence toward student or teacher or inappropriate physical behavior with another student

Intervention:

A student will be sent to their House Head if one of the three non-negotiable behaviors are observed. The House head will determine an appropriate disciplinary action which may include a phone call home or dismissal from school for that day. If these behaviors become a consistent problem, our faculty will have a parent meeting to discuss how we can best help and encourage personal growth for your child. At this point, an *at home intervention* may be deemed appropriate until it is determined that the student's behavior is displaying school readiness.

The Early Childhood faculty are available to provide conversations around how to help your family instill consistent boundaries in the home and any other parenting questions and conversations that would be beneficial for your family.

Evaluation/Re-Entry:

Re-entry to school will be determined through parent and faculty conversation, observed positive behavior and a school readiness assessment/trial week.

Helpful Parenting Practices for the TSCS Student

1. Encourage time outside in **nature** and time to *ponder, wonder, and imagine*.
2. Implement daily periods of **rest/silence** at home- sometimes this means saying “no” to too many outside activities - “*there is no better team than the home team*”.
3. Ask open-ended questions and provide a **supportive presence** of *listening* - “*observe more: speak less*”.
4. Implement and instill **chores** for all ages - children need to be needed; this builds confidence and self-esteem and helps give them ownership.
5. Establish **consistent routines and rhythms** around mealtimes, bedtimes, rest time and play time.
6. Instill firm **boundaries**- just say “no or not now.” Teaching **obedience** first is fundamentally foundational for any further growth and development.
7. **Family dinners and conversation** together are essential and have a great impact on the child and whole family. Schedule these!
8. Create a culture of **stories** by providing good books and read-alouds. Storytell and tell your life stories to each other. This helps form one of the most important faculties . . . **the Imagination!**
9. Limit exposure to technology/screens of all kinds. **Sensory experiences** are preferred and essential. Schedule **family leisure time!**
10. Less is more - cut back on clutter and implement work towards **order!** Provide **open ended play items** in the home; including blocks, colored silks, creative art supplies, general story telling people and scene pieces, etc.

More discussion on each of these points is welcomed and encouraged. Please reach out to Tricia LaRocca, Early Childhood Specialist, if you would like to have parenting conversations regarding how to best implement these practices in the home. Email: tlarocca@saintconstantine.org

Recommended Parent Resources

Books:

1. Charlotte Mason Education Series
 - a. [Habits](#)
 - b. [The Outdoor Life of Children](#)
 - c. [Formation of Character](#)
2. [Character Building](#), David Isaacs
3. [Simplicity Parenting](#), Kim John Payne
4. [The Temperaments God Gave Your Kids](#), Art and Loraine Bennett
5. [An Introduction to Classical Education](#), Christopher A, Perrin
6. [Discipline for Life: Getting it Right with Children](#), Madelyn Swift
7. [Balanced and Barefoot](#), Angela J. Hanscom

Articles:

1. [Education for Life](#), Charlotte Mason
2. [Wanda Sanseri \(Spell to Write & Read\) Senate Hearing Speech](#)

Audio:

1. [Parent Conference Lectures](#)

TSCS Blog

1. [From Habit to Virtue - at School and at Home](#), Tricia LaRocca
2. [Slow Learning](#), Sarah Fraps
3. [Learning to Read & Reading to Learn](#), Sarah Fraps
4. [The Whole Duty of a Child](#), Elizabeth Cogburn
5. [Want to Keep Kids Safe? Let Them Climb Trees!](#), Megan Mueller
6. [Why We Play](#), Cate Gilbert
7. [No Rules on the Playground? Good.](#), Megan Mueller

Appendix C:
Contact List

LET US ANSWER YOUR QUESTIONS!

We're a small school, but we're getting bigger - and we want to make sure you know exactly who can answer your questions, no matter the topic. Check out the list below so you know exactly where to get the information you need.

CLASS-SPECIFIC PERFORMANCE & EXPERIENCE

Classroom Teacher

OVERALL PERFORMANCE & EXPERIENCE

House Head

GENERAL ACADEMICS

Cate Gilbert, Head of School
Jonathan Mueller, Assoc. Head of School
Nick Dalbey, Middle & Upper School Dean
Sarah Fraps, Lower School Dean

PRIVATE MUSIC & VOICE LESSONS

Lauren Turner, Dean of Fine Arts

ENROLLMENT & FINANCIAL AID

Lily Yee

FINANCE & PAYMENT PLANS

Emily Kasradze, CFO

EVENTS & SCHOOL COMMUNICATION

Megan Mueller

NEWSLETTER & SCHOOL STORE

Laura Nicol

ORTHODOXY & RELIGIOUS EXPRESSION

Father George Katrib

RECESS & PLAY

Megan Mueller

FUNDRAISING & DONATIONS

Ennie Hickman

ATHLETICS

Andrea Dunn

SAINT BARNABAS PARENT ASSOCIATION

Hope Reynolds, First Lady

TSCS EMAIL ADDRESSES: [FIRST INITIAL][LAST NAME]@SAINTCONSTANTINE.ORG

HOUSE HEADS

2021-22

SAINT ANNE

Mr. Galen Nicol
Mr. Kenneth Peters

SAINT ELIZABETH

Mr. Trey Allen
Mrs. Lauren Turner

SAINT HELEN

Mrs. Miray Katrib
Ms. Bond Pittman

SAINT LUCY

Mr. Zach Harris
Mrs. Gigi Shadid