



2024-2025  
STUDENT/PARENT  
**HANDBOOK**



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Houston, Texas 77096  
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[stes.org](http://stes.org)

Office Hours  
Monday–Friday, 7:25 a.m. - 4 p.m.  
when school is in session.  
Holiday hours will be announced.

#### Mission Statement

To form honorable men and women through a classical education grounded in a Christ-centered worldview.

#### Core Values

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

#### About

Founded in 1955 as a parish school of Saint Thomas' Episcopal Church, Saint Thomas' Episcopal School is a private PK-12 school that upholds Christian values and educates boys and girls through classical instruction. Our school develops students who are academically prepared to be leaders in their communities and professions and who will exercise that leadership in a manner imbued with Christian virtues.

#### Episcopal Identity

As an Episcopal school, our teaching of Christianity is traditional and based on Scripture and the creeds of the Church. We do not require all students to be Christians, but we expect all students to participate in our regular Christian worship and required religious instruction.

#### Classical Education

At Saint Thomas' Episcopal School, we aspire towards absolute standards of the good, the true, and the beautiful. Our classical Christian curriculum ensures an STE education in English, Classical and Modern Languages, History, Philosophy, Mathematics, Arts, and Science builds an understanding of these standards. Our graduates will be logical and persuasive advocates for pursuing these standards in writing and speech.

#### Academic Excellence

Saint Thomas' Episcopal School is dedicated to pursuing academic rigor and discipline that trains the mind, spirit, and character, ensuring our students succeed in college. Our school's high-quality non-academic subjects and extracurriculars teach students about the discipline required to achieve excellence and the value of teamwork.

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# Faculty/Staff Directory

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## School Board

Eleanor Bergin  
Skip Ezenwa  
Casey Garrett  
John C. Graves

Mark Grimley  
Thomas Halsey  
Anthony Jones  
Samantha Kegge

Kathryn Kurie  
Kristen Muntean  
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Gloria Williams

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*A full list of faculty and staff, including contact details can be found on the Veracross Parent Portal*





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# Section 1: Campus Policies

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## Drop-Off and Pick-Up Locations

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

### Drop-Off by Grade

- PS - Indigo and Interior Campus Carpool Lane
- LS - Interior Campus Carpool Lane (6-12th if also dropping off K-5th)
- 6-12 - South Side of Parking Lot on Jackwood across from Shaw Hall or the designated lane on Endicott

### Pick-Up by Grade

- PS - Indigo and Interior Campus Carpool Lane
- K-8 - Interior Campus Carpool Lane
- 9-12 - South Side of Parking Lot on Jackwood across from Shaw Hall

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## Arrival and Dismissal

Classrooms and carpool open at 7:25 a.m. to allow students ample time to put belongings away and settle before the first bell. The first bell rings at 7:40 a.m., and the tardy bell rings at 7:45 a.m. Students arriving after 7:45 a.m. must check in with the front office (Main Lobby of Shaw Hall). Lower School students must be walked to the front office by an adult. After check-in, kindergarten - second-grade students must be escorted to the Lower School Building by a parent or guardian.

**If your child is late or absent, please log your child's tardy or absence using the SchoolPass platform before 7:40 a.m.**

**No student may be on campus before 7:25 a.m. unless participating in an organized school function. Unfortunately, we cannot provide supervision for students arriving before 7:25 a.m.**

### Please Note:

- ***All vehicles that regularly pick up or drop off students must register on the STE SchoolPass platform.***
- ***Do not double park or make U-turns. U-turns are illegal in school zone areas.***
- ***No passing is allowed in the carpool lane.***
- ***Be aware of students crossing the street.***
- ***Cell phone use is prohibited during carpool or in designated school zones.***
- ***Please do not U-turn or turn around in driveways on Jackwood or Indigo. If traveling west on Jackwood or Indigo, turn right at South Rice and then right at Beechnut to reach 610.***

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## Morning Drop-Off

### Preschool

- Drop-off in the Interior Campus Carpool Lane between **7:25 a.m. and 7:45 a.m.** for before care and at **9:00 a.m.** for regular school hours.
- Cars enter the lane by heading west on Jackwood. Turn right into campus, just past Shaw Hall. Head north until you reach the marked drop-off zone.
- **Please display your carpool tag in the driver side front window.**

### Grades K-5

- Drop off your child in the Interior Campus Carpool Lane between **7:25 and 7:45 a.m.**
- Cars enter the lane by heading west on Jackwood. Turn right into campus, just past Shaw Hall. Head north until you reach the marked drop-off zone.
- **Please display your carpool tag in the driver side front window.**
- Do not allow students to exit the vehicle early. Instead, please wait until you reach an attendant at the drop-off zone.
- Students must exit their vehicles on the passenger side of the car after they have come to a complete stop. Drivers should not leave their vehicles.

### Grades 6-12

- All students will enter the school through the Shaw Hall main doors.
- Do not drop students off in front of the school on Jackwood, as this causes disruptions to Lower School drop-off and raises safety concerns.
- Students may be dropped off in the designated lane on Endicott. They will then walk around the corner on Jackwood to the Shaw Hall main doors.
- Students may also be dropped off in the Jackwood parking lot. When entering the Jackwood parking lot, all traffic should travel northbound on Endicott and then make a left turn into the parking lot.
- Carpool traffic from Endicott will turn right and drop students off closest to the crossing guard.
- After drop off, proceed to wrap around and exit on Endicott by turning right to go South, or you may exit on Jackwood, taking a left turn only.
- Do not double park or make U-turns. U-turns are illegal in school zone areas.
- Be aware of students crossing the street.
- Do not block intersections at any time. If there is not enough room to completely clear an intersection, wait until there is room to move forward or turn as appropriate.
- Cell phone use is prohibited during carpool or in designated school zones.

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## Afternoon Pick-Up

Do not park and leave your car unattended on Jackwood, Indigo, or Endicott Streets after 2:00 p.m. STE Staff will ask you to move your vehicle.

## Dismissal Times

- **Preschool** - 2:30 p.m. for regular school hours / 5:00 p.m. for after care.
- **Lower School (Grades K-5)**: 3:15 p.m.
- **Middle and Upper School (Grades 6-12)**: 3:30 p.m.

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

## Preschool

- Pick up in the Interior Campus Carpool Lane from **2:30 - 3:00 p.m.**
- Cars enter the lane by heading west on Jackwood. Turn right into campus, just past Shaw Hall. Head north until you reach the marked pick-up zone.
- Pick up on Indigo after 3:00 p.m.. For immediate assistance, please call the number on the gate, 281-777-6392.
- Do not block the exit of the Interior Campus Carpool Lane. Please allow this traffic to exit the STE campus.
- **Please display your carpool tag in the passenger front window.**

## Grades K-5

- Changes to pick-up should be logged in the STE SchoolPass platform **before 2:30 p.m.**
- **Pick up your child in the Interior Campus Carpool Lane. No in-person pick-up will be allowed. Students may not meet parents or guardians in Shaw Hall.**
- Cars enter the lane by heading west on Jackwood. Turn right into campus, just past Shaw Hall. Head north until you reach the marked drop-off zone.
- **Please display your carpool tag in the passenger front window.**
- Security will open the vehicle gate on Jackwood at 2:15 p.m. for the preschool carpool. **Lower School families should not enter the carpool line until 3:00 p.m.** The boarding process begins at 3:15 p.m. for K-5.
- Students enter vehicles on the passenger side. Parents should not exit the vehicle.
- Lower School boarding ends at 3:30 p.m.. The remaining students who do not have middle or upper-school siblings will be escorted to After-School Care.

## Grades 6-8

- Changes to pick-up should be logged in the STE SchoolPass platform **before 2:30 p.m.**
- **Pick up in the Interior Campus Carpool Lane.**
- Cars enter the lane by heading west on Jackwood. Turn right into campus, just past Shaw Hall. Head north until you reach the marked pick-up zone.
- **Please display your carpool tag in the passenger front window.**
- **Middle School families should not enter the carpool line until 3:30 p.m.** The boarding process begins at 3:35 p.m. for 6-8.
- Students enter vehicles on the passenger side. Parents should not exit the vehicle.
- Families with students in lower and middle school are welcome to come through the middle school carpool lane at 3:35 p.m. to retrieve their lower and middle school children together at once.

## Grades 9-12

- Make sure your child knows when and where to meet you for pick-up.

- Do not block vehicles in the parking lot.
- Do not exit your vehicle.
- Do not double park or make U-turns. U-turns are illegal in school zone areas.
- Be aware of students crossing the street.
- Do not block intersections at any time. If there is not enough room to completely clear an intersection, wait until there is room to move forward or turn as needed.
- Cell phone use is prohibited during carpool or in designated school zones.

## Late Pick-Up

**Boarding ends at 3:30 p.m. for LS and 4:00 p.m. for MS.** Students remaining will be escorted to After-School Care, held in the Lower School Building (LS) and G3 (MS). If you arrive late to pick up your children, you should park on Endicott and call the posted After-School Care phone number for the release of your child.

## Sibling Pick-Up by Older Students

**Upper School students may pick up younger siblings by walking to the Carpool Staging Area. Please email Vu Ly, Interim Head of Lower School, to give your upper school child permission to retrieve your Lower School student.**

***\* All traffic entering the STE Campus must travel westbound on Jackwood and turn right into the driveway for the complex. No left turns from eastbound traffic will be allowed. Carpool traffic enters from Jackwood, moves along the fence at the back of the complex, and drives to the marked drop-off/pick-up zone. The path for traffic is marked. Students should enter vehicles at the designated pick-up point in the middle of the complex. Drivers should remain in their vehicles at all times. Carpool traffic exits campus by turning onto Indigo. Do not U-turn or turn around in neighboring driveways.***

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## Early Dismissals

The dismissal procedures remain the same but with adjusted hours.

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## Students Driving to School

- Driving students should park in the lot south of Jackwood.
- No students, parents, faculty, or staff may park in the lots behind Meyerland Plaza.
- All student drivers must register their vehicles with the receptionist and receive a parking tag. Students must display parking tags on their vehicles while on the STE campus. **Note:** A \$15 replacement fee for a lost tag will be charged.
- Students who drive recklessly or endanger themselves, or another person, will forfeit the privilege of driving to school.
- **VOE:** Students who need DPS Verification of Enrollment forms must request the form by giving their full name to the receptionist. **Note:** There is a 24-hour turnaround for the form.



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## Students Walking/Biking to School

- Students **who live within walking distance of the school** (within 1.5 miles) may walk/bike to and from school only if a signed Walking/Biking Waiver is on file from the parent.
- The Walking/Biking Waiver is available at [stes.org](https://stes.org) and must be completed each school year and submitted to the appropriate division head.
- Students should follow a planned route to and from school. Parents should know their child's route.
- Students who cycle must wear a helmet, per the city ordinance.
- One person per bike.
- **Bikes may not be ridden on campus.**
- **Bikes are to be parked and locked in the rack in front of the F Building.**

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## Bus Information

STE offers bus service to students living in the Pearland and Missouri City/Sugar Land areas. To sign up for this service, please complete the Bus Service Transportation Form. The cost and details are listed at [stes.org](https://stes.org).

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## After-School Care

Parents may enroll students in grades K–8 in After-School Care held on the STE campus. After-School Care is available Monday through Friday from 3:30–6:00 p.m. For more information or to register your child, please contact our After-School Care Director.

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## After-School Policies

Students in grades K–12 who remain on campus after 4:00 p.m. must be participating in one of the following:

- Supervised after-school activities (e.g., sports, dance, music, tutorial, etc.)
- After-School Care
- Detention

Students in grades K–8 who are not participating in one of these activities and who are not picked up by 3:30 p.m. for LS and 4:00 p.m. for MS will be escorted to After-School Care held in the Lower School Building (LS) or G3 (MS). The student will be supervised until pick up, and the drop-in rate for After-School Care will be assessed. The daily fee for drop-ins is \$35 per day.

Because all students in grades K–12 must be in an organized, monitored after-school activity or after-school care:

- Upper School students (grades 9–12) on campus who are skipping an after-school activity or unsupervised after 4:00 p.m. will be sent to the Head of Upper School and disciplined accordingly.

- Middle School students (grades 6–8) on campus who are skipping an after-school activity, avoiding going to After-School Care, or unsupervised after 4:00 p.m. will be sent to the Head of Middle School and disciplined accordingly.
- Lower School students (grades K-5) on campus who are skipping an after-school activity, avoiding going to After-School Care, or unsupervised after 4:00 p.m. will be sent to the Head of Lower School and disciplined accordingly.

#### **Picking up after 3:30 p.m. (LS) and 4:00 p.m. (MS-US)**

- Activity teachers/coaches will escort students to a campus entrance and remain with them until their parents pick them up.
- After-School Care will be held in the Lower School Building (LS) or G3 (MS). Parents picking up students from After-School Care should park on Endicott and call the designated phone number that After-School Care will provide to parents. After-School Care staff walk students to their parents.
- **Students below 9th grade may not leave the campus for any reason** (e.g., to go to Starbucks, Chick-fil-A, etc.) unless a signed Permission Form for Walking/Biking Home from School is on file.

#### **Picking up after 6:00 p.m.**

- Activity teachers/coaches will escort students to a campus entrance and remain with them until their parents pick them up.
- After-School Care students must be picked up promptly by 6:00 p.m. A late fee is assessed for late pick-ups. The late fee is \$1/minute after 6:00 p.m.

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## **Absence and Tardiness**

A student's day goes more smoothly when he/she arrives with time to get organized. Students are expected to be at school by 7:40 a.m. Students not present for the morning roll call at 7:45 a.m. are marked absent. If your child is going to be late or absent, please log your child's tardy or absence using the SchoolPass platform before 7:40 a.m. This is critically important for the safety of our students.

### **Tardiness**

Students arriving late must sign in at the office (Main Lobby of Shaw Hall). Lower School students signing in at the office after 7:45 a.m. must be walked to the office by an adult. After check-in, kindergarten—second-grade students must be escorted to the Lower School Building by a parent or guardian. 3rd—5th-grade students may report to class on their own.

Late arrivals affect not only your student but also your student's classmates and the teacher. Please be considerate and punctual. Student drivers who are tardy more than six times in a marking period will be assigned to detention. Chronic tardiness (10 or more late arrivals) can result in a student driver's driving privilege being revoked. See Section 7 for details.

## Absences

- **Excused** - Excused absences are due to illness, emergency, or when the Division Director determines it is in the student's best interest to miss school. Reasonable time will be given to make up missed tests and assignments. Excused absences require notification from a student's parent or guardian.
- **Explained** - The Division Director sympathetically views a premeditated request for an absence. The student and teachers arrange to complete as many tests and assignments as possible before the absence. Requests must be made at least three school days before the absence via the premeditated absence form.
- **Unexcused** - A student or parent chooses not to ask for or fails to receive an excused or explained absence. Zeros may be given for missed work, teachers will not arrange make-up tests, and disciplinary action may be taken. Missing classes to work on a school project or paper does not constitute an excused absence.

## Premeditated Absences

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

1. Advance approval by the appropriate Division Head via a premeditated absence form. **Absences for vacations/recreational trips may not be approved. It is highly encouraged to schedule vacations and recreational activities during school breaks.**
2. Upon approval, parents notify teachers by email about the upcoming absence.
3. Teachers will give the students the necessary homework.

## Premeditated Absence Forms

Premeditated absence forms are electronic and available at [stes.org](https://stes.org) and can also be accessed below:

- [Middle School](#)
- [Lower School](#)

## College Visits

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

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

- Students must use the college visit form provided by the College Counsellor or the Head of Upper School.
- The student will:
  - take the form to all of his/her teachers for their signatures.
  - ask all teachers for assignments to be missed during the absence.

○ return the signed form to the College Counselor or the Head of Upper School.  
**Note:** Students who do not follow this procedure will not be granted an excused absence.

### Excessive Absences

Parents will be notified when a student has five absences in a class during a semester. Ten absences in a class during a semester will require a parent conference. A total of fifteen absences in a class during a semester may result in the student receiving an “F” for the class. Regular attendance is key to student success.

### Illness and Appointments

Except in the case of illness, students are not released from school during school hours without authorization from a parent. Students who must leave school during school hours must present an acceptable excuse to the office and sign out. For Lower School, parents should email the classroom teacher 24 hours before retrieving their student. **Parents of kindergarten through second-grade students must check in at the main office and pick up their students from the Lower School Building.** Third through fifth-grade students will meet their parents in the lobby of Shaw Hall. Middle and Upper School students may check themselves out and meet parents in their car. **Please do not report to the classroom for pick-up. Additionally, early dismissal should be logged in the STE SchoolPass platform.**

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

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

Likewise students who remain on campus but do not attend class without the division head’s knowledge and permission will be suspended. Tests and work missed during an unauthorized absence may not be made up. The student will receive a zero for all classwork and a “D” in conduct for the marking period.

### Returning From An Absence

*Before going to homeroom*, middle and upper school students must report to the office (Shaw Hall Lobby) to

- Obtain a pink admission slip.

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

## Make-Up Work

Any student with the foreknowledge that they will be absent (for any reason, including participation in school-sponsored events) has the number of days they were absent to turn in the assignment upon return. For example, a student absent for two days has to turn in the assignment two days after returning to school.

- **Grades K-5** - When students are absent, they are not expected to have completed all homework and class assignments before returning. Upon return, the student should visit with the classroom teachers individually to arrange to make up the necessary work. In the case of a long-term absence, parents may email the teacher(s) and pick up materials at the front office. The student may also call a classmate or consult Veracross for their assignments.
- **Grades 6-12** - When absent, students are responsible for obtaining missed assignments from the teacher or Veracross. Students absent three days or fewer should consult their teachers upon returning to school to make arrangements for completing missing assignments. Students whose illness resulted in their missing more than three days of school, should consult with their teachers and the Center for Academic Excellence to construct a plan for makeup work.

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## Emergency Situations

**It is imperative that the school have current telephone numbers for each family in case of emergency.** The home, office, and cell numbers for both parents or legal guardians, as well as the number of a person who may assume authority if neither parent can be located, must be on file and up to date at all times. **Please make any changes to this information in the Family Profile section of Veracross.**

**Important:** Parents, please notify the school when you plan to travel (especially international travel) at any time while your children are in school. Guardian contact information must be provided to the homeroom teacher and to [attendance@stes.org](mailto:attendance@stes.org) in case of emergency.

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## School Closings

If school must be canceled due to hazardous weather conditions or any other reason, the Communications Department will notify parents via

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

In most situations, STE follows the instructions of the Houston Independent School District

(HISD). If you are in doubt, please check your texts and email.

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

If students cannot leave the school or parents cannot access it, students and faculty will remain on campus until it is safe to allow them to depart.

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## Campus Visitors

All visitors must check in at the front desk in Shaw Hall. They must show a driver's license or state-issued identity card as part of the check-in process. Campus visitors must have a scheduled appointment with a faculty or staff member to gain entry to campus.

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## Personal Property

While taking every appropriate measure to do so, the school cannot guarantee the safekeeping of students' belongings. Personal valuables, including expensive jewelry, sports shoes, and other equipment, should not be brought to school. **All uniform items should be marked with the student's name, and the student must be responsible for their belongings. Lower School students should not bring toys from home.**

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## Delivering Items to School

Please ensure that your student arrives at school with everything they need. **Parents are discouraged from dropping off lunches, books, gym bags, or other items in the front office. Unfortunately, we cannot deliver these items to students during the day, and they will remain in the office.** However, if students forget their lunch, they may obtain an emergency lunch through our food service provider. Furthermore, the faculty will provide students with the materials they need to function for the day.

Please do not send to school, or have delivered, gifts for your child such as balloons, flowers, etc.

Meal delivery services (DoorDash, UberEats, etc.) are not options for STE students.

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## Lost and Found

Found items are placed in the lost and found, located at the front desk in Shaw Hall and the Lower School Building by the Nurse's Office. Valuable items are kept in the Headmaster's Assistant's office. Unclaimed items are disposed of at the end of each semester.

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## Cellphones

### Lower School

**Lower school students are not permitted to bring cellphones to school.**

### **Middle School/Upper School**

*Middle and Upper School students may bring phones to campus or to an STE-sponsored event under the following conditions.*

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

Since cell phone use may allow students to access the internet on campus, the following restrictions apply: Students must adhere to the STE Acceptable Use of Technology Policy (outlined in Section 3) while using their cell phones at school and at STE-sponsored events. Cell phones may not be used for commercial purposes or for-profit activities. Students are prohibited from sending emails or other forms of electronic communication of libelous or inflammatory language, denouncing or harassing communication, sexually explicit language, racially offensive language, or impersonating others. Students are prohibited from using their cell phones to make video recordings at school without teacher permission or school authorization, to cheat or plagiarize, disrupt the learning environment, view vulgar or inappropriate content, post derogatory content on social media sites, or take unsolicited or unwelcome photographs or videos of students, faculty, staff, or facilities.

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

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

- Middle School students' cell phone usage is permitted on campus before 7:15 a.m. and after 3:30 p.m.
- Middle and Upper School students who bring a cell phone to campus will be required to register their phone number in Veracross.
- Middle School students must turn off cell phones and turn them in each morning. Phones are returned at the end of the day.



- Parents needing to reach a child during school hours should call the office. Students needing to contact parents during the day should use the office or nurse's phone, not their cell phones.
- A Middle School student with a phone visible and in use during school hours (7:15 a.m. to 3:30 p.m.) or a student forgetting to turn in their phone during homeroom will receive the following consequences:
  - 1st offense - the phone will be collected, and not returned until after detention is served and a note is received from the parent acknowledging the violation.
  - 2nd offense - phone will be collected, and the student is banned from bringing a phone to school or any school-sponsored event for an amount of time determined by the Head of Middle School.

STE has the right to confiscate a phone while a student is on campus for a length of time determined by the Head of the Middle School.

### **Upper School**

Upper school students should power their cell phones off during instructional time. (7:45 a.m. until Lunch and again after lunch until 3:30 p.m.)

Upper School students will turn their cell phones into the appropriate cell phone holder in each classroom or follow the established cell phone protocols created by the teacher.

Upper School students may not use their cell phones between classes but they may use them during lunch.

All upper school students are expected to comply quickly and appropriately when given instructions about cell phone use.

Students and parents are responsible for ensuring proper communication between students and other parties when they are off campus. If an incident occurs when students are not on campus and it is not a school-sponsored event, then the parents of both parties will be informed and asked to resolve the issue among themselves.

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

### **Lower School**

**Lower school students are not permitted to wear smartwatches or bring other electronic devices to school.**

### **Middle and Upper School**

On test days, smartwatches and other electronic devices are to be placed in backpacks or taken off and placed facedown on the desk while testing. In Middle School and Upper School, smartwatches and other electronic devices will be collected and sent home if they are used in an inappropriate manner or pose a distraction in the classroom.



**Upper School**

Similar to cell phones, smart watches should be powered off during instructional time. Similar to cell phones on days when students are doing independent assessed work during class, such as tests, quizzes or written response, students should turn in their powered off smartwatch with their cell phone at the cell phone holder.

**Smartwatches/electronic devices that can receive and make calls or text messages must adhere to the cell phone policy.**

**A note on cell phone and connected devices in the Upper School**

Each year there is more and more research about how cell phones negatively impact the social and emotional development of children. Several schools in the Houston area, and even more across the state and nation, are banning cell phones from the school campus completely. The current phone rules in the STE Handbook will remain in place for the beginning of the school year. However, Upper School parents and students should expect different policies and/or guidelines to be piloted and/or tested during the 2024-2025 school year.

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# Section 2: Academic Records/Student Life

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## Grade Reporting

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

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

## Final Marking Period of the Year

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

## Dean’s List & Honor Roll

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

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

### Notes:

- (1) Honor Roll and Dean’s List designations do not appear on transcripts.
- (2) We do not use the weighted AP class GPA when determining Dean’s List and Honor Roll. The students' names on the Dean’s List and Honor Roll will be announced the week after report cards are issued.

## Marking Periods

Marking Periods		
Marking Period	Marking Period Dates	Report Cards Distribution Date
1	August 21 - October 10	October 18
2	October 16 - December 19	January 10
3	January 6 - March 21	March 28
4	March 24 - May 23	Available on Veracross

## Standards for Academic Performance

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

### Academic Competency

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

### Academic Probation

Academic probation helps students who are having academic difficulties. Any student making a D or F at the end of any semester will be placed on academic probation. As a result, the student will be referred to the Center for Academic Excellence to help arrange additional assistance until the student makes at least a C after one of the remaining marking periods. The student will remain on probation until the end of the semester.

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

The student may be required to attend STE-approved summer classes or complete additional work as determined by the Division Heads to receive credit for the failed work at the end of the school year. Re-enrollment may be conditional on completion of the summer classes or additional work.

If a student is on academic probation for any subject during re-enrollment, the administration will counsel the family about the student's future at STE.

## Required Reading

Required Reading is not an actual class but a requirement for all students each year. Every summer, all the high school students must read one or two books and pass a proficiency exam for the book(s) when school is back in session. Students will have two chances to pass the proficiency exam(s). The tests combine multiple-choice questions and an essay, and passing each test without the essay is possible. The passing grade is 60 or higher. Required Reading tests cannot be made up. The student who misses a test simply loses a chance to pass. Once a student passes a test on a given book, no further testing is required on that book. If a student does not pass either of the two proficiency tests, he or she must attend an after school read through of the book with the Head of Upper School and pass a proficiency test prior to the end of the first semester. Failure to pass the required reading proficiency exams can affect student eligibility to perform and compete during the fall and spring semesters.

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## Schedule

The School follows a Monday-Friday static schedule. For Lower School students, a copy of the student's schedule will be available from the homeroom teacher on Parent Night in the fall. Schedules are also available on Veracross class web pages. Middle and Upper School students will be able to access their schedules in Veracross before the start of the school year.

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## Schedule Changes

The following guidelines apply to students wishing to change classes:

### Second Friday of Classes

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

### Process for Class Changes

- Student informs the current teacher that he/she will request a change.
- The student makes the request with the registrar; approval from a parent will be required.
- The registrar will communicate with the teachers and make the change if authorized by the appropriate Head of School.
- The registrar changes students' schedules in the system, and the student receives an updated schedule.

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## Eligibility Qualifications for Interscholastic Competition

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

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

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

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## Teacher Recommendations, Evaluations, and Assessments

All written requests for recommendations must be submitted to the registrar in the office first. **Teachers may not accept teacher recommendations or evaluation forms directly from parents or students.** The teacher will email the registrar the necessary information if an online teacher recommendation is requested. All requests are logged to ensure tracking of received data, and the dates, records, and recommendations are sent. Please allow at least five (5) business days for teachers to complete recommendations. (Upper School students also see College Counseling).

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

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

**Any requests for academic or behavioral assessment data must be made to the Director of the Center for Academic Excellence.** The Director logs the request and ensures data is collected and sent to the appropriate party. The school stores copies of the assessment data confidentially.

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## Release of Transcripts / Report Cards

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

**We do not alter transcripts to comply with other schools' curricula or graduation requirements.**

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

**Note:**

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

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## Testing

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

### Weekly Tests

Middle and Upper School tests are coordinated by the teachers on a weekly test calendar. This is designed to prevent a student from having more than two tests daily. Quizzes are not considered tests. Students aware of a day in which they have more than two tests should contact the Division Head.

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

### Upper School Midterm and Final Exams

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

### Standardized Testing

Standardized tests are given so parents and teachers can monitor students' progress, identify strengths and weaknesses, and make educational plans. Each year, the following tests are given:

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

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

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

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

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

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

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## College Counseling

College counseling at Saint Thomas Episcopal is intentional and individualized, beginning in ninth grade and continuing through the end of senior year. Students and parents are provided with the tools to navigate the increasingly competitive college application process by offering individual and group meetings, visits with college representatives, and individual advising on all aspects of the college search and application process.

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

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

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

- Attend the 9th Grade College Night.
- Begin to think about the electives and activities that universities will examine on a transcript or resume.
- Students and parents schedule and attend mandatory individualized meetings with the College Counselor.
- Open an account in SCOIR.

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

- Attend the 10th Grade College Night.
- Begin virtual tours of college campuses: explore college websites, get a sense of how information is organized and presented, and become familiar with what to look for in a college.
- Use SCOIR to begin building a college list.
- Visit a small, medium, and large college to know which suits your student best.
- Plan summer visits to college campuses.
- Students and parents schedule and attend mandatory individualized meetings with the College Counselor.

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

- Attend the 11th Grade College Night.
- Review admission requirements for ten potential schools regarding SAT/ACT tests.
- Plan visits to schools for academic and financial consideration.
- Continue to build a college list in SCOIR.
- Take both SAT and ACT tests in the spring of the junior year.
- Students and parents attend mandatory individualized meetings with the College Counsellor.

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

- Work on applications with the college counselor.
- Submit applications by October 31.

- Work on scholarship applications.
- Decide which college to attend!

**Note:** See Section 1, Campus Policies, for procedures concerning absences due to college visits.

## **Transcript Requests for College Applications**

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

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

### **Note:**

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

### **Note:**

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

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## **Students with Disabilities and Referrals**

### **Introductory Statement**

Saint Thomas' Episcopal School is committed to providing opportunities for all students to achieve success and excellence. The Center for Academic Excellence was created on the premise that STE's classical education is accessible, and excellence is attainable, by all students who have received admittance to the school. The Center for Academic Excellence ensures that differentiated instruction is available to meet the needs of all students. It works to ensure that classroom accommodations are provided as appropriate, whenever possible, and as needed.

### **Legal References to Services**

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



As educators, we are committed to recognizing and addressing the needs of all those who seek a Saint Thomas' education. While private schools are not required to significantly alter their programs or lower or substantially modify their standards to accommodate a child with special needs, Saint Thomas' seeks to serve the best interests of all its students. Even though private educational institutions are only required to make minor adjustments to accommodate eligible students, Saint Thomas' aims to review these cases with compassion, fairness, and genuine effort to support the success of every student.

## **Records for Students with Disabilities**

All psychological and educational evaluations or reports received from local public schools, persons, or agencies should be forwarded to Saint Thomas' Episcopal School. The Center for Academic Excellence will maintain these records in a secure and confidential manner for seven (7) years after the student's exit. These records will be accessible only to the Headmaster, the Division Head, and the Director of the Center for Academic Excellence. Student Support Plans, which are based in part on these records, will be shared with essential personnel (current teachers, administrators, testing agencies) only as needed to ensure a quality education. Parents or guardians may view their child's record at any time.

## **Services for Students with Disabilities**

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

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

If a parent or guardian is concerned about a child's academic, behavioral, or emotional progress, these concerns should be discussed with the child's teacher(s), the Division Head, and the Director of Academic Excellence. The same process as outlined above will be used to determine the student's strengths and needs.

Families are expected to disclose any pertinent information that may assist Saint Thomas' Episcopal School in educating the student. The faculty is responsible for recommending educational alternatives and/or referrals to the local school district and/or private agency of the parent's choice for further evaluation. Parents or guardians are responsible for the cost of any evaluation.

In some cases, the campus may not have the resources necessary to help the child be successful. The staff will then assist the family in locating an appropriate educational

program for the child.

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

## **Student Success Expectations**

Saint Thomas' Episcopal School will deploy all available school resources to promote student success. We are committed to keeping the lines of communication open and informing parents about student progress in all areas. The classroom teacher and parent will first discuss student progress concerns. School success is the outcome of a strong academic partnership between parents and faculty, and Saint Thomas' strives to maintain strong collaborative ties with all our families.

To provide the greatest educational benefit to our students, parents are expected to disclose any pertinent information from private resources (diagnoses and recommendations) that would be of specific educational value in Saint Thomas' efforts to adequately support their students. If it is determined that the School's resources cannot meet the needs of a student, or if the parent(s) or guardian(s) fail to act on the School's recommendations for remediation or diagnostic evaluation, the Head of School or Headmaster may request withdrawal of the student or determine that the student is not eligible to return for the following academic year.

## **Accommodations for Students with Disabilities**

St. Thomas' Episcopal School is able to offer limited classroom accommodations to ensure that students who have a documented learning disability have access to the curriculum and the opportunity to become critical thinkers and life-long learners. To qualify for accommodations, a comprehensive psychoeducational assessment conducted by a licensed psychologist must be on file with the school. When outside testing and professional recommendations are placed on file, the director of the Center for Academic Excellence, in coordination with parents, faculty, and division heads, will determine the accommodations that the school can provide for the student.

With its emphasis on a rigorous classical education, STE does not provide modifications to the curriculum; rather, it works to ensure that differentiated instruction and classroom accommodations are available to those with a documented need. When students are provided these accommodations, they should be able to access the standard curriculum, manage the rigor, and demonstrate mastery of the skills and goals set forth for all students. Accommodations will be provided on a case-by-case basis at the discretion of the school.

## **Standardized Assessment for Students with Disabilities**

Standardized assessments are one of several means of evaluating student performance. All

students at Saint Thomas’ Episcopal School participate in some form of standardized assessment. Students with disabilities may require assessment accommodations. These testing arrangements must be planned in advance through a meeting with the Director of the Center for Academic Excellence. Accommodations for standard tests provided by other agencies (SAT, ACT, ISEE) require a formal request to the specific testing agency from the Center for Academic Excellence well in advance of a planned test date.

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## Chapel

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

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## School Chaplain

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

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## Lunch

**Students are expected to arrive at school each day with lunch unless they order lunch from our provider. Students are not permitted to leave campus to purchase lunch.** If students forget their lunch, they may obtain an emergency lunch from Epicurean Group, our lunch provider. **Parents may not drop off lunches for students. Lunch may not be ordered and delivered to campus as the front desk cannot collect and distribute these items.**

**Note:** Glass containers are not permitted on campus.

Lunch Schedule		
Start time	End time	Grades
11:30 a.m.	12:30 p.m.	PS
11:10 a.m.	11:56 p.m.	K-5
11:57 a.m.	12:46 p.m.	MS, US

## Hot Lunch

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

- You can order and pay for lunches online at <https://www.ezschoollapps.com/ParentLogin.aspx>. First-time users must create an account.

- Epicurean Group has a limited number of emergency meals per day. Parents must register online through Epicurean Group to obtain an emergency use account.
- Early Dismissal/Field Trips: Before ordering lunch for your student(s), please check Veracross for early dismissal days and field trips. Hot lunch will *not* be offered to grades with early dismissal.

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

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## **Field Trips**

STE sponsors limited, authorized field trips. Specific dates and other details will be announced. Parents must sign permission slips and release forms before students may leave campus for these activities.

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## **Class Celebrations**

Parents wishing to send treats such as brownies, cookies, or cupcakes to the classrooms may make arrangements to do so with their child's teacher. The Parent Nights will provide additional information on class activities and events.

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## **Dances**

School dances are held each year for students in Upper School. Prom is an exclusive event solely for Upper School students. All dances, including prom, must be chaperoned by a minimum of six (6) parents and faculty whose names are given to the school office at least one week before the dance.

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# Section 3: Communication

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

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## Conflict Resolution

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

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

Conflict Resolution Contacts			
Type	1st Contact	2nd Contact	3rd Contact
Personal/General	Homeroom Teacher	Division Director	Headmaster
Course Related	Subject Teacher	Department Head	Division Director
Scheduling	Department Head	Registrar	Division Director

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## Parent Nights

Parent Nights are held shortly after the start of the school year. They provide an opportunity to meet teachers and staff to learn about the school and curriculum. Parents are encouraged to use this time to become acquainted with their children’s teachers. Individual concerns may be discussed by making a personal appointment.

*Please note:* these nights are for parents only, and no childcare is provided. However, **Upper School College Nights are for both parents and students.**

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## Parent-Teacher Conferences

### Preschool (PK2-PK4)

Two parent-teacher conferences are held for all preschool students, one in the fall and one in the spring. The parent-teacher conference day will be a school holiday for Preschool students.

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

Routine parent-teacher conferences are held in the fall for Lower and Middle School students and in the spring for Lower School. The fall conference day will be a school holiday for Lower and Middle school students, and the spring conference day for Lower School students. The teachers will communicate details to you as the date nears. Additional parent-teacher conferences may be scheduled on an as-needed basis.

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### **Expectations About Mass Communication**

STE school policy strictly prohibits parents and students from using any school database, including but not limited to contact lists, email systems, or online platforms, for the purpose of mass communications. These resources are intended solely for educational and administrative purposes and are to be used in accordance with school guidelines. Unauthorized use of these databases to send unsolicited messages, promote personal agendas, or distribute non-school-related content may result in disciplinary action and/or loss of access to school systems. All communications should be directed through appropriate school channels to ensure the privacy and security of our community members.

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### **Modes of Communication**

We strive to keep the lines of communication open through Highland Herald (weekly newsletter), emails, Facebook posts, Instagram posts, our website (stes.org), and text messages.

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### **Veracross**

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

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

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### **SchoolPass**

SchoolPass is a web-based platform for automating attendance, visitor management, campus traffic and security, bus boarding, and student arrival and dismissal changes. The IT Department will provide video tutorials for parents and students on its use. Please follow all directives and requests from the school to ensure the successful implementation and use of the platform.

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### **Emergency Notification**

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

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## Technology and Social Media Policies

Students and their parents/guardians will abide by the Saint Thomas' Episcopal School's Acceptable Use Policy for school technology resources. School technology resources can include but are not limited to laptops, printers, Internet access, scanners, projectors, DVD/VCR players, etc. Any violation of the regulations contained in our policy is unethical and may result in disciplinary actions and/or appropriate legal actions. The ability to use school technology resources is a privilege, and such use of school technology resources may be suspended at any time, at the sole discretion of the Headmaster of Saint Thomas' Episcopal School, without any liability or responsibility on the part of the administration, faculty, or staff of Saint Thomas' Episcopal School.

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

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

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## Acceptable Use of Technology Policy

### Internet and Email

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

While our intent is to provide students with good access to digital media to support engaged learning, students may find ways to access other material as well. It is the user's responsibility not to initiate access to such material. We believe that the benefits to students from access to the internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Saint Thomas' Episcopal School has applied content filters on computers and seeks to protect students and regulate the use of the internet so that it supports the school's instructional programs. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

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

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

### Copyright Infringement

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

### Streaming/Recorded Classes

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

### Social Networking

Students may not use any chat, peer-to-peer (p2p), or collaboration programs to communicate with others through a computer or mobile device during class unless a teacher or administrator expressly authorizes the activity. Likewise, the playing of games during class time, without teacher approval, is also strictly prohibited. Accessing social networking websites (Facebook, Tumblr, X, etc.) or proxies is off-limits during class time. The use of circumvention to get around school network security is prohibited.

### Computer Content

No computer programs, mp3s, pornography, or copyrighted material may be distributed over the network or STE-provided online services. This rule prohibits sending files through email as well as setting up "servers" on a student's laptop, desktop, tablet, or by any other physical or electronic means. Students may not download copyrighted materials or non-shareware programs, games, and/or any programs not supported by Saint Thomas' Episcopal School.



## Network and Online Service Etiquette

Students of Saint Thomas' Episcopal School are expected to abide by the generally accepted rules of network etiquette. These rules apply to STE devices and online services whether they are accessed on the school network or remotely.

These include (but are not limited to) the following:

- Be polite. Do not use abusive language in your message to others.
- Respond appropriately to emails from teachers and administrators upon receiving them.
- Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- Do not send or display offensive messages or pictures.
- Do not harass, insult, or attack others. Bullying will not be tolerated in any form.
- Do not send bulk emails. This includes chain letters, advertisements, or any other message that includes many different recipients without their consent.
- Do not reveal your personal address or phone number or those of other students or colleagues.
- Do not use the network or online services in such a way that you would disrupt the use of the network or online services by other users.
- Users shall not play games or use the computer resources for other non-academic activities when other users require the system for academic purposes. Likewise, students may not download large files over the Internet during school hours.
- Do not damage computers, computer systems, networks, or online services or engage in other acts of vandalism. Vandalism is defined as any malicious attempt to harm or destroy the equipment and/or data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses. The use of intentionally harmful programs is strongly prohibited and will result in serious disciplinary consequences.
- Do not intentionally waste limited resources such as paper and printer cartridges that are provided by Saint Thomas' Episcopal School. Only essential materials should be printed. Limitations may be placed on students' permission to print if this privilege is abused.
- The volume setting on computers should be low or muted, or students should use headphones when using the computer in a setting that would be distracting to others.
- The following activities are specifically disallowed from use on STE devices, networks, or online services
  - file hosting, media serving, or other web service offerings not related to interactive compute
  - downloading torrents or engaging in peer-to-peer file-sharing, remote control such as SSH shells, remote desktops, remote UIs
  - connecting to remote proxies
  - mining cryptocurrency
  - running denial-of-service attacks
  - password cracking
  - using multiple accounts to work around access or resource usage restrictions
  - creating deepfakes

## **A General Statement about kindness and expectations on interpersonal relationships**

STE is a Christian school and as such there is an understanding everyone is a creation of God and worthy of respect and appropriate treatment. Any commentary, spoken, written or transmitted, regardless of intent, deemed to be offensive by school administration will result in disciplinary action up to and including expulsion from the school.

## Security

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

- Reveal a password to another user.
- Use another user's password to gain access to the network or Internet-related resources.
- Trespass into another user's files or accounts.
- Spoof or impersonate emails, texts, or messages.
- Video game systems, Internet of Things devices, Chromecast, AppleTV, Alexa types of devices, Raspberry Pi, or micro computers/controllers are not allowed on the STE network without approval from both IT and the Head of School.
- Routers, Wi-Fi access points, switches, bridges, or any electronic device that alters, enhances, conceals, or extends network connectivity that is not STE-owned are prohibited on the STE campus and network.

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

## Third-Party Services

Saint Thomas' Episcopal School uses third-party services including, but not limited to, BrainPop, Google, Khan Academy, and digital textbook companies that require a student's information. We provide this limited amount of data so that we can personalize material in third-party educational services. We will not share any more than the minimum amount of data required with these services so that we may protect the privacy of our community. If you have questions regarding what we share, please contact [marais.ryno@stes.org](mailto:marais.ryno@stes.org).

## Monitoring Software

As part of our commitment to providing a safe and conducive learning environment, STE Chromebooks are equipped with a digital monitoring system, called GoGuardian, which monitors Chromebooks used by students during school hours.

GoGuardian allows us to monitor students' online activity while they are using school-issued Google accounts on STE Chromebooks. This monitoring is conducted for the purpose of ensuring students' safety and promoting responsible digital citizenship within our school community.

We utilize GoGuardian to:

- Help protect students against harmful and inappropriate online material.
- Help students stay “scholarly” and more focused when learning online.

It's important to note that once students leave the school campus, they will no longer be subject to monitoring through GoGuardian. We respect our students' privacy outside of school hours and encourage parents to continue monitoring their children's online activities at home.

We believe that fostering a safe and secure online environment is essential for the well-being and success of our students. By using GoGuardian responsibly, we aim to empower students to make informed decisions while navigating the digital world.

### Personal Websites and Blogs

Students and parents who develop and maintain personal websites and/or blogs, including but not limited to such accessible sites as Facebook.com and X, and who identify themselves as students or parents at Saint Thomas' Episcopal School must keep in mind they are representing the school in a public forum. Any personal site that contains the name and identity of the school must not contain personal information about the student, inappropriate images, or vulgar language that would contradict the values of the school as stated in the school's mission statement. The following recommendations are made to students with personal web pages and/or blogs:

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

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## **Disclaimer**

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

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

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

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

## **Agreement**

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

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

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

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## Section 4 Financial Matters

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

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### Tuition Payment Options

*Tuition may be paid as follows:*

**Option 1: Annually** (check or automatic bank draft [ACH])

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

**Option 2: Semi-Annually (ACH)**

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

**Option 3: Ten Monthly (ACH)**

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

**Option 4: Twelve Monthly (ACH)**

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

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### Fees

#### Supplemental Fees:

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

#### Sport Fees:

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

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### Bus Service

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

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### Continuous Enrollment

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

On average, 90% of eligible STE families return each school year. Therefore, we desire to make the re-enrollment process simple. Continuous Enrollment fosters a sense of stability and long-term commitment to the school community, ensuring that students benefit from consistent values, healthy social well-being, and strong academic standards throughout their formative years. This streamlined approach also eliminates annual paperwork and burdensome processes, making it easier for parents.

The following dates allow the STE Administration to effectively plan for staffing, space allocation, curricular offerings, and budgeting for the following academic year.

- January 1: Tuition Assistance applications may be submitted through FACTS. Applications are due before May 1.
- February 1: Tuition for the following academic year will be posted to the STE website.
- February 28/29: Any changes in enrollment plans must be emailed to the STE Admission Office at [admissions@stes.org](mailto:admissions@stes.org).
- March 1 – May 31: STE families that terminate the continuous enrollment contract by withdrawing their students between March 1 – May 31 will be contractually obligated to pay 50% of the following year's tuition.
- June 1: STE families that terminate the continuous enrollment contract by withdrawing their students on or after June 1 will be contractually obligated to pay 100% of the following year's tuition.

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## Year End: Final Transcripts & Report Cards

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

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

In addition, for those students who have graduated or MAY transfer to another school, the final transcript and report card will be held for all band uniform items and relevant dry cleaning fees. Lost uniform items (or items turned in with numbers that do not match the numbers checked out to the student) must be paid for at the full replacement cost amount. Final transcripts for graduating seniors will not be mailed to the university they are attending until all conditions listed above have been fulfilled.

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## **Access to Grade Reports**

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

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

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## **Financial Aid**

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

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

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## Section 5: Health

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### Medical Release Form

The Authorization for Medical Attention and Release of Liability form is required for attendance at school. This form is completed as part of the **MAGNUS HEALTH** portal.

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

Athletic coaches, club sponsors, and teachers have access to this form on MAGNUS HEALTH when taking students off campus.

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### Immunization Records

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

The law does allow school attendance with certain exemptions:

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

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

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### In Case of Illness

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

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



- Fifth's Disease
- Hand-Foot-Mouth disease
- Impetigo
- Influenza (flu)
- Lice
- Measles
- Mononucleosis
- Mumps
- Pertussis (whooping cough)
- Scarlet Fever
- Strep

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

- Fever of 100° or higher
- Fever with rash
- Vomiting and/or diarrhea in the 12 hours before school starts in the morning.
- Suspicion of communicable disease
- Green discharge from the nose (*preschool students*)

Students may be readmitted to school after an illness when they meet the following criteria:

- Free of fever for 24 hours without medication (e.g., Tylenol, Motrin, Advil, etc.)
- 24 hours after beginning antibiotic therapy (for strep, scarlet fever, impetigo)
- One medicated shampoo treatment (lice)
- Vomiting and/or diarrhea has not recurred in the 12 hours before school starts in the morning.
- COVID-19 protocols have been met (see below)

Effective April 1, 2024, Saint Thomas' Episcopal School will begin to treat COVID-19 protocols similar to long-standing recommendations for other respiratory illnesses, including influenza, based on the CDC's updated Respiratory Virus Guidance (March 1, 2024) related to the current level of risk posed by COVID-19 and other common respiratory illnesses. The updated guidance recommends people with respiratory virus symptoms stay home and away from others until fever-free for at least 24 hours (without the use of medication) and overall symptoms are getting better.

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## In Case of Injury

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

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

- Diagnosed concussion
- Mononucleosis

- Fractured (broken) bone(s)

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## Administering Medicine

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

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

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

Prescription drugs to be administered at school should be entered into the **MAGNUS HEALTH** portal.

The nurse's office maintains certain over-the-counter medications. If your child may need an over-the-counter medication while in school, please indicate permission on the **MAGNUS HEALTH** portal.

All students with severe allergies must complete the **Allergy Action Plan** on the **MAGNUS HEALTH** portal.

- Preschool students with EpiPens must keep one EpiPen in the Preschool Director's office.
- K-12 students with EpiPens may keep them in the nurse's office or may carry them in their backpacks. If carried in the backpack, please indicate permission to carry/self-administer on the Allergy Action Plan.

All students who have asthma or respiratory distress syndrome must complete the **Asthma Action Plan** on the **MAGNUS HEALTH** portal.

- Preschool students with asthma inhalers must keep one inhaler in the Preschool Director's office.
- K-12 students with asthma inhalers may keep them in the nurse's office or may carry them in their backpacks. If carried in the backpack, please indicate permission to carry/self-administer on the **Asthma Action Plan**.

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

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## Concussion Policy

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

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## Notification

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



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# Section 6: Personal Appearance/Uniforms

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## Dress Code

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

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

1. Students are encouraged to be responsible for their belongings. *Please clearly mark all articles of clothing with the student's name.*
2. Students must arrive, depart, and remain in proper school uniform while on campus.
3. Students going to a sponsored athletic event or practice may, at the discretion of the coach, dress in an approved athletic uniform before leaving campus.
4. Students who are persistent violators of uniform regulations will be sent home to comply.

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## Uniform Suppliers

Risse Brothers School Uniforms supplies all regulation uniform components. All spirit wear is supplied through the on-campus Spirit Store.

**Risse Brothers School Uniforms**

9000 Hempstead Rd Suite 120  
Houston, TX 77008

**346-319-4176**

To order online: **[rissebrothers.com](https://www.rissebrothers.com)**

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## Boys' General Appearance Guidelines

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

**NOTE:** The following individuals have the final say on all uniform compliance questions:  
Preschool -Vanessa Lopez, Lower and Middle School - Vu Ly; Upper School-Tim Wainright.

- Overall Appearance: Uniforms must be clean and neatly pressed. Tears, holes, frays, etc., in any component of the uniform must be neatly mended.
- Shirttails: Must be tucked in at all times while on campus.
- Pants: May not hang loosely about the hips and a belt must be worn at all times when wearing a uniform. No elastic waistbands or elastic cuffs.
- Plain brown and black leather belts must be worn at all times starting in first grade.
- Shoes: Must be worn at all times, must be clean, and in good repair.  
Non-marking-only shoes may be worn in the gym.
  - Athletic shoes: predominate color of dark blue, navy, brown, black, white, or gray.
- Ties: Must be properly knotted and pulled up.
- Jewelry: Only a watch and a maximum of one ring per hand are permitted. If the uniform is worn properly, no necklace should be visible.
- Piercings of any kind are not permitted.

### **Boys' Hair Guidelines**

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

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

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

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

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## **Girls' General Appearance Guidelines**

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

**NOTE:** The following individuals have the final say on all uniform compliance questions for girls: Preschool -Vanessa Lopez, Lower School-Allison Triscoli; Middle School-Ann Seitz; Upper School-Amy Ernest.

- Overall appearance: The uniform must be clean and neatly pressed. Tears, holes, frays, etc., in any component of the uniform must be neatly mended.
- Skirt length: Skirts must have a hem that falls just above the knee.
- Shoes: Must be worn at all times, must be clean, and in good repair.  
Non-marking-only shoes may be worn in the gym.
- Jewelry: No jewelry is permitted other than a stud or small hoop earrings (one per ear), a watch, and a maximum of one ring per hand. Necklaces and bracelets should not be a distraction (by number or noise).
- Makeup: Lower School: Wearing makeup at school is not permitted.
- Makeup: Middle/Upper School: Makeup should be imperceptible.
- Hair: Extensions, feathers, and extremes in hair color or style are not permitted. The

Division Head will determine what is deemed extreme. Bows and headbands must be of a tasteful size and design.

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## Cold Weather Attire

On extremely cold days (daytime temperatures 55 and below), students may wear warmer outerwear over their regulation uniforms. Approved attire includes jackets or approved STE Spirit Wear. Girls may wear solid, navy, white, or black knee socks, leggings, or tights under skirts. **No pajamas or sweatpants. No boots or Uggs.** Please refer to the shoe regulation policy. *Parents of students wearing inappropriate attire will be notified.*

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## Spirit Wear

### Spirit Store

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

### STE Spirit Wear Days

Occasionally there will be Spirit Wear Days. On designated Spirit Wear Days, students may wear Spirit Store t-shirts and polos or other official STE shirts, such as those sold by the band, TAPPS, or an STE-sanctioned club. However, sports apparel worn for practice and/or games is not allowed.

#### Girls - Appropriate Bottoms

- Shorts are permitted for Lower and Middle School only and must be fingertip length.
- Skirts that are fingertip length or longer are permitted in Lower School only with leggings or modesty shorts.
- Leggings, sweat pants, or athletic warm-ups are permitted for Lower School only.
- Capri pants/slacks are permitted in all grades.
- Jeans, but not tight, low riding, or ripped, are permitted in all grades.

#### Boys - Appropriate Bottoms

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

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## Free Dress Attire

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

to change into a school uniform.

### **Boys**

- Shorts are permitted for Lower and Middle School only and must be no shorter than two inches above the top of the knee
- Sweat pants, athletic shorts, or athletic warm-ups are permitted for Lower School only.
- Jeans, pants, or slacks, but not tight, low-riding, or ripped, are permitted in all grades.
- Polo shirts are acceptable, as are any button-down, collared shirts.
- Plain t-shirts or t-shirts with school-appropriate messaging or designs are permitted for Lower School only.
- Spirit Wear Store t-shirts and polos, or other official STE shirts, such as those sold by the band, TAPPS, or an STE-sanctioned club, are permitted.
- Shirts should not be too tight. The midriff should remain covered even when arms are raised above the head.

### **Girls**

- Shorts are permitted for Lower and Middle School only and must be fingertip length.
- Skirts that are fingertip length or longer are permitted in Lower School only with leggings or modesty shorts.
- Leggings, sweat pants, or athletic warm-ups are permitted for Lower School only.
- Capri pants/slacks are permitted in all grades.
- Jeans, but not tight, low riding, or ripped, are permitted in all grades.
- Tops must completely cover shoulders, midriffs, and cleavage and should not be too tight. The midriff should remain covered even when arms are raised above the head.
- Tops may be solid, striped, or floral. Pictures and writing are not permitted in middle and upper grades.
- Plain t-shirts or t-shirts with school-appropriate messaging or designs are permitted for Lower School only.
- Spirit Store t-shirts and polos or other official STE shirts, such as those sold by the band, TAPPS, or an STE-sanctioned club, are permitted. However, sports apparel worn for practice and/or games is not allowed.

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## **Highland Dance**

Ballet, Jazz, or Highland dance shoes are encouraged for those dancers performing in the Sounds of Scotland.

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## **Dress Code After School**

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







Preschool Boys' and Girls' Uniform Regulations	
Pants	Regulation, Unisex Cotton/poly Twill Pull-on Pants
Walking Shorts/Skort/Dress	Boys: Regulation, Unisex Cotton/poly Twill Pull-on Shorts. Girls: Plaid Skort or optional navy pleated polo dress with embroidered STE emblem.
Undershirt	Only solid white undershirts may be worn ( <b>no colors, lettering, or emblems allowed, and sleeves not longer than the uniform shirt</b> )
Polo Shirt	Unisex Cotton/poly Pique OR performance Polo with <b>STE emblem (not a patch)</b> Short or long sleeves
Socks	Solid white, brown, or navy socks, no emblems, logos, or patterns of any sort
Shoes	Below the ankle navy, black, or brown, or athletic shoes in the predominant color of dark blue, navy, brown, black, white, or gray
	<b>Restrictions:</b> A limited amount of neon or bright colors is permitted. Avoid decorations and embellishments. No sandals, flip-flops, Crocs, moccasins, boots, or any shoe considered unsafe or unconventional. Only non-marking shoes are allowed.
Optional Jacket/Outerwear	On extremely cold days (daytime temperatures 55 and below) students may wear warmer outerwear over their regulation uniforms. Attire includes approved jackets or STE Spirit Wear.
Spirit Wear	Approved, official STE Spirit Wear sweatshirts or hoodies as outerwear





K-12 Boys' Uniform Regulations			
	K-5	6-8	9-12
Pants	Regulation, plain khaki <b>No baggy or skinny styles</b>	Regulation, plain navy	Regulation, plain khaki
Walking Shorts	Regulation, plain khaki	Regulation, plain navy	
Undershirt	Only solid white undershirts may be worn ( <b>no colors, lettering, or emblems allowed, and sleeves not longer than the uniform shirt</b> )		
Polo Shirt	Regulation navy with embroidered STE emblem (not a patch) Short or long-sleeves <b>For grades 1-5, worn Tuesday-Friday</b>		
Oxford Shirt	Button-down sky-blue Oxford ( <b>tucked in at all times</b> ) STE emblem embroidered Short or long-sleeves <b>Must be worn on Mondays, grades 1-5 only</b>	Button-down, sky blue, oxford ( <b>tucked in at all times</b> ) STE emblem embroidered Short or long sleeves <b>Must be worn on Mondays</b>	Button-down, sky blue, oxford ( <b>tucked in at all times</b> ) STE emblem embroidered Short or long sleeves <b>Must be worn on Mondays</b>
Performance Polo Shirt		Light blue with embroidered STE emblem (not a patch) (tucked in at all times) <b>May be worn on Tuesday-Friday</b>	Navy blue with embroidered STE emblem (not a patch) (tucked in at all times) <b>May be worn on Tuesday-Friday</b>
Tie	Regulation school tie with emblem <b>Must be worn on Mondays, grades 1-5 only</b>	Regulation school tie with emblem must be worn with an oxford shirt. No tie with a polo shirt.	
Belt	Brown or black leather, simple buckle		
Socks	Solid white, brown, black, or navy socks, no emblems, logos, or patterns of any sort		
Shoes	Below the ankle leather loafer, oxford, or topsider in navy, black, or brown, or athletic shoes in the predominant color of dark blue, navy, brown, black, white, or gray		
Optional Jacket/Outerwear	On extremely cold days (daytime temperatures 55 and below) students may wear warmer outerwear over their regulation uniforms. Attire includes approved jackets or STE Spirit Wear.		
Spirit Wear	Approved, official STE Spirit Wear sweatshirts or hoodies as outerwear		

K-5 Boys		1-5 Boys (Mondays)	
6-8 Boys		9-12 Boys	

K-3 Girls	
4-5 Girls	
6-8 Girls	
9-12 Girls	

K-12 Girls' Uniform Regulations				
	K-3	4-5	6-8	9-12
Jumper	Regulation blue/black plaid <i>Embroidered emblem only</i> <b>Must be worn on Mondays</b>			
Skort/Dress	Regulation blue/black plaid culotte skort or navy pleated polo dress with embroidered STE emblem. <b>May be worn Tuesday-Friday</b>	Regulation blue/black plaid 2-in-1 side pleat skort	Regulation blue/black plaid pleated 2-in-1 skort	Regulation khaki gabardinepleated 2-in-1 skort
Skirt Length & Shorts	Jumpers and skirts must have a hem and must fall to the top of the knee or below. <b>Privacy shorts MUST be worn under the skirts (not including skorts).</b>			
Undershirt	Only solid white undershirts may be worn ( <b>no colors, lettering, or emblems allowed, and sleeves not longer than the uniform shirt</b> )			
Blouse	Regulation white, with Peter Pan collar, short or long sleeves. <b>Must be worn on Mondays</b>	Regulation oxford cloth, white. School emblem embroidered on left chest. Short or long sleeves. Must be tucked in. <b>Must be worn on Mondays</b>	Regulation oxford cloth, sky blue. School emblem embroidered on left chest. Short or long sleeves. Must be tucked in. <b>Must be worn on Mondays</b>	Regulation oxford cloth, sky blue or pin-striped. School emblem embroidered on left chest. Short or long sleeves. Must be tucked in. <b>Must be worn on Mondays</b>
Polo Shirt	Regulation navy with embroidered STE emblem (not a patch) Short or long-sleeves <b>May be worn Tuesday-Friday</b>	Regulation navy with embroidered STE emblem (not a patch) Short or long-sleeves <b>May be worn Tuesday-Friday</b>	Light blue with embroidered STE emblem (not a patch) (tucked in at all times) <b>May be worn on Tuesday-Friday</b>	Navy blue with embroidered STE emblem (not a patch) (tucked in at all times) <b>May be worn on Tuesday-Friday</b>
Optional Vest/Weskit			Optional, regulation navy v-neck sweater vest worn with blouse	
Optional Blazer			Optional, Navy blue	
Socks/Tights	<b>Socks:</b> solid white, navy, or black. No emblems, logos, or patterns. <b>Tights:</b> solid white, navy, or black (no patterns) On extremely cold days (daytime temperatures 55 or below), students may wear solid navy, white, or black knee socks, leggings, or tights under skirts.			
Shoes	Below the ankle leather loafer, oxford, or topsider in navy, black, or brown, or athletic shoes in the predominant color of dark blue, navy, brown, black, white, or gray.			
Optional Jacket Outerwear	On extremely cold days (daytime temperatures 55 and below), students may wear warmer outerwear over their regulation uniforms. Approved attire includes jackets or approved STE Spirit Wear			
Spirit Wear	Approved, official STE Spirit Wear sweatshirts or hoodies as outerwear.			

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# Section 7: Code of Conduct: Responsibilities and Consequences

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## Discipline Philosophy

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

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## Good Discipline a Partnership

Good discipline is a partnership between the parents and the school. For this partnership to succeed, parents must stay informed about school policies and procedures.

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## Honor Code

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

**Duty towards God:** Here we try to do our duty towards God, allowing the community to show our love and trust in Him:

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

**Duty towards our neighbors:** We try to do our duty towards our neighbors:

- To love them as ourselves;
- To do unto all others as we would have them do unto us;
- To love, honor, and succor our parents;
- To honor and obey the civil authority;
- To hurt nobody by word, work, or deed;
- To be true and just in all our dealings;
- To keep our hands from picking and stealing and our tongues from evil speaking, lying, and slandering;
- To keep our bodies in temperance, soberness, and chastity, learn and labor to get our living.

## Honor Offenses - Upper School

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

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

- **Lying** is defined as presenting a false impression or giving false information to another person.
- **Stealing** encompasses but is not limited to, the taking of another person's property without right or acknowledgment.
- **Cheating** encompasses but is not limited to, giving or receiving any unauthorized information on any quiz, test, examination, or other written work. Plagiarism is a form of cheating. Plagiarism is the representation of another's words or ideas as one's own, that is, without quotation marks, footnotes, or some form of citation.

Some examples are:

- **Deception;** the use of talking, signs, or gestures during a quiz; copying from another student or allowing copying of an individual assignment; passing test or quiz information during a class period or from one class period to members of another class period with the same teacher; submission of pre-written writing assignment at times when such assignments are supposed to be written in class; illegally exceeding time limits on timed tests, quizzes, or assignments; unauthorized use of study aids, notes, books, data, or other information; computer fraud; sabotaging the projects or experiments of other students.
- **Academic Dishonesty** encompasses, but is not limited to, knowingly giving or receiving information or assistance on any graded work which is understood to be an example of individual effort.

## Honor Code Applicability

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

- **Lower School** -Students in the Lower School will be educated in the spirit, meaning, and word of the Honor Code. They will be taught and held accountable to the best of their increasing understanding so they will be prepared to live and function under the Code as they progress through STE.
- **Middle School** - Students should write and sign the statement below on all academic work: "I pledge that I have neither given nor received unauthorized assistance on this work." Honor code infractions shall be addressed by the teacher and the Head of the Middle School. A student who violates the Honor Code will suffer consequences in accordance with school rules at the discretion of the Division Head/Head of School; please see Middle School-Specific Discipline. Consequences may include suspension or expulsion.
- **Upper School** - Students should write and sign the following statement on all academic work: "I pledge that I have neither given nor received unauthorized

assistance on this work.”

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

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

## Upper School Honor Council

The Upper School Honor Council has two purposes:

- **Judicial** - The Council will review and judge any case that comes before it concerning violations of the Honor Code. Recommendations will be made to the Head of School, where the final appeal rests.
- **Educational** - The Honor Council will discuss the Honor System at the beginning of the year at a student assembly, and at any other appropriate time.

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

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## Plagiarism

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

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## Cheating

### Grades 1–5:

Students will be punished for cheating offenses on a case-by-case basis as deemed appropriate by the Division Head.

### Grades 6–12:

- **First Offense:** The student will be reported to the Division Head for disciplinary action.
- **Second Offense:** The student will receive a one-week suspension plus the punishment outlined under First Offense, and report to the Head of School.
- **Third Offense:** The student will receive a two-week suspension plus the punishment outlined under First Offense and the cheating violation will be entered as part of the permanent record.
- **Fourth Offense:** The student will be referred for dismissal from school and the violation will be entered as part of the permanent record.



## Use of ChatGPT or other LLMs

STES recognizes that ChatGPT and other LLMs can be a powerful tool for enhancing the student learning experience and promoting student collaboration. However, to ensure a safe and productive school environment students will abide by the following guidance.

- **Academic Integrity:** Students are responsible for their own work and should not use ChatGPT or other LLMs to cheat, plagiarize or engage in other academically dishonest practices.
- **School Appropriate Content:** Students will not request or share content created by ChatGPT or other LLMs that contains inappropriate content, illegal, violent, prurient and/or explicit material or any material that is deemed to be contrary to the student code of conduct.
- **Respectful communication:** Students should engage in only respectful and appropriate communications at all times. Using ChatGPT or LLMs to create a hostile environment where discriminatory, or inappropriate language or content is created is expressly prohibited.
- **Privacy and Confidentiality:** Students will not share their own personal information or the personal information of other STES students, families or employees with ChatGPT or other LLMs.

Violations of the previous guidelines should be reported to the division head for disciplinary actions.

## Obtaining Advance Copies of Exams

Students who obtain copies of examinations before the exam date are punished for cheating as above. Exceptions will be made for those who inadvertently come into possession of an examination and return it promptly to the authorized teacher or Head of School. **Students caught stealing test(s) will be punished with the third-level cheating offense guidelines.** Unless expressly noted by a teacher, prior years' tests may be used as study guides.

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## Bullying

Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical, and/or social behavior that intends to cause physical, social, and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening.

Bullying manifests in various ways: abusive language, offensive name calling, acts or threats of physical abuse, vandalism, theft, or destruction of property. Bullying violates a person's



sense of worth and immeasurable value to God. In addition, bullying inhibits a person's ability to feel safe in our school. Therefore, bullying will not be tolerated at Saint Thomas' Episcopal School.

While other behaviors are inappropriate and are subject to disciplinary action, bullying is not

- single episodes of social rejection or dislike
- single episode acts of nastiness or spite
- random acts of aggression or intimidation
- mutual arguments, disagreements, or fights

The Division Heads are ultimately responsible for determining whether an action is or is not "bullying." The administration will communicate reported instances of bullying to the parents of any affected students. In addition, positive interventions such as counseling, mediation, and conflict resolution are always preferred to address cases of bullying. However, violators are subject to disciplinary actions.

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## Conduct Grade Scale

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

**Note:** Students earning a D or F in conduct for the quarter will be placed on Disciplinary Probation. If the student does not raise his or her conduct grade in the next quarter, he or she may be referred for dismissal from the school.

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## Lower School Discipline

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

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

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

### Discipline Plan

STE's core values include Honor, Christian Faith, Love, Discipline, Excellence, and Respect. Of course, our students will make mistakes. Still, we must guide them in recognizing unacceptable behaviors and help them develop actionable growth plans. These plans should aid students in accepting responsibility for themselves and developing our core Christian values.

Inappropriate Lower School behavior falls into three categories or levels of offenses. The classroom teacher handles most discipline in Lower School. However, the Head of the Lower School will document and address repeated violations and extreme cases of poor behavior.

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

### Level I Offenses

- Level I Offenses are handled exclusively by the classroom teacher.

- All teachers will communicate the specific behavioral expectations for their classrooms and consequences to both the students and parents.
- The parent/guardian can be contacted if needed.

Examples of Level I Offenses include but are not limited to:

- Failure to follow directions
- Disrupting a lesson
- Excessive talking
- Inappropriate laughing/sneering
- Mild teasing
- Mild inappropriate language
- Eye rolling
- Interrupting others
- Tardiness
- Mild name-calling
- Misuse of materials
- Getting out of one's seat

### **Level II Offenses**

- The student's teacher handles Level II Offenses, documenting behavior and consequences. Furthermore, the teacher can receive assistance from the Head of Lower School.
- The teacher contacts the parent/guardian via a Disciplinary Referral.
- For each Disciplinary Referral issued, a student's conduct grade drops by one-third of a letter grade (e.g., from A to A-).
- After issuing three Disciplinary Referrals in a quarter, the offending student will serve detention with the Head of the Lower School.

Examples of Level II Offenses include but are not limited to:

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

### **Level III Offenses**

- The Head of Lower School handles Level III Offenses.
- Teachers will send the student to the Head of Lower School to complete a Take Responsibility Form. The student will not return to their classroom until this task is complete and discussed. The form must be signed by a parent and returned the next school day.
- The administration will contact the parents, and the administration will give the student an appropriate consequence. These may include detention, suspension,

conferencing for disciplinary intervention, devising a Behavioral Action Plan, or disciplinary probation.

Examples of Level III Offenses include but are not limited to

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

## **Detention**

Note that a teacher may assign detention to respond to more severe transgressions.

When detention is issued:

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

## **Ancillary Classes and Recess**

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

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

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## **Middle School-Specific Discipline**

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

### **Middle School Classroom Misbehavior**

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

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

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

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

### **Middle School Behavioral Review**

As the school year develops, teachers reflect on the behavioral performance of each student in the classroom. Every four to five weeks teachers will determine whether general behavior warrants the decrease or increase of a student's conduct grade. Should a teacher determine the need for a change in conduct, he or she takes the following actions:

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

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## **Middle and Upper School Discipline And Remediation**

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

The higher the grade level, the greater the expectations are for proper conduct. Respect for younger students, classmates, elders, faculty, administrators, and all other STE employees and guests is customary and expected; foul language, rough play, sloppy appearance, and

discourtesy fall outside the boundaries of an STE student's behavior. Older students are expected to be role models for younger students. All students should seek to be helpful to one another whenever possible. Excessive noise and disruptive behavior are inappropriate inside the school facilities.

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

The following is a non-exhaustive list of disciplinary offenses broken into three levels. The discussion and list that follow do not in any way limit what has been said in this section with respect to discipline, re-enrollment, and the school's honor code, policies, and standards of conduct.

### **Level I Offenses**

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

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

### **Level II Offenses**

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

- Violation of off-campus privileges, e.g., Senior Lunch
- Bullying - second documented offense
- Disrespectful behavior toward any community member
- Overt expressions of affection on campus or at school functions
- Unauthorized possession of school keys
- Skipping class, chapel, or other school gatherings
- Tampering with fire alarms or other security devices or using smoke generators

- Use or possession of tobacco or vaping materials in any form
- Possession of replica, inoperable, toy, or model weapons
- Disrespectful or unsportsmanlike conduct directed at players, coaches, game officials, or visitors from other schools
- Violations of the Honor Code

### **Level III Offenses**

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

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

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### **Drug and Alcohol Policy**

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

As used throughout this policy, "alcohol" means any alcoholic beverage as defined under Texas law; "illegal use of alcohol" means any use of alcohol that would violate Texas law;

“illegal drugs” means any drug or controlled substance whose possession or use by a student would be prohibited under federal or Texas law; and “misuse and abuse of legal drugs” means any use of prescription or over-the-counter drug that does not comply with the direction of the manufacturer or prescribing physician.

### **Reasonable Suspicion Testing**

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

- Observation of illegal drug or alcohol use
- Possession of illegal drugs, alcohol, or drug paraphernalia
- Personal observation concerning the appearance, speech, or behavior of the student that may indicate the effects of drug or alcohol use
- Reasonable belief that the student has engaged in conduct, either on or off school property, that involves the sale, delivery, possession, or use of an illegal drug or alcohol; or the arrest, charge, or prosecution of a student engaging in delinquent conduct as defined under Section 51.03 of the Texas Family Code if the underlying conduct involves the sale, delivery, possession, or use of an illegal drug or alcohol
- Information provided by a reliable and credible source, as determined by the Head of School
- All drug and alcohol testing will be conducted in accordance with approved procedures and in a manner which is sensitive to the student's interests in privacy, dignity, and confidentiality. Prior to conducting any drug or alcohol testing, a reasonable effort will be made to inform the student's parent or guardian. When feasible, the parent or guardian will be given an opportunity to be present during the testing if he/she can arrive within a short period of time.

### **Positive Test Results**

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

### **Return to School Testing**

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

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

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



## **Costs**

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

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## **Weapons Policy**

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

These items are not allowed on campus at any time for any reason. Any student violating this rule may be suspended or expelled. Further, students who are involved in an incident involving weapons off campus may be suspended or expelled.

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## **Misconduct Occurring Off School Property**

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

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## **Detention**

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

Detention for Lower School will be facilitated weekly by the Head of Lower School.  
Detention for Middle School will be held as needed by the Head of Middle School.  
Detention for Upper School will be held as needed, including on Saturday mornings.

Students in grades 6-12 are given a written assignment as deemed appropriate by their teacher.

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

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## Suspensions

### Lower School

The Head of School or Head of Lower School reserves the right to suspend a student when necessary. Lower School suspensions are usually for a one to three-day period. During an at-home suspension, the student is not allowed to be on campus or attend any school activity. The Head of Lower School will make the determination if missed classwork or tests can be made up.

### Middle and Upper School

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

#### 1. At-Home Suspension

For an at-home suspension, the student is not allowed to attend any school or after school activity or event, or come to campus for any reason.

#### 2. In-House Work Detail

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

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

#### 3. In-House Isolation

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

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

Teachers are not obligated to provide make-up lessons or extra help for students who have been suspended nor should they be inconvenienced in any way because of a student's suspension.

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## **Disciplinary Probation**

A student may be placed on disciplinary probation for a serious breach of discipline or for persistent minor breaches. If he or she earns a D or F in conduct for a quarter, he or she will be placed on Disciplinary Probation for the following quarter. He or she will be released from probation at the discretion of the Head of School after consultation with the student's teachers. A student on disciplinary probation may be denied the privilege to participate in certain school or extracurricular activities.

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

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## **Dismissal**

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

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## **Re-enrollment**

Students are expected to earn their places in the school each year. Students who continue to have academic difficulty and/or whose behavior is deemed unacceptable may be denied re-enrollment. Any student on academic probation will be referred to the Center for Academic Excellence for additional support. Students on academic or disciplinary probation during the re-enrollment period will only be offered conditional re-enrollment.

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

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

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# Section 8: Physical Education and Athletics

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## Policies

### Participation

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

#### NOTE:

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

### Attendance

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

### Medical Excuse Policy

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

### Tardies

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

### Grades

Grades are based on participation. In order to participate, students in grades 6-12 must be dressed in a complete, approved P.E. uniform. Students not dressed in their P.E. uniforms receive a zero for the day's grade and may not participate in P.E. Conduct grades (A-F) are based on behavior and attitude.

### Discipline

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

continues.

---

## Athletic Team Participation

STE offers various competitive sports opportunities to students at all levels. Due to the large number of participants in certain sports, we may have to have tryouts for various sports. Tryouts will be determined based on the number of students that sign up for various sports. In some sports we may assign students to practice squads; if facilities support the total number of students we have signed up for a sport. Athletes on the practice squad will not be permitted to attend travel games due to the limited number of players who go to away games. Athletes who are assigned to the practice will be permitted to suit out for the home games. Traveling squads may change weekly, therefore attendance at every practice is important.

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

### **NOTE:**

Students **without** the Certificate of Participation-Medical Form on file **will not** be allowed to participate on any athletic team.

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

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## TAPPS Rules and Eligibility

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

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## Section 9: Robinson Memorial Library

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

### Library Hours

- Monday–Friday: 7:15 a.m.–3:30 p.m.
- Summer and holidays: Closed

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

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### Book Loan - Grades 1–12

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

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### Fines and Overdue Books

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

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

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

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### Library Etiquette

- No food or drinks are allowed in the library.
- Quiet, considerate behavior is expected.

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### Bags in the Library

All backpacks, book bags, and other large bags should be kept out of the aisle.

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### Copy Machine

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

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## Networked Computers

### Acceptable Use Policy

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

- **Printing from Library Computers** - Printing is limited to 12 pages in the library. Students must ask before printing.
- **Saving Work Created on School Computers** - Everything saved on library computers is deleted on a nightly basis. Therefore, students must save their work to a personal pen drive, Google Drive, or their Veracross file locker.
- **Headphones** - Students are encouraged to bring their personal headphones; the library does not have any to lend.

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## Databases

Use **Clever** to log in to databases that will allow it. Others are under construction and will be Clever activated as soon as possible.

## World Book Online

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

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## Britannica School

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

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## JSTOR

JSTOR is a powerful online research tool with digital academic journals, books, and primary sources. Students may access JSTOR directly from the library page on stes.org. The username is *stes* and the password is *researcher*.

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

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## **GALE**

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

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## **Noodle Tools**

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

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

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## **Oxford English Dictionary**

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

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## **Christmas & Summer Break Book Collection**

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

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## **Donations**

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



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## Section 10: Upper School Class & Club Fundraising

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### Fundraising/Collection Drive Policy

Faculty, staff, student groups, and individuals wishing to conduct fundraising or collection drives benefiting internal groups or outside organizations during a school year must submit a request to the Office of Development at [development@stes.org](mailto:development@stes.org).

**This policy applies to all fundraising and collection drive efforts** that benefit school departments, groups, clubs, and teams as well as outside organizations. Requests must be submitted to the Development Office before August 1 for the fall semester and before December 1 for the spring semester. The Director of Development, in consultation with the Head of School, will consider all requests in light of the school's mission, values, and goals, then make recommendations to the Development Committee of the School Board, when necessary, for final approval.

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

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

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### Fundraising Notes & Guidelines

#### **Sponsorship:**

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

#### **Approval:**

Requests for fundraising events and collection drives must be formally submitted in advance to the Office of the Head of School and approved by the Head of School.

#### **Scheduling:**

Dates for Prom are scheduled by school administration.

Approved fundraising events that will require the use of school facilities will receive facilities request information upon approval. At that point, the sponsor must contact Director of Facilities Leah Faucett at [faucett.leah@stes.org](mailto:faucett.leah@stes.org) to request facilities' needs.

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



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# Section 11: Development

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## Supporting STE

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

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

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

Please contact [development@stes.org](mailto:development@stes.org) with questions and feedback as our development efforts grow and expand.

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## The Saint Thomas' Fund

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

### The Saint Thomas' Fund Committee

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

For volunteer opportunities, please reach out to the Director of Development at [development@stes.org](mailto:development@stes.org).

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## STE Gala & Auction

The STE Gala & Auction benefits the school's financial aid program, ensuring an STE education is available to all students, regardless of financial ability.

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

individual or couple at the event with the Henry L. Walters Outstanding Achievement Award.

For volunteer opportunities, please reach out to the Director of Development at [development@stes.org](mailto:development@stes.org).

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## **Parent Volunteer Opportunities**

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

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

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

### **Room Parents**

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

For volunteer opportunities, please reach out to the Director of Development at [development@stes.org](mailto:development@stes.org).

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## **Fall Fair corpo**

STE's annual Fall Fair offers a great opportunity to bring families together for a day of fun and entertainment. The event is held on the last Saturday in October each year. Fall Fair festivities include amusements, class-sponsored booths, rides, contests, and of course, food! Many volunteers are needed to produce this fun family event.

For volunteer opportunities, please reach out to the Director of Development at [development@stes.org](mailto:development@stes.org).

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## **Corporate Volunteer and Matching Gift Programs**

Many corporations sponsor volunteer programs through which they make a donation to an organization (e.g., STE) once their employees satisfy the volunteer service requirements. If your company sponsors such a program, please provide this information to the Office of Development. Matching gifts are another way many corporations donate to organizations. Please check with your company to see if a matching program exists. Many times a matching gift can double and sometimes triple the employee's gift to an organization. Typically, the employer's matching gift form is submitted with your Saint Thomas' Fund donation.

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## Retail Partners

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

- **Randalls Good Neighbor Program:** Link your Remarkable Card to STE Account #1655
- **Kroger Community Rewards:** Link your Kroger Plus card to the STE Account 83436 at [krogercommunityrewards.com](https://krogercommunityrewards.com).

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## Birthday Book Club

Make a \$25 donation to the STE Birthday Book Club and a new book will be added to the Robinson Memorial Library's collection. Book Club members will choose a book from a pre-selected set of fiction and non-fiction hardcover books. Each book will be marked with a Birthday Book Club bookplate acknowledging the child. Members also receive a goody bag in honor of their birthday or half-birthday. The form can be found at [stes.org](https://stes.org).

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## Parent Education Series

Our Parent Education speakers share knowledge on topics that are both interesting and informative for all parents. Our series is designed to benefit parents with children ranging from preschool through grade 12. Free and open to the public, our Parent Education series is a live webinar and in-person format where participants can listen and ask questions of a diverse group of experts.

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## Moms in Prayer

This group of Christian moms gathers weekly to pray for our children, the school, teachers, staff, and administrators. In addition, Moms in Prayer hosts several service opportunities in support of STE. Visit [momsinprayer.org](https://momsinprayer.org) for more information.

**Time and Location:** Fridays at 7:45, STE Campus



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## Section 12: Preschool Policies

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### COMING TO SCHOOL

#### **Before School Starts**

All paperwork must be turned in to the Director no later than August 1<sup>st</sup>, 2024. Children without all of their paperwork on file will not be allowed to attend until all paperwork is submitted.

**First Day of School:** August 21, 2024

#### **Hours of Operation:**

Monday–Friday 9:00 a.m.–2:30 p.m.

***Before Care:*** 7:25 a.m. – 9:00 a.m.

***After Care:*** 3:30 p.m. - 5:00 p.m.

#### **Carpool Procedures**

The procedures for Preschool carpool are as follows:

Saint Thomas' Episcopal Preschool families will use the Interior Campus Carpool Lane. You can access the lane by heading west on Jackwood Street and turning right into the alleyway, just past the Shaw Hall building. Continue to head north until you reach the marked drop-off zone. Please wait for the teachers to load the student(s) out of or into the vehicle. Parents may drop off at the following times:

#### ***Before Care:***

##### **Drop off**

7:25 a.m. - 7:45 a.m. (after 7:45 a.m., please call the number located at the gate on Indigo St.) Please remain in your vehicle at all times.

#### ***Regular Carpool:***

##### **Drop off**

9:00 a.m. - 9:15 a.m. (After 9:15 a.m. please call the number located on the gate on Indigo St.) Please remain in your vehicle.

##### **Pick up**

2:30 p.m. - 3:00 p.m. (After 3:00 p.m. please call the number on the gate Indigo St.)

#### ***After Care:***

##### **Pick up**

3:30 p.m. - 5:00 p.m. (After 5:00 p.m., a late fee of \$25 will be assessed for the first 5 minutes, then \$1 per each additional minute.) Parents who are habitually late will be asked to meet with the Director to discuss continued participation in the Aftercare program. If you will be late, please call the aftercare number at 281-777-6392.

**Please remember we are NOT able to buckle your child into your vehicle. We will load and unload the first three cars in line. At pick up, please wait in your car until you are first, second, or third in line.**

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## **COVID PROTOCOL**

### **Intensify cleaning and disinfection efforts**

Handwashing:

All children, staff, and volunteers will engage in hand hygiene at the following times:

- Arrival at the facility and after breaks
- Before and after preparing food or drinks
- Before and after eating or handling food
- Before and after administering medication or medical ointment
- Before and after diapering
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid
- After handling animals or cleaning up animal waste
- After playing outdoors or in sand
- After handling garbage

All surfaces will be wiped with Vital Oxide throughout the day, particularly upon arrival, after center activities, and before all meal/snack times.

All nap mats will be cleaned with Vital Oxide daily and each student will have a nap mat assigned to them.

The restroom will be cleaned after group bathroom breaks.

In addition, Vital Oxide will be used to disinfect all surfaces and toys at the end of the day. Toys that cannot be cleaned and sanitized daily will not be used.

All personal belongings of the student will be stored in their cubby and labeled. Belongings will go home weekly for washing.

When diapering a child, wash hands and hands of the child before you begin, and/or wear gloves:

- Prepare (includes putting on gloves)
- Clean the child
- Remove trash (soiled diapers and wipes)



- Replace diaper
- Wash the child's hands
- Clean up the diapering station
- Wash hands

All students will provide 2 sets of clothing to be kept in their cubby.

### **Modify drop-off and pick-up procedures**

Carpool only will be used for all drop-off and pick-up times throughout the day.

### **Implement screening procedures upon arrival**

All teachers and parents of students will complete a self-screening daily before arriving for themselves and their children. They will be asked to indicate if they have had the following symptoms:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 99.9 degrees Fahrenheit
- Known close contact with a person who is confirmed to have COVID-19

All teachers and students will be required to stay home if sick. We will communicate to parents the importance of the daily screening and encourage them to stay home. Children and staff will be isolated if they are sick while at school. The isolation room will be the Preschool resource room. If a child is sick, the room will be off-limits to others. Any location where the sick child or teachers have been will be thoroughly disinfected.

If COVID-19 is confirmed in a child or staff member, the Director will contact the local health authority, contact Child Care Licensing, close off areas used by the person who is sick, open outside doors and windows to increase air circulation in the areas, wait up to 24 hours to clean and disinfect all areas.



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## DROP-OFF AND PICK-UP

Children are expected to be at school by 9:15 a.m. (unless enrolled in before care). Any child who is not enrolled in before care and is dropped off before 9:00 a.m. will be charged a \$50 drop-in fee. Children must be picked up no later than 3:00 p.m. unless enrolled in aftercare. Any child not enrolled in aftercare and not picked up before 3:00 p.m. will be charged a \$50 drop-in fee. Children enrolled in aftercare must be picked up by 5:00 p.m.

On early dismissal days, all students must be picked up by 12:00 p.m. If a child will be arriving late because of a doctor/dentist appointment, please email the teacher and Director. If a child is being picked up early, the teacher and Director must know in advance, so the child and their belongings are prepared and the class is not disrupted.

The person picking up the child must call the phone number on the back gate on Indigo St. Carpool will be at 7:25 a.m., 9:00 a.m., and 2:30 p.m., in the alley inside STE campus by entering the gate on Jackwood St. Cell phone use, is strictly prohibited during pickup and drop off.

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## DRESS CODE

Clothing and shoes must be safe for both indoor and outdoor play. All Preschool students will be wearing the Saint Thomas' Episcopal School approved uniform. View our Uniforms Regulations document on our website for the uniform guidelines for the school year. The uniform policy will also be in the Student-Parent Handbook available at the start of the school year. Dennis Uniforms is the uniform provider for STE. Please visit [dennisuniform.com](https://dennisuniform.com) for ordering information and store locations.

- Shoes must be closed-toed with a rubber sole. No sandals, crocs, or light-up shoes.
- No costumes or pajamas permitted with the exception of special celebration days for their class.
- Privacy shorts must be worn under skirts and dresses.
- Jewelry is not permitted other than studs or small hoop earrings one per ear. A watch may be worn.

### Alternate Dress-Appropriate Attire

All guidelines for general appearance and all footwear regulations still apply on alternate dress days. In addition, alternate dress attire must comply with the underlying dress code standards of neatness, modesty, safety, and hygiene.

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## RELEASE OF A CHILD

Adults, other than the parent(s) or legal guardian(s), must provide proof of identification and be listed in the child's file as an authorized release. Any adult who comes to pick up a child and does not show proof of identification and is not in the child's file as an authorized release, will NOT be able to take the child. He/she will be escorted to the front office. Siblings must be in high school in order to pick up a student from the Preschool. STE will comply with valid court orders signed by a judge as long as the court orders are in the student's file.

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## LUNCHES & SNACKS

All lunches and snacks must be brought from home. Food that is in your child's lunch box is what they will be given. We do not have a refrigerator or a microwave in our classroom; therefore, please pack items that will not spoil and that do not need to be heated. The health and nutrition of our children are extremely important, and they work in tandem to be successful. If you bring your own lunch, the school is not responsible for daily-required nutrition intake. Lunches may also be purchased through the school's lunch service. See page 31 for more information.

### Lunch Guidelines

Lunch is a time during the day when the teachers focus on these objectives with your child:

- Developing social skills
- Encouraging growth in independence
- Extending language
- Improving the child's ability to sit properly at a table for a meal
- Learning table manners
- Making healthy food choices

With these objectives in mind, we ask for your cooperation with the following guidelines listed below when you are preparing your child's lunch:

- The classroom does not have the facilities to heat or cool children's lunches.
- Send a variety of healthy choices for your child and put them in easily opened, small, plastic containers or zipper-type plastic bags. Label all containers.
- No glass containers.
- Prepare fruit, cheese, yogurt, or meat in a manner that your child can handle with as little extra help as possible.
- Do include a napkin and appropriate utensils.
- No candy. Fruit makes a great dessert.

The teachers will send home all uneaten food (if it is sent in a resealable container) so that you may see what your child has eaten each day. We appreciate your cooperation in these matters and look forward to an enjoyable lunchtime with your child. If you have questions regarding these guidelines, please speak with your child's teacher or the Director.

### Parties or Birthdays

Please send food that is prepackaged with nutritional labels. Suggestions for cookies and cupcakes please see below:

- **Cookies:** Unless the cookies are very small, one is plenty.
- **Cupcakes or Muffins:** Minimal icing, please. Mini cupcakes are a great option.
- **No homemade treats will be served.**

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## DISCIPLINE & GUIDANCE

Discipline is individualized and consistent for each child, appropriate to the child's level of understanding, and directed toward teaching the child acceptable behavior and self-control. Only positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction are practiced. There is no harsh, cruel, or unusual treatment of any child.

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## POTTY TRAINING

All students beginning in Pre-K 3 must be potty-trained prior to the first day of school. A potty-trained child is independent in the bathroom. They must be able to pull up and down clothing, ask to go when the need arises between regular times, and can nap without the use of a pull-up. *If multiple accidents occur, your child will be sent home until they are successfully potty-trained.*

---

## HEALTH

### In Case of Illness

The Director or School Nurse will inform parents immediately of all major outbreaks of diseases. Students who show symptoms of a communicable disease will be sent home. If your child is diagnosed with one of the following communicable diseases, please notify the Director:

- Chicken Pox
- Conjunctivitis (Pink Eye)
- Fifth's Disease
- Influenza
- Impetigo
- Lice
- Measles
- Mononucleosis
- Mumps
- Scarlet Fever
- Strep
- COVID-19

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

- Fever of 99.9 degrees Fahrenheit or greater
- Fever with a rash
- Vomiting
- Diarrhea
- Suspicion of communicable disease

- Green discharge from nose

Children may be readmitted to school after an illness when they meet the following criteria:

- Free of fever for 24 hours without medication (e.g., Tylenol, Motrin, Advil, etc.)
- 24 hours after beginning antibiotic therapy (for strep, scarlet fever, impetigo)
- Two medicated shampoo treatments for lice
- Diarrhea subsides for a minimum of 24 hours
- Vomiting subsides for a minimum of 24 hours

### **In Case of Injury**

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

### **Administering Medication**

Prescription medication brought to school MUST be in the original pharmacy container, labeled by the pharmacist. The label must include your child's name, physician's name, dosage, name of the drug, and date the prescription was filled. Prescription drugs to be administered at school on a short-term basis must be accompanied by a written request, signed and dated by a parent or legal guardian. Prescription drugs to be administered at school on a long-term basis must be accompanied by a written request signed and dated by the prescribing physician and the parent or legal guardian.

### **Emergency Situations**

It is imperative that your child's file has current telephone numbers in case of emergency. Home, office, and cell numbers for both parents or legal guardians, as well as the number and address of a person who may assume authority if neither parent can be located, must be on file at all times. Please advise the Director of any changes in the phone numbers in writing or by email to [lopez.vanessa@stes.org](mailto:lopez.vanessa@stes.org). In the event of an evacuation, Pre-K 2 through Pre-K 4 will be relocated to H.E.B. Grocery Store (4955 Beechnut, Houston, TX 77096). If possible, an IRIS alert will be sent to parents. The Preschool teachers will use personal cell phones to contact parents and local authorities.

### **Medical**

The Authorization for Medical Attention and Release of Liability form is required for attendance at school. This form is completed as part of the MAGNUS HEALTH portal.

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

### **Health Statement and Immunization Records**

It is required that each child has on file at all times a signed letter from a health professional stating the child is in good health to attend STE Preschool. This health statement is in addition to the required signed immunization records. The school is required by Texas law to maintain a record of immunizations for each child. Consequently, a comprehensive immunization record, endorsed by a physician, must be on file before a student is eligible to attend classes. The month, day, and year of each immunization must be included in the record. All children who are four years old are required to have a vision and hearing screening on file at all times, as well as a health

statement and immunization records.

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## FINANCIAL MATTERS

### Tuition Payment Options

**Option 1:** ANNUALLY (credit card or ACH). This is a single payment due in June 2024. This method of payment requires enrollment in FACTS which includes associated fees.

**Option 2:** SEMI-ANNUALLY (credit card or ACH). The first payment is due in June 2024 and the second payment is due in December 2024. This method of payment requires enrollment in FACTS which includes associated fees.

**Option 3:** Ten MONTHLY payments are paid through FACTS (credit card or ACH). The payment is due beginning June 2024 and continuing on the first day of each month with the last payment due in March 2025. This method of payment requires enrollment in FACTS which includes associated fees.

### Fees

#### **Late Fees:**

Late pick-up fees will either be added to the child's account at the end of the month and an invoice will be provided or can be paid by check or cash. These fees are to be paid in full by the first of each month. Any fees for late tuition or insufficient funds are to be paid immediately. A child with an outstanding balance may not attend school.

#### **Supplemental Fees:**

In addition to tuition, a registration fee and a new student fee (if applicable) are due upon submission of the Enrollment Contract. A supply fee is billed along with the initial tuition statement on June 1. For families making tuition payments through FACTS, these fees will be added to their FACTS account.

### Re-Enrollment

Re-enrollment instructions are emailed at the beginning of February. Families who do not complete the re-enrollment process, with the submission of the registration fee, by the deadline will not be guaranteed a place for the upcoming school year. The school cannot hold a place for a child who does not re-enroll.

Note: Students entering kindergarten are required to submit WPPSI results to be eligible for re-enrollment.

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## COMMUNICATION

### Parent-Teacher Conferences

Routine Parent-Teacher Conferences will be held in November and March. The exact dates will be provided on the school calendar. These days will be school holidays for the Preschool, so please plan now for arrangements. The teachers will communicate details regarding

parent-teacher conferences to you as the date nears. These two scheduled conferences are mandatory. Additional parent-teacher conferences may be scheduled on an as-needed basis.

### **Visitation**

Parents or legal guardians are welcome to visit at any time during operational hours, contingent upon prior approval from the Director. However, they must check in at the front office. The front office will contact the Director to escort them to the location of their child. If a parent/legal guardian would like to volunteer for an activity or party at the school, they should notify the Director in advance.

### **Questions and Concerns**

If there are any questions or concerns, please notify the Director immediately. The Director is available during the normal hours of operation and can also be contacted via email at [lopez.vanessa@stes.org](mailto:lopez.vanessa@stes.org).

A copy of the Minimum Standard Rules for Licensing is available upon request. To contact the local Licensing office call: 713.940.3009. The most recent Licensing Inspection is posted on the enclosed Bulletin Board located on the Preschool Deck.

Child Abuse Hotline: 1.800.252.5400 [txabusehotline.org](http://txabusehotline.org)

Any changes to the Parent/Student Handbook will be notified in writing.

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## **OTHER SCHOOL TOPICS**

### **Photo Release Agreement**

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

### **Water Play Agreement**

As the parent or guardian of a student enrolled at Saint Thomas' Episcopal Preschool, I consent that my student may participate in water play activities. I understand that if I object to my student participating in water play activities, I will contact the Director of the Preschool at [lopez.vanessa@stes.org](mailto:lopez.vanessa@stes.org).

### **What to Bring to School?**

- A nutritious lunch with an already-filled water bottle
- A complete change of clothing: shirt, underwear, shorts or pants, and socks in a labeled zip-lock bag
- Adequate number of disposable pull-ups/diapers, for those in the process of potty training
- Daily Folder
- Backpack large enough to fit a 9X12 size folder.
- Sleeping blanket (small)

### **Labeling Personal Belongings**

Parents should label all belongings. This includes coats, sweaters, rain gear, lunch kits, all containers and lids inside the lunch boxes, and backpacks.

### **What Not to Bring to School**

- Candy, gum, or carbonated drinks
- Backpacks with wheels
- Large pillows and sleeping bags
- Toys, unless it is a “lovey”
- Expensive or sentimental items
- Glass containers

### **Calendars and Memos**

A monthly Classroom newsletter is sent home with the children the first week of each month. Memos are also sent home occasionally. Each day please check your child’s folder for memos, calendars, messages, etc. This is our primary way of communication.

### **Inclement Weather and School Closing**

We have an emergency alert notification system. A copy of our emergency preparedness plan is available from the Director.

### **Fire Drills and Severe Weather**

Fire drills are practiced monthly. Teachers will prepare and discuss what a fire drill is and its responsibilities. Severe weather drills and shelter-in-place drills are also practiced quarterly. This is in accordance with the Texas Department of Health and Human Services and the City of Houston Fire Marshall.

### **Gang Free Campus**

Under the Texas Penal Code, any area within 1,000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalties.

### **Vaccination Requirements**

According to Texas law, teachers are not required to have vaccine-preventable diseases for employees. TB tests are currently not required. If Harris County requires the testing, all teachers will need TB testing.

### **Breastfeeding**

Parents have the right to breastfeed or provide breast milk for their child(ren) while in our care. Two private locations are provided for breastfeeding on campus: Room 119 in the LS and the Resource Room of the Preschool.

### **Class Pets**

Each classroom may have a pet that the children, under the supervision of the teacher, care for during the school year. If a classroom decides to have a classroom pet, parents must be notified prior in writing.

### **Expulsion**

A student may be expelled from school for behavior issues demonstrated by either the student or the parent.

### **Compliance**

To access STE Preschool’s compliance history, file a report, or get in touch with our local childcare

regulation office, please visit [childcare.hhs.texas.gov](http://childcare.hhs.texas.gov). STE Operation's number is 1031686. Written records related to your child's attendance, disciplinary actions, or assessment forms are available upon request. To obtain these records, please email the Preschool Director directly. To view staff training records or the in-house training curriculum, please request these documents from the Preschool Director. STE Preschool adheres to all custody agreements as specified by a valid court order signed by a judge. STE will be free from any retaliatory action by the child care facility for exercising any of the parent's or guardians' rights.

***Thank you so much for choosing Saint Thomas' Episcopal Preschool.***