

STE



2026-2027 STUDENT/PARENT HANDBOOK

4900 Jackwood
Houston, Texas 77096
713.666.3111
fax 713.668.3887
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 Virtues

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

About

Founded in 1955 as a parish school of Saint Thomas' Episcopal Church, Saint Thomas' Episcopal School (STE) 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 values.

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 STE, 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

STE 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.

Faculty/Staff Directory

School Board

David Browder, <i>Chairman</i>	Eleanor Bergin	Anna Gryska
Thomas Halsey, <i>President</i>	Christie Bowden	Jamie Matte
Casey Garrett, <i>Vice President</i>	Eric Campbell	Rob Scholl
Mark Grimley, <i>Treasurer</i>	Skip Ezenwa	
Michelle Shonbeck, <i>Secretary</i>	John Graves	

School Leadership

The Rev. David O. Browder, <i>Rector</i>	rector@stes.org
Seraphim Danckaert, <i>Headmaster</i>	headmaster@stes.org
Vanessa Lopez, <i>Preschool Director</i>	lopez.vanessa@stes.org
Edgar Franks, <i>Head of Lower School</i>	franks.edgar@stes.org
Vu Ly, <i>Head of Middle School</i>	ly.vu@stes.org
Chris Horton, <i>Interim Head of Upper School</i>	horton.chris@stes.org

Administration and Support

Amanda Boisaubin, <i>Communications Manager</i>	communications@stes.org
Rolando Chaves, <i>College Counselor</i>	chaves.rolando@stes.org
Kelly Cmaidalka, <i>Chief Financial and Operations Officer</i>	businessoffice@stes.org
Tyler Dale, <i>Middle and Upper School Counselor</i>	dale.tyler@stes.org
Carla Elliott, <i>Director of Development</i>	development@stes.org
Leah Faucett, <i>Director of Facilities</i>	facilities@stes.org
Chris Horton, <i>Interim Head of Upper School</i>	horton.chris@stes.org
Montario Jones, <i>Director of Transportation</i>	transportation@stes.org
Danny Kahalley, <i>Director of Admissions and Marketing</i>	kahalley.danny@stes.org
Ryno Marais, <i>Director of Technology</i>	vcsupport@stes.org
Andrea Ramsey, <i>Director of After School Care</i>	aftercare@stes.org
Alison Salinas, <i>Director of the Center for Academic Excellence</i>	salinas.alison@stes.org
Ann Seitz, <i>Registrar</i>	registrar@stes.org
Anne Sexton, <i>School Nurse</i>	nurse@stes.org
Chris Twine, <i>Athletic Director</i>	twine.chris@stes.org
Gloria Vera, <i>Receptionist</i>	frontdesk@stes.org

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



- 1 Shaw Hall**
Administration
Church Offices
Cusack Scottish Arts Center
Middle School
Science Labs
Upper School

- 2 Fellowship Building**

- 3 Church**

- 4 G Building**
Choir
Yay Cafe

- 5 Murray Center**
Gymnasium, Locker Rooms and Weight Room
Library
Lower School Art
Lower School Music
Theater

- 6 Pavilion**

- 7 Lower School**
Nurses Office
Lower School Science Lab

- 8 Preschool**

- 9 Jackwood Plaza**

- 10 Jackwood Gate**

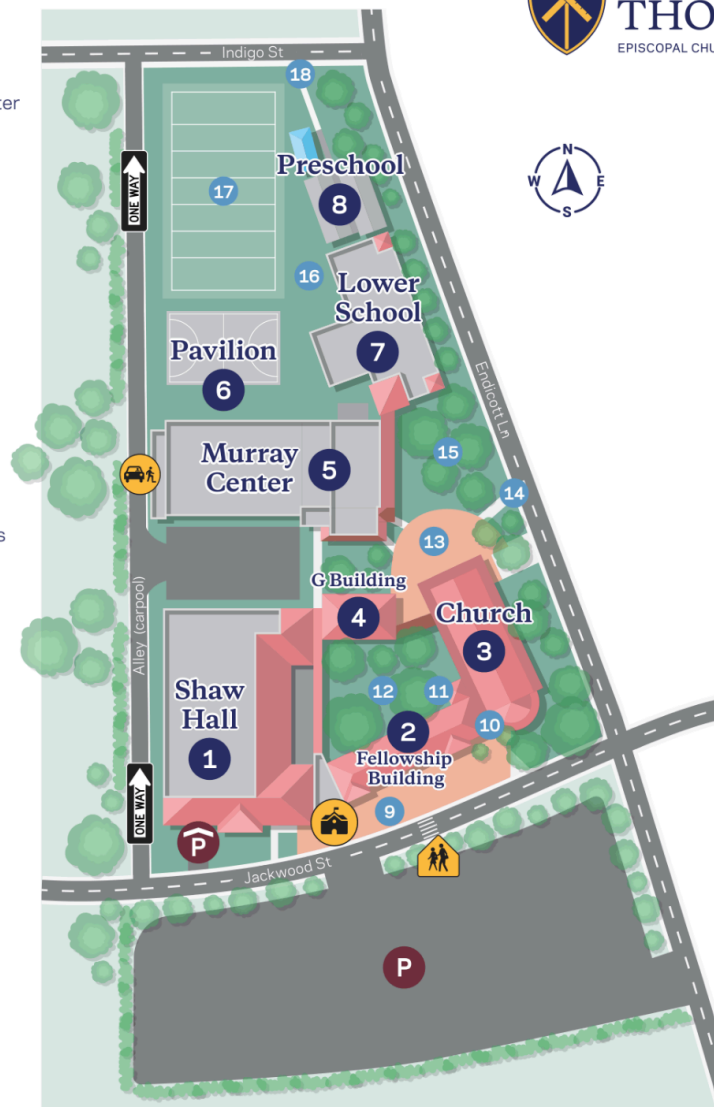
- 11 Bell Tower Columbarium**

- 12 Courtyard**

- 13 Graves Plaza**

- 14 Endicott Gate**

- 15 Lower School Green**



- 16** Playground

- 17** Green Space
Soccer Field

- 18** Indigo Gate

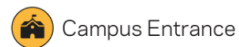


Table of Contents

Section 1: Campus Policies.....	10
Drop-Off and Pick-Up Locations.....	10
Arrival and Dismissal.....	10
Morning Drop-Off.....	11
Afternoon Pick-Up.....	10
Early Dismissals.....	13
Students Driving to School.....	13
Students Walking/Biking to School.....	14
Bus Information.....	17
After School Care.....	17
After School Policies.....	17
Absence and Tardiness.....	18
Emergency Situations.....	21
School Closures.....	21
Campus Visitors.....	22
Personal Property.....	22
Delivering Items to School.....	22
Lost and Found.....	22
Cellphones, Smartwatches, and Other Electronic Devices.....	23
Use of School Name, Logo, and Symbols.....	25
Section 2: Academic Records/Student Life.....	26
Grade Reporting.....	27
Standards for Academic Performance.....	27
Schedule.....	28
Eligibility Qualifications for Interscholastic Competition.....	28
Teacher Recommendations, Evaluations, and Assessments.....	29
Release of Transcripts / Report Cards.....	30
Testing.....	31
College Counseling.....	31
Students with Learning Differences.....	33
Chapel.....	35
Lunch.....	35
Field Trips.....	36
Class Celebrations.....	36
Dances.....	36

Section 3: Communication.....	37
Parent Partnership.....	37
Digital Communication.....	38
Media Consent Agreement.....	38
Parent Concerns.....	38
Parent Nights.....	39
Parent-Teacher Conferences.....	39
Expectations about Mass Communications.....	39
Modes of Communication.....	40
Veracross.....	33
Canvas LMS.....	40
SchoolPass.....	40
Emergency Notifications.....	40
Technology and Social Media Policies.....	40
Google Workspace for Education.....	41
Acceptable Use of Technology Policy.....	42
Disclaimer.....	47
Section 4: Financial Matters.....	49
Fees.....	49
Bus Service.....	49
Continuous Enrollment.....	49
Year End: Final Transcripts & Report Cards.....	50
Access to Grade Reports.....	50
Financial Aid.....	50
Section 5: Health.....	51
Magnus Health Portal.....	51
Medical Release Form.....	51
Immunization Records.....	51
In Case of Illness.....	52
In Case of Injury.....	53
Administering Medicine.....	53
Concussion Policy.....	54
Notification.....	54
Elevator Passes.....	54
Section 6: Personal Appearance/Uniforms.....	55
Dress Code.....	55
Uniform Supplier.....	56
Boys' General Appearance Guidelines.....	57

Girls' General Appearance Guidelines.....	58
Cold Weather Attire.....	59
Spirit Wear.....	59
Dress Code After School.....	60
Uniform Regulations (PreK-12).....	61
Section 7: Code of Conduct: Responsibilities & Consequences...	68
Discipline Philosophy.....	68
Parent Partnership.....	68
Honor Code.....	68
Plagiarism.....	70
Cheating.....	70
Bullying.....	72
Conduct Grade Scale.....	72
Lower School Discipline.....	73
Middle School Discipline.....	73
Middle and Upper School Discipline And Remediation.....	78
Drug and Alcohol Policy.....	81
Weapons Policy.....	82
Misconduct Occurring Off School Property.....	83
Detention.....	83
Suspensions.....	83
Disciplinary Probation.....	84
Dismissal.....	85
Continuous Enrollment	85
Section 8: Physical Education and Athletics.....	86
Policies.....	86
Athletic Team Participation.....	87
TAPPS Rules and Eligibility.....	87
Section 9: Robinson Memorial Library.....	89
Library Hours.....	89
Book Loan - K-12.....	89
Fines and Overdue Books.....	89
Library Etiquette.....	89
Bags in the Library.....	89
Copy Machine.....	90
Networked Computers.....	90
Databases.....	90
Christmas & Summer Break Book Collection.....	91
Donations.....	91

Section 10: Upper School Class & Club Fundraising.....	92
Fundraising/Collection Drive Policy.....	92
Fundraising Notes and Guidelines.....	92
Section 11: Development.....	93
Supporting STE.....	93
The Saint Thomas' Fund.....	93
Parent Volunteer Opportunities.....	94
STE Gala.....	94
Fall Fair.....	95
Corporate Volunteer and Matching Gift Programs.....	95
Birthday Book Club.....	96
Moms in Prayer.....	96
Section 12: Preschool Policies.....	97
Coming to School.....	97
Drop-off and Pick-up.....	98
Dress Code.....	98
Release of a Child.....	99
Lunches and Snacks.....	99
Discipline and Guidance.....	100
Potty Training.....	100
Health.....	100
Financial Matters.....	103
Communication.....	104
Other School Topics	
Media Consent Agreement.....	105
Water Play Agreement.....	105
What to Bring to School.....	105
Labeling Personal Belongings.....	105
What not to Bring to School.....	105
Calendars and Memos.....	106
Brightwheel & Email.....	106
Inclement Weather and School Closing.....	106
Fire Drills and Severe Weather.....	106
Gang Free Campus.....	106
Vaccination Requirements.....	106
Breastfeeding.....	106
Expulsion.....	106
Compliance.....	107

Section 1: Campus Policies

Drop-Off and Pick-Up Locations

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

Drop-Off by Grade

- **Preschool** - Interior Campus Carpool Lane
- **Lower School** - Interior Campus Carpool Lane (6-12th if also dropping off K-5th)
- **Middle & Upper School** - 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-5 - Interior Campus Carpool Lane
- 6-8 - Interior Campus Carpool Lane & Jackwood Parking Lot
- 9-12 - South Side of Parking Lot on Jackwood across from Shaw Hall

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.

During the first semester, Lower School students arriving after the tardy bell must be accompanied into the Lower School building by an adult family member. During the second semester, students may enter the building independently, although parents are welcome to accompany them if they choose.

To promote student independence and minimize disruptions to instruction, parents should say goodbye at the entrance to the Lower School building rather than walking students to their classrooms.

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:

- ***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.***
-

Morning Drop-Off

Preschool - Interior Carpool Lane

- Drop-off is located at the Interior Campus Carpool Lane between **7:25 a.m. and 7:40 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 - Interior Carpool Lane

- Drop off your child in the Interior Campus Carpool Lane between **7:25 a.m. and 7:40 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 - South Side of Parking Lot on Jackwood across from Shaw Hall or the designated lane on Endicott

- 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.
- 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.

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.
- Lower School (Grades K-5) - 3:15 p.m.
- Middle and Upper School (Grades 6-12) - 3:25 p.m.

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

Preschool - Interior Carpool Lane/Indigo

- 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 - Interior Carpool Lane

- 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.
- 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.
- Parents who wish to pick up their child on campus should park in the Jackwood parking lot and meet their child at the pavilion at 3:10 p.m. Please do not go to your child's classroom for pickup.
- Students enter vehicles on the passenger side. Parents should not exit the vehicle.
- Lower School boarding ends at 3:25 p.m. The remaining students who do not have middle or upper-school siblings will be escorted to After School Care.

Grades 6-8 - Interior Carpool Lane & Jackwood Parking Lot

- Pick up in the Interior Campus Carpool Lane and Jackwood Parking Lot
- 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 at the same time.
- Cell phone use is prohibited during carpool or in designated school zones.

Grades 9–12 - South Side of Parking Lot on Jackwood across from Shaw Hall

- 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

Carpool loading ends at 3:30 p.m. for Lower School and 4:00 p.m. for Middle School. Students remaining will be escorted to After School Care held in the Lower School Building. 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

Middle and Upper School students may pick up younger siblings by walking to the Carpool Staging Area. Please email the Head of Lower School to give your Middle or Upper School child permission to retrieve your Lower School student.

Early Dismissals

The dismissal procedures remain the same but with adjusted hours.

Students Driving to School

- Driving students should park on the southwest side of the Jackwood Parking Lot.
- 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.
- Students who drive to school are expected to have regular timely arrival and regular attendance. Students who chronically arrive late and/or who have chronic absences may have their driving and parking privileges revoked.
- 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.

Students Walking/Biking to School

- Students who live within walking distance of the school 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 and must be completed each school year and submitted to the appropriate division head.
- Bikes may not be ridden on campus.
- Bikes are to be parked and locked in the rack in front of the F Building.

Student Parking and Driving Privileges

Driving to school is a privilege extended to licensed student drivers. Students who drive to campus are expected to demonstrate safe, responsible, and courteous behavior at all times. Failure to follow these expectations may result in disciplinary action, suspension, or revocation of parking privileges.

Parking Registration

Students who wish to drive to school must:

- Possess a valid driver's license.
- Maintain current automobile insurance as required by law.
- Register their vehicle with the school each academic year.
- Display any required school-issued parking permit as directed.

Students may only park registered vehicles on campus.

Parking Areas

Student drivers must park only in areas designated for student parking. Parking in faculty, visitor, reserved, fire lanes, or other unauthorized areas is prohibited unless specifically authorized by school administration.

Students should park immediately upon arriving on campus and leave their vehicles.

Student Vehicles During the School Day

Once students arrive on campus:

- Vehicles must remain parked until the student is dismissed for the day unless permission is granted by the Division Head or another administrator.
- Students may not return to their vehicles during the school day without administrative approval.

- Students may not use their vehicles as a place to study, socialize, eat lunch, or avoid supervision.
- Students may not transport other students off campus during the school day without authorization.

Safe Driving Expectations

Students are expected to operate their vehicles safely while on school property.

This includes:

- Obeying all posted speed limits.
- Following directions from faculty, staff, or security personnel.
- Yielding to pedestrians at all times.
- Refraining from reckless driving, racing, excessive acceleration, or unnecessary engine revving.
- Avoiding distracted driving, including the use of mobile devices while operating a vehicle.

Unsafe driving on or immediately adjacent to campus may result in disciplinary action even if no accident occurs.

Vehicle Searches

Student vehicles parked on school property are subject to search by school administration when there is reasonable suspicion that the vehicle contains items prohibited by school policy or presents a safety concern.

Accidents and Damage

Any accident involving a vehicle on school property must be reported immediately to the Front Office or a school administrator, regardless of the extent of the damage.

The school is not responsible for theft of or damage to vehicles or personal property left inside vehicles.

Parking Lot Conduct

The parking lot is considered part of the school campus. All provisions of the Student Handbook, including expectations regarding behavior, prohibited substances, weapons, and student conduct, apply while students are in the parking lot or in their vehicles.

Loitering in the parking lot before or after school is not permitted.

Parking Privileges

Parking privileges may be suspended or revoked for reasons including, but not limited to:

- Reckless or unsafe driving
- Speeding

- Parking in unauthorized areas
- Leaving campus without permission
- Repeated tardiness associated with driving
- Returning to a vehicle during the school day without permission
- Violations of the Student Code of Conduct
- Failure to comply with requests from faculty or administrators

Students whose parking privileges are suspended or revoked are expected to arrange alternate transportation to and from school.

Consequences

Violations of the Student Parking and Driving Policy may result in one or more of the following:

- Warning
- Parent notification
- Detention
- Loss of parking privileges
- Conduct consequences as determined by the Division Head
- Referral to law enforcement when appropriate
- Prohibiting the ability to drive on the school premises

Driving and parking on campus are privileges, not rights. The school reserves the authority to restrict or revoke these privileges whenever it determines such action is necessary to maintain the safety and orderly operation of the campus.

Senior Off Period Expectations

Seniors who have been granted an assigned off period are expected to use this privilege responsibly and in accordance with the expectations established by the Head of Upper School.

Students with an off period must:

- Follow all procedures and guidelines communicated by the Head of Upper School regarding when and where they may be during their off period.
- Sign out at the Front Desk before leaving campus and sign back in at the Front Desk immediately upon returning to campus.
- Remain only in approved locations or leave campus only if specifically permitted under school policy.
- Return to campus and report to their next scheduled class on time.
- Conduct themselves in a manner that reflects positively on themselves and the school, whether on or off campus.

An assigned off period is a privilege, not a right. Failure to comply with the expectations

established by the Head of Upper School, repeated tardiness, misuse of the privilege, or any violation of school policies may result in the suspension or revocation of off-period privileges, along with additional disciplinary consequences as determined by the Head of Upper School.

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.

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.

After School Policies

Students in grades K–8 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, tutorials, 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 Lower School and 4:00 p.m. for Middle School will be escorted to After School Care held in the Lower School Building. 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–8 must be in an organized, monitored after-school activity or After School Care:

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

Upper School students may remain on campus until 5:00 p.m. if they are in the Lobby or Third Floor Commons.

Picking up after 3:30 p.m. (Lower School) and 4:00 p.m. (Middle & Upper School)

- 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. 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.

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.

Absence and Tardiness

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

Tardy to School

Students are expected to arrive at school on time and report promptly to every class throughout the school day. A student is considered on time when they are seated, prepared, and ready to begin instruction before the bell rings.

Students arriving after 7:45 a.m. must sign in at the Lobby of Shaw Hall. Lower School students arriving after 7:45 a.m. must be accompanied into the office by a parent or other responsible adult.

An unexcused tardy is any late arrival to school or class that is not approved by the school or supported by documentation accepted by the appropriate Division Head. **Three tardies will count as one absence. Three tardies to the same class will count as one absence for that class.**

Students who demonstrate a pattern of excessive or habitual tardiness may be subject to disciplinary action. The Division Head will review each situation and assign appropriate consequences, which may include detention, parent conferences, behavior contracts, or other interventions designed to improve attendance and punctuality.

Tardy to Class

Students are expected to be on time to class. A student is on time to class when they are

seated and ready for class when the tardy bell rings.

Teachers are responsible for addressing occasional tardiness and documenting student attendance accurately. When a student's tardiness becomes excessive or demonstrates a pattern of concern, the teacher should notify the Division Head. School administration will review the circumstances and assign appropriate consequences, which may include detention, parent conferences, behavior contracts, or other disciplinary measures as deemed appropriate.

Absences

- **Excused** - Excused absences are due to illness, emergency, or when the Division Head 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.
- **Unexcused** - When there is an unexcused absence, teachers may issue a conduct cut for each unexcused absence. Teachers are not required to take or give assignments, tests or quizzes that were missed during an unexcused absence. Zeros may be given for missed work, teachers, according to their own discretion, may arrange make-up tests. Missing classes to work on a school project or paper does not constitute an excused absence. The administrative position on all unexcused absences is, assign a conduct cut, and give the students zeroes on missed work, quizzes and tests. If a teacher decides to allow a student to demonstrate mastery for missed assignments during an unexcused absence, the highest grade a student should earn is 50%.

Skiping Class

Attendance is recorded for each class period. Students are responsible for attending every scheduled class each day.

Skiping class occurs when a student intentionally fails to attend a scheduled class without permission from the school or leaves a class without authorization.

Students who intentionally skip class will receive:

- A zero for all assignments, quizzes, tests, and other graded work assigned during the missed class period.
- A one-hour after-school detention for the first offense.
- A reduction of one full letter grade in the student's conduct for the grading period.

Students who habitually skip class demonstrate a serious violation of the school's behavioral expectations. A second offense will ordinarily result in:

- A one-day out-of-school suspension.
- Placement on behavioral probation by the appropriate Division Head.
- Additional disciplinary consequences deemed appropriate by the Division Head, including loss of extracurricular privileges or student driving privileges.

Habitual class skipping will result in a parent conference and the development of a behavior improvement plan or dismissal from the school.

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 when appropriate.

Premeditated Absence Forms

The Premeditated Absence Forms is available at stes.org and can also be accessed below:

- [Premeditated Absence Form](#)

Excessive Absences

Regular attendance is key to student success. Regular attendance is a behavioral expectation and is governed by the Division Heads. Parents will be notified when a student has five absences (excused or unexcused) in a class during a semester. Eight absences in a class during a semester will require a parent conference. A total of twelve absences in a class during a semester may result in the student receiving an "F" for the class.

Consequences for chronic absenteeism can include attendance contract, serving credit restoration hours after school or Saturday morning, loss of credit for a course, or potential removal from AP/Honors level courses.

Excessive absences include both excused and unexcused absences. STE is willing to work with students and families who are navigating emotional or health challenges. However, excessive absences of any kind represent an area of concern for the 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 Counselor 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 follow this procedure will be granted an excused absence.

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 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

Returning From An Absence

Before going to homeroom, Middle and Upper School students must report to the 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

- **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 Canvas for their assignments.

- **Grades 6-12**

When a student is absent, they have the same number of days they were absent to complete their makeup work. Makeup work is any assignment, test, or quiz missed during an excused absence. For instance, if a student is absent for two days, the student has two days to make up their missing assignments, tests or quizzes. It is the responsibility of the student to work with their teachers and consult Veracross to determine what they missed during an absence.

Teachers are under no obligation to accept excessively late assignments or schedule makeup tests or quizzes. If a teacher decides to allow a student to demonstrate mastery for excessively late missing assignments, the highest grade a student should earn is 50%.

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.

School Closures

If school must be canceled due to hazardous weather conditions or any other reason, the Communications Department will notify parents via a text or email. Other notification messaging may include postings on school social media pages.

If the school must close after the start of the school day, the school will send a text 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 campus, students and faculty will remain on the premises until it is safe to allow them to depart.

Campus Visitors

All visitors must check in at the front desk in Shaw Hall and obtain a badge which must be prominently displayed. They must show a driver's license or state-issued identification 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, or be attending a school event or Chapel.

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. First through Fifth Grade students should not bring toys from home.

Delivering Items to School

Please ensure that students arrive at school with everything they need. Parents are discouraged from dropping off lunches, books, gym bags, or other items in the Shaw Hall Lobby. Unfortunately, we cannot deliver these items to students during the day, and they will remain at the front desk where students may come and retrieve them.

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

Lunch Deliveries

Students are not permitted to leave campus to purchase lunch. If a student forgets their lunch, parents may bring it to school before lunchtime. Please note that all parents are required to sign up with our lunch provider at the start of the school year so as to allow for the provision of emergency lunches.

Meal delivery services (DoorDash, Uber Eats, Grubhub, Instacart, etc.) and restaurant deliveries are not permitted for students, faculty, or staff, and deliveries from these entities will not be accepted by the school. With security as a top priority, delivery personnel represent unnecessary risks to overall campus safety.

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 near 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.

Cell Phones, Smart Watches & Other Electronic Devices

Lower School

Lower School students are discouraged from bringing phones, smart watches, personal devices, or smart glasses to campus or to STE-sponsored events.

If a student must bring a personal electronic device to school for transportation or other

family needs, the device must be turned off and given to the homeroom teacher immediately upon arrival. The device will be securely stored and returned to the student at dismissal.

Parents needing to contact their child during the school day should email their child's teacher. Students needing to contact a parent should use the classroom phone with the teacher's permission at an appropriate time during the school day. Personal electronic devices may not be used for communication during school hours.

Any Lower School student who uses or possesses a personal electronic device during the school day without permission, or who fails to turn in a device upon arrival, will have the device confiscated. The device will be released only to a parent or guardian. Repeated violations may result in additional disciplinary consequences as determined by the Head of Lower School.

Middle School & Upper School

Middle and Upper School students are discouraged from bringing phones, smart watches, personal devices, or smart glasses to campus or to STE-sponsored events. If a student does bring a cell phone, smart watch, smart glasses, or other electronic devices to school, they are expected to be aware of and adhere to the following rules.

Middle School

- Middle School students must turn off cell phones, smart watches, smart glasses, and other electronic devices and turn them in each morning. Collected devices 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 any electronic devices, except for school-issued devices, visible and in use during school hours (7:45 a.m. to 3:25 p.m.) or a student forgetting to turn in their devices during homeroom will receive the following consequences:
 - **1st offense** - the device will be collected and only returned to the parent once a \$10 fee has been paid.
 - **2nd offense** - the device will be collected and only returned to the parent once a \$25 fee has been paid.
 - **3rd offense** - the student is banned from bringing any devices to school for an amount of time to be determined.

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

Upper School

- Upper School students are discouraged from having any electronic devices on campus from 7:30 a.m. to 3:25 p.m. If they do bring an electronic device to campus, it must be turned in to their assigned location. Electronic devices 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.
- An Upper School student with a visible electronic device, except for school-issued devices, during school hours (7:45 a.m. to 3:25 p.m.) or a student forgetting to turn in their electronic devices during homeroom will receive the following consequences:
 - **1st offense** - the electronic device(s) will be collected and only returned to the parent. A \$10 fee will be assessed.
 - **2nd offense** - the electronic device(s) will be collected and only returned to the parent. A \$25 fee will be assessed.
 - **3rd offense** - the student is banned from bringing an electronic device(s) to school for an amount of time to be determined by the Head of Upper School.

Students who inappropriately use their electronic device(s) at school will be subject to discipline as determined by the Head of Middle/Upper School. The Head of Middle/Upper School will decide the consequences, 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.

The expectations of student behaviors are not limited to the school day, the school campus or school related activities. Behaviors that occur off campus, and/or outside of the regular school day, that are not in keeping with the behavioral and missional expectations of STE may be subject to administrative review, and disciplinary action. Communications (digital and non-digital) are also included in this jurisdictional statement.

Use of School Name, Logo, and Symbols

To protect the integrity and reputation of STE, and to avoid potential confusion or misrepresentation, the following policy regarding the use of STE's name, logo, and other school symbols on personal social media, goods, and apparel is strictly enforced:

Parents, students, and community members are expressly prohibited from using STE's name, logo, official seals, mascots, slogans, or any other symbols or identifiers associated with STE in personalized videos, images, apparel, goods, or other forms of digital content that are broadcast or shared on personal social media sites or other public platforms without obtaining prior written permission from the STE administration.

This prohibition includes, but is not limited to:

- Using STE's name or logo as part of a profile name or handle
- Displaying STE's logo or symbols in a manner inconsistent with the school's mission
- Incorporating STE's name, logo, or symbols in personal videos or images inconsistent with the school's mission
- Using STE's name or symbols to endorse personal opinions, products, or services
- Creating the impression of official STE endorsement or affiliation without explicit written consent from the Communications Manager

STE reserves the right to request and pursue the removal of any content that violates this policy.

For official STE communications and information, please refer to STE's official website, social media channels, and other communications distributed directly by STE administration.

We appreciate your understanding and cooperation in upholding this policy to maintain the integrity and reputation of STE.

Section 2: Academic Records/Student Life

Grade Reporting

Report cards are issued at the end of the marking period via the Veracross Parent Portal.

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 are either one semester (.5 weighted) or meet full year (1.0 weighted).
- 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 (usually) the week after report cards are issued.

Marking Periods

Quarter	Marking Period	Report Cards Posted
1	August 26 - October 16	October 23
2	October 19 - December 17	January 8
3	January 6 - March 19	March 25
4	March 22 - May 27	June

Standards for Academic Performance

STE 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 is meant to help students who are having academic difficulties. Any student making a D or F at the end of any grading quarter will be placed on academic probation. As a result, the student will be referred to the Division Head to discuss their academic performance and develop a plan to improve their academic situation.

The subject teacher will partner with either the Division Head in assisting students who are on academic probation for consistency in tutoring and a satisfactory rise in academic achievement. The parents of all students on academic probation will be notified by the Division Head. If a student is on academic probation for any subject during the first or second semester, the administration will counsel the family about the student's future at STE.

When an Upper School student fails an academic class required for graduation, the student and parents will receive a notification of failure from the teacher. Students who fail a semester will be required to retake the failed course via an approved accredited school or program with the approval of the Director of College Counseling to restore their lost credit. Enrollment for the following year will be contingent on completion of the summer classes or additional work.

When a student fails a non-academic course required for graduation, the student and parents will receive a notification of failure from the teacher. Students who fail a non-academic class will be required to complete a credit recovery assignment or project to restore their lost credit. Enrollment for the following year will be contingent on completion of the summer classes or additional work.

Required Reading

Required Reading is not a class but a requirement for all Middle & Upper School students. Every summer, students must read one or two books and pass a quiz for the book(s) when school is back in session.

Missing Assignments and Makeup Work

When a student does not turn in an assignment, it is left to the discretion of the teacher whether the student's grade for the missing assignment is listed as zero in the gradebook or whether it remains blank. If a student is absent due to illness, the student will have the same amount of school days they were absent to make up for their missing assignment. It is the responsibility of Upper School students to advocate on their own behalf to schedule makeup exams, makeup quizzes, or in-class assignments, as well as all missing graded homework assignments. Students who are absent more than five days for illness may contact the Head of Upper School for assistance in scheduling makeup assignments.

Late Work

If a student is present in class and does not turn in an assignment that was due on that day, whether it be a minor or major class assignment, or a homework assignment, it is left to the discretion of the teacher if the grade will be entered into the gradebook as a zero. The teacher should deduct 10 points or 10% from the grade value of the assignment for each day the assignment is late (3 days late = -30 points on a 100 point assignment). After an assignment is more than 5 days late, it is left to the discretion of the teacher whether to take the assignment at all. The teacher is under no obligation to assign a score above 50% after the fifth day an assignment is missing.

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. Middle and Upper School students will be able to access their schedules in Veracross before the start of the school year.

Schedule Changes

The following guidelines apply to students wishing to change classes: The following are the only reasons why a student can request a schedule change:

1. The schedule is wrong. A student was placed in the wrong class.
2. The student no longer wishes to be in an AP Class.
3. The student desires a change for reasons to be discussed with the Registrar.

Note: Elective classes cannot be changed.

Second Friday of Classes

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

Process for Class Changes in Upper School

- The student makes the request with the Director of College Counseling. Approval from a parent will be required.
- The student informs the current teacher that they will request a change.
- The Director of College Counseling will consult with the Registrar to determine if the change is possible.
- The Director of College Counseling will communicate with the teachers and make the change if authorized by the appropriate Division Head.
- The Registrar changes students' schedules in the system, and the student receives an updated schedule.

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:

- Enrollment in at least four accredited academic courses
- Students must be passing all of their courses
- 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
- Successful submission of STE Eligibility Reports
- The time for ineligibility after a grading period shall be at least two weeks
- Students must attend class on the day of their athletic contest (Unless the team travels to the game venue on the day of the contest)

TAPPS shall deem all games in which an ineligible player participates to be a loss, even if the team had won the game. 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 or if a student is a negative representation of the school.

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 business days for teachers to complete recommendations.

No recommendations or evaluations will be returned directly to the parents. They will be sent 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) or program(s).

Any requests for support plans, learning accommodations, or progress monitoring 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.

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, including but not limited to textbooks, library books, band uniforms, and athletic uniforms, have been returned.

Testing

It is essential that all students be present on exam dates.

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 at least one day in advance of the test day so a makeup testing arrangement can be made.

Middle School Midterm and Final Exams

Eighth graders will take exams at the end of each semester. 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 midterms and 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 areas of concern, and make educational plans. Each year, the following tests are given:

- 1–8:** The MAP Test developed by Northwestern Educational Administration will be administered, biannually. Scores will be 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: Relevant to students in AP classes. Exams are held in May on dates determined by the College Board. Certain AP exam scores may earn students credit in specific college courses.

College Counseling

College Counseling at STE 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 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 their college education. Upper School students and parents are encouraged to meet and talk with the counselor as they continue on the path to college.

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

9th 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 attend mandatory individualized meetings with the College Counselor
- Open an account in SCOIR, an online college and career planning network

10th 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 the student best.
- Plan summer visits to college campuses
- Students and parents schedule and attend mandatory individualized meetings with the College Counselor

11th 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

12th 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 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.

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, including but not limited to textbooks, library books, band uniforms, senior robes, and athletic uniforms have been returned.

Students with Learning Differences

Introductory Statement

STE 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. It works to ensure that classroom accommodations are provided when appropriate. However, as a private school, STE is not obligated to alter its programs or modify its academic standards to accommodate a child with learning differences.

Records for Students with Learning Differences

All Psycho-educational evaluations or reports received from local public schools, healthcare providers, or private educational diagnosticians should be forwarded to STE. Students with educational evaluations should have their testing updated every four years. The Center for Academic Excellence will maintain these records. 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 Learning Differences

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 the Center for Academic Excellence. STE always aims 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 the Center for Academic Excellence. The same process as outlined above will be used to determine the student's strengths and needs.

If seeking accommodations, families are expected to disclose any pertinent information that may assist STE in educating the student. STE Administration may recommend 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, STE may not have the resources necessary to help the child be successful. Accommodations will be provided on a case-by-case basis at the discretion of the school.

Student Success Expectations

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 Division Head or Headmaster may request withdrawal of the student or determine that the student is not eligible to return for the following academic year.

Standardized Assessment for Students with Learning Differences

Standardized assessments are one of several means of evaluating student performance. All students at STE participate in some form of standardized assessment. Students with learning differences or disabilities may be eligible for testing accommodations. These arrangements must be planned in advance through a meeting with the Director of the Center for Academic Excellence. Accommodations for standardized tests provided by other agencies require a formal request and current educational testing report to the specific testing agency from the Center for Academic Excellence well in advance of a planned test date.

Chapel

The STE community holds Chapel daily to praise God and thank Him for His many blessings. Our teaching of Christianity is traditional and based on Scripture and the Creeds of the Church.

Participation

Each student should collect their Daily Office Book (Chapel book) from their homeroom and return it after Chapel concludes. Students should enter the Church silently and find their assigned seat with their homeroom. Students are expected to participate fully in all Chapel activities, including reading, and singing. If a student is unable to kneel or participate due to a medical condition, a doctor's note must be submitted to the School Nurse. The Division Head will then determine the appropriate level of participation for that student.

School Chaplain

The School Chaplain 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.

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, with the exception of those with Senior privileges . If students forget their lunch, they may obtain an emergency lunch from The Yay Company, our lunch provider.

Lunch Schedule		
Start time	End time	Grades
11:15 a.m.	12:15 p.m.	Preschool
11:40 a.m.	12:35 p.m.	K-5
Monday: 12:23 p.m. Tuesday-Friday: 12:35 p.m.	Monday: 1:03 p.m. Tuesday-Friday: 1:25 p.m.	Middle & Upper School

Hot Lunch

The Yay Company is our official lunch partner.

With Yay, you'll enjoy:

- Fresh, kid-loved meals from trusted local vendors
- Easy online ordering & flexible scheduling
- Thoughtful options for a variety of dietary needs
- A Yay Cafe with better-for-you options available for on-site purchase

The Yay Company is our official culinary provider. They offer both advanced meal ordering and on-campus dining options. Families may browse menus, select meals in advance, and customize orders from home. In addition to Pre-Order Lunch, students can purchase snacks, drinks, and treats from the Yay Café on campus, using their personalized Café ID - no cash needed. From their mobile-friendly platform, families may view the interactive Lunch Calendar.

Please note that all parents are required to sign up with our lunch provider at the start of the school year so as to allow for the provision of emergency lunches. Register for your free account at theyaycompany.com

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.

Class Celebrations

Parents wishing to send treats to the classrooms may make arrangements to do so with their child's teacher. The respective Parent Nights will provide additional information on class activities and events.

Dances & Prom

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 parents and faculty whose names are given to the school office at least one week before the dance.

Section 3: Communication

A student's successful experience at STE depends on open communication between their family and the school. When a problem or question does arise, the best approach is to discuss it with the person most directly involved.

Parent Partnership & Community Expectations

At STE, we believe that education is most effective when the school and home work together in a spirit of trust, respect, and shared purpose. As members of a Christian community, parents, faculty, and staff are called to communicate in ways that honor Christ, preserve the dignity of others, and strengthen our partnership in the education and formation of our students.

We recognize that questions, concerns, and disagreements will occasionally arise. Our expectation is not that conflict will never occur, but that it will be addressed with grace, honesty, and a sincere desire for understanding and resolution.

Parent Communication Expectations

Parents and guardians are expected to:

- Communicate with faculty, staff, and other families in a respectful, courteous, and Christ-like manner.
- Address concerns directly with the individual most closely involved before seeking assistance from school administrators.
- Assume positive intent and seek clarification before drawing conclusions or sharing concerns with others.
- Support the school's mission by speaking truthfully and graciously, both in person and through digital communication.
- Respect the privacy and dignity of all students, families, faculty, and staff by avoiding the discussion or sharing of confidential or personal information.
- Partner with the school in a manner that promotes unity, trust, and mutual respect within the STE community.

Partnership Commitment

Enrollment at STE reflects a shared commitment between the school and each family. Parents and guardians are expected to support the school's mission, policies, and community standards through their words and actions. Conduct that consistently undermines the school's mission, damages relationships within the community, or interferes with the educational environment may affect a family's continued partnership with the school.

Failure to uphold these community expectations may result in a conference with school administration and, when appropriate, limitations on volunteer opportunities, campus participation, or other school privileges. In situations where a family's conduct significantly undermines the school's mission, disrupts the educational environment, or damages the

partnership between home and school, the school reserves the right to determine whether continued enrollment is appropriate.

The Head of School reserves the authority to determine whether a family's conduct is consistent with the expectations and mission of STE.

Digital Communication

Text messages, email, social media, and other digital platforms have become important tools for communication. Parents are reminded that these forms of communication should reflect the same standards of respect and integrity expected during face-to-face conversations.

Parents should refrain from:

- Creating or participating in conversations that gossip about, disparage, or seek to undermine students, parents, faculty, staff, or the school.
- Sharing rumors, speculation, or unverified information regarding students, employees, or school matters.
- Posting or distributing confidential school communications, private correspondence, or screenshots without permission.
- Using social media or group messaging platforms to organize opposition to school personnel or to resolve concerns that should be addressed through the school's established communication process.
- Posting photographs, videos, or identifying information of students other than their own without appropriate permission.

Media Consent 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 STE. 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.

Parent Concerns

Students should be encouraged to solve problems themselves, with parents intervening only when that approach proves unsatisfactory or impractical. When a parent has concerns, they should contact the teacher first. If the issue is unresolved, they may reach out to the Division Head for assistance.

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

Resolving Concerns

When questions or concerns arise, STE encourages the following process:

- Contact the classroom teacher or staff member directly.
- If the concern remains unresolved, contact the appropriate division administrator.
- If additional assistance is needed, school leadership will work collaboratively with the family toward a resolution.

To promote effective communication and timely resolution, parents are expected to follow the school's established communication process. Bypassing this process or involving individuals who are not directly responsible for resolving a concern often delays resolution and may unnecessarily escalate misunderstandings.

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.

Please note: Parent Nights are for parents only, and no childcare is provided.

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 is by appointment only, otherwise it is a school holiday for students. The teachers will communicate details to you as the date nears. Additional parent-teacher conferences may be scheduled on an as-needed basis.

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 Parent/Student Handbook Policy by faculty, staff, and approved volunteers. Unauthorized use of these databases to send unsolicited messages, promote personal agendas, or distribute non-school-related content may be harmful to our community and result in the revocation of access to school systems. Mass communications should be directed through the Communications Manager to ensure the privacy and security of our community members.

Modes of Communication

STE is committed to maintaining clear and consistent communication with families. We utilize multiple platforms to share important information, including the *Highland Herald* (weekly newsletter), school emails, social media channels, our website (www.stes.org), and text messaging. Families are expected to review these channels to stay informed about school events, updates, and announcements. In particular, please add STE to your email host's safe sender list to ensure communications are not routed to spam or junk folders.

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.

Canvas LMS

Canvas LMS is our school's digital learning hub. It provides a single, organized place for parents to view student assignments, upcoming due dates, course materials, and grades. Canvas helps you stay informed and connected to your child's academic journey.

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.

Emergency Notification Text Messages

The school may opt to send text messages to communicate emergencies, school closings, and other time-sensitive information. It is the parent's responsibility to maintain updated contact information in the Family Profile section of Veracross.

Technology and Social Media Policies

Students and their parents/guardians will abide by the STE'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 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 and Division Head, without any liability or responsibility on the part of the administration,

faculty, or staff of STE.

Any misuse of school technology resources must be reported immediately to the Headmaster and Director of Technology. 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 STE handbook apply while using school technology resources.

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

Google Workspace for Education: Parent/Guardian and Student Agreements

Upon signing the enrollment contract with Saint Thomas' Episcopal Church and School ("STE"), it is understood that the school will provide and manage a Google Workspace for Education account for your child. Google Workspace for Education is a suite of educational productivity tools from Google, encompassing, but not limited to Gmail, Calendar, Docs, Classroom, and numerous other applications utilized by millions of students and educators globally. At STE, students will use their Google Workspace for Education accounts for tasks such as completing assignments, communicating with their teachers, and logging into Chromebooks.

By enrolling students at STE and/or through students' use of their assigned STE Google Workspace for Education account, parents/guardians and students acknowledge and agree to the following:

Google Core Services

STE will enable and utilize Google Core Services for educational purposes. These services are the fundamental tools essential for learning and collaboration within our school environment. They include, but are not limited to:

- Gmail: For secure, school-related communication.
- Calendar: For organizing school events, assignments, and deadlines.
- Drive: For cloud storage, sharing, and collaboration on documents and files.
- Docs, Sheets, Slides, Forms, Sites, Vids: For creating, editing, and collaborating on academic projects and presentations.
- Classroom: For managing assignments, communicating with teachers, and accessing course materials.
- Meet: For video conferencing and virtual classroom sessions.

Google provides these Core Services under agreements that prioritize student privacy and data security. Student data within these Core Services is used solely for educational purposes and is not used by Google for advertising or other commercial purposes.

Google Additional Services

In addition to the Core Services, STE may choose to enable and utilize certain Google Additional Services to enrich the educational experience. These services offer supplementary tools that enhance learning and creativity. While designed to support our educational mission, parents/guardians and students understand that the use of Google Additional Services may be subject to Google's standard terms of service and privacy policies for those specific products. Examples of Additional Services that may be enabled include:

- YouTube: For accessing educational videos and resources.
- Google Earth: For interactive geography and historical exploration.
- Google Arts & Culture: For exploring art, history, and the wonders of the world.

STE encourages parents/guardians to review Google's privacy policies for any Additional Services their student may use.

Google SSO and Third-Party Apps

We utilize student's Google Workspace for Education accounts for Single Sign-On (SSO), streamlining their access to various third-party educational applications. This means we only share the necessary information to authenticate their access, allowing them to securely log in to platforms, including but not limited to Clever, Kahoot, Canva, and Quizziz, using their Google credentials. This eliminates the need for multiple usernames and passwords. The addition or removal of these applications will be determined by the administration as deemed appropriate, without direct notification to parents.

If you have any questions, please reach out to VCsupport@stes.org.

Acceptable Use of Technology Policy

Internet and Email

STE has actively pursued making advanced technology and increased access to learning opportunities available to our students, faculty, and staff. As such, students at STE 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. STE 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. STE, 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 STE 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 STE.

Network and Online Service Etiquette

Students of STE 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 parents.
- 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 STE. 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

- 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

Security

To protect the integrity of a computer system or online services involving many users, STE 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 Headmaster.
- 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 advised against bringing personal electronics to school. If permission is granted, the device's safety is the student's sole responsibility. All electronics, including laptops, cellphones, smartwatches, tablets, etc., should be kept in a secured locker when not in use, including during after-school activities.

Third-Party Services

STE 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.

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 STE 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.
- STE 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.

Misuse of Teacher/Staff Personal Information

Students are expected to maintain professional and respectful conduct toward all school faculty, staff, and administrators, both on and off campus.

Misuse of a school employee's personal digital presence or likeness is strictly prohibited and constitutes a violation of the school's acceptable use and student conduct policies.

Prohibited Actions Include:

- Students shall not actively search for, obtain, share, or disseminate any personal, private, or non-school-related photos, videos, or other digital content belonging to a teacher, staff member, or administrator, regardless of where the content was originally found (e.g., social media, public databases, private websites).
- Students shall not create, join, or participate in private or public group chats, forums, or online spaces for the purpose of discussing, commenting on, ridiculing, or harassing a teacher or staff member based on their personal digital content or likeness.
- Any online action that results in embarrassment, distress, intimidation, or harassment of a teacher or staff member will be treated as a form of digital harassment or bullying.
- Students are prohibited from using a staff member's image or information to create fake accounts or impersonate the staff member online.

This policy applies to student conduct that occurs on school-owned devices, networks, and servers, as well as conduct that occurs off-campus and using personal devices, if the conduct:

- Creates a substantial disruption to the school environment.
- Infringes upon the rights of a staff member to their privacy and professional respect.
- Has a direct, adverse impact on the safety, morale, and learning environment of the school.

Violations of this policy may result in disciplinary action, up to and including suspension, expulsion, and referral to law enforcement, as applicable (e.g., in cases involving criminal harassment, cyberstalking, or defamation). The severity of the discipline will be determined by the administration based on the nature, extent, and impact of the violation.

Disclaimer

STE makes no warranties of any kind, whether expressed or implied, for the services it is providing students. STE 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. STE 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. STE 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 STE'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.

Acceptable Use of Technology 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.

Please refer to the *Other School Topics* section for the Media Consent Agreement.

Parents or guardians of students enrolled at STE are expected to read the Acceptable Use of Technology Policy document and discuss the appropriate use of computers in the school library and classrooms with their child.

Section 4: Financial Matters

Fees

Supplemental Fees

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

Sport Fees

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

Bus Service

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

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. The school will notify a student's parent or guardian if the student is not eligible to return for the following academic year.

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.
- March 1 – May 31: STE families that terminate the continuous enrollment contract by withdrawing their students on or 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.

Year End: Final Transcripts & Report Cards

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

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

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

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

Access to Grade Reports

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

1. 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.

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.

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.

Texas Education Freedom Authority

Families receiving funds through the Texas Educational Freedom Authority (TEFA) are required to report their award amount to the Business Office. Please note that institutional financial aid awards are adjusted to reflect TEFA support and will be reduced by **75% of the total TEFA amount awarded**.

Section 5: Health

MAGNUS HEALTH Portal

All STE health records are stored securely online in the **MAGNUS HEALTH** portal. Annually, parents must upload physical exams, immunization records, and medical care plans to each student's account. Please update student's **MAGNUS HEALTH** account throughout the year with any changes in their health status.

Paper copies of health documentation will no longer be stored in the nurse's office. All documentation must be entered into the **MAGNUS HEALTH** portal.

To access the **MAGNUS HEALTH** portal:

- Log in to your Veracross Parent Portal
- Click the orange **MAGNUS HEALTH** button located on the right side of the Parent Portal
- If you have forgotten your Veracross credentials, please reset by going to https://accounts.veracross.com/ste/portals/accounts/forgot_password,

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 will enable STE 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.

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”

STE 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.

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.) and symptoms are improving
- 24 hours after beginning antibiotic therapy (for strep, scarlet fever, impetigo, pinkeye)
- One medicated shampoo treatment (lice)

- Vomiting and/or diarrhea has not recurred in the 12 hours before school starts in the morning.

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)

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 **Consent for Administration of Prescription Medication** form must be signed by the parent and healthcare provider prior to uploading 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.

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).

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.

Elevator Passes

Elevator passes are available to students who are medically unable to use the stairs. To obtain a pass, students must provide a note from a parent and/or healthcare provider confirming the medical need. This documentation can be submitted in person at the front desk or emailed to frontdesk@stes.org or nurse@stes.org.

Elevator passes are issued solely for the student in need and must be returned once no longer required. A replacement fee of \$10.00 will be charged for any lost passes. Misuse of an elevator pass may result in disciplinary action at the discretion of the Division Head.

Section 6: Personal Appearance/Uniforms

Dress Code

The STE school uniform and its underlying dress code regulations are designed to ensure a common set of standards for neatness, modesty, safety, and hygiene. In addition, the uniform provides clear and consistent expectations for students and supports an environment focused on learning.

Parental support for and enforcement of the dress code and uniform are essential. Parents are expected to help ensure that students arrive at school in compliance with the dress code each day.

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 participating in an approved athletic, fine arts, or other school-sponsored activity may, at the discretion of the supervising coach, sponsor, or faculty member, wear approved attire for that activity before leaving campus.
4. Students who chronically violate the dress code will be assigned consequences by the Division Head.

Dress Code Interpretation and Enforcement

Division Heads are responsible for interpreting and enforcing dress code expectations within their respective divisions. The school reserves the right to determine whether any item of clothing, accessory, hairstyle, grooming choice, wearable technology, or aspect of a student's appearance is inconsistent with the STE dress code's standards and expectations.

The dress code applies during the school day, while attending school-sponsored activities, and whenever students are representing STE on or off campus.

Dress Code and Discipline

Adherence to the dress code outlined in this handbook is a disciplinary expectation for all students. STE will not tolerate chronic non-compliance with dress code requirements.

Dress code violations will be addressed by faculty and Division Heads. Repeated violations, willful non-compliance, or failure to correct a dress code issue may result in disciplinary consequences, including lunch detention and other consequences outlined in the student discipline policy.

Dress Code Correction Procedures

Students are expected to correct dress code violations when notified by a faculty or staff member.

Students may be required to change into appropriate attire, use school-provided clothing when available, or be picked up by a parent if a dress code violation cannot be corrected during the school day.

Failure to comply with a request to correct a dress code violation may result in disciplinary consequences.

Personal Wearable Electronic Devices

Personal wearable electronic devices, including smartwatches, virtual reality (VR) glasses, smart glasses, and similar technology, are not permitted during the school day.

Students should leave these devices at home. If brought to school, they must be turned in during homeroom and will be handled in the same manner as cell phones under the school's cell phone policy.

Any student found using or possessing an unapproved wearable electronic device during the school day may be subject to disciplinary consequences.

Exceptions may be granted by the school administration for documented medical or accessibility needs.

Uniform Fit and Wear

All uniform items should be appropriately sized and worn as designed. Clothing that is excessively tight, oversized, altered, or worn in a manner inconsistent with school expectations is not permitted.

Undergarments should not be visible while wearing the school uniform.

Hoods

Hoods may not be worn indoors during the school day.

Uniform Supplier

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

Risse Brothers School Uniforms
10516 Old Katy Rd, Suite W
Houston, TX 77043
346-319-4176

Boys' General Appearance Guidelines

Overall Appearance

Uniforms must be clean, in good repair, and worn appropriately.

Shirts

Shirrtails must be tucked in at all times while on campus.

Pants

Pants may not hang loosely about the hips. No elastic waistbands or elastic cuffs are permitted except for Preschool and Kindergarten students.

Belts

Plain brown or black belts without oversized buckles, logos, or decorative designs must be worn beginning in first grade.

Shoes

Shoes must be worn at all times and must be clean and in good repair. Non-marking shoes may be worn in the gym.

For safety reasons, students must wear shoes that securely cover and support the foot.

Backless shoes, sandals, flip-flops, slides, Birkenstocks, and similar footwear are not permitted at any time while on campus or while participating in school-sponsored activities.

All shoes must have a closed heel and be appropriate for the school environment as determined by school administrators.

Ties

Ties must be properly knotted and worn appropriately.

Jewelry and Piercings

Only a watch and a maximum of one ring per hand are permitted. If the uniform is worn properly, no necklace should be visible.

Boys may not have piercings of any kind.

Boys' Hair and Grooming Guidelines

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

1. Clean
2. Well maintained
3. Neatly groomed
4. Styled so it does not obstruct the student's vision

5. Styled so it does not interfere with participation in school or athletic activities
6. Worn in a manner that reflects professionalism and the values of the school community
7. Hairstyles and hair color should not distract from the educational environment. Division Heads will determine whether a hairstyle or color is inconsistent with school expectations.

Students must be clean-shaven at all times.

1. Beards and mustaches are not permitted.
2. Noticeable facial hair or beard stubble is not permitted.

Shaving Requirements

Students who require shaving are expected to arrive at school clean-shaven and in compliance with the grooming standards outlined in this handbook.

A student who is not clean-shaven may be directed by a Division Head or the Division Head's designee to shave before returning to school.

If a student does not return to campus in compliance with this expectation, the school may require the student to shave before attending classes. With parent or guardian approval, the student may be permitted to shave on campus and will be marked tardy for any missed class time.

If the student is unable or unwilling to comply, the student may be sent home and required to return only after meeting the school's grooming expectations.

Girls' General Appearance Guidelines

Overall Appearance

Uniforms must be clean, in good repair, and worn appropriately.

Skirt Length

The bottom of the skirt must be at or below the student's fingertips when the student's arm is fully extended at her side.

Deliberately altering a uniform skirt to shorten its length is considered willful non-compliance and may result in immediate disciplinary consequences.

Shoes

Shoes must be worn at all times and must be clean and in good repair. Non-marking shoes may be worn in the gym.

For safety reasons, students must wear shoes that securely cover and support the foot.

Backless shoes, sandals, flip-flops, slides, Birkenstocks, and similar footwear are not permitted at any time while on campus or while participating in school-sponsored activities.

All shoes must have a closed heel and be appropriate for the school environment as determined by school administrators.

Piercings

Girls may wear earrings in pierced ears only. Earrings must be modest, safe, and appropriate for the school environment.

Hair and Accessories

Bows and headbands should not be distracting to the educational environment.

Hair extensions, hairstyles, and hair color should not distract from the educational environment. Division Heads will determine whether a hairstyle, extension, or color is inconsistent with school expectations.

Cold Weather Attire

During periods of cold weather, students may wear approved outerwear over their regulation uniforms as determined by the school.

Girls may wear solid navy, white, or black knee socks, leggings, or tights under skirts.

Outerwear that is not approved may not be worn inside academic buildings during the school day.

Pajamas, sweatpants, boots, and Ugg-style footwear are not permitted. Please refer to the shoe regulations outlined above.

Spirit Wear

All general appearance and footwear regulations remain in effect during Spirit Wear Days and other special dress occasions.

All attire must comply with the underlying dress code standards of neatness, modesty, safety, and hygiene. Students who are dressed inappropriately may be required to change into a school uniform or be sent home to change.

STE Spirit Wear Days

On designated Spirit Wear Days, students may wear Spirit Store t-shirts and polos or other official STE shirts, including those sold by athletic teams, performing arts groups, TAPPS organizations, academic programs, or STE-sanctioned student organizations.

Official STE apparel includes items purchased through the Spirit Store, as well as from athletic teams, academic programs, performing arts groups, student organizations, and other school-sponsored activities.

STE-branded apparel purchased in previous years may also be worn during the 2025-2026 school year but will be phased out in successive years.

Dress Code After School

Students remaining on campus after dismissal must remain in full school uniform unless they are participating in an approved athletic, fine arts, or other school-sponsored activity that requires a change of attire.

Students participating in such activities may change only into attire appropriate for that activity and must continue to meet standards of neatness, modesty, safety, and hygiene while on campus.

Division Heads reserve the right to determine whether attire is appropriate and consistent with school expectations.

Preschool Boys’ and Girls’ Uniform Regulations	
Pants	Regulation, Unisex Cotton/poly Twill or Performance Pull-on Pants
Walking	Boys and Girls: Regulation, Unisex Cotton/poly Twill or Performance Pull-on Shorts.

Shorts/Skort/Dress	Girls: Plaid Skort or optional navy pleated polo dress with embroidered STE emblem.
Undershirt	Only solid white undershirts may be worn (no colors, lettering, or emblems allowed, and sleeves not longer than the uniform shirt)
Polo Shirt	Unisex Cotton/poly Pique OR performance Polo with STE emblem (not a patch); 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
	Restrictions: 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 No baggy or skinny styles	Regulation, plain navy	Regulation, plain khaki
Walking Shorts	Regulation, plain khaki	Regulation, plain navy	
Undershirt	Only solid white undershirts may be worn (no colors, lettering, or emblems allowed, and sleeves not longer than the uniform shirt)		
Pique or Performance Polo Shirt	Regulation navy with embroidered STE emblem (not a patch) Short or long-sleeves For grades 1-5, worn Tuesday-Friday	Light blue with embroidered STE emblem (not a patch) (tucked in at all times) May be worn on Tuesday-Friday	Navy blue with embroidered STE emblem (not a patch) (tucked in at all times) May be worn on Tuesday-Friday
Oxford Shirt	Regulation oxford cloth, sky-blue. School emblem embroidered on left chest. Short or long sleeves. Must be tucked in at all times. Must be worn on Mondays, grades 1-5 only	Regulation oxford cloth, sky-blue. School emblem embroidered on left chest. Short or long sleeves. Must be tucked in at all times. Must be worn on Mondays	Regulation oxford cloth, sky-blue or pin-striped. School emblem embroidered on left chest. Short or long sleeves. Must be tucked in at all times. Must be worn on Mondays
Tie	Regulation school tie with emblem Must be worn on Mondays, grades 1-5 only	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		
Optional Vest		Optional, regulation navy v-neck sweater vest worn	Optional, regulation navy v-neck sweater vest worn
Optional Blazer		Optional, Navy blue	Optional, Navy blue
Shoes	Shoes must be worn at all times and must be clean and in good repair. Non-marking shoes may be worn in the gym. For safety reasons, students must wear shoes that securely cover and support the foot. Backless shoes, sandals, flip-flops, slides, Birkenstocks, and similar footwear are not permitted at any time while on campus or while participating in school-sponsored activities. All shoes must have a closed heel and be appropriate for the school environment as determined by school administrators.		
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		
PE Uniforms		Gray t-shirt, Navy athletic shorts. All PE Uniforms must be purchased from the Spirit Store.	

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

K-12 Girls' Uniform Regulations

	K-3	4-5	6-8	9-12
Jumper	Regulation blue/black plaid Embroidered emblem only Must be worn on Mondays			
Skort/Dress	Regulation blue/black plaid culotte skort or navy pleated polo dress with embroidered STE emblem. May be worn Tuesday-Friday	Regulation blue/black plaid 2-in-1 side pleat skort	Regulation blue/black plaid pleated 2-in-1 skort	Regulation khaki gabardine pleated 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. Privacy shorts MUST be worn under the skirts (not including skorts).			
Undershirt	Only solid white undershirts may be worn (no colors, lettering, or emblems allowed, and sleeves not longer than the uniform shirt)			
Blouse	Regulation white, with Peter Pan collar, short or long sleeves. Must be worn on Mondays	Regulation oxford cloth, white. School emblem embroidered on left chest. Short or long sleeves. Must be tucked in at all times. Must be worn on Mondays	Regulation oxford cloth, sky-blue. School emblem embroidered on left chest. Short or long sleeves. Must be tucked in at all times. Must be worn on Mondays	Regulation oxford cloth, sky-blue or pin-striped. School emblem embroidered on left chest. Short or long sleeves. Must be tucked in at all times. Must be worn on Mondays
Pique or Performance Polo Shirt	Regulation navy with embroidered STE emblem (not a patch) Short or long-sleeves May be worn Tuesday-Friday	Regulation navy with embroidered STE emblem (not a patch) Short or long-sleeves May be worn Tuesday-Friday	Light blue with embroidered STE emblem (not a patch) (tucked in at all times) May be worn on Tuesday-Friday	Navy blue with embroidered STE emblem (not a patch) (tucked in at all times) May be worn on Tuesday-Friday
Optional Vest			Optional, regulation navy v-neck sweater vest worn with blouse	
Optional Blazer			Optional, Navy blue	
Socks/Tights	Socks: solid white, navy, or black. No emblems, logos, or patterns. Tights: 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	Shoes must be worn at all times and must be clean and in good repair. Non-marking shoes may be worn in the gym. For safety reasons, students must wear shoes that securely cover and support the foot. Backless shoes, sandals, flip-flops, slides, Birkenstocks, and similar footwear are not permitted at any time while on campus or while participating in school-sponsored activities. All shoes must have a closed heel and be appropriate for the school environment as determined by school administrators.		
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.		
PE Uniforms		Gray t-shirt, Navy athletic shorts. All PE Uniforms must be purchased from the Spirit Store.	

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

PE Uniforms



Section 7: Code of Conduct: Responsibilities and Consequences

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.

Parent 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.

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 classroom teacher and the Head of Division.

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.

NOTE: The above bullet points are examples and are not a list of all possible infractions.

Honor Code Applicability

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

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

- **Lower School** -Students in the Lower School will be educated in the spirit, meaning, and words 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/Headmaster; please see Middle School-Specific Discipline. Consequences may include suspension or expulsion.

- **Upper School** - Students should write and sign the following statement on all academic work: "I pledge that I have neither given nor received unauthorized assistance on this work."

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 and using AI range from rewriting a paper to give proper credit to omitted sources to receiving a zero on a paper and suspension from school.

Cheating

Grades 1–5:

Students in Grades 1–5 who engage in academic dishonesty will be addressed on a case-by-case basis by the Head of Lower School. The response will consider the student's age, developmental maturity, intent, and prior history. Appropriate consequences and restorative actions will be determined in accordance with school policy.

Grades 6–8:

- **First Offense:** The student will be reported to the Division Head for disciplinary action. The student will receive a zero on the assignment and the student's conduct grade in the course subject will be reduced to a D. If a teacher chooses to allow the student to complete the assignment, test or quiz for mastery, the highest grade a student can receive is 70.
- **Second Offense:** The student will receive a zero on the assignment and the student's conduct grade in the course subject will be reduced to a D. If a teacher chooses to allow the student to complete the assignment, test or quiz for mastery, the highest grade a student can receive is 50.
- **Final Offense:** The student will be dismissed from school.

Grades 9–12:

- **First Offense:** The student will be reported to the Division Head for disciplinary action. The student will receive a zero on the assignment and the student's conduct grade in the course subject will be reduced to a D. If a teacher chooses to allow the

student to complete the assignment, test or quiz for mastery, the highest grade a student can receive is 60.

- **Second Offense:** The student will receive a zero on the assignment and the student's conduct grade in the course subject will be reduced to a D. If a teacher chooses to allow the student to complete the assignment, test or quiz for mastery, the highest grade a student can receive is 50.

Final Offense: The student will be dismissed from school.

Use of ChatGPT, Gemini or other LLMs

STE recognizes that ChatGPT, Gemini 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, Gemini 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. **Students caught stealing test(s) will be punished with the third-level cheating offense guidelines.**

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 STE.

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.

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.

Lower School Discipline

Every individual is created in the image of God and deserves to be treated with dignity, respect, and love. Because learning flourishes in a physically and emotionally safe environment, Saint Thomas' Episcopal School seeks to establish clear, consistent, and developmentally appropriate expectations for student behavior across all Lower School classrooms. A teacher's ability to teach and every student's ability to learn are essential to fulfilling the mission of Saint Thomas' Episcopal School.

Our approach to discipline is restorative rather than merely punitive. We seek to help students learn from their mistakes, accept responsibility for their choices, develop empathy for others, restore relationships, and grow in Christlike character. Discipline is viewed as an opportunity for learning and discipleship, not simply a consequence for wrongdoing.

Effective discipline is a partnership among students, parents, and teachers. Together, we strive to develop self-control, respect for others, responsibility, and good citizenship. Every teacher is responsible for cultivating a safe, orderly, and Christ-centered learning environment while guiding students toward these goals.

To support students in developing age-appropriate self-discipline, all Lower School students are expected to:

1. Respond respectfully and promptly to adults and follow directions.
2. Listen attentively when others are speaking.
3. Keep hands, feet, and objects to themselves.
4. Work quietly without disrupting the learning of others.
5. Respect school property and use materials appropriately.
6. Work and play safely.
7. Encourage, include, and build up others.

Discipline Procedures

The purpose of the Lower School discipline system is to provide a consistent framework for addressing student behavior while promoting growth in character, responsibility, and self-discipline. While individual classroom management systems may vary, all Lower School teachers follow the discipline procedures outlined below.

Each teacher is responsible for establishing and communicating classroom expectations, classroom management procedures, and conduct grade policies that are developmentally appropriate for their students. These expectations should be communicated to students and parents at the beginning of the school year.

Student behavior is addressed through three levels of intervention based on the severity, frequency, and impact of the behavior. Most behavioral concerns are managed by the teacher supervising the student at the time of the incident. Repeated behaviors or more serious incidents may require parent conferences, disciplinary documentation, or administrative involvement.

Although these procedures establish the school's standard expectations, the Head of Lower School reserves the discretion to modify disciplinary responses based on the student's age, developmental maturity, intent, prior behavior, and the specific circumstances of an incident.

Overview of Discipline Procedures

Level	Primary Responsibility	Typical Response
Level I	Supervising teacher	Classroom intervention, parent communication when appropriate
Level II	Supervising teacher	Disciplinary Referral, parent notification, documentation
Level III	Head of Lower School	Administrative intervention and consequences

Level I Behaviors

Level I behaviors are minor classroom behaviors that interfere with learning or do not meet classroom expectations. These behaviors are managed by the teacher supervising the student at the time of the incident using age-appropriate classroom management strategies.

Teacher Response

The supervising teacher is responsible for:

- Addressing the behavior using classroom management strategies appropriate for the student's age and developmental level.
- Implementing classroom consequences consistent with the teacher's established classroom management plan.

- Communicating with the student's parent or guardian when additional support is needed or when the behavior becomes repeated or persistent.
- Documenting patterns of behavior as appropriate.

Examples include, but are not limited to:

- Failure to follow directions
- Disrupting instruction
- Excessive talking or off-task behavior
- Minor disrespect toward peers or adults
- Minor inappropriate language
- Misuse of classroom materials
- Tardiness

Repeated Level I behaviors that do not improve through teacher intervention may result in a Level II Disciplinary Referral.

Level II Behaviors

Level II behaviors are repeated Level I behaviors or more serious behaviors that require formal documentation and parent notification. These behaviors are managed by the teacher supervising the student at the time of the incident.

Teacher Response

- The supervising teacher documents the behavior and completes a Disciplinary Referral in Veracross.
- The Head of Lower School reviews the referral before it is forwarded to the parent/guardian.
- For each Disciplinary Referral issued, a student's conduct grade is reduced by one-third of a letter grade (e.g., A to A-).

Examples include, but are not limited to:

- Back talking or arguing with an adult
- Inappropriate gestures or language
- Refusing to work or participate
- Open defiance
- Inappropriate writing or pictures
- Taunting
- Physical fight without injury
- Throwing objects
- Hitting or other inappropriate physical contact

Progressive Consequences

Disciplinary Referrals are cumulative within each grading period and reset at the beginning of the next grading period.

- **Three tardies** within a grading period result in one Disciplinary Referral.
- **First Referral:** Parent notified; conduct grade reduced by one-third of a letter grade.
- **Second Referral:** Continued documentation and parent communication. A parent conference may be required.
- **Third Referral:** Lunch detention with the Head of Lower School.
- **Additional Referrals:** May result in after-school detention, a Behavioral Action Plan, disciplinary probation, suspension, or other administrative consequences as determined by the Head of Lower School.

Level III Behaviors

Level III offenses are serious behaviors that threaten the safety, well-being, or orderly operation of the school, or repeated behaviors that require administrative intervention. These offenses are managed by the Head of Lower School.

Examples of Level III Offenses include, but are not limited to:

- Physical fighting resulting in injury
- Ethnic slurs
- Racist imagery or representations
- Obscene gestures
- Inappropriate touching
- Damaging property
- Direct and willful disobedience of school rules or policies
- Significant disrespect toward school personnel
- Battery against another person
- Bullying (repeated harassment)
- Threatening bodily harm
- Stealing
- Pulling the fire alarm
- Excessive truancy
- Multiple cheating incidents

Administrative Response

The supervising teacher will immediately notify the Head of Lower School. The student may be removed from class while the incident is investigated.

The Head of Lower School will communicate with the student's parent or guardian regarding the incident and any disciplinary action.

Possible Consequences

Depending on the severity, frequency, and circumstances of the behavior, disciplinary consequences may include:

- Parent conference
- Lunch detention
- After-school detention
- Behavioral Action Plan
- Suspension
- Disciplinary probation
- Other disciplinary action deemed appropriate by the Head of Lower School

Ancillary Classes and Recess

Ancillary teachers and staff supervising recess follow the same discipline procedures as classroom teachers. The teacher or staff member supervising students at the time of the incident is responsible for addressing the behavior in accordance with the procedures outlined in this handbook.

When a Level II behavior occurs, the supervising teacher or staff member will complete a Disciplinary Referral in Veracross. The Head of Lower School will review the referral and determine the appropriate next steps, including parent communication.

Each ancillary class maintains its own conduct grade independent of the student's homeroom conduct grade. Conduct grade deductions and disciplinary referrals follow the same procedures outlined in this handbook.

Middle School 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 (Pink Slip) that includes a description of the behavior and Core Value violated.
- The teacher should contact the family and the Head of Middle School of the event through Veracross.
- 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 with chronic misbehaviors in a marking period will also receive a detention from the Head of Middle School.

Detention: Note that a teacher can 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 during lunch or after 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.

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, enrollment, and the school's honor code, policies, and standards of conduct.

Disrupting the Learning Environment

A student or students whose classroom behaviors are disruptive to the teacher's ability to teach effectively and/or the ability of his or her classmates to learn is a serious behavior issue. A teacher's ability to teach and a student's ability to learn are basic needs in order for STE to achieve its Mission and Vision for students. The sanctity of the classroom learning environment will be vigorously maintained. A student's ability to demonstrate self-control and be a respectful, positive actor who adds value to the classroom environment is paramount. In instances where a student has been identified as a disruption to teaching and learning, the parents will be expected to be positive partners in working with the school to support a positive change.

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 and/or Chapel
- 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 either lunch or after school detention or suspension, include, but are not limited to:

- Violation of off-campus privileges, e.g., Senior Lunch
- Use of profanity
- 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
- 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
- Tampering with fire alarms or other security devices or using smoke generators
- Use or possession of tobacco or vaping materials in any form
- Stealing
- Vandalism
- 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 STE, that is detrimental to the school's reputation, or endangers others as determined by the Head of Middle or Upper School, or the Head of School.

Student Searches

In the interest of a student's personal health and safety or campus safety it may become necessary to search students, their backpacks, duffle bags or other possessions. Student lockers, backpacks and vehicles can be searched when there is a reasonable suspicion of some sort of contraband prohibited by the STE handbook. Student lockers are the property of STE and can be searched without the consent or prior knowledge of the student.

Students, their backpacks, duffle bags or other possessions can be searched by the Division Heads. In these instances, the Division Heads will explain to the student why there is a need to search their backpack or duffle bag. Searches require two adults to be in the room or office. One of the adults must be either the DOS or a Division Head. The other adult can be a teacher or another STE staff member. Students may also be asked to empty their pockets, and remove their socks and shoes.

Regardless if contraband is found or not, when a student search is done, the Division Head must notify the parent via a telephone call explaining why the search was necessary.

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 under the suspicion of being under the influence of either drugs, alcohol or nicotine may be required to take a drug test at the expense of the parent. The test should be completed at an accredited drug testing center within a specific window of time. Testing results from home drug/alcohol/nicotine tests will not be accepted. Test results can be used to determine whether a student will continue as a student at STE, as well as being part of a remediation plan for a student who is on a behavior contract.

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

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

Positive Test Results

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

Return to School Testing

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

Consequences of Refusal to Consent to Testing

Refusal to submit test results from an accredited drug/alcohol/nicotine testing facility will result in the student being removed from STE.

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.

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. This includes water guns.

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.

Misconduct Occurring Off School Property

A student may be subject to disciplinary action based on conduct occurring off school property even if the student is not attending a school-sponsored or school-related activity. If the Headmaster or his designee has reasonable evidence that a student has engaged in criminal activity 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.

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.

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.

Suspensions

Lower School

The Headmaster 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 Headmaster:

1. At-Home Suspension

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

2. In-House Work Detail

Students in Upper School may also be assigned to in-house work details on weekends or weekdays when other students are not on campus. Parent approval will be required for this consequence as well as a personal injury waiver.

Students will complete menial physical labor tasks under the supervision of STE's regular custodial staff.

3. In-House Suspension

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

- may have no contact with other students
- may not sleep
- may work on their school work and assignments for the day of the IHS.
- may also be asked to write a reflective essay during their IHS.
- must turn in all 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)

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

Disciplinary Probation

A student may be placed on disciplinary probation for a serious breach of discipline or for chronic behavior issues. 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 Headmaster after consultation with the student's teachers. A student on disciplinary probation may be denied the privilege to participate in certain school or extracurricular activities.

Disciplinary probation is a warning that a student's behavior must change. Any further breach of discipline or failure to change a pattern of behavior could result in 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.

Dismissal

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

Continuous 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 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. The school will notify a student's parent or guardian if the student is not eligible to return for the following academic year.

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.

Section 8: Physical Education and Athletics

Policies

Participation

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

NOTE: Students without the Certificate of Participation-Medical Form “Physical Exam form” on file are not allowed to participate in P.E. classes until the form has been uploaded to the Magnus Health Portal by the parent. Health summaries do not constitute an annual physical. Students will still be required to dress out for P.E. even though they are not allowed to participate until the Certificate of Participation-Medical Form has been uploaded.

Attendance

Attendance is taken daily at every class. Students will not be excused from P.E. to make up work in other classes without prior approval from the Athletic Director and/or Headmaster. If a student is allowed to miss class to make-up work in other classes the P.E. teacher may require students to make up the P.E. assessment missed.

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 written note from their parent or guardian explaining the injury or condition requiring the student to sit out of P.E. for the day. If the injury or condition continues beyond 3 consecutive classes a doctor’s note will be required. The doctor’s note should be submitted to the nurses office.

Tardies

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

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 will receive a zero for the day 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 the entire class, denying the class the opportunity to learn. A student who is remanded to the sidelines for the duration of the class activity as a result of behavior issues will receive a

zero for their 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 tryouts 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. Traveling squads may change weekly, therefore attendance at every practice is important.

Attendance & After School Participation

In order to participate in a school-day practice or contest, a student athlete must be in attendance for a minimum of four periods of the school day. Field trips, alternate learning experiences, concurrent enrollment, medical/dental appointments and special family situations may be excused by the Athletic Director/Head Administrator.

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, per school policy and TAPPS rules.

Team game schedules will be submitted to parents via Sports-You and are also available on the athletic website, stes.org/athletics. Check both for updates.

All other athletic requirements will be communicated by the Head Coach for each sport prior to the start of the season.

TAPPS Rules and Eligibility

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

Eligibility for Extracurricular Activities

Students must maintain passing grades in all classes to participate in extracurricular activities, including athletics, clubs, and school-sponsored events. Any student with a failing grade (F) in any class will be deemed ineligible to participate until the grade is raised to a passing level.

Additional Eligibility Considerations

Student athletes who represent chronic behavior or academic issues, such as:

- Poor academic performance
- Excessive tardies
- Excessive absences
- Defiant or disrespectful behavior or peers or adults

may be removed from a sports team or school performance group. In these instances, the Division Heads will explain the situation to the Athletic Director or the performance director.

Students who are going to wear an STE uniform or represent STE on a performance stage or venue are expected to represent the ideals of STE and represent positive contributors to the culture of STE.

Section 9: Robinson Memorial Library

The STE library is open to all students and faculty during the academic year.

www.stes.org/academics/library

[Library - Saint Thomas' Episcopal School](#)

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.

Book Loan - Grades K–12

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

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.

Library Etiquette

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

Bags in the Library

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

Copy Machine

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

Networked Computers

Acceptable Use Policy

This policy was acknowledged with Continuous Enrollment. Computer usage in the library is allowed 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, and should be used for school-related items only. Students must ask before printing.
- **School Computers** - Students must save their work to a personal pen drive, Google Drive, or their Veracross file locker.
- **Headphones** - If needed, students are encouraged to bring their personal headphones; the library does not have any to lend.

Databases

These online resources provide students in grades K–12, teachers, and parents unlimited access to research.

Use Clever or Google SSO to log in to databases that will allow it.

World Book Online

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*.

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*.

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.

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*).

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.

Oxford English Dictionary

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

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.

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.

Section 10: Upper School Class & Club Fundraising

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 email the Office of Development at 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. The Director of Development, in consultation with the Headmaster, will consider all requests in light of the school's mission, values, and goals.

Fundraising Notes & Guidelines

Sponsorship

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 Development and approved in tandem with the Headmaster.

Scheduling

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 to request facilities' needs.

Section 11: Development

Supporting STE

The Office of Development works to create and maintain philanthropic programs that secure resources necessary to enhance educational programs, maintain our beautiful campus, and provide professional development for our dedicated faculty. Our primary purpose is to foster a culture of giving and engagement within our community, ensuring that our school continues to thrive and offer an exceptional learning environment for every student. Through various initiatives, we strive to bridge the gap between tuition revenue and the true cost of an STE education, investing in the present and future success of our students.

Our development efforts succeed and grow with the dedicated support of our donors. Parent volunteers enrich our students' experiences, enhance our events, and unite the STE community in ways faculty and staff could not do alone.

Please contact development@stes.org with questions and feedback as our development efforts grow and expand.

The Saint Thomas' Fund

The Saint Thomas' Fund (STF) is STE's most vital fundraising initiative each year, directly impacting every student, teacher, and program. Unlike restricted gifts, STF contributions provide immediate, flexible resources that can be allocated to the school's most pressing needs and exciting opportunities. These funds support academic excellence, faculty development, student life, fine arts, athletics, and campus enhancements.

The main purpose of the STF is to bridge the gap between tuition revenue and the true cost of an exceptional education at STE.

Participation in the Annual Fund, at any level, demonstrates a collective commitment to our school's mission and strengthens our community. Your gift directly enriches the daily experience of our students and faculty. The entire school community is asked to participate every year.

The Saint Thomas' Fund Committee

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

If you are interested in becoming an STF Representative or exploring other volunteer

opportunities, please reach out to the Director of Development at development@stes.org.

Parent Volunteer Opportunities

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

Our vibrant school community thrives on the active involvement of our parents. Volunteering your time and talents is a wonderful way to connect with other families, support our faculty, and directly contribute to your child's educational experience. The Development Department facilitates various volunteer opportunities throughout the year, including event support and committee participation.

Room Parents

A key volunteer role is the **Room Parent**. Room Parents serve as vital liaisons between the classroom teacher, the parents, and the school's administration. Their responsibilities typically include:

- **Communication:** Disseminating information from the teacher to class parents, such as classroom news, event reminders, and volunteer requests.
- **Volunteer Coordination:** Organizing parent volunteers for classroom activities and community events.
- **Teacher Support:** Assisting the teacher with various needs, including class parties and appreciation gifts.
- **Community Building:** Fostering a sense of community within the classroom by facilitating connections among parents.

Typically, room parents are recruited at the end of the previous school year. If you are interested in becoming a Room Parent or exploring other volunteer opportunities, please reach out to the Director of Development at development@stes.org.

STE Gala

The STE Gala is a highlight of the school year, bringing together parents, faculty, alumni, and friends for an evening of community, celebration, and critical fundraising. This signature event is designed to be both a memorable social occasion and a significant source of support for our school's initiatives.

The Gala typically features dinner and entertainment, live and silent auctions, as well as paddles up supporting a specific, pressing need of the school.

Proceeds directly contribute to our Saint Thomas' Fund, allowing us to further invest in areas that directly impact student learning and faculty excellence. We encourage all

families to attend, volunteer, or contribute auction items to make this event a resounding success each year. Details regarding ticket sales, sponsorship opportunities, and auction item donations will be shared well in advance of the event at stes.org.

If you are interested in joining a planning committee or exploring other volunteer opportunities, please reach out to the Director of Development at development@stes.org.

Fall Fair

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.

Corporate Volunteer and Matching Gift Programs

Many companies offer programs that can significantly amplify your philanthropic support for our school. We encourage you to explore if your employer participates in any of the following:

- **Matching Gift Programs:** Many corporations will match charitable contributions made by their employees, often dollar-for-dollar, effectively doubling the impact of your gift to our school. Some companies even match gifts made by retirees or spouses.
- **Corporate Volunteer Programs:** Some companies provide grants to non-profit organizations where their employees volunteer a certain number of hours. If you volunteer at the school, your employer might offer a financial contribution based on your service.

These programs are an excellent way to maximize your contribution to STE without any additional out-of-pocket expense. Please check with your Human Resources department to see if your company offers these valuable programs and how to initiate the matching or volunteer grant process. The Development Department is happy to assist with any necessary documentation.

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/academics/library.

Moms in Prayer

This group of Christian moms gathers weekly to pray for our school, students, teachers, staff, and administrators. In addition, Moms in Prayer hosts several service opportunities in support of STE. Visit momsinprayer.org for more information.

Time and Location: Fridays at 7:45 a.m., STE Campus

Section 12: Preschool Policies

Coming To School

Before School Starts

All paperwork must be turned in to the Preschool Director. Children without all of their paperwork on file will not be allowed to attend until all paperwork is submitted.

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: 2:30 p.m. - 5:00 p.m.

Carpool Procedures

The procedures for Preschool carpool are as follows:

STE 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., parents will need to check in at the front office in Shaw Hall and physically walk the student to the classroom and hand the student off to the teachers)

Regular Carpool:

Drop off

9:00 a.m. - 9:15 a.m. (After 9:15 a.m., parents will need to check in at the front office in Shaw Hall and physically walk the student to the classroom and hand the student off to the teachers)

Pick up

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

After Care:

Pick up

2:30 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 additional minute.) Parents who are habitually late will be asked to

meet with the Director to discuss continued participation in the After Care program. If you will be late, please call the After Care number at 281-777-6392 and make teachers aware of your tardiness.

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.

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 After Care. Any child not enrolled in After Care and not picked up before 3:00 p.m. will be charged a \$50 drop-in fee. Children enrolled in After Care must be picked up by 5:00 p.m.

On early dismissal days, all students must be picked up by 12:15 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.

Dress Code

Clothing and shoes must be safe for both indoor and outdoor play. All Preschool students will be wearing the STE 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. Risse Brothers School Uniforms is the uniform provider for STE. Please visit [rissebrothers.com](https://www.rissebrothers.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. 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.

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 Preschool will comply with valid court orders signed by a judge as long as the court orders are in the student's file.

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 classrooms; 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. Lunch may also be purchased through the school's lunch service.

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.**

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.

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

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.*

MAGNUS HEALTH Portal

All STE health records are stored securely online in the **MAGNUS HEALTH** portal. Annually, parents must upload physical exams, immunization records, and medical care plans to

each student's account. Please update student's **MAGNUS HEALTH** account throughout the year with any changes in their health status.

To access the **MAGNUS HEALTH** portal:

- Log in to your Veracross Parent Portal
- Click the orange **MAGNUS HEALTH** button located on the right side of the Parent Portal
- If you have forgotten your Veracross credentials, please reset by going to https://accounts.veracross.com/ste/portals/accounts/forgot_password,

In Case of Illness

The Director, the School Nurse or the Teacher 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 and the Nurse's Office:

- 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 100.00 degrees Fahrenheit or greater
- Fever with a rash
- Vomiting
- Diarrhea
- Suspicion of communicable disease
- Excessive 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 and the Nurse's Office 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 STEpreschool@stes.org. In the event of an evacuation, all students 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 STE 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 Physician 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.

Financial Matters

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. The school will notify a student's parent or guardian if the student is not eligible to return for the following academic year.

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.
- March 1 – May 31: STE families that terminate the continuous enrollment contract by withdrawing their students on or 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.

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.

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 STEpreschool@stes.org.

A copy of the most updated 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

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

Other School Topics

Media Consent 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 STE. 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.

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 STEpreschool@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
 - Baby Wipes
 - 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")
- 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, flyers, etc.

Brightwheel and Email

This is our primary way of communication, before the first day of school all Preschool parents will receive an email from the IT Department with credentials and instructions to download the Brightwheel App.

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 while in our care. Two private locations are provided for breastfeeding on campus: Room 119 in the Lower School Building and the Resource Room of the Preschool.

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. 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 for choosing Saint Thomas' Episcopal Preschool.

