



2022-2023
STUDENT/PARENT
HANDBOOK



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

Office Hours
Monday–Friday, 7:15 AM - 4 PM
when school is in session.
Holiday hours will be announced.

About

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

Episcopal Identity

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

Classical Education

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

Academic Excellence

Saint Thomas' Episcopal school is dedicated to the pursuit of 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 as well as the value of teamwork.

Mission statement

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

Core Values

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

Faculty/Staff Directory

School Board

David Browder, *President*
Adam Ellwanger
Skip Ezenwa
Patsy Finch

Casey Garrett
John C. Graves
Mark Grimley
Thomas Halsey

Mary Karpati
Samantha Kegge
John R. Krugh
Kathryn Kurie

School Leadership

The Rev. David O. Browder, *Rector*
.....rector@stes.org

Tom Bendel, *Interim Headmaster*
.....headmaster@stes.org

Vanessa Lopez, *Head of Preschool*
.....lopez.vanessa@stes.org

Erica Maw, *Head of Lower School*
.....maw.ERICA@stes.org

Vu Ly, *Head of Middle School*
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Dale King, *Head of Upper School*
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Department Heads

Chris Twine, *Athletics*twine.chris@stes.org

Amy Ernest, *English*ernest.amy@stes.org

Mary Beinemann, *Latin*
.....beinemann.mary@stes.org

Tami Cromwell, *Science*
.....cromwell.tami@stes.org

Dale King, *Social Studies*
.....king.dale@stes.org

Administration and Support

Danny Kahalley, *Office of Admissions*admissions@stes.org

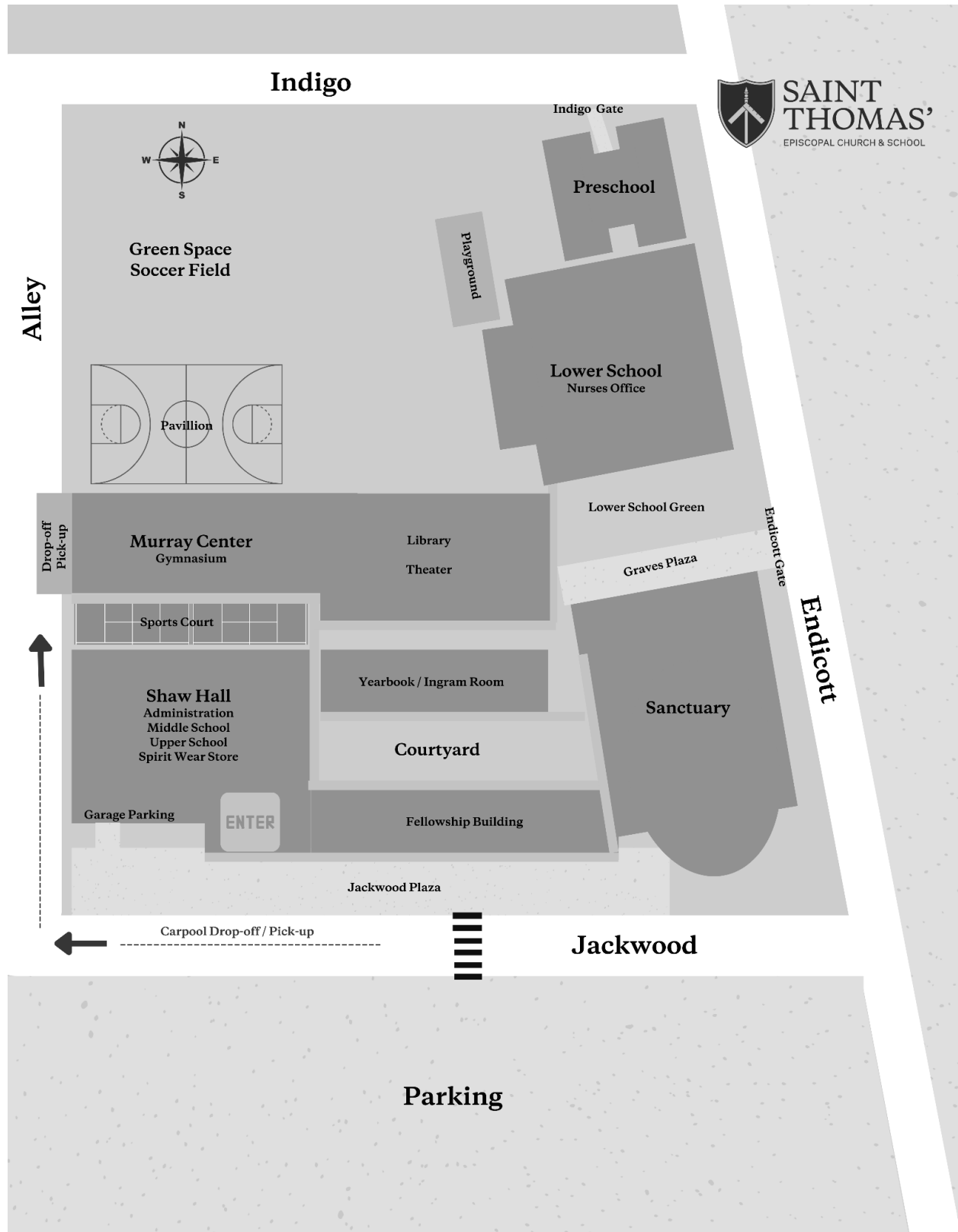
Christina Payne, *Office of Development*
.....development@stes.org

Kelly Cmaidalka, *Office of Business Services*businessoffice@stes.org

Karen Kimble, *Office of Communications*communications@stes.org

Andrew, Hughes, *Office of College Counseling*counselor@stes.org
 Anne Sexton, *Office of the Nurse*nurse@stes.org
 Sharon Lambert, *Office of Registrar*registrar@stes.org
 Andrea Ramsey, *After School Care*aftercare@stes.org
 Leah Faucett, *Facilities*facilities@stes.org
 Katheryn Mack, *Receptionist*frontdesk@stes.org
 Stephen Gonzales, *Technology*itsupport@stes.org
 Montario Jones, *Transportation*transportation@stes.org
 Sharon Lambert, *Security*security@stes.org

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



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

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

Pick-Up by Grade

- PS - Indigo and Interior Campus Carpool Lane
- K-5 - Interior Campus Carpool Lane (6-12th if also picking up K-5th)
- 6-8 - Endicott
- 9-12 - Endicott or South Side of Parking Lot on Jackwood across from Shaw Hall

Arrival and Dismissal

Classrooms open at 7:15 am to allow students ample time to put belongings away and settle before the first bell. The first bell rings at 7:40 am, and the tardy bell rings at 7:45 am. Students arriving after 7:45 am must check in with the front office (Main Lobby of Shaw Hall). Lower School students must be walked to the front office by an adult. After check-in, kindergarten - third grade students will need to be escorted to the entry of the Lower School Building by a parent or guardian.

If your child is going to be late or absent, please log your child's tardy or absence using the SchoolPass platform before 8:00 am

No student may be on campus before 7:15 am unless participating in an organized school function. Unfortunately, we cannot provide supervision for students arriving before 7:15 am

Please Note:

- ***All vehicles that regularly pick up or drop off students must register on the STE SchoolPass platform.***
- ***Do not double park or make U-turns. U-turns are illegal in the school zone areas.***
- ***Be aware of students crossing the street.***
- ***Cell phone use is not permitted 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, then right at Beechnut to reach 610.***

Morning Drop-Off

Preschool

- Drop-off in the Interior Campus Carpool Lane between 7:15 am and 7:45 am for before care and on Indigo at 8:45 am 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.
- Do not block the exit of the Interior Campus Carpool Lane. Please allow this traffic to exit the STE campus.

Grades K-5

- **Drop off in the Interior Campus Carpool Lane between 7:15 and 7:45 am** No in-person drop-off will be allowed.
- 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.**
- Do not allow students to exit the vehicle early. Instead, please wait until you reach an attendant at the drop-off zone.
- Students must exit their vehicles on the passenger side of the car after they have come to a complete stop. Drivers should not leave their vehicles.

Grades 6-12

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

Afternoon Pick-Up

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

Students in grades K-8 who are not registered for After School Care and are not involved in school-sanctioned activities must be picked up by 3:30 pm. Students who are not picked up by 3:30 pm will be escorted to After School Care as a drop-in. The fee for drop-ins is \$25 a day. Billing is completed monthly.

Dismissal Times

- **Preschool** - 2:30 pm for regular school hours / 5:00 pm for after care.
- **Kindergarten - 12th Grade**: 3:15 pm

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

Preschool

- Pick up in the Interior Campus Carpool Lane from 2:30 pm - 3:00 pm.
- 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.
- Pick up on Indigo after 3:00 pm. For immediate assistance, please call the number located 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.

Grades K-5

- Changes to pick-up should be logged in the STE SchoolPass platform before 2:30 pm.
- **Pick up in the Interior Campus Carpool Lane.** No in-person pick-up will be allowed.
- 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 pm for the preschool carpool. **Lower School families should not enter the carpool line until 3:10 pm.** The boarding process begins at 3:15 pm for K-5.
- Students enter vehicles on the passenger side. Parents should not exit the vehicle.

Grades 6-8

- Middle School pick up is at the Endicott gate.
- Students sign out in Homeroom and proceed to the Lower School Green.
- Students may only exit through the gate when their designated pick up person arrives. Teachers will supervise MS pick up.
- Do not exit your vehicle.
- Do not double park or make U-turns. U-turns are illegal in the school zone areas.
- Be aware of students crossing the street.
- Do not block intersections at any time. If there is not enough room to completely clear an intersection, wait until there is room to move forward or turn as needed.
- Cell phone use is not permitted during carpool or in designated school zones.

Grades 9-12

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

Late Pick-Up

Boarding ends at 3:30 pm for LS and 3:45 pm for MS. Students remaining will be escorted to After School Care in the Lower School Building for LS and G1 for MS. If you arrive late to pick up your children, you should park on Endicott and call the posted After School Care phone number for the release of your child. This number is noted on the gate to the campus.

Sibling Pick-Up from Older Students

Middle school siblings are welcome to board their vehicle with their siblings through the Lower School carpool lane. However, they must arrive promptly to carpool.

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

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

Early Dismissals

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

Students Driving to School

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

Students Biking/Walking to School

- Students may bike to and from school only if a signed Permission Form is on file from the parent.
- The Walking/Biking waiver is at stes.org and must be completed each school year.

- Students must wear a helmet, per the city ordinance.
- One person per bike.
- **Bikes may not be ridden on campus.**
- **Bikes are to be parked and locked in the rack located in the school parking lot.**
- Students who live within walking distance of the school may walk to and from school only if a signed letter is on file from the parent.
- Students should follow a planned route to and from school. Parents should know their child's route.

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 of this service 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 from 3:30–6:00 pm, Monday through Friday. 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 3:30 pm must be participating in one of the following:

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

Students in grades K–8 who are not participating in one of these activities and who are not picked up by 3:30 pm for LS and 3:45 for MS will be escorted to After School Care held in the Lower School Building for LS and G1 for MS. The student will be supervised until pick up and the drop-in rate for After School Care will be assessed. The daily fee for drop-ins is \$25 per day.

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

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

Picking up after 3:30 pm

- 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 for LS and G1 for MS. Parents picking up students from After School Care should park on Endicott and call the designated phone number that After School Care will provide to parents. The number is also posted on the gate to the campus. After School Care staff walk students to parents.
- **Students below 9th grade may not leave the campus for any reason** (e.g., to go to Starbucks, Chick-fil-A, etc.) unless a signed Permission Form for Walking/Biking Home from School is on file.

Picking up after 6 pm

- 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 pm. A late fee is assessed for late pick-ups. The late fee is \$1/minute after 6:00 pm.

Absence and Tardiness

A student's day goes more smoothly when he/she arrives with time to get organized. Students are expected to be at school by 7:40 am. Students not present for morning roll call at 7:45 am are marked absent. **If your child is going to be late or absent, please log your child's tardy or absence using the SchoolPass platform before 8:00 am.** This is critically important for the safety of our students.

Tardiness

Students arriving late must sign in at the office (Main Lobby of Shaw Hall). Lower School students signing in at the office after 7:45 am must be walked to the office by an adult. After check-in, kindergarten - third grade students will need to be escorted to the entry of the Lower School Building by a parent or guardian. 4th and 5th grade students may report to class on their own.

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

Absences

- **Excused** - Excused absences are due to illness, emergency, or when the Head of School determines that it is in the best interest of the student to miss school. Reasonable time will be given to make up missed tests and assignments.
- **Explained** - The Head of School decides to view a request for an absence sympathetically. The student and teachers make arrangements to complete as many tests and assignments as possible before the absence. Requests must be made at least three school days before the absence via the premeditated absence form.
- **Unexcused** - A student or parent chooses not to ask for or fails to receive an excused or explained absence. Zeros will be given for missed work, teachers will not

arrange make-up tests, and other disciplinary action may be taken. Missing classes to work on a school project or paper does not constitute an excused absence.

Premeditated Absences

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

1. Advance approval by the Head of School via a premeditated absence form.

Absences for vacations/recreational trips may not be approved. It's highly encouraged to schedule vacations and recreational activities during school breaks.

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

Premeditated Absence Forms

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

College Visits

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

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

- Students must use the college visit form provided by Mr. Hughes or Mr. King.
- 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 signed form to Mr. King or Mr. Hughes.

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

Excessive Absences

A total of fifteen absences in a class during a semester may result in the student receiving an "F" for the class. Regular attendance is key to student success.

Illness and Appointments

Except in the case of illness, students are not released from school during school hours without authorization from a parent. Students who must leave school during school hours must present an acceptable excuse to the office and sign out. For Lower School, parents are to email the classroom teacher in advance and retrieve their student from the main

office. **Parents of students in grades kindergarten through third grade will need to check in at the main office and pick up their student outside of the lower school building.** Middle School 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 am	Half-Day
Arrive after 1:30 pm	Full-day
Depart before 11:15 am	Full-day
Depart after 11:20 am	Half-day

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

Returning From An Absence

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

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

Make-Up Work

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

- **Grades K-5** - When students are absent, they are not expected to have completed all homework and class assignments before returning. Upon return, their teacher(s) will consult with them individually to arrange to make up the necessary work. In the case of a long-term absence, parents may email the teacher(s) and pick up materials at the front office. The student may also call a classmate or consult Veracross for their assignments.
- **Grades 6-12** - When absent, students are responsible for obtaining missed assignments from the teacher or a friend. Unless prevented by illness, students should return to class prepared. Students whose illness was severe enough to prevent them from studying should consult their teachers upon returning to school

to arrange to make up the missing work. Teachers will establish a reasonable schedule of make-up work.

Emergency Situations

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

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

School Closings

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

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

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

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

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

Campus Visitors

Campus visitors are limited to tutors, therapists, room parents, volunteers, visitors attending class parties or special events, parents who have scheduled an appointment with a faculty or staff member, prospective families, and visitors attending Chapel. All visitors must check in at the front desk in Shaw Hall. They will need to show a driver's license or state issued identity card as part of the check-in process.

Personal Property

While taking every appropriate measure to do so, the school cannot guarantee the safekeeping of students' belongings. Valuables, including expensive jewelry, sports shoes, and other equipment, should not be brought to school. **All uniform items should be**

marked with the student's name, and the student must be responsible for their belongings. Lower School students should not bring toys from home.

Delivering Items to School

Lower School parents are discouraged from dropping off lunches, books, gym bags, or other items in the front office. Unfortunately, we cannot deliver these items to students during the day, and they will remain in the office. However, if a student forgets their lunch, they may obtain an emergency lunch through our food service provider. Furthermore, the faculty will provide students with the materials they need to function for the day.

Middle and Upper School parents may drop off books, gym bags, instruments, or other items at reception. Lunches may also be dropped off **on an emergency basis only**. However, if a student forgets their lunch, they may obtain an emergency lunch through our food service provider. Middle and Upper School students may collect items between lessons.

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

Lost and Found

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

Cell Phones

Lower School

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

Middle School/Upper School

While On Campus or During an STE Sponsored Event

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

Since cell phone use may allow students to access the internet on campus, the following restrictions apply: Students must adhere to the STE Acceptable Use of Technology Policy

(outlined in Section 3) while using their cell phone at school and at STE sponsored events. Cell phones may not be used for commercial purposes or for-profit activities. It is prohibited for students to send emails or other forms of electronic communication of libelous or inflammatory language, denouncing or harassing communication, sexually explicit language, racially offensive language, or to impersonate others. Students are prohibited from using their cell phone to make video recordings at school, without teacher permission or school authorization; to cheat or plagiarize, to disrupt the learning environment, view vulgar or inappropriate content, post derogatory content on social media sites, or take unsolicited or unwelcome photographs or videos of students, staff, or facilities.

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

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

- Middle School students' cell phone usage is permitted on campus before 7:15 am and after 3:15 pm
- Middle and Upper School students who bring a cell phone to campus will be required to register their phone number in Veracross.
- Middle School students must turn off cell phones and turn them in each morning to their homeroom teachers. Phones are returned at the end of the day.
- Parents needing to reach a child during school hours should call the office. Students needing to contact parents during the day should use the office or nurse's phone, not their cell phones.
- A Middle School student with a phone visible and in use during school hours (7:15 am to 3:15 pm) or a student forgetting to turn in their phone during homeroom will receive the following consequences:
 - 1st offense - phone will be collected and not returned until after detention is served and a note is received from the parent acknowledging the violation.
 - 2nd offense - phone will be collected and the student is banned from bringing a phone to school or any school-sponsored event for an amount of time determined by the Head of Middle School.

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

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

Smart Watches and Other Electronic Devices

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

Section 2: Academic Records/Student Life

Grade Reporting

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

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

Final Marking Period of the Year

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

Dean's List & Honor Roll

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

- Middle School and Upper School classes that meet daily are weighted twice as much as every-other-day classes.
- The student must not have a grade 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 names of the students on the Dean's List and Honor Roll will be announced the week after report cards are issued.

Marking Periods

Marking Periods		
Marking Period	Marking Period Dates	Report Cards Distribution Date
1	August 17- October 14	October 21
2	October 17- December 15	January 6
3	January 3- March 10	March 24
4	March 20- May 18	Available on Veracross

Standards for Academic Performance

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

Academic Competency

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

Academic Probation

Academic probation helps students who are having academic difficulties. Any student making a D or F at the end of any semester will be placed on academic probation. As a result, the student will be required to attend mandatory tutoring arranged by the student's family and approved by STE. This tutoring must be in place the following semester until the student makes at least a C after one of the remaining marking periods. The student will remain on probation until the end of the semester; however, tutoring will no longer be considered mandatory. Mandatory tutoring will resume if the current average falls again to a D or F during the remaining marking period.

The subject teacher will monitor a student on academic probation for consistency in

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

The student will be required to attend STE-approved summer classes or complete additional work as determined by the Head of School to receive credit for the failed work at the end of the school year.

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

Grammar Booster

Students are provided grammar instruction and assessments appropriate to their level of study each year in grades 5-12.

Lower School

An end-of-year assessment is given to all 5th-grade students. The results of this assessment may indicate a need for additional Grammar support in middle school. Students who excel on their Grammar Booster are recognized as Star Grammarians.

Middle School

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

High School

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

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

Required Reading

Required Reading is not an actual class, but a requirement for graduation. Every summer, all the high school students must read two books and pass a test on those books when school is back in session. Students are given three chances to pass the tests on each book. Sometimes (as in the case of *The Count of Monte Cristo*) only one book is assigned if the book is exceptionally lengthy. The tests are a combination of multiple-choice questions and

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

Ten-Day Alternating Schedule

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

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

Schedule Changes

The following guidelines apply to students wishing to change classes:

Second Friday of Classes

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

Process for Class Changes

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

Eligibility Qualifications for Interscholastic Competition

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

1. enrollment in at least four accredited academic courses
 2. failing no more than one course during the grading period.
- In determining whether or not the student is passing, his or her work from the

- beginning of the semester to seven days before the contest must be considered.
- The length of time for an ineligibility after a grading period shall be at least two weeks.

TAPPS shall deem all games in which an ineligible player participates to be a loss even if the team had obtained a victory in the said game/games. Participation will include, but not be limited to dressing in the team uniform, playing in a game against any opponent, or any other activities that TAPPS considers to be participation. Team sponsors and coaches reserve the right to deem a student ineligible if academic or behavioral problems persist, and/or if a student proves to be 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.** If an online teacher recommendation is requested, the teacher will email the registrar the necessary information. All requests are logged to ensure tracking of data received, as well as the dates, records, and recommendations, are sent. Please allow at least five (5) business days for teachers to complete recommendations. (Upper School students see also College Counseling).

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

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

Any requests for data for an academic or behavioral assessment must be made to the Head of School. He or she will log the request, and ensure data is collected and sent to the appropriate party. Copies of the assessment data are stored confidentially by the school.

Release of Transcripts / Report Cards

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

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

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

applications.

Note:

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

Testing

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

Weekly Tests

Middle and Upper School tests are scheduled weekly according to a standard test schedule. The schedule is designed to prevent a student from having more than two tests on a single day. Quizzes are not considered tests.

- **Middle School** - Teachers in the Middle School utilize the test days as described in the table below. Each core Middle School subject has a primary day and an alternate day (should the primary day not fit the pacing of the course) for full-period (tests) assessments. Quizzes in any subject may appear throughout the week, as long as the number of assessments does not exceed our division maximum. Note that languages (Spanish and Chinese) are allowed to have their assessments on any day, and may result in an extra assignment beyond the allowed maximum, as long as the number of assessments does not exceed two. In terms of expected study time and class time, a quiz is equivalent to half a test.
- **Middle School Midterm and Final Exams** - Eighth graders will take exams in both fall and spring. These cumulative exams will cover an entire semester only. Each exam will count as a standalone grade for each subject. Exams will be administered for all core courses and language electives. The specific schedule of exams will be released as we approach the end of the semester.

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

Upper School Exams

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

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

Standardized Testing

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

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

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

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

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

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

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

College Counseling

The college admissions process is an exciting endeavor in the lives of students and their parents. Students serve as pivotal self-advocates as they work to navigate applications to

various schools, and for numerous scholarships and financial aid opportunities. While online resources can be invaluable throughout this navigation, it is imperative that students and parents alike develop a meaningful, continual discourse with their college counselor.

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

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

9th Grade

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

10th Grade

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

11th Grade

- Attend 11th Grade College Night.
- Review admission requirements for 10 potential schools regarding SAT/ACT and SAT II subject tests.
- Plan visits to schools for academic and financial consideration.
- Continue to build a college list in Naviance.
- Take both SAT and ACT tests in the spring of junior year.
- Student and parents attend mandatory individualized meeting in January.

12th Grade

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

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

Transcript Requests for College Applications

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

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

Note:

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

Note:

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

Special Needs Learners and Referrals

Introductory Statement

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

Legal References to Special Services

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

As educators, we are committed to recognizing and addressing the needs of all those who seek a Saint Thomas' education. Within the compass of our resources, Saint Thomas' Episcopal may honor some accommodations to eligible students with special needs, if possible. While private schools are not required to significantly alter their programs, or lower or substantially modify their standards to accommodate a child with special needs,

Saint Thomas' seeks to serve the best interests of all its students. Even though private educational institutions are only required to make minor adjustments to accommodate eligible students, Saint Thomas' aims to review these cases with compassion, fairness, and genuine effort to support the success of every student.

Records for Special Needs Learners

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

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

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

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

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

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

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

Student Success Expectations for Special Needs Learners

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

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

Accommodations for Special Needs Learners

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

Standardized Assessment for Students with Special Needs

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

Chapel

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

School Chaplain

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

Lunch

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

Note: Glass containers are not permitted on campus.

Lunch Schedule		
Start time	End time	Grades
11:30 am	12:30 pm	PS
11:10 am	11:55 am	K-5
Noon	12:45 pm	6-12

Hot Lunch

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

- Order and pay for lunches online at: <https://www.ezschoollapps.com/Parent Login.aspx>. First time users will need to create an account.
- Epicurean Group has a limited number of emergency meals per day. Parents must register online through Epicurean Group to obtain an emergency use account.
- Early Dismissal/Field Trips: Prior to ordering lunch for your student(s), please check Veracross for early dismissal days and field trips. Hot lunch will *not* be offered to grades with early dismissal.

Please visit epicureangroup.net/schools for more information.

Field Trips

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

campus for these activities.

Class Parties

Unfortunately, there is no time during the school day to celebrate birthdays. However, parents wishing to send treats such as brownies, cookies, or cupcakes to the classrooms may make arrangements to do so with their child's teacher. Additional information on class activities and events will be available at the Parent Nights.

Dances

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



Section 3: Communication

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

person most directly involved.

Conflict Resolution

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

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

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

Parent Nights

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

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

Parent-Teacher Conferences

Preschool (PK2-PK4)

Two parent-teacher conferences are held for all preschool students, one in the fall and one in the spring. 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. The fall conference day will be a school holiday for Lower and Middle school students. Details will be communicated to you by the teachers as the date nears. Additional parent-teacher conferences may be scheduled on an as-needed basis.

Modes of Communication

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

Veracross

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

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

SchoolPass

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

Emergency Notification

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

Technology and Social Media Policies

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

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

Access to school technology resources at Saint Thomas' Episcopal is intended for educational purposes. It is not possible for Saint Thomas' Episcopal to restrict access to all controversial and/or non-educational materials. Saint Thomas' Episcopal School or its faculty, staff, or

administration cannot be held responsible for materials acquired on the Internet.

Acceptable Use of Technology Policy

Internet and Email

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

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

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

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

Copyright Infringement

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

Streaming/Recorded Classes

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

Social Networking

Students may not use any chat, peer-to-peer (p2p), or collaboration programs to communicate with others through a computer or mobile device during class unless a teacher or administrator expressly authorizes the activity. Likewise, the playing of games during class time, without teacher approval, is also strictly prohibited. Accessing social networking websites (Facebook, Tumblr, Twitter, etc.) or proxies 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. This rule prohibits sending files through email as well as setting up "servers" on a student's laptop, desktop, tablet, or by any other physical or electronic means. Students may not download copyrighted materials or non-shareware programs, games, and/or any programs not supported by Saint Thomas'.

Network Etiquette

Students of Saint Thomas' Episcopal School are expected to abide by the generally accepted rules of network etiquette.

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

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

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

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

Security

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

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

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

Third-Party Services

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

Personal Websites and Blogs

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

- Since websites/blogs are available to anyone at any time, a student should not post personal information that he/she does not want everyone to see and be aware of, including college recruiters, and strangers.
- Whenever possible, students are encouraged to use a privacy feature that ensures that

- only those people whom the student approves may have access to the website.
- Students are advised to be very careful about taking surveys that ask them to reveal personal details about the student's personal life that should not be information available to the entire public at large.
- Saint Thomas' Episcopal School encourages all students to use the internet for its educational potential but to be very careful of its traps and opportunities for unhealthy and dangerous activity. We are concerned about the safety and reputation of all of our students.

Disclaimer

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

The use of school technology resources is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Saint Thomas' Episcopal School reserves the right to review any material on user accounts and to monitor network storage in order to make determinations on whether specific uses of the network are inappropriate.

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

Agreement

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

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

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

Section 4 Financial Matters

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

Tuition

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

Grade Level	Tuition
Preschool	\$3,805-\$9,285*
Kindergarten - 5th Grade	\$18,850
6th - 8th Grades	\$21,240
9th - 12 Grades	\$23,750

* Preschool Tuition: \$3,805 (2-day program), \$5,500 (3-day program), \$9,285 (5-day program)

Note:

International students requiring an I-20 issued by STE have \$10,000 assessed in addition to domestic tuition in their first year and \$3,000 assessed in addition to domestic tuition each year thereafter.

Tuition Payment Options

Tuition may be paid as follows:

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

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

Option 2: Semi-Annually (ACH)

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

Option 3: Ten Monthly (ACH)

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

Option 4: Twelve Monthly (ACH)

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

fee.

Fees

Supplemental Fees:

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

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

Re-enrollment

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

Year End: Final Transcripts & Report Cards

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

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

In addition, for those students who have graduated or MAY transfer to another school, the final transcript and report card will be held for all band uniform items and relevant dry cleaning fees. Lost uniform items (or items turned in with numbers that do not match the numbers checked out to the student) must be paid for at the full replacement cost amount.

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

Access to Grade Reports

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

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

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.



Section 5: Health

Medical Release Form

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

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

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

Immunization Records

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

The law does allow school attendance with certain exemptions:

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

Saint Thomas' Episcopal School will maintain an up-to-date list of students with exemptions, so they may be excluded in 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

- Impetigo
- Influenza (flu)
- Lice
- Measles
- Mononucleosis
- Mumps
- Scarlet Fever
- Strep

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

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

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

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

Students/faculty with confirmed COVID-19 may return to school when they have met all of the following criteria:

- At least 24 hours without fever (without taking fever-reducing medication)
- Improvement of symptoms
- 5 days have passed since symptoms first appeared

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

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 must be accompanied by a written or emailed request, signed and dated by a parent or legal guardian.

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

All students with severe allergies must complete the **Allergy Action Plan** on the **MAGNUS HEALTH** portal. Students with EpiPens must keep one EpiPen in the nurse's office.

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

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

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

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.

Section 6: Personal Appearance/Uniforms

Dress Code

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

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

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

Uniform Suppliers

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

Mills Uniform Company
3465-A W. Alabama St.
@ Marquart St.
Houston, TX 77027 · **713.524.4700**
To order online: **millsweat.com**
STE School Code: 8314

Boys' General Appearance Guidelines

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

NOTE: The following individuals have the final say on all uniform compliance questions: Preschool -Vanessa Lopez, Lower School-Erica Maw; Middle School-Head of Middle School; Upper School-Dale King.

- Overall Appearance: Uniforms must be clean and neatly pressed. Tears, holes, frays, etc., in any component of the uniform, must be neatly mended.
- Shirttails: Must be tucked in at all times while on campus.
- Pants: May not hang loosely about the hips and a belt must be worn at all times when wearing a uniform. Note, that belts are not required in younger grades (PK-2) when shorts with elastic waistbands are worn.
- Shoes: Must be worn at all times, must be clean, and in good repair. Non-marking only shoes may be worn in the gym.
- Ties: Must be properly knotted and pulled up.
- Jewelry: No jewelry is permitted other than a watch and a maximum of one ring per hand. If the uniform is worn properly, no necklace should be visible.
- Piercings of any kind are not permitted.

Boys' Hair Guidelines

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

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

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

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

Girls' General Appearance Guidelines

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

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

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

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

Cold Weather Attire

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

Spirit Wear

Spirit Store

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

STE Spirit Wear Days

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

Girls - Appropriate Bottoms

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

Boys - Appropriate Bottoms

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

Free Dress Attire

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

Boys

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

Girls

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

Highland Dance

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





Dress Code After School

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

Preschool Boys' and Girls' Uniform Regulations	
Pants	Regulation, Unisex Cotton/poly Twill Pull-on Pants
Walking Shorts	Regulation, Unisex Cotton/poly Twill Pull-on Shorts. Optional Girls Walking Short or Khaki Skort (Skorts are not available through Mills. Skorts can be purchased at many retail stores).
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 Short-sleeve 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)		
Polo Shirt	Regulation navy with embroidered STE emblem (not a patch) Short or long sleeves For grades 1-5, worn Tuesday-Friday		
Oxford Shirt	Button-down blue oxford (tucked in at all times) STE emblem embroidered Short or long sleeves Must be worn on Mondays grades 1-5 only	Button-down,sky blue, oxford (tucked in at all times) STE emblem embroidered Short or long sleeves	Button-down, sky blue, oxford (tucked in at all times) STE emblem embroidered Short or long sleeves
Performance Polo Shirt	Regulation navy with embroidered STE emblem (not a patch) Short 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 Friday only	Navy blue with embroidered STE emblem (not a patch) (tucked in at all times) May be worn on Friday only
Tie	Regulation school tie with emblem Must be worn on Mondays, grades 1-5 only	Regulation school tie with emblem worn with oxford shirt. No tie with polo shirt. Worn Monday - Thursday	
Belt	Brown or black leather, simple buckle		
Socks	Solid white, brown, or navy socks, no emblems, logos, or patterns of any sort		
Shoes	Below the ankle leather loafer, oxford, or topsider in navy, black, or brown, or athletic shoes in the predominant color of dark blue, navy, brown, black, white, or gray		
	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-5 Boys		1-5 Boys (Mondays)	
6-8 Boys		9-12 Boys	

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

K-12 Girls' Uniform Regulations				
	K-3	4-5	6-8	9-12
Jumper	Regulation blue/black plaid <i>Embroidered emblem only</i>			
Skort/Skirt		Regulation blue/black plaid 2-in-1 skort	Regulation blue/black plaid 2-in-1 knife pleat skirt	Regulation khaki gabardine box pleat skirt
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	Regulation white, cap-sleeve, worn outside skirt. School emblem embroidered on left chest	Regulation oxford cloth, sky blue.School emblem embroidered on left chest. Short or long sleeves. Must be tucked in.	Regulation oxford cloth, sky blue.School emblem embroidered on left chest. Short or long sleeves. Must be tucked in.
Polo Shirt			Light blue with embroidered STE emblem (not a patch) (tucked in at all times) May be worn on Friday only	Navy blue with embroidered STE emblem (not a patch) (tucked in at all times) May be worn on Friday only
Optional Vest/Weskit			Optional, regulation navy v-neck sweater vest or weskit	
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), LS students may wear solid navy, white, or black knee socks, leggings, or tights under skirts.			
Shoes	Below the ankle leather loafer, oxford, or topsider in navy, black, or brown, or athletic shoes in the predominant color of dark blue, navy, brown, black, white, or gray.			
	Restrictions: A limited amount of neon or bright colors is permitted. Avoid decorations and embellishments. No sandals, flip-flops, Crocs, moccasins, boots (K-5), or any shoe considered unsafe or unconventional. Only non-marking shoes are allowed. Boots without laces are acceptable for 6-12.			
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.			

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.

Good Discipline a Partnership

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

Honor Code

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

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

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

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

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

Honor Offenses - Upper School

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

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

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

Some examples are:

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

Honor Code Applicability

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

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

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

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

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

Upper School Honor Council

The Upper School Honor Council has two purposes:

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

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

Plagiarism

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

Cheating

Grades 1-5:

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

Grades 6-12:

- **First Offense:** The student will receive a zero on the examination or academic work, a "D" in conduct, and will be reported to the Head of School for disciplinary action.
- **Second Offense:** The student will receive a one-week suspension plus the punishment outlined under First Offense, and report to the Headmaster.
- **Third Offense:** The student will receive a two-week suspension plus the punishment outlined under First Offense and the cheating violation will be entered as part of the permanent record.
- **Fourth Offense:** The student will be expelled from school and the violation will be entered as part of the permanent record.

Obtaining Advance Copies of Exams

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

Bullying

Bullying manifests in various ways: abusive language, offensive name-calling, acts or threats of physical abuse, vandalism, theft, or destruction of property. Bullying violates a person's sense of worth and immeasurable value to God. In addition, bullying inhibits a person's ability to feel safe in our school. Therefore, bullying will not be tolerated at Saint Thomas' Episcopal School.

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

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 expelled from the school.

Lower School Discipline

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

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

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

Discipline Plan

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

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

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

Level I Offenses

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

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

Examples of Level I Offenses

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

Level II Offenses

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

Examples of Level II Offenses

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

Level III Offenses

- The Head of Lower School handles level 3 Offenses.
- Teachers will send the student to the Head of Lower School to complete a Take Responsibility Form. The student will not return to their classroom until this task is complete and discussed. The form must be signed by a parent and returned the next school day.
- The administration will contact the parents, and the administration will give the student an appropriate consequence. These may include detention, suspension,

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

Examples of Level III Offenses

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

Detention

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

When detention is issued:

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

Ancillary Classes and Recess

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

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

Middle School-Specific Discipline

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

Middle School Classroom Misbehavior - Pink Slip Procedure

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

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

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

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

Middle School Behavioral Review

As the school year develops, teachers reflect on the behavioral performance of each student in the classroom. Every four to 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, re-enrollment, and the school's honor code, policies, and standards of conduct.

Level I Offenses

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

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

Level II Offenses

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

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

- Use or possession of tobacco or vaping materials in any form
- Possession of replica, inoperable, toy, or model weapons
- Disrespectful or unsportsmanlike conduct directed at players, coaches, game officials, or visitors from other schools
- Violations of the Honor Code
- For Middle School, three detentions in a quarter will result in an in-school suspension

Level III Offenses

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

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

Drug and Alcohol Policy

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

As used throughout this policy, "alcohol" means any alcoholic beverage as defined under Texas law; "illegal use of alcohol" means any use of alcohol that would violate Texas law; "illegal drugs" means any drug or controlled substance whose possession or use by a

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

Reasonable Suspicion Testing

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

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

Positive Test Results

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

Return to School Testing

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

Consequences of Refusal to Consent to Testing

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

Costs

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

Weapons Policy

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

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

Misconduct Occurring Off School Property

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

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 in grades 6-12 may be called upon by the Facilities Supervisor, or teacher who submitted the detention notice, to pick up trash on school property during the detention period.

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

Suspensions

Lower School

The Headmaster or Head of School reserves the right to suspend a student when necessary. Lower School suspensions are usually for a one-to three-day period. During an at-home suspension, the student is not allowed to be on campus or attend any school activity. The Head of 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. The student receives zeros for all missed work during the suspension period.

2. In-House Work Detail

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

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

3. In-House Isolation

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

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

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

Disciplinary Probation

A student may be placed on disciplinary probation for a serious breach of discipline or for persistent minor breaches. If he or she earns a D or F in conduct for a quarter, he or she

will be placed on Disciplinary Probation for the following quarter. He or she will be released from probation at the discretion of the Headmaster after consultation with the student's teachers. A student on disciplinary probation may be denied the privilege to participate in certain school or extracurricular activities.

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

Expulsion

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

Re-enrollment

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

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

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

Section 8: Physical Education and Athletics

Policies

Participation

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

NOTE:

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

Attendance

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

Medical Excuse Policy

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

Tardies

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

Grades

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

Discipline

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

Athletic Team Participation

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

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

NOTE:

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

Team game schedules are posted on Veracross sport pages and on the athletics website, steathletics.org. Check both for updates.

TAPPS Rules and Eligibility

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

Section 9: Robinson Memorial Library

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

Library Hours

- Monday–Friday: 7:15 am–5:30 pm
- 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 six days. 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. 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 or stored in the cubbies provided outside the library door (not on the floor outside the library).

Copy Machine

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

Networked Computers

Acceptable Use Policy

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

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

World Book Online

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

Britannica School

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

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 user name is *stes* and the password is *researcher*.

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

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, DVDs, and CDs. The librarians will accept materials that complement the current curriculum, collection, and school policy.

Individual Student Checkout Hours

Lower School

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

Middle School

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

Study hall students may come to the library with a library pass that is signed by the teacher and states the purpose of the visit. No more than three students at a time may visit from

study hall. The purpose of the visit should be school related, not for cell phone use or socialization.

Upper School

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

After School Care

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

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

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

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

Section 10: Upper School Class & Club Fundraising

Fundraising/Collection Drive Policy

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

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

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

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

Fundraising Notes & Guidelines

Sponsorship:

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

Approval:

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

Scheduling:

Dates for Prom are scheduled by school administration in consultation with the appropriate class's room parents.

Approved fundraising events which will require use of school facilities will receive facilities request information upon approval. At that point the sponsor must contact Director of Facilities Leah Faucett at faucett.leah@stes.org to request facilities needs.

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

Section 11: Advancement

Supporting STE

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

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

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

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

The Saint Thomas' Fund

The Saint Thomas' Fund is the school's annual giving program, which fulfills needs that cannot be met with tuition dollars alone. A high level of participation from the school board, parents, alumni, faculty, and staff provides a strong base of internal support that helps STE further its mission and goals, which enriches the experience for our students. The entire school community is asked to participate every year. This year's five-week campaign begins September 12 and concludes October 14.

The Saint Thomas' Fund Committee

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

STE Gala & Auction

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

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

Parent Volunteer Opportunities

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

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

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

Room Parents

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

Fall Fair

STE's annual Fall Fair offers a great opportunity to bring families together for a day of fun and entertainment. This year's event will be Saturday, October 29, 2022. Fall Fair festivities include amusements, class-sponsored booths, rides, contests and of course, food! Many volunteers are needed to produce this fun family event.

Corporate Volunteer and Matching Gift Programs

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

Retail Partners

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

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

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.

Parent Education Series

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

Moms in Prayer

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

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

