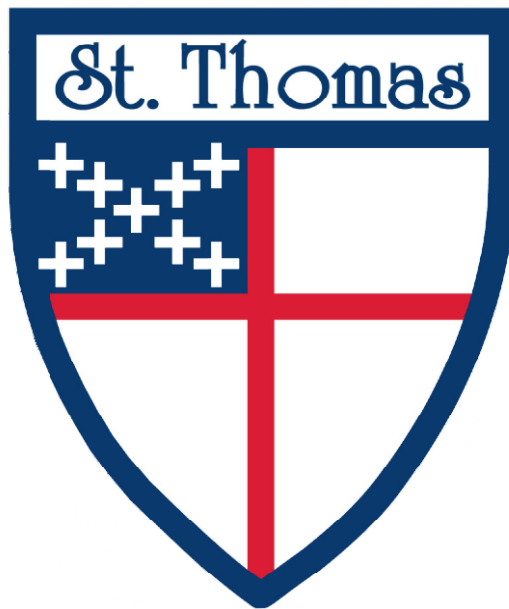
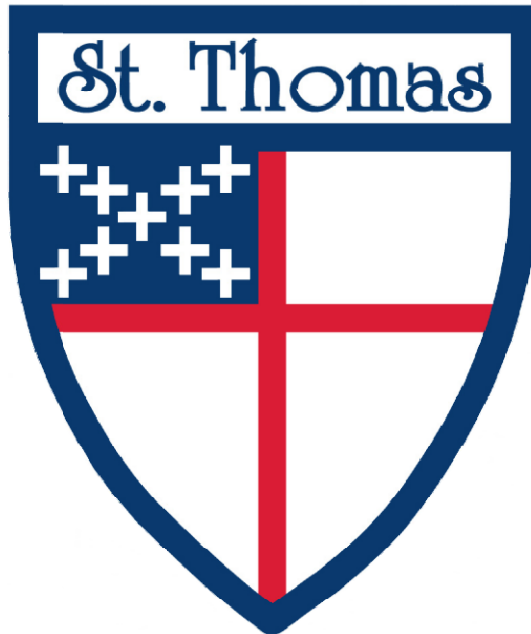


**St. Thomas Episcopal School  
Parent & Student Handbook  
2010-2011**



**1416 N. Loop 1604 E.  
San Antonio, Texas 78232  
(210) 494-3509  
(210) 494-0678 (fax)  
[www.stthomaskids.com](http://www.stthomaskids.com)**

Revised 11/1/10



St. Thomas Episcopal School is all about preparing its students to lead lives of excellence. I am excited you are part of the community that works together to reach this on-going goal. From daily chapel, to challenging academics, to play time, we focus on each child's complete needs.

The parent handbook is designed to help you understand the daily operation of the school. These procedures serve as a guideline to help us all achieve the goals we have set in serving the children of St. Thomas. I encourage you to refer to them often as the faculty and I will.

I look forward to working closely with your children, their teachers, and with you. Please make some time to visit the school and to volunteer to help with one or more of the many activities this year. Let's make this year the best one yet.

Your servant,

Greg Hutchinson  
Head of School

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## **Mission**

As an expression of the Church's mission, St. Thomas Episcopal School exists to be a Christian Community providing a life-changing experience for students and families.

We seek to be focused on Christ to prepare the students to live for God and for others.

St. Thomas Episcopal School seeks to foster personal excellence of educating students in a developmentally based program where they may grow spiritually, physically, socially, emotionally, aesthetically, and cognitively.

## **Philosophy Statement**

The community of St. Thomas Episcopal School believes in teaching its children how to live lives of excellence. Parents and faculty work closely to provide the experiences and the guidance students need in order to understand their world. We believe all of our students possess individual strengths that make the collective group complete. Above all, we seek to share with them God's love and to develop life-long habits of praise to Him.

St. Thomas teachers understand the need to develop the whole child. We offer a challenging academic curriculum that prepares our students for success in later grades. The faculty stresses developmental readiness at every level. We also teach organizational and study skills that set our students apart. St. Thomas offers enrichment classes in Spanish, computer, art, music, health, Bible, and physical education that broaden the students' experiences. Our students also enjoy the benefits of learning outside the confines of the classroom by going on several field trips a year as well as by utilizing the school's outdoor resources. Students and parents alike have the opportunity to enroll in a variety of classes as part of the after school enrichment program. In addition to the academic program, students also learn how to keep a daily planner, manage time, and study in ways that are effective for them.

Besides academic training, the students of St. Thomas also gain spiritual awareness through daily chapel, Bible lessons, and service opportunities. We adhere to the Episcopal Church's tradition of seeking to understand others in order to live in harmony with them and demonstrate God's love for them in a nonjudgmental manner.

Part of the development program at St. Thomas includes helping our students understand their roles in the world around them. We encourage planned giving opportunities through the Matthew 25 program as well as through other opportunities that may arise. We teach the importance of showing simple acts of kindness, such as holding doors open or sharing the sidewalk, as a way of respecting others. We expect our students to demonstrate excellent manners and to take pride in their school by keeping it clean.

Living lives of excellence means we address the developmental needs of our students. It also means we pay attention to the small details that set our students apart. Above all, it means we make every effort to help the children in our care know the love that their Savior has for them.

## **Non-Discriminatory Policy**

St. Thomas Episcopal School is open to all qualified students of any race, color, religion, nationality, or ethnic origin. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of educational policies, admission policies, or financial aid programs.

### **Admission**

#### **Student Application Procedures and Guidelines**

**All students must reapply for admission annually.** Priority will be given to returning students only during specified re-registration dates. After the close of the re-registration period, returning students will lose their priority status, unless during the re-registration dates, the school is advised in writing of extenuating circumstances and agrees to extend priority status. Students will be processed in the following order:

- Currently enrolled students
- Siblings of currently enrolled students
- Parishioners of St. Thomas Episcopal Church who have been active for 6 months or longer.
- New applicants

Re-registration begins in January.

Information about Open Houses and Admissions can be obtained by contacting the school office.

#### **Specific Admissions Requirements**

According to state law, the school **must** have these forms in hand before any child will be allowed to attend class:

- A completed medical emergency form
- A health record form signed by a physician that includes a current vaccination and immunization record.
- A copy of a birth certificate must be submitted for each new student.

Students, who are four years of age and older, are required by state law to have vision and hearing screenings. The school offers free vision and hearing screenings annually in the fall semester.

In addition to state law requirements, St. Thomas Episcopal School requires:

- Report cards from all previously attended schools.
- Results from previously taken standardized tests.

- Permission to contact previous teachers and administrators.
- An evaluation to determine appropriate placement.
- Personal interview and/or classroom visit.

St. Thomas Episcopal School follows the Texas state school age requirements for admission to preschool and kindergarten. September 1<sup>st</sup> is the cutoff date assigned by Texas law to determine eligibility for enrollment.

Preschool children must be toilet trained as a requirement for admission. Parents of a student who demonstrates consistent problems will be asked to keep their child home until toilet training is completed.

### **Admission Decisions**

The head of school will make the final decision for acceptance. The St. Thomas educational program is designed for a diverse student population with respect to pace and style of learning. Modifications in the presentation of curriculum are made in response to individual student's readiness, overall maturation, and personal learning needs.

While St. Thomas serves a diverse student population, we recognize that some students have learning and/or behavioral-guidance needs that may exceed the resources of the school. For this reason, St. Thomas reserves the right to evaluate all new students prior to admission to determine their chances for success in the school.

All students at St. Thomas are expected to exhibit age-appropriate respect toward adults, students, and the physical learning environment. It is normal for students to err on occasion, and faculty and staff will handle such isolated incidents promptly and respectfully. Students who exhibit persistent patterns of disruptive or disrespectful behavior that are judged to be harmful to others or degrading to the learning atmosphere will not be allowed to remain at St. Thomas.

The issuance of a student enrollment contract will signify admission. Enrollment contracts must be signed and returned to the school office within 15 days of the issuance date. The tuition deposit must accompany the signed contract. The tuition insurance (if tuition is paid monthly) is due with the first month's tuition.

### **Financial Aid**

Financial aid applications will not be considered as a factor in admission decisions. Applicants for financial aid must have already completed the application process and have paid the \$75.00 nonrefundable application fee. Applications for financial aid must be completed and submitted at the time of re-registration or admission. Please contact the school office for information, forms, and procedures regarding financial aid.

## **Attendance**

### **Absences and Tardies**

Regular and punctual attendance is important for your child's successful progress and growth. **Texas law requires** elementary age children to attend school. Parents are asked to notify the school office before 8:30 a.m. when their child must be absent.

Upon returning from an absence, elementary students (kindergarten – 5<sup>th</sup> grades) must bring a written statement, signed by a parent or guardian, explaining the reason for the absence or a medical note from the doctor in case of illness.

Elementary students will have one school day for every day they were absent to make up work.

### **Arrival and Departure**

**School begins at 8:00 a.m. Students may enter the building at 7:55 a.m. Students dropped off in carpool will be brought into the building at that time. Any student not in the building at 8:00 a.m. will be considered tardy.** Parents must bring students to the office to acquire a late pass and then proceed to walk their children to class. Students are considered tardy if they arrive after 8:00 a.m. and before 10:00 a.m. but still meet the criteria for being present at least ½ day. *Students who are tardy may miss important class work which may affect their grades. Excessive tardiness may adversely affect a student's acceptance to other private schools.*

**School ends for elementary school students at 3:00 p.m. Preschool dismissal is at 11:45 a.m. for ½ day students and 3:00 p.m. for full day students. Parents of carpool students left after 3:10 p.m. will be charged an Extended Care drop in fee.**

### **Permit to Leave School**

Children are released only to their parents or other persons approved by their parents and listed on the release form in the office. If your child will be picked up by someone not on your list, you must call the office or send a note to your child's teacher. School staff will ask for a photo I. D. for any person not previously on your pick up list. If there are additions or deletions, please make changes in the school office. Please notify the school office if your child needs to leave early. Parents may pick up children in the school office.

## **Extended Care**

Extended hours of care are available in the mornings from 7:00 a.m. – 8:00 a.m. and in the afternoon from 3:00 p.m. – 6:00 p.m. with availability Monday through Friday. **If you are registered for Extended Care on a monthly basis your place is secured.** Early Childhood students have the option of extending their day. If a student is registered for a morning class, additional time may be added from 12:00 noon – 3:00 p.m.

### **All students arriving for care before 7:45 a.m. must be signed in by their parent.**

Fees are as follows: Monthly fee schedules are available through the business office. Students may be registered by having it added to their contract. **All changes must be processed directly through the business office.**

**Drop-ins are accepted on a space available basis. Please notify the office ahead of time.**

Drop-in fees:	7:00 a.m. – 8:00 a.m.	\$5.00
	12:00 noon – 3:00 p.m.	\$20.00
	3:00 p.m. – 6:00 p.m.	\$20:00

Payment is due to the business office on the day the service is used.

**Late pick up:** If parents arrive after 3:15 p.m., students will be in the Extended Care Program and the child must be signed out with the Extended Care teacher. Parents will be assessed a drop-in fee for the afternoon. **If parents arrive after 6:00 p.m., a fee of \$1.00 per minute will be assessed.**

## **Birthdays**

St. Thomas celebrates the life and birth of all students and staff during the school year with a special blessing in Chapel. Arrangements may be made with the teacher about setting a date to celebrate the child's summer birthday. If you wish to provide a special birthday snack for your child's class, please contact the teacher ahead of time. Cakes are difficult to manage, but cupcakes work great! For students in preschool, your child's turn to bring snacks will fall on or close to his/her special day.

We have a special St. Thomas tradition where a child donates a book to the school library on his/her birthday during Chapel. Our school librarian keeps a wish list of suggested titles as well as some carefully selected books to help you avoid duplication and to save time.

**Birthday party invitations may be sent through backpack mail if all of the students in the class are being invited. Birthday gifts and thank you cards may not be**

**brought to school unless all of the students in the class were invited to the party. All invitations must be given to the teacher for distribution.**

## **Cell Phones**

Students are not to use cell phones while on school property during school hours (7:45-6:00) and on field trips without faculty permission. School personnel reserve the right to ban cell phones while on school trips. Students who violate this policy risk having their phones confiscated.

## **Change of Address, Phone, or Employment**

Notify the school office immediately of any changes to student address and/or phone number, parent employment address, and/or phone number, and cell phone number. Complete and current school records ensure that we are able to reach parents promptly should an emergency arise.

## **Communications**

**The school office is open from 8:00—6:00 p.m. (210)494-3509. Messages may be left on the office voice mail (ext. 210 if office staff is on the other line or out of the office when you call. You may also fax us at (210) 494-0678. The school website is [www.stthomasschoolsatx.com](http://www.stthomasschoolsatx.com).**

### **Incident Weather/Emergencies**

Weather conditions or emergencies may occur which make it necessary for us to close the school. Television stations in San Antonio will carry school closings or changes in starting and ending times. St. Thomas typically follows Northeast (NEISD) school district for school closings.

KMOL (Channel 4) NBC

KENS (Channel 5) CBS

KSAT (Channel 12) ABC

As required by Texas law, St. Thomas adheres in all fire, safety and health school and building requirements and participates in fire and safety drills monthly.

### **Backpack Mail**

School papers, tuition envelopes, calendars, announcements, newsletters and notices are sent home in your child's backpack or book bag. Your child's teacher will inform you of procedures at the beginning of the year. Please check your child's book bag or backpack daily. All important documents will be mailed directly to the home address we have on

file. The school website will also offer important information about upcoming events and ways to contact your child's teacher.

**Classroom teachers may agree to send party invitations home via backpack mail only if every child in the class receives an invitation.**

We are constantly striving to keep parents informed of the daily events in the life of our school as well as the exciting extras that make St. Thomas so special. The newsletter of St. Thomas Episcopal Church is also sent home to families monthly to keep parents informed of services and special events.

*Preschool* students will be issued a St. Thomas school bag when they enter St. Thomas. The cost is \$10.00. Elementary students may bring their own backpacks.

### **Conferences/Progress Reports**

Throughout the year, communication between home and school will be a part of building your child's continuing success. There will be one mandatory conference period in the fall and an optional one in the spring. Progress reports for elementary students are sent midterm of each marking period as needed.

Informal progress reports from teachers concerning academic, social, or any other area needing attention may be sent home at any time. For preschoolers, formal reporting will be accomplished with a combination of parent/teacher conferences and a written report.

Parents of preschool children will receive a written report at the end of the first nine weeks during the mandatory conference. A second written report will be sent home at the end of the school year. Parents are encouraged to request a conference as the need arises.

Teachers of children in kindergarten will use a system of conferences and written evaluations. At the end of the 1<sup>st</sup> nine weeks a conference and a written report will be the method of evaluation used. A written report card, and possibly a conference, will be used for the remaining grading periods of the year.

Children in first grade will receive narrative grades for academic and citizenship reports.

Children in 2<sup>nd</sup> – 5<sup>th</sup> grades will receive a combination of narrative and numeric grades for academic reports as well as citizenship reports. At the end of the 1<sup>st</sup> nine weeks a conference and a written report card will be the method of evaluation used. A written report card, with the possibility of a conference will be used for the remaining grading periods of the year. A conference may be indicated and called for by either the parent or teacher at any time.

If you have comments or questions about any aspect of your child's day at St. Thomas, we encourage you to contact your child's teacher to arrange a conference time. The head of school is also available by appointment to discuss any unresolved issues or challenges.

# **Behavior Management**

St. Thomas Episcopal School is committed to providing educational excellence in a positive setting. Appropriate behavior and a courteous attitude toward teachers, staff, parents, and other students are expected at all times. If discipline for misbehavior becomes necessary, it will be handled in a fair and positive manner. Disciplinary action will involve teaching students to use decision-making skills effectively and to accept ownership of their behavior. Parents will be notified of their child's behavior and the steps taken to correct it.

## **Disciplinary Procedure**

- Most disciplinary procedures will be addressed by the teacher.
- In the event that the undesired behavior does not cease, the teacher will contact the head of school. A plan will then be developed to help the student recognize his/her behavioral issue and replace it with appropriate behavior.
- Should the undesired behavior continue, a conference with the child, his/ her parents, the teacher, and the head of school will be held to determine further actions.

## **Lunchroom Behavior**

Students are expected to keep their areas clean in the lunchroom. Every student will be expected to throw away his/her own trash.

## **School Sponsored Trips**

Students will have opportunities to represent St. Thomas on numerous school sponsored trips. For this reason, they are expected to exhibit superb behavior. Misconduct that occurs on such a trip will, upon the student's return to school, result in disciplinary action above any steps taken to redirect the student while on the trip.

## **Illegal Substance/Items Policy**

Students who bring illegal substances or illegal items such as, but not limited to guns, knives, needles, or other potential weapons, will be brought to the head of school for immediate disciplinary action. Such action could include suspension or expulsion.

## Grading Policy

In order to be consistent in our grading, the following alpha/numeric/narrative codes are used:

### FIRST GRADE – FIFTH GRADE

CODES	NARRATIVE	SCALE POINT	ALPHA
E =	Excellent	90 – 100	A
G =	Good	80 – 89	B
S =	Satisfactory	75 – 79	C
N =	Needs Improvement	70 – 74	D
U =	Unsatisfactory	Below 70	F

### KINDERGARTEN

E =	Excellent effort and achievement
S =	Satisfactory effort and achievement
N =	Needs more time

## Homework Policy

Homework should be given on a regular basis in most of the subject areas. Some approximate times for homework are:

Kindergarten -	10 – 15 minutes a night
1 <sup>st</sup> Grade -	15 – 20 minutes a night
2 <sup>nd</sup> Grade -	20 – 30 minutes a night
3 <sup>rd</sup> Grade -	30 – 40 minutes a night
4 <sup>th</sup> Grade -	40 – 50 minutes a night
5 <sup>th</sup> Grade	50 – 60 minutes a night

## Standardized Testing

Students in 1<sup>st</sup> through 5<sup>th</sup> grades are given the ITBS (Iowa Test of Basic Skills) each spring. Students in 2<sup>nd</sup> and 4<sup>th</sup> grades are also given the CoGAT (Cognitive Abilities Test).

## Health

St. Thomas Episcopal School is required by the Texas Department of Protective and Regulatory Services to have on file an updated health certificate, signed by the child's physician, and an emergency form.

Children who are ill may NOT be sent to school. Children exhibiting a rash, vomiting, elevated (above 100 degrees) temperature, any signs of a contagious disease, or other symptoms must remain at home. Children may not return to school until after they have been well for 24 hours or have a medical release from a doctor. If your child becomes ill with a communicable disease, please contact the school immediately so that we may notify other parents.

Children at school are expected to follow the full program and outdoor play.

### Medications

Medications will be administered to a child only under the following conditions:

1. Medications must be in the original prescription bottle with the label intact. Pharmacies will provide extra bottles on request.
2. Instructions must be written on school forms including the date and time to be administered and signed by the parent/guardian.
3. Outdated medication will be disposed of if not claimed by parents.
4. Parents must walk the medication in to the school nurse. **PLEASE DO NOT SEND ANY MEDICATIONS IN SCHOOL BAGS.**
5. We strongly encourage parents of children with allergies or asthma to leave Epipens, asthma treatment materials, and inhalers with the school personnel.
6. Medications must be approved by the FDA and prescribed by a physician licensed to practice in the state of Texas.

**Student records for medications dispensed will be kept in student files.**

### Pesticides

STES has a policy to provide guidelines for the application of pesticides in those areas where school children, parents, and faculty have access. Adherence to these guidelines will preclude human exposure to the effects of pesticides. Companies applying pesticides will only use pesticides approved by the Texas Department of Education and only trained personnel will apply pesticides. Pesticides will be applied so that students will not be exposed to residual chemicals.

## **Physical Education**

If a student must miss physical education activities, a note signed by a parent or guardian is required. If the excuse is for more than 3 days, a statement from a medical doctor is required.

## **Vision and Hearing Screening/Diabetes Screening**

Chapter 36 of the Texas Health and Safety Code requires that all children enrolled for the first time in any public, private, parochial or denominational school, or Texas Department of Protective and Regulatory Services licensed childcare facility in Texas, or who meet certain grade criteria (specified below), must be screened or have a professional examination for possible vision and hearing problems. In the latter case, proof of professional examination must be in our files.

Vision and hearing screening is provided in the fall for all 4 year olds, kindergarten, 1<sup>st</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> grade students and any other first time entrants.

Texas State law mandate a screening for 1<sup>st</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> grade students for Type II diabetes. This will be performed during the school year.

## **Food at School**

### **Lunches**

Students may bring lunches from home or purchase them from the school lunch program.

Menus will be sent home prior to the beginning of a new month. You may make your selections at that time. Milk coupons may be ordered using the menu form or through the office. Because the school shares space with the church, we occasionally have to serve lunch in the classrooms.

Students who do not have a lunch will be given a peanut butter and jelly sandwich and the parents will be billed.

### **Snacks**

Elementary teachers prefer snacks that are individually wrapped. All donations are appreciated. All children in preschool will take turns providing a daily snack. Teachers will provide a monthly calendar in the newsletter indicating the child's turn to bring snack. PLEASE SEND NUTRITIOUS SNACKS.

The school will provide water for snack time. During the extended care portion of our program (3:00-6:00) a nutritious snack is served around 4:00 p.m.

## Field Trips

We make full use of the excellent educational, cultural, and scientific resources available in San Antonio as a way to enhance learning. We bring in special guests such as Majik Theatre, Institute of Texan Cultures, Mobile Dairy, Fire Department, etc. In addition, appropriate field trips may be planned for GOT and the elementary school. Parents will be informed in advance of all field trips. Parental permission is on file in the school office on the “Triple Release Form.” There are some extra costs associated with field trips, but they generally do not exceed \$10. Teachers will send information regarding lunch plans and proper uniform for each field trip. **Children and siblings who are not enrolled at St. Thomas are not permitted to attend field trips.**

## Fundraising

Tuition at St. Thomas funds approximately 95% of the total educational costs during the year. Our annual fund allows us to provide even more enriching, exciting programs for our children. Participation in these events provides necessary funds for various budgeted items. We have several ways to contribute to our annual fund.

- **Gala**—Normally in the spring and features dinner, live and silent auctions, children’s classroom crafts, raffle, and so much more! Don’t miss this evening of fun and fellowship! Corporate sponsorships (tables) are encouraged, as well as donations of items or services for the auctions.
- **Jeremiah Fund**—Contributions are tax deductible. Our “Jeremiah Fund” drive will take place in the fall. Parents and friends of St. Thomas are invited to partner with us through financial contributions. All annual fund supporters and volunteers are invited to special events throughout the year.
- **Others**—Book Fairs, magazine sales, yearbook pages...all of these fundraisers enhance the programs at St. Thomas.

## Library

If a library book is not returned, the librarian will send a note home that will include the book’s title and replacement cost. All books must be returned and fees paid before the end of the school or the release of transcript.

## Parent/Teacher Fellowship

One of the St. Thomas Episcopal School’s major strengths is the great interest the parents have in the success of their children’s learning experiences and ultimately, the success of the school. The Parent teacher Fellowship (PTF) is an organization made up of St. Thomas parents and teachers. These parents mobilize to staff fundraisers, work in the

library, serve as homeroom parents, organize special events, work in the school office, and so much more.

All parents are encouraged to choose several activities throughout the year that would interest them and help the school accomplish important goals. Volunteer positions are available on a one time only, daily, weekly, monthly, or seasonal basis. There is truly something for everyone.

Homeroom parents contact each family at the beginning of the year to determine which areas parents are willing to commit to volunteer hours. Virtually all St. Thomas events are staffed by and organized by parent volunteers and school staff.

## **Parent Code of Conduct**

Much of the success St. Thomas students experience is due to parental involvement. Because parents have opportunities to become personally acquainted with the school, its policies, operations, employees, other parents, and students, they need to recognize the importance of maintaining confidentiality and modeling appropriate actions and conversations with every other member of the school community. The Parent Code of Conduct is designed to promote healthy relationships within the school and to offer an effective means to resolve conflict.

- a. Conflicts that arise between students or with a classroom policy or decision should be addressed directly with the teacher first. If successful resolution is not reached in a reasonable amount of time, the Head of School should be notified either by the parent or the teacher.
- b. At no point may a parent demean or degrade a teacher either verbally or in writing.
- c. Under no circumstances may a parent approach another child in the absence of that child's parent with the intention of discussing behavioral concerns.
- d. Parents and teachers alike should maintain confidentiality regarding information about another parent's child. Any concerns should be directed to the teacher and/or child's parents and the Head of School if necessary.
- e. Parents, students, and teachers should adhere to the school's social internet media policy as described in Addendum 1 of this manual.

Failure to respond to these policies may lead to action as deemed appropriate by the Head of School, including but not limited to suspending the parent's right to be on the school campus or dismissal of the parent's child.

## **Pictures**

Individual and class pictures are taken in the fall.

## **Rest Time/Naps**

Preschool students who stay for afternoon enrichment will have a rest time. The students may bring a small beach towel or blanket for rest time. Kindergarten students will have a quiet rest time each afternoon. Please label everything.

## **Safety Patrol**

Students in the 3<sup>rd</sup> through 5<sup>th</sup> grades who exhibit qualities of good leadership and reliability will be invited to serve as members of the Safety Patrol. Traditionally, these students are used at car pool times during the morning arrival time and the afternoon dismissal to assist younger students getting in and out of cars.

## **School Board Policies**

The school board meets at 6:30 on the second Monday of every month. In the event that a regularly scheduled school board meeting falls on a school holiday, the meeting will be moved to the next available day during which the school is in session. If this second date is unavailable, board members will decide on the best available date at the previous meeting. Any member of the St. Thomas community is welcome to attend open sessions. From time to time, the board must go into executive session to discuss sensitive issues. These sessions are not open to any guests.

The school board for St. Thomas welcomes guests and encourages input from all members of the school community. To ensure that guests who wish to offer their thoughts can be heard, the board will adhere to the following policy:

- Individuals who wish to speak at a regularly scheduled board meeting must notify the board chair or the head of school by noon of the Wednesday prior to the meeting. Such a notification will make sure these individuals will be placed on the agenda.
- The board chair will set the amount of speaking time for each individual. Guests will be heard when the board chair calls on them.
- In the event that a large group of individuals who share the same concerns appears at the meeting, the board president may ask for a representative to speak for the group.

- Further discussion from guests who are not on the agenda or who have used their allotted time will be discouraged unless the board chair decides to allow their input.
- Input received from guests will be considered informational only. The school board will certainly note concerns and ideas of its guests, but it reserves the right to make decisions based on the information as it deems best.
- The board chairman reserves the right to cancel remaining speaking time of any individual whose comments become personal or otherwise unproductive.
- The board may go into executive session at any time to discuss sensitive matters including personnel issues, security devices, matters pertaining to students and/or families, issues that require legal counsel, donations or gifts to the school, and property needs.

## **Tiger Connection Community Education**

St. Thomas provides an enrichment program for our students and the surrounding community. St. Thomas students are given preference, but the program is available to the public.

Programming consists of classes which take place on a semester basis. Classes and activities such as piano, guitar, violin, voice, recorder, karate, gymnastics, ballet, tap, jazz, science, art, crafts, cake decorating, tutoring, phonemic awareness, sewing, quilting, CPR/First Aid and more are offered throughout the year.

There are three catalogs per year. Catalogs are sent home via backpack mail. You may also request one through the school office.

## **Tuition**

Tuition is due and payable at the beginning of each month. Following the initial contract payment, envelopes labeled with your child's name will be sent home with your child. At the beginning of the next month, simply return the tuition payment in that envelope. After the 10<sup>th</sup> of the month, a late fee of \$25 will be charged.

In the event there is a failure to pay the required tuition according to the previously agreed upon payment schedule, the following actions will be taken to collect funds:

1. When an account is 45 calendar days past due, the school's business manager will send a letter to parents requesting payment.
2. After 60 calendar days, the school's business manager will send a second letter requesting payment. The parents will also be required to meet with the head of school to discuss available options.
3. After 75 calendar days, the school board and head of school will discuss options for retrieving late tuition.

4. Upon receiving vestry approval, the school will pursue all available legal options to claim unpaid tuition.

## Visitors

You are welcome to visit the campus at any time. **All visitors must check in at the school office** to receive a Visitor's Badge. Please return the badge and sign out at departure. All school personnel will wear identification badges during school hours.

## Dress Code

### Preschool

Preschool students must wear clothes appropriate for a busy day. They must wear close toed and heeled shoes. For student safety, footwear that is like sandals, flip flops, and crocs are not allowed.

Students in grades K-5 are required to wear uniforms.

### Free Dress Day

The first Wednesday of each month is a free dress day. Students may wear street clothes that are appropriate for a Christian school. **They may not wear tops with spaghetti straps, show midriffs, or wear too short bottoms. They must have tennis shoes for P. E. and playground.**

### Friday Spirit Day

All K-5 students may wear Tiger tale or other St. Thomas t-shirt and nice jeans or jean shorts. Shirts are to be tucked in and uniform belts are to be worn.

### Uniforms

**Uniforms may be purchased from Dennis Uniforms on 431 Isom Rd, #101.**

#### **Boys**

Daily Uniform—Navy pants or shorts, red polo, **white undershirt (optional)** plain black belt, white crew socks (mid-calf length) all white tennis shoes\*

Dress Uniform—Navy pants, white dress shirt, navy and red striped tie (from Dennis only) with school logo, plain black belt, black shoes from Dennis, navy crew socks (mid-calf length)

#### **Girls**

Daily Uniform—Navy skort or pants, white tights with the skort for cold weather, plain black belt, midi blouse with tie, white ankle socks, all white tennis shoes\*

Dress Uniform—Dress skirt, midi blouse with tie, knee high socks or white tights, navy and white saddle oxford shoes

Dress uniforms will be worn every Tuesday in conjunction with the weekly flag ceremony, on appropriate school trips, on days when the Holy Eucharist is observed, on picture days, and on other days that may be deemed appropriate.

Cold Weather Options

Outerwear—A variety is available with the supplier and must have the embroidered school logo. A white turtleneck may be worn under the uniform shirt.

\*Daily uniform shoes may be purchased from Dennis or from another source, but must be 100% white including logos, trim, and laces.

**WRITE YOUR CHILD'S NAME ON EVERY ITEM WITH A PERMANENT MARKER.**

## **ADDENDUM 1**

### **ST. THOMAS EPISCOPAL SCHOOL SOCIAL MEDIA POLICY**

#### ***PURPOSE***

St. Thomas Episcopal School understands the importance of teachers, students and parents engaging, collaborating, learning, and sharing in the fast-moving world of the Internet and “social media” – such services as “Facebook”, “Twitter”, “Shutterfly”, Wikipedia, “blogs”, and many other online tools through which people connect and share information. With this in mind, St. Thomas Episcopal School has developed the following guidelines to provide direction for instructional employees, students and the school community when participating in online social media activities. Whether or not an employee chooses to participate in a blog, wikipedia, discussion forum, online social network or any other form of online publishing or discussion it is his or her own decision. However, to the extent that employees, faculty, parents and members of the school community represent St. Thomas Episcopal School to each other and to the wider community, participation in such social media should be done responsibly with a mind toward how both the location where one chooses to participate and the content one posts reflect on that person individually and on the School. Moreover, issues concerning the proper respect for the privacy of our students, confidentiality of sensitive information and respect for copyrights and trademarks are all important to understand before participating in an online social environment.

The St. Thomas Episcopal School social media guidelines encourage employees and students to participate in social computing and strive to create an atmosphere of trust and individual accountability, keeping in mind that information produced by St. Thomas Episcopal School, our faculty, staff, students and their parents is a reflection on the entire School community and is subject to our Acceptable Use Policy, the School’s Mission and the obligation to protect the children entrusted to us. By accessing, creating or contributing to Facebook, Twitter, blogs, discussion fora, wikis, podcasts or other social media for classroom or school use, you agree to abide by these guidelines. Please read them carefully before making use of such social media. If you have any doubts or concerns about how these guidelines apply to you or your situation, or how they might apply to some new form of social media in the future, please err on the side of caution and direct your questions and concerns to the Director the School before you make use of such media. In the online world, an ounce of prevention is worth far more than a pound of cure.

#### ***GENERAL GUIDELINES***

**Consult the employee manual and/or parent and student handbook.** Be aware that all existing policies and behavior guidelines extend to School-related activities in the online environment as well as on School premises.

**Use good judgment.** Think about the type of image that you want to convey on behalf of the School when you're posting to social networks and social media sites. Remember that what you post will be viewed and archived permanently online once you hit the "publish" button. On sites where you publicize your professional affiliation, make sure that your profile adheres to established criteria.

**Provide value.** Think about what you have to offer the community, whether it's thoughtful, relevant blog posts, newsy tweets, or homework help, and focus on providing that consistently. Look for opportunities on these social sites to offer recommendations or services to engage patrons and provide value to your community. Don't be an Internet "troll" by posting or passing along mass email forwards and urban legends (funny stories, videos, non-school photos and other "SPAM").

**Accept responsibility.** If you're wrong about something, admit it and move on. It's not the end of the world to have made a mistake, and in the long run it's better to be honest about it and apologize than to deny it or cover it up. People on the Internet are still people.

### **Copyright and Fair Use**

- Respect copyright and fair use guidelines. See <http://www.copyright.gov/fls/fl102.html>
- Hyperlinking to outside sources is recommended. Be sure not to plagiarize and give credit where it is due. If you are re-posting photos, videos, poems, music, text, artwork or other copyrightable material, take the extra step of identifying the creator of the materials to the extent reasonably possible.
- When hyperlinking to other sites and media, be sure that the content to which you are hyperlinking is appropriate and consistent with these guidelines.
- Be aware that photographs taken by professional photographers cannot be scanned and used on the internet without the photographer's permission – even if they are photos of you and for which you paid. Most photographers will charge a little extra for "digital rights" to photos.

### **Profiles and Identity**

- Remember your association and responsibility with St. Thomas Episcopal School in online social environments. If you identify yourself as a School employee, ensure your profile and related content is consistent with how you wish to present yourself with colleagues, parents, and students and consistent with the image, purpose and Mission of the School. Remember how you represent yourself online should be comparable to how you represent yourself in person.
- No identifying personal information, such as full names addresses or phone numbers should appear on blogs or wikis or other social media.
- Be cautious how you setup your profile, bio, avatar, etc. The same guidelines apply to this information as well as the substantive content you post.

- When uploading digital pictures or avatars that represent yourself make sure you select a school appropriate image. Also remember not to utilize protected images.

### **Social Bookmarking**

- Be aware that others can view the sites that you bookmark.
- Be aware of words used to *tag* or describe the bookmark.
- Be aware of URL shortening services and verify the landing site they point to before submitting a link as a bookmark.
- Attempt to link directly to a page or resource if possible as you do not control what appears on landing pages in the future.

## ***FACULTY AND STAFF GUIDELINES***

### **Blogs, Wikis, Podcasts, Digital Images & Video**

#### **Personal Responsibility**

- St. Thomas Episcopal School employees are personally responsible for the content they publish online. Be mindful that what you publish will be public for a long time—protect your privacy and that of the school, our students and their families. Once materials have been published online, they may be out of your control.
- Your online behavior should reflect the same standards of honesty, respect, and consideration that you use face-to-face and should be carried out consistent with the standards applied on school premises and in furtherance of the School’s Mission.
- When posting to a blog, discussion forum, or Twitter or Facebook account, be sure you make it clear that the information is representative of your views and opinions and not necessarily the views and opinions of St. Thomas Episcopal School. Remember that blogs, wikis, discussion groups, and podcasts are an extension of your classroom. What is inappropriate in your classroom should be deemed inappropriate online.
- The lines between public and private, personal and professional are blurred in the online world. By virtue of identifying yourself online as affiliated with St. Thomas Episcopal School, you are now connected to colleagues, students, parents and the School community. You should ensure that content associated with you is consistent with your work at the School and School’s Mission.
- Don’t participate in spreading false or unsubstantiated rumors or false information. Strive to speak the truth - and when you don’t know, sometimes saying nothing is the best choice.
- When contributing online do not post confidential student information.
- Before posting videos and photographs of students to any online forum, including Facebook, Shutterfly, a blog or any other media, notify the Director in advance of posting them, letting him or her know the content of what you intend to post,

where you intend to post it, and the identity of any St. Thomas staff, faculty or students depicted in the media. Photographs, videos and other digital content identifying St. Thomas students or their families should not be posted online without prior approval from the Director.

- Such materials should ONLY be posted to social media that provides reasonable protection against general public access and has tools in place to limit access only to identified or invited persons.
- Use of student time for social media should have an articulated and defined instructional purpose consistent with the School's Mission.

### **Disclaimers**

- St. Thomas Episcopal School employees must include disclaimers within their personal blogs and other media in which they either identify themselves or are likely to be identified as affiliated with the School that the views are their own and do not reflect on St. Thomas Episcopal School. For example, "The postings on this site are my own and don't necessarily represent St. Thomas Episcopal School positions, strategies, or opinions."
- This standard disclaimer does not by itself exempt St. Thomas Episcopal School employees from a special or personal responsibility when posting online.
- Where online media are open to content and participation (such as comments) from students and parents, teachers are encouraged to carefully review and moderate such comments or disable their use.

### **Instant Messaging**

- School employees are required to get authorization to have instant messaging programs downloaded on their school computers.
- School employees also recognize this same authorization is required for access to instant messaging programs that are available through web interfaces with no download
- Avatar images and profile information should follow the same guidelines as the above *Profiles and Identity* section
- A written request must be submitted to the Director for approval.
- When submitting a request to the Director please provide a statement identifying the program and explaining your instructional purposes for using the program.

### **Requests for Social Media Sites**

St. Thomas Episcopal School understands that technology is constantly changing and that many sites have pedagogical significance for teacher and student use.

- If you would like to request that another online site be accessible to use for teaching and learning, please submit a request to the Director for review, identifying the online tools you wish you use and your instructional purpose in using them.

- Requests will be reviewed by the Director and the School Board if necessary and these social media guidelines will be updated periodically throughout the school year as needed to keep up with emerging technologies and challenges in the online environment.
- A description should be provided of the intended use of the site and what tools on the site match your needed criteria.
- A link to the sites privacy policy should be included if possible, and printed and attached to your request if reasonably feasible.

## **STUDENT GUIDELINES**

Due to the wealth of new social media tools available to students, student products and documents have the potential to reach audiences far beyond the classroom. This translates into a greater level of responsibility and accountability for everyone. Below are guidelines students in St. Thomas Episcopal School should adhere to when using Web tools in the classroom or in any way related to classroom or School activities.

Also understand that as a St. Thomas student you represent the School even when you are not posting to social media during class time, and you should follow these guidelines anytime you post material that could identify you or your relationship to the School.

1. Be aware of what you post online. Social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see.
2. Follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
3. Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone besides your teachers and parents
4. Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
5. Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources.
6. Be aware that pictures, videos, songs, and audio clips may also be protected under copyright laws. Verify you have permission to use the images, videos, songs or other clips.
7. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
8. Blog and wiki posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work be sure it is in the spirit of improving the writing.

9. If you run across inappropriate material that makes you feel uncomfortable, or is not respectful, tell your teacher right away.
10. Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or access to future use of online tools.

## **PARENT GUIDELINES**

Classroom blogs and other social media are powerful tools that open up communication between students, parents, and teachers. This kind of communication and collaboration can have a huge impact on learning. St. Thomas Episcopal School encourages parents to participate in such projects when appropriate, but requests that Parents act responsibly and respectfully at all times, understanding that their conduct not only reflects on the School community, but will be a model for our students as well.

### **Parents should adhere to the following guidelines:**

Parents should expect communication from teachers prior to their child's involvement in any project using online social media applications, i.e., blogs, wikis, podcast, discussion forums, etc.

1. Parents will be asked to sign a release form for students when teachers set up social media activities for classroom use.
2. Parents will not attempt to destroy or harm any information online.
3. Parents will not use classroom social media sites for any illegal activity, including violation of data privacy laws.
4. Parents are highly encouraged to read and/or participate in social media projects.
5. Parents should not distribute any information that might be deemed personal about other students participating in the social media project.
6. Parents should not upload or include any information that does not also meet the student guidelines above.

## **ADDENDUM 2**

### Head Lice Policy

According to Texas law, a child must be sent home from school if live lice are found in his/her hair. The child will be allowed to return to school after one FDA approved medicated treatment or if the child brings a note from a physician stating the child has been treated and cleared. Children who may nits, or lice eggs, even in the absence of live lice need to be kept home until treatment has been completed or the child has a physician's note.