



St. Thomas Episcopal School

Parent and Student Guide 2021-2022



Tiger Pride



**Positive Attitude
Respectful Behavior
Integrity
Driven to Excellence
Empowered by Christ**

Revised 8/22/2021

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ABOUT US

- School Days are 8:00 a.m. - 3:00p.m. with half day students leaving at 11:45a.m.
- Morning Care is offered Tues, Wed, Thurs from 7am - 7:55am
- After School Extended Care is Monday-Friday 3:00pm - 5:30pm
- Our School Year Calendar (a separate document) runs classes from Mid-August through May

Contact Information

1416 North Loop 1604 East
San Antonio, TX 78258
(210) 494-3509 Main school office
(210) 494-3678 (fax)

- School office is open from 7:40—4:00 p.m. (Afterschool staff until 5:30)
- Messages may be left on the office voicemail
- School website is www.stes1604.org
- If you email teachers, please allow 24 hours for a response (business days only).
- You are welcome to schedule an appointment with the head of school by contacting the school office at the above number.



Our Mission



St. Thomas is an inclusive faith-based community that empowers children to develop critical minds, caring hearts, and ethical foundations for academic excellence and spiritual growth.

School Values

St. Thomas Episcopal Church and School promotes an inclusive community that respects, understands and celebrates the value of diversity in its student body, faculty and staff. The church and school believe that while we are all different, we are one body, one family, and we share in the gift of being made in God's image. We welcome students and families from a variety of backgrounds, faith-traditions, and seek to foster cultural proficiency through modeling the Church's mission to honor God and bless others.

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 an academic curriculum that prepares our students for success in later grades. The faculty stresses developmental readiness at every level. The school strives to incorporate modern technology as a tool to promote student engagement. Our students also enjoy the benefits of learning outside the confines of the classroom by exploring the 11 acre campus.

Part of the development program at St. Thomas includes helping our students understand their roles in the world around them. Children learn about empathy through planned giving opportunities such as the Matthew 25 program as well as through other teachable moments that occur daily in the classroom. We teach the importance of showing simple acts of kindness, such as greeting others or sharing the sidewalk, as a way of respecting others. Learning habits such as shaking hands when greeting an adult, making eye contact when conversing, and responding to adult requests with "Yes, ma'am" or "Yes, sir". Adults in the school model positive relationships, and we work with students to learn to interact with each other in a positive manner.

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.

Accreditations

The Southwestern Association of Episcopal Schools, an accrediting organization approved by the Texas Private School Accreditation Commission and recognized by the Texas Education Agency, the Commissioner of Education and the National Association of Independent Schools, accredits St. Thomas Episcopal School. SAES offers support and monitors the standards and practices of the school.

What is the relationship of the School to St. Thomas Episcopal Church?

St. Thomas Episcopal School provides a Christian education program as an important outreach of the church. Everything about the school, from worship and religious teaching to curriculum, and administration must accord with the mission of the Church and be subject to the Constitution and Canons of the Episcopal Diocese. While the school welcomes students who are not Episcopalian, such desired diversity within the school cannot alter its mission or its ownership.

School Board Policies

The school board meets monthly during the school year. Any member of the St. Thomas community is welcome to attend open sessions, but should first call to schedule time to speak to the board and give background information prior to the meeting. Many discussions of the school board are closed sessions due to the sensitive nature of discussion.

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.

ACADEMIC LIFE

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

Information about Admissions can be obtained by contacting the school office or on our website.

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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.
- Additionally, students with allergy, medical, or educational needs must complete an action plan for services. The director will determine if the school is able to meet the needs of the student. A physician must approve the allergy/medical plan. Educational plans must include outside testing and recommendations from a qualified specialist.

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

- An evaluation to determine appropriate placement by scheduling a visit with the head of school and the classrooms.
- Family conversations and classroom visits.

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

Preschool children must be toilet trained as a requirement for admission in the three-year and older classrooms. 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 developmentally appropriate 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

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insurance (if tuition is paid monthly) is due by the last day of August or within the first 15 days of starting school.

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.

Tuition

Tuition is due and payable at the beginning of each month. All tuition payments are processed as ACH or credit card withdrawals through the Brightwheel app on the 1st of each month. Incidental charges, i.e. drop-in extended care, spirit wear, are also charged through Brightwheel and are due within 10 days of the charge.

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 30 calendar days past due, the school's business manager will send a letter to parents requesting payment.
2. After 45 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 60 calendar days, the school board and head of school will discuss options for retrieving late tuition, the student(s) will not be allowed to return to school until past due balance has been paid or payment plan has been decided upon.
4. Upon receiving vestry approval, the school will pursue all available legal options to claim unpaid tuition.

Attendance

Absences

Regular and punctual attendance is important for your child's successful progress and growth. Parents are asked to notify the school office before 8:20 a.m. when their child must be absent.

Arrival and Departure

School begins at 8:00 a.m. Students may enter the building at 7:55 a.m.

Preschool dismissal is at 11:45 a.m. and 2:45 p.m. Parents have until 3:00 to pick up before being charged for Extended Care drop in fee.

Preschool parents must arrive prior to 8:20 for the side door entrance. To enter after that time, please use the buzzer on the metal perimeter gates. You will be met at the double doors for health screening and for staff to escort the child to class.

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Permit to Leave School/Authorized Pick up Persons

Children are released only to their parents or other persons approved by their parents and listed in the Brightwheel app. Parents can edit that information as needed. If someone is not on your list to pick up your child, you must send a note to your child's teacher. School staff will ask for a photo I. D. for any person not previously on the child's pick up list. Please notify the school office if your child needs to leave early. All approved pickups names and contact information are located in the Brightwheel app.

Drop-off and Pick-Up

Drop-off is 7:55-8:20am

- When using morning care 7:00-7:55, parents are required to use their personal code on the side door and then walk the student into the designated Morning Care room. Please log them into the Brightwheel app.
- Parents and students are not permitted to enter the school building before 7:55 unless they have a scheduled appointment with an administrator or teacher.

Pick-up is 11:45-12 or 2:45-3:00

- For pick-up parents may choose to park in designated areas and walk up to pick up their child/children.
- Staff will notify teachers which student is leaving via walkie talkie or in person. Staff/teachers will escort students to their approved pickup adult.
- When utilizing after school care, parents are required to message on Brightwheel that you have arrived and a staff member will walk your student to the car.

Extended Care

Extended hours of care are available in the mornings from 7:00 a.m. – 7:55 a.m. on Tuesdays, Wednesdays, Thursdays and in the afternoon from 3:00 p.m. – 5:30 p.m. with availability Monday through Friday. **If you are registered for Extended Care on a monthly basis your place is secured.**

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 school office.**

Drop-ins are accepted on a space available basis. Please notify the office ahead of time. Drop in care from 11:45 to 3:00 must be arranged with the office, not the teacher. Only the office can approve drop in care to ensure proper staff supervision.

Drop-in fees: 7:00 a.m. – 8:00 a.m.	\$10.00 (based on availability)
11:45 a.m. – 3:00 p.m.	\$45.00 (based on availability)
3:00 p.m. – 5:30 p.m.	\$35.00 (based on availability)

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Late pick up:

If parents arrive after 3:00 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 5:30 p.m., a fee of \$1.00 per minute will be assessed.

Dress Code

Preschool

Preschool students must wear clothes appropriate for a busy day and for the current season. Usually students in preschool will have art lessons and will have active play on the playground. Students must wear closed-back and close-toed shoes with rubber soles. For student safety, footwear such as sandals and flip-flops are not allowed. Although we do not have a hair policy for preschool, if the teacher determines that the hairstyle is a distraction STES reserves the right to conference with the parents to reach a resolution.

Cold Weather Recommendations

We will be going outside to the playground as long as the weather is above 40 degrees. Please ensure that your child has the appropriate outerwear for the weather conditions (jackets, mittens, and hat).

Write Your Child's Name On Every Item

UNIFORM POLICY

BOYS:

PreK 4 and GOT

Daily Uniform:

Navy pants or navy shorts.

M/T/TH

Red Polo

Any socks and any tennis shoes

Dress Uniform:

PreK 4 - GOT

Wednesday

Navy pants or shorts

Blue oxford shirt

Any socks and any tennis shoes

GIRLS:

PreK 4 and GOT

Daily Uniform:

Navy skort with cold weather option of navy tights

M/T/TH

Navy pants or shorts with red polo

Navy knit dress with shorts underneath

Any socks and any tennis shoes

Hair Adornments within reason and not distracting

Dress Uniform:

PreK 4 - GOT

Wednesday

Uniform jumper (with shorts underneath)

Any socks and any tennis shoes

Hair adornments – matching uniform pieces only

FRIDAYS:

Tiger Tee shirt purchased from St. Thomas or any other St. Thomas shirt.

Appropriate closed-toed comfortable shoes should be worn.

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Accessories:

- Backpacks, lunch boxes and other school supplies should reflect positive Christian principles
- Jewelry should not be excessive. It should not draw attention or be distracting.

Lost and Found

All lost and found items will be placed in a container in the School Office. Items of significant value will be held at the office. Please ensure that you label your child's name on everything brought to school. All lost and found items not claimed will be given to charity at the end of the year.

TIGER LIFE

Chapel

St. Thomas Episcopal School is firmly rooted in living out its Christian faith and Episcopal identity and traditions. Religious services and practices are significant to the School's daily program. To many, it is this characteristic which gives the school much of its special strength. St. Thomas is a school community that honors, celebrates, and worships God as the center of life. Parents are invited to join the chapel services and worship with us.

Weekly Chapel is held for our Preschool on Wednesdays at 9:15am. This service is designed for young children.

Student Participation

One of the many benefits of the Chapel program is its development of student leadership. All ages of students are included in carrying the cross (crucifers).

Chapel Etiquette

All members of the community are to enter the Chapel respectfully so that our preparation for worship may allow for reflection. Chapel is our time of the week to gather as people of faith in prayer, song, and reflection on the biblical writings of the Old and New Testaments. Chapel is mandatory for all students and teachers.

Positive Behavior Management System: Tiger Pride

St. Thomas Episcopal School is committed to providing educational excellence in a positive setting. All students will receive instruction on expected behaviors in the classroom, chapel, hallways, playing and during outdoor learning. Modeling and frequent review of behavior expectations will occur often during the year.

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

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fair and positive manner. Disciplinary action will involve teaching students to use decision-making skills effectively and to accept ownership of their behavior. Parents are an important part of the discipline process at the school.

Additionally, we promote a peaceful playground approach to social interactions at school. The teachers will model positive interactions with others, and students will be taught explicit social skills for handling conflicts. Because we are a peaceful playground, toy guns and other toy weapons will not be permitted on campus; teachers will discourage students from “shooting” with pretend guns as well. Teachers and staff will also encourage children through play to use a target and how using a target can sharpen our skills that we could use later in life. Spoken threats such as “shooting someone”, even if the child is just playing, will be followed by a conference with the child and the head of school. In this modern age of school violence, we will encourage students to refrain from making remarks related to threats against the school and others.

Prohibited behaviors:

The following behaviors are subject to Administrative Disciplinary Plan during school hours, on school grounds and at any school related activity, function, or event. Students may be referred to the office for the following:

- Bullying, fighting, intimidation, harassment, physical/verbal assault
- Destruction of school property
- Dishonesty
- Dangerous, reckless or disruptive behavior
- Inappropriate physical or sexual contact
- Inappropriate use of Internet or electronics
- Offensive gestures
- Possession of profane material
- Possession of tobacco products
- Possessing, handling, displaying, or transporting fireworks, guns, knives, needles, or other weapon-like objects
- Possession or use of illegal substances at school or school sponsored activities
- Profanity or vulgarity
- Public displays of affection
- Repeated misconduct or pattern of misbehavior
- Verbal disrespect
- Misuse or abuse of technology equipment
- Other infractions unbecoming a Christian

Any of the following prohibited behaviors listed above may result in: in-house suspension, home suspension, or expulsion from school

Statement on Bullying

Not all unpleasant interactions between students are bullying. Along the way, many learning opportunities occur. The teachers and director of St. Thomas work with students to learn how to

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get along well with others. All children make mistakes, and students tend to see situations from their perspective.

At St. Thomas bullying is defined as: Behaviors that exhibits consistent patterns of physical violence, taunting, teasing, making fun of others, laughing at others, intimidation, rumor spreading, alliance building, bossiness, exclusion, isolation and secret-telling to harm others. Neither behaviors considered by staff to be bullying nor relational aggression is not tolerated at STES. STES has a zero tolerance policy that is punishable up to and including separation from school.

Teachers are able to view situations more objectively than students. If you believe your child is having social problems at school, please contact the teacher. The teacher may have a greater understanding of the situation or may not be aware of some situations.

Discipline and Guidance Policy for STES

Additional copy is in the back of this handbook to be signed and returned to the office)

- Discipline must be:
 - Individualized and consistent for each child;
 - Appropriate to the child's level of understanding; and
 - Directed toward teaching the child acceptable behavior and self-control.
- A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, self-direction, which include at least the following:
 - Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
 - Reminding a child of behavior expectations daily by using clear, positive statements;
 - Redirecting behavior using positive statements; and
 - Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age. encounter after an incident.
- There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:
 - Corporal punishment or threats of corporal punishment;
 - Punishment associated with food, naps, or toilet training;
 - Pinching, shaking, or biting a child;
 - Hitting a child with a hand or instrument;
 - Putting anything in or on a child's mouth;
 - Humiliating, ridiculing, rejecting, or yelling at a child;
 - Subjecting a child to harsh, abusive, or profane language;
 - Placing a child in a locked or dark room, bathroom or closet with the door closed; and
 - Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

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We encourage good conduct with a minimum of authoritative discipline. Time out is our preferred form of discipline if a child does not respond to verbal encouragement. If a teacher has continued behavioral problems with a child, a parent conference will be scheduled. The Director and teacher will work with the parent to attempt to improve matters, but if a child does not conform to basic rules in a reasonable length of time, he or she may be asked to withdraw from the program.

Preschool Biting Policy

Biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common between thirteen and twenty-four months of age, but can continue through preschool. The safety of the children in our preschool is our primary concern. The school's biting policy addresses the actions the staff will take if a biting incident occurs.

Toddlers bite other toddlers for many different reasons. A child might be teething or overly tired and frustrated. He or she might be experimenting or trying to get the attention of the teacher or his peers. Toddlers have poor verbal skills and are impulsive with little self-control. Sometimes biting occurs for no apparent reason. The classroom teacher will encourage the children to "use their words" if they become angry or frustrated. The staff members will maintain a close and constant supervision of the children at all times.

The following steps will be taken if a biting incident occurs at our school:

- The biting will be interrupted with a firm "No...we don't bite people!"
- Staff will stay calm and will not overreact.
- The bitten child will be comforted.
- The biter may sit in "time out" if this is a recurring problem for no more than one minute per year old
- Staff will remove the biter from the situation. The biter will be given something to do that is satisfying.
- The wound of the bitten child shall be assessed and cleansed with soap and
- water and ice applied.
- The parents of both children will be notified of the biting incident. We will make an accident report of the incident. The Head of School will be notified.
- Confidentiality of all children involved will be maintained.
- The bitten area should continue to be observed by parents and staff for signs of infection.

If the biting problem does not cease, a child may be sent home at the discretion of the school. A conference with the parents to solve the biting issue will follow.

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 time for parent/teacher conferences during the school year to review growth and progress. Informal progress reports from teachers concerning academic, social, or any other area needing attention may be sent home at any time. Formal

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reporting will be accomplished with a combination of parent/teacher conferences and a written report.

Parents of preschool children will receive a written report during the scheduled 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.

Visitors

As of the school opening on (8/18/2021) visitors are limited on campus. If you need to reach the school in person during the day please buzz in at the gates and a staff member will meet you at the main double doors to assist you.

Once allowed in the building, all visitors must check in at the school office to receive a Visitor's Badge. Please sign out at departure. All school personnel will wear identification badges during school hours. Adults on campus will be sent to the office by school personnel to sign in and receive a badge. Please do not proceed to your child's classroom.

Food at School

Food Allergies on Campus

St. Thomas considers the safety of its students the number one priority. Because we have students who have food allergies, we will request all parents to provide information about their child's allergies prior to attending school with all registration paperwork or as soon as an allergy is detected. The school and teachers will inform individual classrooms if there are any foods that need to be avoided. Food brought into the school for classroom distribution should have ingredient information provided with it. Store-bought foods must have the ingredient label attached.

Snacks

Please send a daily snack with your child that supports proper nutrition. Snacks should provide energy for children to complete their morning with success. Please send a daily snack for your child with a refillable water bottle.

The school will provide water throughout the day. During the extended care portion of our program (3:00-5:30) a nutritious snack is served.

Birthdays

St. Thomas celebrates the life and birth of all students and staff during the school year with a special blessing in Chapel. Summer birthdays will be celebrated during the year and scheduled with your child's teacher.

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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 keeps a wish list on Amazon of suggested titles as well as some carefully selected books to help avoid duplication and to save time.

Birthday Celebrations:

- Students may celebrate their birthdays with a special snack in the classroom or outside on the playground deck (weather permitting). Please speak to the classroom teacher at least 48 hours prior to the date celebrating to make necessary arrangements. This time will also support students with allergies time to plan an alternative.
- No “parties” are permitted in the classroom for birthdays. Celebrations are for the child’s class only. Please do not send treats for other classes.
- Treats should be individual store bought treats that do not require refrigeration or preparation are permitted or preferred. It is good to send napkins or plates for the snack. Items like- fruit snacks, 2 packs of oreos, individually wrapped mini cakes, etc.
- Invitations to home birthday parties are to be mailed unless all boys and/or girls in the class are invited. This helps maintain positive emotional support among the children.

We do not allow birthday grams...balloons, flowers, clowns, etc. The school will not deliver nor direct such items or people to the classroom. We also do not permit “parties” in the classroom for birthday celebrations.

Health

STES Student Illness Policy

Maintaining a safe and healthy environment is of utmost importance at St. Thomas. Some illnesses require a child to be absent from school to prevent the spread of infection to other children on campus and to allow the child time to rest, recover, and be treated for the illness. Adherence to the guidelines of this policy are mandatory. If a student arrives at school with symptoms, or begins to show symptoms during the school day, a parent/guardian will be contacted and asked to pick up their child as soon as possible. If your child is diagnosed with any communicable disease, please notify the school office so that it can take the appropriate steps to protect its students and staff.

Children will not be allowed to attend school if they have anything contagious, such as but not limited to the following:

- **STREP THROAT:** May return after 24 hours of antibiotic treatment and no fever for 24 hours
- **CONJUNCTIVITIS (pink eye):** May return 24 hours after treatment begins and eyes are free of discharge
- **VOMITING AND DIARRHEA:** May return 48 hours after symptoms have ended and regular foods have been reintroduced without issues
- **HEAD LICE:** May return after treatment and removal of all live lice and nits from hair
- **RING WORM:** May return after treatment begins; area should be covered while in school for first 48 hours of treatment
- **IMPETIGO / STAPH / MRSA:** May return 24 hours after treatment starts; wound must be covered with dressing taped on all 4 sides

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- **COMMUNICABLE DISEASES** (such as, but not limited to - influenza, chickenpox, measles, mumps, pertussis, meningitis, mononucleosis): May return when cleared by their medical provider

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

Students with chronic health concerns: allergies and other serious conditions must be outlined and treatment detailed by the physician. In some cases, the child's doctor will be asked to meet with a staff member in order to guarantee the safety and health of the child (if there is a charge for this meeting, the parent will be responsible).

Medications: Please note, the school does not keep over-the-counter medicines in stock. Parents may send medications with a signed note that indicates frequency and dosage with completed medication form. Medicines are kept out of reach in a storage cabinet in the office.

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

1. Any medications (prescribed or over-the-counter (OTC)) must be in the original prescription bottle with the label listing the child's name and dosage 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 into the school office or classroom teacher. **PLEASE DO NOT SEND ANY MEDICATIONS IN SCHOOL BAGS.**
5. We strongly encourage parents of children with allergies or asthma to leave Epi-pens, asthma treatment materials, and inhalers with the school personnel.
6. Medications must be approved by the FDA and prescriptions must be written by a physician licensed to practice in the state of Texas.

COVID-19 Response & Exposure Protocols (Quarantining and Contact Tracing)

We will follow CDC guidelines for any students, faculty, or staff who test positive for COVID-19 and our COVID-19 Response/Exposure Protocols. These guidelines include, but not limited to, notifying the health department of a positive case, informing anyone in our community with exposure while maintaining confidentiality, and ensuring the Return to Campus Criteria (indicated below) are met before the infected individual returns to campus.

Parent Partnerships & Home Health Screenings

Deciding when and how long your child should stay home

If your child has any of the following symptoms, they might have an illness they can spread to others:

- **Temperature of 100.00 F or higher**
- **Sore throat**
- **Cough (for students with chronic cough due to allergies or asthma, a change in their cough from usual)**
- **Difficulty breathing (for students with asthma, check for a change from their baseline breathing)**
- **Diarrhea or vomiting**
- **New onset of severe headache, especially with a fever**

If your child **DOES** have any of the symptoms above, **keep them home from school:**

- Please notify your teacher and school by messaging on Brightwheel. Include your child's symptoms or diagnosis from their physician. This allows tracking patterns of illness and decision making for health reporting.
- If symptoms persist beyond 24 hours, they must have a note from their healthcare provider stating they can return to school.
- COVID-19 test is necessary if recommended by their healthcare provider.
- If COVID-19 test is negative, your student should stay home until symptoms have improved according to existing school policy as stated in the handbook, i.e., 24 hours fever free without fever-reducing medications, and 48 hours vomiting and diarrhea free.
- The school office may need to contact you for additional questions to help determine when it is safe for your child to return to school.
- The CDC has a [Coronavirus Self Checker](#) available, which may help you make decisions about seeking medical care.

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If your child **DOES NOT** have any of the symptoms above, consider whether your child needs to see a healthcare provider and be tested for COVID-19. Your child may need to be tested if they:

- Have been in close contact with someone with COVID-19 (less than 6 ft. for more than 15 cumulative minutes)
- Have taken part in activities that put them at higher risk for COVID-19 because they could not physically distance as needed
- Were asked or referred to get testing by a state, local, or territorial health department or healthcare provider

Wondering if symptoms could be COVID-19

If you have or think you might have COVID-19, it is important to stay home and away from other people. Staying away from others helps stop the spread of COVID-19. When a St. Thomas student or employee can be around others (end home isolation and return to campus) depends on different factors for different situations.

For any St. Thomas student or employee exhibiting signs or symptoms consistent with COVID-19:

- o A student or employee, and immediate household members, may be required to begin home isolation for initial assessment and observation. Out of an abundance of caution, this initial period of time is a conservative approach that allows for true illness to declare itself or for individual wellness to be confirmed. Timeframes may vary between 24-72 hours or more.
- o The family or employee will consult with the STES office to determine the appropriate course of action.
- o All students or employees who have been required to home isolate or quarantine must obtain clearance from the school office before re-entry to campus.
- o A student or employee may be asked to seek evaluation by a medical professional and/or be tested for COVID-19.
 - o If a student or employee is not evaluated by a medical professional or tested for COVID-19, they may be presumed to have COVID-19.
- o If a student or employee tests positive for COVID-19, whether during the school day or outside of school hours, the parent or guardian or employee must promptly notify the school office.

During the school day, if a St. Thomas employee or student exhibits signs/symptoms consistent with COVID-19:

- o The St. Thomas student or employee will be immediately isolated on campus and evaluated by the school office staff, as needed.

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- For a student, if COVID illness is suspected, a parent or guardian will be contacted and will be expected to immediately pick up the student and follow CDC guidelines for home isolation.
- For an adult, if COVID illness is suspected, the adult must promptly leave campus and follow CDC guidelines for home isolation.

Return to Campus Criteria – Quarantine Guidelines:

In order to return to campus in the case of a presumed or confirmed case of COVID-19, a student or employee must meet ALL of the following criteria:

- At least 24 hours have passed since recovery (resolution of fever without the use of fever-reducing medications)
- AND Signs/symptoms of COVID-19 (e.g., cough, shortness of breath, etc.) have improved
- AND at least ten calendar days have passed since symptoms first appeared.
- AND Re-entry approval has been coordinated through the St. Thomas school office.

In order to return to campus before the above criteria are met, a student or employee must either:

- Provide an alternate diagnosis documented by a professional healthcare provider confirming a non-COVID illness based on strong clinical or diagnostic evidence
- OR Present negative results collected ≥ 24 hours apart (total of two negative specimens)
- AND Re-entry approval has been coordinated through the St. Thomas school office.

Students or employees who have been determined to have come into “close contact**” with a person with a confirmed or presumed case of COVID-19 may return to campus:

- After day 10 without testing, if asymptomatic and fully recovered
- OR, After day 7 following a negative test result on day 5 or later, if asymptomatic and fully recovered
- AND, Re-entry approval has been coordinated through the St. Thomas school office.

However, Students or employees who have been determined to have come into “close contact**” with a person with a confirmed or presumed case of COVID-19 do NOT need to quarantine if:

- They have received permission from the STES office,
- AND, They are asymptomatic,
 - AND, both parties were properly masked,
 - OR they have shown proof they have been fully vaccinated,
 - OR, if an individual has recovered from COVID-19 illness within the previous 3 months.

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*** According to CDC, the close contact definition excludes students who were within 3 to 6 ft. of an infected student where both students were engaged in consistent and correct use of well-fitting masks; and other K–12 school prevention strategies (such as universal and correct mask use, physical distancing, and increased ventilation) were in place in the K–12 school setting. When not in the school setting, a close contact is someone who was within 6 ft. of an infected person for a cumulative total of 15 minutes or more, over a 24-hour period. All students or employees who have been required to home-isolate or quarantine must coordinate and confirm re-entry with the STES office before re-entry to campus*

Community communication related to COVID-19:

- o For a confirmed case of COVID-19 in a student or employee, a general notification will be sent to all St. Thomas families and employees.
- o In addition, a more specific notification will be sent to employees/the family of any student who, during the school day, may have come into “close contact” with the person who tested positive for COVID-19.

We are well aware that these general guidelines do not cover every contingency that we will face. Please know that we will continue to monitor and adjust according to the latest guidelines and recommendations. Also, be aware that these guidelines may change throughout the year depending on needs/circumstances at any given time during the school year. We genuinely appreciate your patience and prayers this year as we attempt to navigate each unique scenario with discernment and wisdom.

Medical Emergencies

How should caregivers respond to critical illness or injury?

According to Tex. Admin. Code tit. 40, § 746.3607, if critical illness or injury requires immediate attention of a physician, you must: (1) Contact emergency medical services or take the child to the nearest emergency room; (2) Give the child first-aid treatment or CPR when needed; (3) Contact the physician identified in the child’s record; (4) Contact the child’s parent; and (5) Ensure supervision of other children in the group.

Head Injury: Care and Procedures

The biggest worry with a head injury is a concussion. When a closed-head injury - meaning one in which no object penetrates the skull- causes a change in the normal functioning of the brain, it is called a concussion. The injury might be from a violent blow, a fall, or a severe shaking.

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Superficial or minor head injuries

At St. Thomas, all head injuries need to be reported to the supervisor, parents, and a written report must be filed for future reference. Call the parents and include a note about the incident to send home with the child. Please complete the details on the form. The teacher or supervisor should follow up with a phone call the next day.

A scrape or cut can cause minor injuries to bleed. Minor scalp injuries can also result in blood collecting under the skin of the scalp and bulging outward (sometimes called a “goose egg.”) If a child is active, with normal behavior after a bump to the head, it is important to watch the child closely for the next 24 hours since the symptoms may not show up until later. This means that you must always let the parents know if a child in your care has had a blow to the head so they can observe the child for signs of an internal injury after leaving your program and seek medical help if necessary.

A child with a concussion may lose consciousness or have problems with his/her vision, memory, or balance. This sounds scary, but in most cases the effects are minor and temporary and the child recovers completely.

How can I tell if the child has a concussion?

Look for any of these symptoms after a trauma to the head:

- loss of consciousness
- headache
- dizziness
- confusion
- nausea
- vomiting
- irritability
- drainage, clear or bloody, from his/her nose, mouth, or ears

When should I call 911?

If your student hits his/her head and starts breathing irregularly, has convulsions, or is unconscious, call for immediate help. Don't move him/her unless he/she is in danger of being hurt further. Perform CPR if he/she isn't breathing, and if he/she is bleeding, cover the wound with a clean cloth and apply pressure.

It's common for children to hit their head when they fall, and in most cases there's nothing to worry about. If your student loses consciousness, though, have him/her checked out by a doctor or by the doctor at the emergency room.

Sometimes, even with a minor blow, the brain can be injured. Please look for these signs in students who have hit their head in the next day or two:

- Has a lingering headache, lightheadedness, or vomiting
- Seems unusually sleepy during the day or can't be awakened at night.

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- Has any problem with his/her coordination, mental ability, or strength- like weakness in his arms or legs, slurred speech, confusion, or impaired vision

ALLERGIES/ASTHMA

In the case of physician diagnosed allergies and/or asthma, parents must notify school and agree to a release of information to the appropriate person(s). If allergies and/or asthma are severe, parent must submit an allergy/asthma action plan that outlines what actions are required should symptoms develop when child is at school. The Office Administrator will track all children with allergies, asthma, diabetes, epilepsy, etc. and notify teaching staff by posting notices of children who could possibly require immediate medical treatment.

If an Epi-Pen is prescribed by a physician, the school requires two; one to be kept in the school office and the other to be in the Teacher's emergency bag to be kept with the teacher or assistant teacher at all times. Additionally, the student must have an allergy action plan from the doctor with the child's recent photo on it. It will be placed in the teacher's sub folder and posted on the wall.

IMMUNIZATION, VISION, AND HEARING

An up-to-date, signed and dated immunization record is required for all students. St. Thomas's policy follows the recommendation and requirements set forth by the Texas State Board of Health. Vision and hearing tests are required of all students aged four (4) as of September 1 of current school year, and annually thereafter. Vision and hearing screening will be offered each year on campus for the fours, pre-k.

MEDICATIONS

- Medications administered at School may be prescription or non-prescription medications.
- Medications must be sent to School in the original containers.
- All prescription medications will be kept in the Office or in the locked medicine cabinet in the classroom and will be administered according to instructions on the medication form. Children will not be permitted to carry their own medication for self-administration while under School supervision.
- Only medication that is necessary for a child to remain in School will be given during school hours.
- Non-prescription medications may be kept out of reach and administered in the classroom by the teacher, who will complete a medication dosage log.
- All prescription medications require a medication form signed by the parent and must be in the original container.
- ***Medications brought to School in a plastic bag will not be administered!***

Prescription medication must be:

- in a container with a pharmacy label,
- prescribed by a licensed physician or dentist,
- dispensed by a registered pharmacist, and
- specific to that individual student.

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Non-prescription medication, also known as "over-the-counter" medication, such as Tylenol, acetaminophen, ointments, cold tablets, throat lozenges, cough syrups, cough drops, etc., will not be administered unless brought in by a parent with a completed school medication form and signed with specific instructions given by parent. The note must have a name, date, time, dosage and any other pertinent information and be signed by a parent or guardian. The teacher may keep in the classroom and administer, but the teacher must document in a medication log form.

Any change in prescription dosage requires documentation from the student's physician. Faxes from the physician's office are acceptable. The Teacher/office administrator will not give any medication unless the parent or guardian provides it in the appropriate manner as stated above.

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 as indicated by the state to ensure the safety of our students.

Vision and Hearing Screening

Vision and hearing screening is provided during the school year for all 4 year olds, any other students which parents request to have screened. Information will be sent out prior to the screening dates on campus.

SCHOOL TO FAMILY COMMUNICATIONS

School Closing: Inclement 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 the North East (NEISD) school district for school closings. KMOL (Channel 4) NBC KENS (Channel 5) CBS KSAT (Channel 12) ABC
School Website, School Facebook, School Instagram Account, Brightwheel App Alert Message

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

School Communications

School papers, calendars, announcements, newsletters and notices may be sent home via email or in your child's backpack or bag. Your child's teacher will inform you of procedures at the beginning of the year. All important documents will be mailed or emailed. Tiger Tales newsletters and other announcements will be sent home via email or Brightwheel

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. Current school records ensure that we are able to reach parents promptly should an emergency arise.

Sexual Harassment

St. Thomas adheres to the sexual harassment policy of the Episcopal Diocese of West Texas. All school and church personnel are trained in appropriate adult/child relationships using "Safeguarding God's Children."

Requirement of Reporting

The law **requires** any person who believes that a child, or person 65 years or older, or an adult with disabilities is being abused, neglected, or exploited to report the circumstances to The Department of Family and Protective Services (DFPS). A person making a report is immune from civil or criminal liability provided they make the report in good faith, and the name of the person making the report is kept confidential. Any person suspecting abuse and not reporting it can be held liable for a Class B misdemeanor. Time frames for investigating reports are based on the severity of allegations. Reporting suspected child abuse makes it possible for a family to get help. Please talk to the head of school or the parish priest if you have any questions about reporting abuse of a child.

Definition of Child Abuse, Neglect and Exploitation

The definition of "child abuse" and "neglect" are very broad. Chapter 261.001 of the Family Code provides the legal definitions of those terms.

Contact information for the Texas Department of Protective and Regulatory Services is 3635 SE Military, San Antonio, TX 78223.

The website is www.dfps.state.tx.us

210-337-3511

Child Abuse Hotline 1-800-252-5400

Firearms are prohibited (concealed or open carry) in our center unless the individual is a law enforcement official who is trained and certified to carry a firearm on duty.

This facility is a gang-free. No criminal activity or engagement in organized criminal activity within 1000 feet of this center is allowed. In doing so, this would be violation of law and is therefore subject to increased penalty under state law.

**A copy of our minimum standards and most recent Licensing inspection report are on display for you to view at anytime during normal operation hours. See the STES director if you wish to view these reports.

In the event that changes are made to our operational policies, parents will be notified in writing at once.

Custody, Separation, and/or Divorce Issues

St. Thomas recognizes there are some cases in which parental custody may be disputed as a result of separation and/or divorce. In such cases, the school will strive to respond with the appropriate compassion and discretion, and will work to maintain a safe and loving learning environment for the students. In addition, the following guidelines and policies will apply:

- Current and official court-ordered custody documents must be provided to the school. All official paperwork pertaining to custody should be submitted to the Admissions office.
- The school cannot be asked to withhold a child from either parent, in the absence of a valid, current and court-ordered custody arrangement on file with the school.
- The school will refer the enforcement of court-ordered custody arrangements to law enforcement authorities.
- Participants in the dispute should avoid involving school personnel in the dispute, recognizing that doing so may adversely affect the quality of education available to the other students at school.
- Every effort should be made to settle custody disputes outside the school and without involving or interfering with the daily operations and educational mission of the school.
- Faculty and staff will not engage in the dispute unless specifically required and ordered by a court of law.
- In all cases of separation, divorce, and/or custody dispute, Faculty and Staff shall remain neutral, without taking sides or actively participating in the dispute.
- When a child spends time in two homes, it is requested that the school be provided with both sets of emergency/contact numbers.
- Regarding the collection of children from school, it is requested that the school be informed of any changes in collection arrangements in writing.
- It is assumed that when we wish to communicate with parents regarding their child, the parent who is contacted (which will typically be the parent with whom the child principally resides) will inform the other parent of meetings, arrangements, etc.
- Report cards and standardized test results are provided to the parent or guardian, unless otherwise stated, and also may be provided to additional persons with custodial rights if the primary custodian gives written permission.
- In the absence of a court-ordered custody arrangement on file in the school office dictating otherwise, all parents will be treated as equal partners in terms of parenting rights and responsibilities.

**St. Thomas Episcopal School
CRISIS RESPONSE PLAN**

Designated Contact Person:	Allison Newman, Head of School
Key Church Contacts:	Kathleen Stephens, Parish Admin./Facilities George Guerra, Grounds/Facilities
Designated Parent Meeting Place:	Harrelson Field, Family Center (on campus) Fairfield Inn (off campus) 80 Trailcrest St, San Antonio, 78232
Designated Media Area	Parking Lot at the Fairfield Inn
Evacuation	Area behind the Boy Scout Hut on the back driveway, if ordered by authorities will move to the Fairfield Inn

PROCEDURES

- *Communicate with parents via Brightwheel App
- *Students will have continued supervision and activities to do in any event there is a lengthy time away from our classrooms- either outdoor or in our evacuation location

CRISIS DUE TO EVACUATION/FIRE:

Training:

- *Monthly fire drills will prepare staff and students to evacuate to designated safe areas outside the building
- *Either the fire alarm or announcement over the walkie talkies will set the drill in motion
- *Before the 1st drill, teachers will have prepared their classes.
- *Teachers will lead the students out and Co-teachers will follow turning off lights and closing the door behind them
- *Upon arrival at the designated area, teacher will display red/green card
(green= all good, red= something is wrong)
- *After all clear students and staff will return to the building**
- *Parents will be notified via Brightwheel App when a Drill is completed

Actual Evacuation:

- *In the event of a evacuation emergency, staff/students will evacuate to Fairfield Inn
- *Parents will be notified via Brightwheel App when a Crisis has occurred. Parents will be informed about any necessary evacuation and procedures to unite with families via Brightwheel and or staff cell phones.
- *Authorized Pickup/Contacts (listed on Brightwheel) will be the only ones who may checkout children at the location given to families when it is necessary to pick up children early from STES. Reunification Cards will be available as well as Brightwheel App to match families with students and note time of pickup and release to authorized adults.

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For a fire drill or actual emergency-

Teachers will always take-

personal cell phone, walkie talkie, Emergency Forms, class lists, bag of First Aid supplies and a bag of activities to keep children calm while waiting on next instructions

Office Staff will always take-

personal cell phone, walkie talkie, Emergency Forms, First Aid bag, a bag of supplies to support children being out of the classroom

*Children will know drills are to be silent so all can hear directions. They are to watch their teacher or supervisor for instructions. Adults will keep children calm, safe and a bag will be taken with necessary items if there is a delay in returning to the building.

*Classes will return to the building after an all clear has been announced- or the classes will be instructed to proceed to Fairfield Inn if continued evacuation is required.

*Any school or church staff should call for external support (police, fire, etc) if emergency and then notify the office.

CRISIS DUE TO SHELTER/SEVERE WEATHER:

Training:

*Shelter Drills will prepare staff and students to take cover in designated places in buildings and to assume the safest position to protect them during a serious storm.

*An announcement over the walkie talkies will set the drill in motion

*Before the 1st drill, teachers will have prepared their classes.

*Students will practice going to their designated places, kneeling in Duck and Cover (yoga pose) position and holding that position quietly until all clear is given.

*Teachers will lead the students out to designated areas Co-teachers will follow turning off lights and closing the door behind them

*Upon arrival at the designated area, teacher will display red/green card
(green= all good, red= something is wrong)

For a Shelter/Severe Weather drill or actual emergency-

Teachers will always take-

personal cell phone, walkie talkie, Emergency Forms, class lists, bag of First Aid supplies and a bag of activities to keep children calm while waiting on next instructions

Office Staff will always take-

personal cell phone, walkie talkie, Emergency Forms, First Aid bag, a bag of supplies to support children being out of the classroom

*Children will know drills are to be silent so all can hear directions. They are to watch their teacher or supervisor for instructions. Adults will keep children calm, safe and a bag will be taken with necessary items if there is a delay in returning to the building.

*Classes will return to the building after an all clear has been announced- or the classes will be instructed to proceed to Fairfield Inn if continued evacuation is required.

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*Any school or church staff should call for external support (police, fire, etc) if emergency and then notify the office.

CRISIS INVOLVING ACCESS:

Stranger on Campus:

- *Staff Member approach the adult (best if more than one adult can approach)
- *Ask Stranger to leave campus
- *Notify Office if lockout/lockdown necessary
- *Call 911 as needed
- *Priority- protect students, notify authorities of threat, remove the threat

LOCKOUT! Get everyone inside. Lock Outside Doors.

STUDENTS

Return inside
Business as usual

TEACHER

Bring everyone indoors
Lock perimeter doors
Increase situational awareness
Business as usual
Take attendance

LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

TEACHER

Lock interior doors
Turn out the lights
Move away from sight
Do not open the door
Maintain silence
Take attendance

*An announcement over the walkie talkies will set the drill in motion or (if staff hears "Lockdown or Lockout" will designate the crisis drill or emergency

*Before the 1st drill, teachers will have prepared their classes.

*Students will practice going to their designated places and holding that position quietly until all clear is given.

*If needing to move students, Teachers will lead the students out to designated areas Co-teachers will follow

*Upon arrival at the designated area, teacher will display red/green card
(green= all good, red= something is wrong)

For a Lockout/Lockdown drill or actual emergency-

Teachers will always take-

personal cell phone, walkie talkie, Emergency Forms, class lists, bag of First Aid supplies and a bag of activities to keep children calm while waiting on next instructions

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Office Staff will always take-

personal cell phone, walkie talkie, Emergency Forms, First Aid bag, a bag of supplies to support children being out of the classroom

*Children will know drills are to be silent so all can hear directions. They are to watch their teacher or supervisor for instructions. Adults will keep children calm, safe and a bag will be taken with necessary items if there is a delay in returning to the building.

*Classes will return to the building after an all clear has been announced- or the classes will be instructed to proceed to Fairfield Inn if continued evacuation is required.

*Any school or church staff should call for external support (police, fire, etc) if emergency and then notify the office.

*Once the all clear is given by staff using known code words then the students will return to the classrooms if they have left/moved locations.

REUNIFICATION PLAN

- Once students are on site, notify parents of location via Brightwheel- Alert Message feature.
- Parents will meet staff at the Fairfield Inn as the evacuation location for parent check-in
- Completion of the Reunification Card must be done to reunite the child with the approved family member.
- Staff will escort the student to the approved pickup person who will check the child out of our care.

AFTER A CRISIS:

- Depending on the severity of such a crisis, staff as well as parents and children may need some level of professional intervention.
- Help parents understand children's reaction to a crisis - children may experience unrealistic fears of the future, have problems sleeping, becoming physically ill and be easily distracted. Teachers and administrators must work with parents in understanding and addressing children's reactions.
- Time for healing and conversations about what happened

PARENT COMMITMENT

Parents Are a Vital Part of the St. Thomas Ministry

At St. Thomas, we are committed to working closely with parents to create an excellent educational experience. For this reason, we encourage all parents to get involved in the Parent Teacher Fellowship (PTF). Because we are a small school, we encourage parents to share their time and talent to improve and maintain our school. We appreciate the hard work of our school parents.

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. As a parent of a St. Thomas Tiger, you are already a member of the Parent Teacher Fellowship. As a church and school, a feeling of family on campus is what we strive for. The best way to be involved, help our students and teachers, and participate in our community is through our PTF.

Meetings are held several times throughout the school year, including an Introductory Meet and Greet after the start of school. An executive member of the PTF will provide information regarding the PTF goals and the varying options of ways families can volunteer.

All parents are encouraged to choose several activities throughout the year that would interest them and help the school accomplish important goals. As events are planned, volunteer opportunities will be communicated to our families and may include providing hospitality in the form of food or other items, or signing up for a time slot to help at an event. Activities that require supervising children in the school require that the volunteer submit to a background check and take the 3 hour Safeguarding God's Children program (every 5 years). Volunteer positions are available on a one time only, daily, weekly, monthly, or seasonal basis. There is truly something for everyone. Virtually all St. Thomas events are staffed by and organized by parent volunteers and school staff.

Fundraising

Tuition at St. Thomas funds approximately 86% of the total educational costs during the year. Our Tiger 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.

- **Tiger Fund-** annual giving fund in the Fall of each year. Supports our annual budget and provides learning opportunities for our classes, professional development for our staff and upgrading manipulatives for each classroom.
- Contributions are tax deductible. Parents and friends of St. Thomas are invited to partner with us through financial contributions. All Tiger Fund supporters and volunteers are invited to special events throughout the year.

Pictures

Individual and class pictures are taken in the fall. The photographer will have packages available for purchase. Retakes can be done during the picture retake scheduled date.

Rest Time/Naps

Preschool students who stay for the afternoon will have a rest time. The students may bring a nap mat or blanket for rest time. Students may bring one special toy to enable them to settle in for a nap. It is important for preschool children to rest each day to ensure that they are able to function well in the afternoon. Please label everything.

SOCIAL MEDIA AND PARENTS

“**Social Media**” includes the various online technology tools that enable people to communicate easily over the internet to share information and resources. Social media can include text, audio, video, images, podcasts, and other multimedia communications. These websites not only provide information, but also allows for interaction during this informational exchange through user-generated content.

Before faculty posts any photographs of students, content owners shall review the list of students whose parents have not consented to having their child’s photograph taken or published. No student photographs should be published for personal, promotional use or any other non-school related purpose. Posted photos may not be tagged by anyone except the parent; please do not tag photos of children who are not yours.

Parents should be sensitive about posting any reference to other students in social media.

School Policies Regarding Social Networks

Individual Accountability

St. Thomas Episcopal School parents are personally responsible for the content that they post, share and respond to online. When posting online, all information is considered representative of your views and opinions and not those of St. Thomas Episcopal School.

Confidential Information

Online postings and conversations are not private. Do not share confidential information, internal School discussions, or specific information about students, staff or other parents. Do not use any School logo or image without permission. If you wish to promote a specific St. Thomas School activity or event, please contact IT administrator for permission or provide a link to the official St. Thomas Episcopal School Facebook page.

Staff-Parent Relations

We recognize that many members of our community are both staff members as well as parents or alumni parents. With this in mind, we ask that parents join the social networking site of faculty

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and staff with discretion. Parents should keep in mind that faculty and staff members are not required to accept invitations from parents, and should respect each individual staff member's personal preferences concerning their social networks.

You should never discuss sensitive School matters with staff or other parents using Facebook, Instagram, twitter, blogs and other social media outlets. Guidelines for Acceptable Behavior on Social Networks are based on the common sense notion of asking if the posting represents the School in a positive light. If not, please delete any postings related to our School.

Privacy

When posting, even on the strictest settings, parents should act on the assumption that all postings are in the public domain. In microblogging (Twitter etc.), comments made using such media are not protected by privacy settings. Parents are required to be supportive of the school, and social media should not be a forum to seek opinions related to the workings of the school.

Inappropriate Content

Even though you are of legal age, consider carefully what you post through comments and photos regarding alcohol and other age-restricted activities. This is especially important when commenting on the school's Facebook or Instagram. Do not use ethnic slurs, innuendos or any other inappropriate content. Do not use profane or threatening language when on the school Facebook or when you are discussing the school in your personal social media. Parents can model using social media as a fun and supportive opportunity to build up the family of St. Thomas.

Technology- Responsible Use Policy (RUP) and Acceptable Use Policy (AUP)

Technology is an important part of the curriculum at STES. Technology affords our PreK 4 and Gift of Time students a new perspective on creating, exploring and solving problems. STES is committed to the responsibilities involved with technology, both legal and ethical. This commitment extends to all members of the St. Thomas community- faculty, staff, students and parents/guardians. Each parent and student is required to agree to the terms and conditions of a Responsible Use Policy before being permitted access to school technology resources.

The following agreement will be sent home with your child to be signed by the student and his/her parent(s). Students will not be permitted to use the school's technology resources until this agreement is returned.

Educational Use: Technology is used to enhance learning. STES network and technology resources are provided to enable the student to work and learn in a safe environment.

BYOD: Personal electronic devices are not permitted to be brought to school without permission from a teacher.

*I WILL use technology at school for school work only.
I WILL follow all teacher rules.
I WILL only visit websites my teacher says are okay.*

St. Thomas Episcopal School 2021-2022 Parent Handbook

All devices and users will be held to the same RUP while on our campus.	
<i>Respect Property: I will respect the property of others- including the school and my own equipment. I understand that property includes hardware, software, music, photos, videos, and other files. I will take responsibility for any technology equipment that I use while in my possession (e.g., computer, camera, tablet and other communication devices).</i>	<i>I WILL take responsibility for any technology equipment that I am using.</i>

Rules regarding the use of School communications and electronic storage devices

STES provides students access to a number of technology resources and devices which are designed to enhance the educational experience. These resources may include, but are not limited to, computers, iPads, Chromebooks, hardware peripheral to computers, computer interfaces, online storage, and other types of local and online software.

PLEASE COMPLETE AND RETURN to STES Campus

Discipline and Guidance Policy for STES

Additional copy is in the back of this handbook to be signed and returned to the office)

- Discipline must be:
 - Individualized and consistent for each child;
 - Appropriate to the child’s level of understanding; and
 - Directed toward teaching the child acceptable behavior and self-control.
- A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, self-direction, which include at least the following:
 - Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
 - Reminding a child of behavior expectations daily by using clear, positive statements;
 - Redirecting behavior using positive statements; and
 - Using brief supervised separation or time out from the group, when appropriate for the child’s age and development, which is limited to no more than one minute per year of the child’s age. encounter after an incident.
- There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:
 - Corporal punishment or threats of corporal punishment;
 - Punishment associated with food, naps, or toilet training;
 - Pinching, shaking, or biting a child;
 - Hitting a child with a hand or instrument;
 - Putting anything in or on a child’s mouth;
 - Humiliating, ridiculing, rejecting, or yelling at a child;
 - Subjecting a child to harsh, abusive, or profane language;
 - Placing a child in a locked or dark room, bathroom or closet with the door closed; and
 - Requiring a child to remain silent or inactive for inappropriately long periods of time for the child’s age.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

We encourage good conduct with a minimum of authoritative discipline. Time out is our preferred form of discipline if a child does not respond to verbal encouragement. If a teacher has continued behavioral problems with a child, a parent conference will be scheduled. The Director and teacher will work with the parent to attempt to improve matters, but if a child does not conform to basic rules in a reasonable length of time, he or she may be asked to withdraw from the program.

My Signature verifies I have read and received a copy of this discipline and guidance policy.

Signature

Date

Check One Please:

Parent

Guardian

Employee/Caregiver

PLEASE COMPLETE AND RETURN to STES Campus

SUNSCREEN/BUG REPELLENT PERMISSION STATEMENT:

At St. Thomas Episcopal School the children spend lots of time outside. You may wish to provide unexpired sunscreen and/or bug repellent. Both would need to be clearly labeled with your child's name. As with any topical medication or cream, the first application of any brand should be applied at home in order to evaluate your child's possible allergic reaction to the product.

I have *initialed* below authorizing the use of sunscreen and bug spray for my child.

_____ I have provide the following brand/type of sunscreen for my child: _____

_____ I have provide the following brand/type of bug spray for my child: _____

No, I do not authorize application of sunscreen and bug repellent to my child.

Child's Name _____

Classroom Name _____

Parent/Guardian Signature

Date