



ST. THOMAS EPISCOPAL
CHURCH + SCHOOL

Parent and Student Guide



Tiger Pride

Positive Attitude
Respectful Behavior
Integrity
Driven to Excellence
Empowered by Christ



Revised 10/21/2024

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ABOUT US

- School Days are 8:00 a.m. - 3:00pm
 - half day students leaving at 11:45a.m. and full day leaving at 2:45pm
- Morning Care is offered Monday-Friday from 7:20am - 7:55am
- After School Extended Care is Monday-Friday 3:00pm - 5:15pm
- 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

- School office is open from 7:50—3:00 p.m. (Afterschool staff on campus until 5:15)
- 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, sharing with others, caring for one another and respecting others. Learning habits such as greeting friends and adults, making eye contact when conversing, and respectfully responding to adult requests. 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.

We are also licensed by the State of Texas. A copy of our minimum standards and most recent Licensing inspection report are on display for you to view at any time during normal operation hours. See the STES Head of School if you wish to view these reports. **You may visit the HHSC website at <https://www.hhs.texas.gov/>**

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. 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 chair 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.

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- 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 active for 6 months or longer
- Prospective families who have completed a tour with Head of School
- New applicants

STES 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.

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.

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.

Admission Decisions

The Admin Team 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.

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Modifications in the presentation of curriculum are made in response to individual student's readiness, overall maturation, and personal learning needs. The Head of School may always retain the right to dis-enroll a child when that is in the best interest of the child or other children at 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 insurance (if tuition is paid monthly) is due by July 1st or within the first 15 days of starting school.

While St. Thomas serves a diverse student population, we recognize that some students have medical, 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.

Student Accommodations

- Additionally, students with allergy, medical, or educational needs must complete an action plan for services. The Head of School 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.
- As an inclusive community all reasonable efforts will be made to accommodate a child with a diagnosed or undiagnosed special needs however, should it become apparent to the STES staff that we are unable to meet a child's additional needs, a meeting will be scheduled with the Head of School, classroom teacher, and child's parents. If after the meeting it continues to become apparent that our school is unable to support the child in the best learning environment, STES will provide resources appropriate to the child's needs prior to disenrollment. Each child and situation will be addressed on a case by case basis.

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.

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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 half day 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 and a staff member will escort the child to class.

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

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- When using morning care 7:20-7:55, 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 7:20 a.m. – 7:55 a.m. each school day morning and in the afternoon from 3:00 p.m. – 5:15 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.

Extended days are accepted on a space available basis. Please notify the office ahead of time. Drop in care must be arranged with the office, not the teacher. Only the office can approve drop in care to ensure proper staff supervision.

Extended Day fees:	7:20 a.m. – 7:55 a.m.	\$15.00 (based on availability)
	3:00 p.m. – 5:15 p.m.	\$38.00 (based on availability)
	7:55 a.m. - 2:45 p.m.	\$50.00 (based on availability)

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 12:00 pm or 5:15 p.m., a fee of \$1.00 per minute will be assessed.

Dress Code

Preschool

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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:

Daily Uniform:

M/T/TH

PreK 4 and GOT

Navy pants or navy shorts.

Blue STES Logo Polo

Any socks and any tennis shoes

Dress Uniform:

Wednesday

PreK 4 and GOT

Navy pants or shorts

Blue oxford shirt

Any socks and any tennis shoes

GIRLS:

Daily Uniform:

M/T/TH

PreK 4 and GOT

Navy skort with cold weather option of navy tights

Navy pants or shorts with blue STES logo polo

Navy knit dress with shorts underneath

Any socks and any tennis shoes

Hair Adornments within reason and not distracting

Dress Uniform:

Wednesday

PreK 4 and GOT

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 or free dress clothes with appropriate closed-toed comfortable shoes should be worn.

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

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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.

Weekly Chapel is held on Wednesdays. This service is designed for young children and it is closed to visitors except for special invitations to our Thankful Chapel, Nativity Story, VIP and any other times the school invites guests. .

Student Participation

One of the many benefits of the Chapel program is its development of student leadership. The oldest students learn to carry 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.

Indoor/Outdoor Play and Physical Activity

STES is lucky to have many options for physical activity on our campus. Children will have ample opportunity to do moderate to vigorous activities, such as running, climbing, dancing, skipping, and jumping to the extent of their abilities.

Toddler-children will participate in a minimum of 60 minutes of moderate to vigorous active play each day.

Preschool Ages-children will participate in a minimum of 90 minutes of moderate to vigorous play each day.

When participating in physical activity, children's footwear is important.

Examples of appropriate footwear include:

*Gym shoes and sturdy shoe equivalent with socks

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,

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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 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 prohibited behaviors listed above may result in:
at 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 Head of School of St. Thomas work with students to learn

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how to 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 exhibit 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 Brightwheel to be signed and remain on file

- **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.
- **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;
 - Grabbing or pulling a child;
 - 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
 - Withholding active play or keeping a child inside a consequence for behavior, unless the child is exhibiting behavior during active play that requires a brief supervised separation or time out that is consistent with 746.2803(4)(D); 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. Thinking Time/Time out is our preferred form of discipline if a child does not respond to verbal redirection and encouragement. If a teacher has continued behavioral problems with a child, a parent conference will be scheduled. The Head of School and teacher will work with the parent to attempt to

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improve matters, but if a child does not adhere to basic rules in a reasonable length of time, he or she may be asked to withdraw from the program.

STES 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.

Independent Toilet Awareness/Learning/Training

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First Things for the Child

- Show interest in the child's awareness of his/her elimination process (has wet, is wetting, will wet) this can begin as early as one year old
- Read books about how and why people eliminate
- Dump the bowel movement from the diaper into the toilet when possible
- Sit them on the toilet at each diaper change (currently no toilet in the ladybug room)
- Don't ask the child if they need to go to the bathroom, just tell them it's time to go
- Place a potty chair next to the toilet (we have potty stools to add to the toilet to help with climbing up and sitting)
- Let them run around naked when possible (unable to happen at school)
- Never associate any negativity with elimination or toileting
- Make sure when children are learning how to use the toilet, they should wear clothes that are easy to pull up and down; no snaps, zippers, buttons or overalls.
- Elastic waistbands are best between 1-3 years old

Ways to Collaborate with STES Teachers and Staff Before Toilet Training Starts

- Ask the teachers if they see signs of readiness
- Ask the teachers if they are using the toilet at school
- Ask the teachers if they stay dry during nap
- Ask the teachers if they think your child is ready

When to start toilet training????? Depends on three things:

- 1. Child's level of muscular development**
- 2. Child's level of neurological development**
- 3. Child's level of psychological development**

Psychological Development (Physical readiness + psychological readiness)

- This can take 1-2 yrs. of toilet learning before ready
- Shows a desire to be in charge or in control
- Exhibits deferred imitation – the ability to watch you do something and then imitate it without you watching, i.e. pretend play
- Old enough to understand what you want him/her to do, understand why it should be done, and understand how to do it.

Physical Readiness

- Child can stay dry for longer periods of time, or overnight
- Child knows the feelings that signal he/she needs to use the bathroom
- Child can pull down own pants, and pull them up
- Child can get him or herself to the toilet
- Child has eliminated in the toilet multiple times both urination and a bowel movement

Emotional Readiness

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- Child seeks privacy when going in diaper
- Child shows interest in using the toilet-may want to put paper in and flush it
- Child shows curiosity at other people's toilet habits
- Child has decided he/she wants to use the toilet
- Child is not afraid of the toilet
- Child is in a toddler bed

Mental and Language Readiness

- Child can follow simple directions
- Child can point to wet or soiled clothes and ask to be changed
- Child pays attention to the physical signals even when she is doing something else (a challenge for many children, which is why accidents are so common)
- Child knows the words for using the toilet, and can tell an adult when he/she needs to go
- Child has asked to wear grown-up underwear (this can be used as an external motivator)

What does Toilet Training look like?

Physical readiness + psychological readiness

- This can take 1-2 yrs. of toilet learning before ready
- If 90% of the readiness signs are met TOILET TRAINING can begin:
- 2-4 days of no diapers, only underwear
- Stay home and practice
- Give them lots of water, but not right before nap time
- Don't ask "do you need to potty" just tell them "it's time to go potty"
- Watch them very closely for any signs of needing to eliminate

Why use underpants?

- When your child begins to show some sort of control of his/her bowels put him/her in underpants
- The child immediately feels something is different when they have an accident
- The child immediately feels different about himself/herself when wearing underpants
- Underpants go on and off differently than pull-ups or diapers and feel different
- Wearing underpants will remind children of the importance of controlling their bladder or bowels

Regression happens when the child

- Is too busy playing
- Is tired
- Is sick

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- Is experiencing changes in routine
- Is experiencing the birth of a sibling
- Is having a developmental growth spurt

We believe this process is an exciting time for you and your child and want to support the developmental needs that it takes to be successful for home and school!

Conferences/Daily Brightwheel Updates and 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. Daily notes will come through Brightwheel. If you have a concern or question at any time send a Brightwheel message and either classroom staff or Admin Office Staff will respond as soon as able. Individual Progress reports from teachers with social, developmental or any other area will be sent home once a face to face conference occurs. Parents are encouraged to request a conference as the need arises.

Visitors

As of the school reopening on (8/19/2020) 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. 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 (3:00-5:15) a nutritious snack is served.

Birthdays

St. Thomas Episcopal School Parent Handbook

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. Adding your child's name to the Harrelson Field Marquee is a fun way we can honor your child's special day and you will receive an email prior to your child's birthday month to coordinate the Marquee Day!

Birthday Celebrations:

- Students may celebrate their birthdays with a special snack in the classroom or outside on the playground (weather permitting). Please speak to the classroom teacher at least 48 hours prior to the date of celebration 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, cupcakes, 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

St. Thomas Episcopal School Parent Handbook

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. Time to rest, recover, and be treated for the illness is crucial after being sick. 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.

Parents will be notified when a child has been exposed to a communicable disease within STES. . Parents should likewise notify the STES office when children are exposed to a communicable disease outside of the program.

For the protection of all the children and staff, a child who is kept home or sent home due to illness, may not return to school for twenty-four (24) hours after he or she is free of all symptoms.

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 begins 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 24 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
- **COMMUNICABLE DISEASES** (such as, but not limited to - influenza, chickenpox, measles, mumps, pertussis, meningitis, mononucleosis): May return when cleared by their medical provider and communicated with the STES office for return.

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.

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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 staff member.

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.

Non-prescription medication, also known as "over-the-counter" medication, such as Tylenol, acetaminophen, ointments, cough syrups, 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. Emails 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.

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:**

St. Thomas Episcopal School Parent Handbook

- 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.
- 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, free of vomiting and diarrhea.
- 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 [comparison to flu and COVID](#) available, which may help you make decisions about seeking medical care.

Respiratory Virus Guidance Snapshot

The infographic is divided into two main sections: 'Core Prevention Strategies' and 'Additional Prevention Strategies'. The 'Core' section includes five categories: Immunizations (illustrated with a woman), Hygiene (illustrated with two children washing hands), Steps for Cleaner Air (illustrated with a window and a plant), Treatment (illustrated with an elderly man on a phone and a pill bottle), and Stay Home and Prevent Spread* (illustrated with a woman in bed). The 'Additional' section includes three categories: Masks (illustrated with a person wearing a mask), Distancing (illustrated with two people with a double-headed arrow between them), and Tests (illustrated with a person using a nasal swab). A large orange box on the right provides specific guidance for staying home, stating that one should stay home until symptoms are getting better and they are fever-free (without meds) for 24 hours, then take added precaution for the next 5 days. The CDC logo is in the bottom right corner.

Core Prevention Strategies

- Immunizations
- Hygiene
- Steps for Cleaner Air
- Treatment
- Stay Home and Prevent Spread*

Additional Prevention Strategies

- Masks
- Distancing
- Tests

***Stay home and away from others until,**

and

Your symptoms are getting better **and** **You are fever-free (without meds)**

for 24 hrs

Then take added precaution for the next 5 days

CDC

Layering prevention strategies can be especially helpful when:

- ✓ Respiratory viruses are causing a lot of illness in your community
- ✓ You or those around you have risk factors for severe illness
- ✓ You or those around you were recently exposed, are sick, or are recovering

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Medical Emergencies

St. Thomas Episcopal School Parent Handbook

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.

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 documented within Brightwheel for future reference. Call the parents and include a note in Brightwheel. If the child is sent home 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?

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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.
- 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 the 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 screenings are done at the majority of Pediatricians offices and we ask for those results to be shared with the STES office so we can report annually.

Pesticides

St. Thomas Episcopal School Parent Handbook

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 results have to be given directly to the STES Office as we report annually to the State of Texas. We are required to report for any child who is 4 or 5 by the first day of school, please help us have that information in the office as soon as your child's screener is completed..

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, opportunities to participate in school activities, and notices may be sent home via email, brightwheel, 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 on Brightwheel, mailed or emailed. Tiger Tales newsletters and other announcements will be sent home via email or Brightwheel

Should you need to review and discuss with the Head of School any questions or concerns about the policies and procedures of STES, please call the school at any time during normal operation hours.

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

Change of Address, Phone, or Employment

St. Thomas Episcopal School Parent Handbook

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.

Child Abuse, Neglect and Exploitation

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

Campus Safety

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.”

Firearms are prohibited (concealed or open carry) on our campus 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 zone. No criminal activity or engagement in organized criminal activity within 1000 feet of this campus is allowed. In doing so, this would be a violation of law and is subject to a harsher penalty under the Texas Penal Code.

Custody, Separation, and/or Divorce Issues

St. Thomas Episcopal School Parent Handbook

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.
- Progress reports 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.

CRISIS RESPONSE PLAN OVERVIEW- campus specific shared with staff only

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

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PARENT COMMITMENT

Parents Are a Vital Part of St. Thomas School

At St. Thomas, we are dedicated to collaborating closely with parents to create an outstanding educational experience. We encourage all parents to get involved, as our small school thrives on the contribution of time and talent from our parent community. We sincerely appreciate the hard work of our school parents.

One of the major strengths of St. Thomas Episcopal School is the strong interest that parents have in their children's learning experiences and, ultimately, the overall success of the school. As a parent of a St. Thomas Tiger, you are automatically a member of the Parent Teacher Fellowship (PTF). We strive to foster a sense of family on campus, both as a church and a school. The best way to support our students and teachers, and to engage with our community, is through the PTF. A Meet and Greet Parent Coffee is held after the start of school.

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. Opportunities to participate in school activities may be sent home via email, brightwheel, or in your child's backpack or bag.

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 by a third party photographer. A second picture day could be possible in the Spring months as well. The photographer will have packages available for purchase and handle all questions and payment through their company. .

Rest Time/Naps

St. Thomas Episcopal School Parent Handbook

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. We are required by licensing due to the length of our school day for each child to be offered a minimum of one hour of quiet time to rest each day.

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 STES administrator for permission or provide a link to the official St. Thomas Episcopal School Facebook or Instagram pages.

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 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, X, 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.

St. Thomas Episcopal School Parent Handbook

Privacy

When posting, even on the strictest settings, parents should act on the assumption that all postings are in the public domain. In microblogging (X, 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.

<i><u>Educational Use:</u> 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.</i>	<i>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.</i>
<i><u>Respect Property:</u> 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>

**PLEASE COMPLETE AND RETURN to STES Campus
(link within each Student Profile in Brightwheel)**

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

**PLEASE COMPLETE AND RETURN to STES Campus
(link within each Student Profile in Brightwheel)**

**PLEASE COMPLETE AND RETURN to STES Campus
(link within each Student Profile in Brightwheel)**

St. Thomas Episcopal School HANDBOOK SIGNATURE PAGE

Parent/ Guardian Acknowledgment (required)

Form 1099
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- Title 26, Chapter 746 Subchapter L: [http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=5&ti=26&pt=1&ch=746&sch=L&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=26&pt=1&ch=746&sch=L&rl=Y)
- Title 26, Chapter 747 Subchapter L: [http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=5&ti=26&pt=1&ch=747&sch=L&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=26&pt=1&ch=747&sch=L&rl=Y)
- Title 26, Chapter 744 Subchapter G: [http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=5&ti=26&pt=1&ch=744&sch=G&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=26&pt=1&ch=744&sch=G&rl=Y)

St. Thomas Episcopal School Parent Handbook

By submitting this form, I acknowledge that I have been provided with a copy of the St. Thomas Episcopal School (STES) Parent Handbook, which contains important information on STES policies and procedures. I understand that I am responsible for familiarizing myself with the policies in this handbook and agree to comply with all rules applicable to me.

I understand that STES reserves the right to make changes to its policies or procedures at any time at its discretion. I further understand that STES reserves the right to interpret its policies or to vary its procedures as it deems necessary or appropriate.

I have received the STES Parent Handbook. I have read (or will read) and agree to abide by the policies and procedures contained in the handbook.

Name of Student(s) _____

Parent or Guardian Signature

Date