

# The Master's School

O F S A N M A R C O S



## **Student/Family Handbook**

**The Standards for Students & Families**  
**2018-2019**

The mission of The Master's School of San Marcos is to provide its students with a challenging educational experience designed to help them know, love, and practice that which is true, good, and excellent and to prepare them to live purposefully and intelligently in the service of God and man.

**The Master's School of San Marcos**

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August 2018

Dear The Master's School Families,

To our new families, welcome to an exceptional family relationship! We trust you will be pleased with your experience. To our veteran families, we are so glad you are returning for another great and promising year!

This educational journey on which you and your family embark is a unique Christian partnership. While your child's teacher is dedicated, experienced and certified, they are also unapologetic followers of the Lord Jesus Christ. As such, when they address reading, history, math and science, they teach from a Christian worldview. This means Christianity is not confined to Chapel or Bible time, but instead, all subjects are seen through the lens of Scripture. Biblical truth is reflected in every subject. Where else can that guarantee be promised you?

Please turn back to page two and absorb the mission statement of The Master's School, reflect on every phrase, every word. Your teachers, staff, administration, and Board of Directors are dedicated to that pledge. We pray you will equally commit as only through the unity we have with one another in Christ can we achieve that goal. It's partnering with you and your child that will bring this to fruition.

Everything we do at The Master's School we do purposefully. Along with academic skills we address biblical truth, self-discipline, character, decorum and respect for authority. To support this we ask you and your child to review and agree to the policies, procedures and requirements outlined here. This handbook lays the foundation for the culture in which we all live and function. Especially note the Conduct Code on page 6 and the Classroom Rules found on page 18, discussing these with your child. These establish the elements of common courtesy which are hallmarks of the school.

As your child's first homework assignment, we ask you to sit as a family to read and discuss the implications of these standards. The last pages call for not only your parental commitment to this document, but also the personal commitment of your child, the first steps toward personal accountability. Your student will return these signature pages to their classroom teacher by the end of the first week of school. If you find you have questions regarding the Student/Family Handbook, please contact us.

The Master's School is dedicated to Jesus Christ, our Lord and Savior and, therefore, belongs to Him. We ask for your continuous prayers throughout the year as we seek His direction and guidance. As we work alongside your young student, please be praying for our discernment and wisdom in their educational endeavor.

Thank you for choosing to partner with us. We do not take lightly that you entrust us with your precious child. We are grateful for the privilege to serve alongside you. We look forward to Christ's leading all of us as He continues to shape us for His good work and purpose.

Blessings and  
Pressing On! (Philippians 3:14)  
Tucker Blythe, M. Ed.  
Head of School

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## Conduct Code

We do our best to bring glory to God and our Lord, Jesus Christ.

We take good care of everything God has given us.

We think about and discuss what is true, noble, right, pure, lovely, admirable, excellent, or praiseworthy.

We are ready, attentive, courteous, cooperative, obedient, and honest.

We love, honor and encourage one another.

We consider one another's interests ahead of our own.

We treat one another with respect and patience.

We forgive others.

We accept responsibility for our words and actions.

We complete our work without complaining.

We pick up after ourselves.

We cheerfully, promptly, and respectfully obey the authority under which we are placed.

We admit our wrong actions without making excuses for them.

We accept the discipline and instructions of our teachers and administrators without arguing or negotiating.

We present a respectful appeal when necessary.

We follow the school rules on field trips and at special events.

We tell the truth.

We refrain from telling secrets at school.

We refrain from the use of obscene language.

We refrain from spreading rumors or gossip.

We refrain from forming or participating in cliques.



## Attendance Policies and Procedures

Every day counts. Missing a day in an accelerated school can cause a student to miss valuable concepts upon which other skills and knowledge are built. There is no way of duplicating a missed day since there is guidance or hands-on activities. Missing class disrupts the flow of the learning process as each day's activities are purposefully planned. It is critical attendance become a habit as natural as brushing teeth, not only for school's sake, but also to develop a lifelong habit of punctuality. Additionally, as a state accredited school, there are governing requirements for attendance.

**Attendance Monitoring:** In order to receive credit for the school year, attendance is monitored to ensure at least 90% of the school year's instructional days are met; that arrival is on time, and the student is remaining at school the entire school day. Both excused and unexcused absences factor into attendance. Typically, 10% of a school year is 17 absences. Because of the accelerated curriculum and academic rigor, excessive absences may require a student withdraw from the school to avoid unnecessary stress and anxiety in trying to keep up or to be placed on attendance probation to monitor student's academic progress and ability to keep pace with instruction. This decision will be made in cooperation with the student's parents or guardians and a grade placement committee composed of the classroom teacher, Associate Head of School and Head of School.

**Illness:** Sick children must remain at home, free from fever for 24 hours. When a student is sick, it is important a parent sends a note so the absence can be excused. Should an epidemic, such as flu, become evident and absences fall to 15% of the student population, an assessment will be made as to the feasibility of closing the campus for a time, allowing illnesses to run its course.

**Tardy Arrival:** Classes begin promptly at 8:00 a.m. Arrival in the classroom after 8:00 a.m. is a tardy. Students not arriving in time must be signed in at the office by his or her driver and receive an admission slip to the classroom. Once a student has been tardy three (3) times in a calendar month, all subsequent tardy arrivals in that calendar month will result in a 7:40 a.m. tardy detention. If a student is tardy due to an accident or inclement weather, the parent should send a note to the teacher with a brief explanation. Such tardy arrivals may be excused and not counted toward tardy detention. Missing detention may cause escalated consequences.

**Arrivals After Tardy Period:** Students who arrive after 10:00 a.m. are counted absent for the entire day. Any student who leaves school before 12:00 p.m. and does not return is counted as absent for the day. If the student is counted absent for the day, he/she will not be permitted to attend extra curricular activities on that day. If a student must leave school before the end of the school day, the parent must send a note of explanation to the teacher and the student must be checked out through the office. The office will retrieve students from their classes.

**Absences due to illness or family emergency:** Students absent due to illness or family emergency may receive assignments from their teachers, who may also assign tutorials for assistance or taking of tests. If a student is ill for more than one day, parents must notify the office and are encouraged to call the school early in the day to make arrangements for picking up missed assignments. Upon returning to classes, students will be accountable for turning in assignments with a one day make-up for each day absent, beginning on the third day after their return. Grades on all make-up work will be determined according to the grading policy of the teacher. Any assignments not turned in will receive zeros as grades.

### **Absences less than 2 days:**

If an absence for reasons other than illness or family emergency is foreseen and will be no longer than two days in length, the parent should provide the teacher advanced written notification of the upcoming absence. The parent or student must request assignments a minimum of one full day in advance of the absence. If advance notification is not given, the parent or student must request the assignments the first day of the student's return to classes. Upon return to classes, students will be accountable for turning in assignments with a one day make-up for each day absent, beginning on the third day after their return. Teachers are not responsible for providing tutorials for instruction missed during the absence. Grades on all make-up work will be determined according to the grading policy of the teacher. Any assignments not turned in will receive zeros as grades.

### **Absences more than 2 days:**

If an absence for reasons other than illness or family emergency is foreseen which will include more than two successive class days, it is to the student's benefit that assignments be completed and turned in prior to the absence. In order to receive assignments before the absence, the parent must provide the teacher written notification of the upcoming absence and the parent or student should request assignments a minimum of one week in advance of the absence. If advance notification is not given, the parent or student must request the assignments the first day of the student's return to classes. Upon his or her return to school, the student will be accountable for turning in assignments with a one day make-up for each day absent, beginning on the third day after his return. Teachers are not responsible for providing tutorials for instruction missed during the absence. Grades on all assignments and tests made up will be determined according to the grading policy of the teacher. Any assignments not turned in will receive zeros as grades.

**Absences Without Parental Knowledge:** A student absent without knowledge and/or permission of the parent will be unexcused, resulting in zeros for all assignments missed during the absence. The student may also be subject to disciplinary action.



# Arrival, Dismissal, and Carpool

Texas law prohibits the use of phone or text while driving in school zones or on school property. As of September 1, 2013 it is illegal to utilize Bluetooth phone accessories while in a school zone.

## Arrival

The school day begins at 8:00 a.m., at which time students are to be in their classrooms and ready for work to begin. **Unless scheduled for an observation, parents are not permitted to remain in the classroom after 8:00 a.m.**

**For safety, do not drop off students before 7:30 a.m. or if a faculty/staff member is not visibly present.** The Master's School cannot be responsible for the safety or well being of students who arrive before 7:30 a.m., as there is no supervision of students until 7:30 a.m.

**For safety, if parking, parents are required to escort their child across the driveway.**

**For safety, do not use arrival or dismissal for discussions with school personnel on duty, as their only priority is the safety of children.**

**Due to parking capacity, families may not use the faculty parking lot for arrival or dismissal.**

## Dismissal

Dismissal is at 3:15 p.m. We need to account for each child, so please check out with the teacher present, then escort your child to the vehicle.

Students are responsible for entering and exiting cars promptly and will not be permitted to run to the cones. Please have objects and siblings in place to allow students to enter and exit from the passenger's side. Vehicles may be motioned on to wait elsewhere if there is lengthy delay in getting all riders in place.

Due to safety concerns, the school urges you to pick up your child from the dismissal line. If you must park and pick up your child, park in the lot in the front or in the field at the end of the circle drive, and walk to the dismissal area, pick up your child, and accompany him or her back to your car. Students in parking lots or streets must be accompanied by an adult. **Do not park along the drive when picking up your child.**

**Due to parking lot capacity, families may not use the faculty parking lot for arrival or dismissal.**

**When picking up your child, display the last name of the child in the passenger side windshield of the vehicle.**

Please be prompt in picking up your child. At 3:30 p.m., all remaining students will be sent to the After School Program. Regular After School Program fees will be applied. The daily rate for drop-in service is \$15.00.

**For safety, there will be no discussions with school personnel during arrival or dismissal as their priority is the welfare of children.**

## Rainy Day Dismissal

Students will be gathered in the Multi-Purpose Building (MPB) and its sheltered areas during rainy day dismissal. Students will be called and walked to their car.

**For safety reasons,** the school urges you to pick up your child from the dismissal line. If you must park and pick up your child, park in the lot in front or in the field at the end of the circle drive, and walk across the dismissal area, check out with the teacher, pick up your child, and walk them to your car. **Please do not park along the drive or in the faculty parking lot when picking up your child.**

## Carpool

Please be certain your child knows who will be picking up after school. If your child is to be picked up by anyone not listed on their Carpool Form, the school requires a signed note giving permission or firsthand approval by phone. Notes about a change in a student's dismissal arrangements are to be written on a separate, full page and sent to school attached to the student's assignment book or sheet. **If your child is to be picked up by anyone who is not familiar to school personnel, the student will wait in the office until the driver's identification is verified, even if that person is on the student's carpool list.** If a change of carpool plans occurs during the school day, the parent/guardian of the child whose ride has changed must call the office to verify the change. The school will not release students to drivers not on their carpool list without first hand approval from the parent. Please notify other members of your carpool if your child is absent or will be picked up by someone else that day.

# Dress Code and Uniforms

Students are to be clean, well groomed, and in uniform on campus and conservatively dressed at school functions. During the school day and in the After School Program, students must wear The Master's School uniform. Common Thread School Uniforms is our uniform provider. Clothing not designated as “**from Common Thread**” may be purchased from a store of your choice.

Non-uniform clothing, such as jackets and outerwear, **may not** be worn while in the classroom. Students who get cold easily should keep on hand a uniform sweater or uniform fleece jacket for classroom wear. Boys and girls must keep shirts tucked in at all times. Shoes are required on campus.

## Uniform Violations

On the first violation, the student will receive a notice that will be sent home for the parents/guardians to sign. On the second violation, the student will again receive a notice that will be sent home for the parents/guardians to sign. On the third violation, the student will receive a Conduct Report, a notice sent home, and serve a detention. On the fourth and subsequent violations, the student will receive a Conduct Report and be removed from class until he/she is in the correct uniform.

**All clothing and personal items must be clearly marked with the student's name**

## Hair

Hair must be neat, clean, and well groomed. It may not block the student's line of vision and may not be dyed an unnatural color or cut in an extreme fashion. Boys' hair length must be above the collar. Girl's hair accessories must be gold, silver, navy, red, white, black, or tortoise shell and must be conservative. Teachers may, at their discretion, ask a student to remove any hair accessory that proves distracting to the student and/or the class.

## Outerwear

The only outerwear permitted in class is the uniform sweater or the uniform fleece jacket for **grades 1-8**. Outerwear with themes inappropriate to the school culture may not be worn to school or on field trips or special events.

## Jewelry

Any jewelry worn must be small and simple. Students may be asked to remove distracting jewelry. For safety reasons, earrings that hang below the earlobe may not be worn. Boys are not allowed to wear earrings at school.

Students may be asked to remove jewelry during PE. Loss of jewelry is always a possibility, so please consider the risk when allowing your child to wear it to school. **The Master's School is not responsible for lost or stolen jewelry or any other clothing items.**

## Makeup

Makeup must be conservative and understated. Boys are not allowed to wear makeup to school. A student may be asked to remove any nail polish or makeup that is inappropriate for the school setting.

## Accessories

Teachers may, at their discretion, ask a student to remove any accessory that proves distracting to the student and/or the class.

## Kindergarten Uniform

Kindergarten students are required to wear:

- Navy Master's School t-shirt
- Khaki uniform pant, short, skirt or skort from Common Thread  
*Girls who choose to wear a skirt MUST wear shorts underneath for modest*
- Athletic shoe.

Kindergarten students are required to wear the kindergarten uniform on field trips unless otherwise instructed by the teacher.

## 1<sup>st</sup> and 2<sup>nd</sup> Grade Girls' Uniforms

Items not listed as “from Common Thread” may be purchased at the store of your choice.

### Required

- **Jumper** - plaid from Common Thread (**required for Chapel**), hemlines no more than three inches above the knee
- **Blouse** - white round-collared, short or long sleeve, with or without red or navy piping from Common Thread, to be worn with the jumper
- **Socks** - White knee-length, white turndown socks, white sports socks, or white tights
- **Shoes** - Solid white or solid navy (including soles, no accent stripes, lettering or colors) athletic shoes or KEDS navy and white saddle oxford style tennis shoes with laces properly tied. Students may wear shoes with Velcro closures. **Slip-on, high top or platform style shoes are not allowed.**

### Optional

- **Shorts** - plaid from Common Thread - may not be worn on Chapel day (no longer available new)
- **Skort** - plaid from Common Thread - may not be worn on Chapel day
- **Polo shirt** - white knit short or long sleeved, no logos, must be kept tucked in - to be worn with pants or shorts
- **Turtleneck** - white long-sleeved, must be kept tucked in
- **Pants** – navy, from Common Thread - to be worn with white polo or turtleneck; may not be worn on Chapel day
- **Sweater** - navy or red cardigan from Common Thread
- **Sweater vest** - navy **from Common Thread**
- **Jacket** – navy fleece, **from Common Thread** (*The uniform sweater and fleece jacket are the only outerwear permitted in the classroom. If your child has a tendency to get cold in the classroom, purchase one of these items.*)
- **Belt** - Solid navy or black belt required with pants with plain, unadorned belt buckle

### Girls' P.E. Uniform

**1<sup>st</sup> and 2<sup>nd</sup> grade students do not change clothes for PE**

- Gym short from Common Thread or uniform plaid short may be worn under the jumper, and the student will remove the jumper and participate in PE wearing the shorts and uniform blouse.
- Plaid shorts, skort, or navy pants from Common Thread, worn with white polo or turtleneck (shirt must be tucked in)
- Uniform tennis shoes

## 1<sup>st</sup> and 2<sup>nd</sup> Grade Boys' Uniforms

Items not listed as “from Common Thread” may be purchased at the store of your choice.

### Required

- **Pants** - navy **from Common Thread**, (**required for Chapel**) not oversized and must be worn at the natural waistline.
- **Shorts** - navy **from Common Thread**, not oversized and must be worn at the natural waistline
- **Polo shirt** - white knit short or long sleeved, no logos, must be kept tucked in
- **Belt** - solid navy or black belt required with shorts or pants
- **Socks** - solid (no stripes) white crew or white sports socks
- **Shoes** - black athletic with black soles (no accent stripes, lettering or colors) and black laces properly tied. Students may wear shoes with Velcro closures. **Slip-on, high-top or platform style shoes are not allowed.**

**1<sup>st</sup> and 2<sup>nd</sup> grade students do not change clothes for P.E. The boy's P.E. day uniform consists of:**

- **White polo or turtleneck**, no logos, must be kept tucked in
- **Shorts or pants** - navy **from Common Thread** (same as listed above)
- **Black uniform tennis shoes**

### Optional

- **Turtleneck** - white long-sleeved, no logos, must be kept tucked in
- **Undershirts** - must be plain white with no lettering
- **Sweater** - navy or red cardigan **from Common Thread**
- **Sweater vest** - navy **from Common Thread**
- **Jacket** – navy fleece, **from Common Thread** (*The uniform sweater and fleece jacket are the only outerwear permitted in the classroom. If your child has a tendency to get cold in the classroom, purchase one of these items.*)

### 3<sup>rd</sup> Grade Girls' Uniforms

Items not listed as “from Common Thread” may be purchased at the store of your choice.

#### Required

- **Jumper** - plaid **from Common Thread (required for Chapel)** hemlines no more than three inches above the knee
- **Blouse** - white round-collared, short or long sleeve, with or without red or navy piping **from Common Thread**, to be worn with the jumper
- **Socks** - White knee-length, white turndown socks, white sports socks, or white tights
- **Shoes** - solid white or solid navy (including soles, no accent stripes, lettering or colors) athletic shoes or KEDS navy and white saddle oxford style tennis shoes with laces and properly tied. **Velcro closures, slip-on, high-top and platform style shoes are not allowed**

The girl's required P.E. uniform consists of:

- **T-shirt** - navy with school logo **from Common Thread**
- **Gym Short** - navy, long inseam, **from Common Thread**. Shorts must be worn at the natural waistline, waistbands may not be rolled to alter the fit of the shorts, and undergarments may not show above or below the shorts.
- **Uniform tennis shoes**

#### Optional

- **Turtleneck** - white long-sleeved, no logos, must be kept tucked in
- **Pants** - navy **from Common Thread** (to be worn with white polo or turtleneck)
- **Polo shirt** - white knit short or long sleeved, no logos, must be kept tucked in (to be worn with Pants or shorts)
- **Skort** - plaid from Common Thread - may not be worn on Chapel day
- **Shorts** – plaid **from Common Thread** (to be worn with white polo or turtleneck) (no longer available new)
- **Sweater** - navy or red cardigan **from Common Thread**
- **Sweater vest** - navy **from Common Thread**
- **Jacket** – navy fleece, **from Common Thread** (*The uniform sweater and fleece jacket are the only outerwear permitted in the classroom. If your child has a tendency to get cold in the classroom, purchase one of these items.*)
- **Belt** - solid navy or black belt required with pants
- **Navy Sweatpants** – solid navy, no accent stripes, lettering, or other coloring, purchased at the store of your choice, only to be worn over the P.E. shorts, not in place of them.

### 3<sup>rd</sup> Grade Boys' Uniforms

Items not listed as “from Common Thread” may be purchased at the store of your choice.

#### Required

- **Pants** - navy **from Common Thread, (required for Chapel)** not oversized and must be worn at the natural waistline
- **Polo shirt** - white knit short or long sleeved, must be kept tucked in
- **Belt** - solid navy or black belt required with pants or shorts
- **Socks** - solid (no stripes) white crew or white sports socks
- **Shoes** - black athletic with black soles (no accent stripes, lettering or colors), black laces and properly tied. **Velcro closures, slip-on, high-top and platform style shoes are not allowed**

The boy's required P.E. uniform consists of:

- **T-shirt** - navy with school logo **from Common Thread**
- **Gym Short**- navy, long inseam **from Common Thread**. Shorts must be worn at the natural waistline, waistbands may not be rolled to alter the fit of the shorts, and undergarments may not show above or below the shorts.
- **Uniform tennis shoes**

#### Optional

- **Shorts** - navy **from Common Thread**, not oversized and must be worn at the natural waistline
- **Turtleneck** - white long-sleeved, must be kept tucked in
- **Undershirts** - must be plain white with no lettering
- **Sweater** - navy or red cardigan **from Common Thread**
- **Sweater vest** - navy **from Common Thread**
- **Jacket** – navy fleece, **from Common Thread** (*The uniform sweater and fleece jacket are the only outerwear permitted to be worn in the classroom. If your child has a tendency to get cold in the classroom, purchase one of these items.*)
- **Navy Sweatpants** – solid navy, no accent stripes, lettering, or other coloring, purchased at the store of your choice, only to be worn over the P.E. shorts, not in place of them.

## 4<sup>th</sup> and 5<sup>th</sup> Grade Girls' Uniforms

Items not listed as “from Common Thread” may be purchased at the store of your choice.

### Required

- **Skirt** - plaid **from Common Thread** (required for Chapel) hemlines no more than three inches above the knee
- **Polo shirt** – white, short or long sleeved, no logos, must be kept tucked in
- **Socks** - White knee-length, white turndown socks, white sports socks, or white tights
- **Shoes** - solid white or solid navy athletic shoes including soles (no accent stripes, lettering or colors) or KEDS navy and white saddle oxford style tennis shoes with laces and properly tied. **Velcro closures, slip-on, high-top and platform style shoes are not allowed**

### The girl's PE uniform consists of:

- **T-shirt** Navy with school logo **from Common Thread**
- **Shorts** Navy, long inseam **from Common Thread**. Shorts must be worn at the natural waistline, waistbands may not be rolled to alter the fit of the shorts, and undergarments may not show above or below the shorts.
- **Uniform tennis shoes**

### Optional

- **Turtleneck** - white long-sleeved, must be kept tucked in
- **Pants** - navy **from Common Thread** (to be worn with white polo or turtleneck)
- **Shorts** – plaid **from Common Thread** (to be worn with white polo or turtleneck)
- **Sweater** - navy or red cardigan **from Common Thread**
- **Jacket** – navy fleece, **from Common Thread** (*The uniform sweater and fleece jacket are the only outerwear permitted to be worn in the classroom. If your child has a tendency to get cold in the classroom, purchase one of these items.*)
- **Sweater vest** - navy **from Common Thread**
- **Belt** - solid navy or black belt required with pants
- **Navy Sweatpants** – solid navy, no accent stripes, lettering, or other coloring, purchased at the store of your choice, only to be worn over the P.E. shorts, not in place of them.

## 4<sup>th</sup> and 5<sup>th</sup> Grade Boys' Uniforms

Items not listed as “from Common Thread” may be purchased at the store of your choice.

### Required

- **Pants** - navy **from Common Thread**, (required for Chapel) not oversized and must be worn at the natural waistline
- **Polo** - white knit short or long sleeved, must be kept tucked in
- **Belt** - solid navy or black belt required with pants and shorts
- **Socks** - solid (no stripes) white crew or white sports socks
- **Shoes** - black athletic shoes with black soles (no accent stripes, lettering or colors), black laces, and properly tied. **Velcro closures, slip-on, high-top and platform style shoes are not allowed**

### The boy's PE uniform consists of:

- **T-shirt** - navy with school logo **from Common Thread**
- **Short** - navy, long inseam **from Common Thread**. Shorts must be worn at the natural waistline, waistbands may not be rolled to alter the fit of the shorts, and undergarments may not show above or below the shorts.
- **Uniform tennis shoes**

### Optional

- **Turtleneck** - white long-sleeved, must be kept tucked in
- **Shorts** – navy, **from Common Thread**, not oversized and must be worn at the natural waistline
- **Undershirts** - must be plain white with no lettering
- **Sweater** - navy or red cardigan **from Common Thread**
- **Sweater vest** - navy **from Common Thread**
- **Jacket** – navy fleece, **from Common Thread** (*The uniform sweater and fleece jacket are the only outerwear permitted in the classroom. If your child has a tendency to get cold in the classroom, purchase one of these items.*)
- **Navy Sweatpants** – solid navy, no accent stripes, lettering, or other coloring, purchased at the store of your choice, only to be worn over the P.E. shorts, not in place of them.

## 6<sup>th</sup> Grade Girls' Uniforms

Items not listed as “from Common Thread” may be purchased at the store of your choice.

### Required

- **Skirt** – khaki pleated, **from Common Thread (required for Chapel)** hemlines no more than three inches above the knee
- **Blouse** - white  $\frac{3}{4}$  sleeve button up **from Common Thread** (may be worn untucked)
- **Socks** - White knee-length socks, white turndown socks or white sports socks
- **Shoes** – Any brown matte finish shoe with a broad heel and no higher than one inch - boots are allowed only with uniform pants

### The girl's PE uniform consists of:

- **T-shirt** Navy with school logo **from Common Thread**
- **Gym Short** Navy, long inseam **from Common Thread**. Shorts must be worn at the natural waistline, waistbands may not be rolled to alter the fit of the shorts, and undergarments may not show above or below the shorts.
- **Athletic Shoes** – any color and style, properly tied \* **Socks** – white sport socks or white turn-down socks

### Optional

- **Blazer** – Navy, **from Common Thread**
- **Shorts** – khaki, flat front, **from Common Thread**, not oversized and must be worn at the natural waistline
- **Polo** - navy or light blue knit short or long sleeved **from Common Thread- must be kept tucked in (any day except Chapel)**
- **Polo** - white knit short or long sleeved - **must be kept tucked in (may be worn any day except Chapel)**
- **Turtleneck** - white long-sleeved, must be kept tucked in
- **Pants** - khaki **from Common Thread**
- **Sweater** - navy or red cardigan **from Common Thread**
- **Jacket** – navy fleece, **from Common Thread** (*The uniform sweater and fleece jacket are the only outerwear permitted in the classroom. If your child has a tendency to get cold in the classroom, purchase one of these items.*)
- **Sweater vest** - navy **from Common Thread**
- **Belt** - brown belt required with pants
- **Navy Sweatpants** – solid navy, no accent stripes, lettering, or other coloring, purchased at the store of your choice, only to be worn over the P.E. shorts, not in place of them.

## 6<sup>th</sup> Grade Boys' Uniforms

Items not listed as “from Common Thread” may be purchased at the store of your choice.

### Required

- **Pants** - khaki **from Common Thread, (required for Chapel)** not oversized and must be worn at the natural waistline
- **Shirt** – white button up dress shirt, short or long sleeve, from store of your choice, **must be kept tucked in (required for Chapel)**
- **Tie** – any solid or patterned tie (no character ties) from store of your choice (**required for Chapel**)
- **Belt** – brown belt required with pants and shorts
- **Socks** – solid navy or brown dress socks (**worn with pants**)
- **Shoes** – Any brown, matte finish shoe with a heel height of no more than one inch - boots are allowed only with uniform pants

### The boy's PE uniform consists of:

- **T-shirt** - navy with school logo **from Common Thread**
- **Gym Short** - navy, long inseam **from Common Thread**. Shorts must be worn at the natural waistline, waistbands may not be rolled to alter the fit of the shorts, and undergarments may not show above or below the shorts.
- **Athletic Shoes** – any color and style, properly tied \* **Socks** – white sports socks or crew socks

### Optional

- **Blazer** – Navy, **from Common Thread**
- **Shorts** – khaki, **from Common Thread**, not oversized and must be worn at the natural waistline
- **Polo** - navy/light blue knit short/long sleeve **from Common Thread- must be kept tucked in (worn any day except Chapel)**
- **Polo** - white knit short or long sleeved - **must be kept tucked in (may be worn any day except Chapel)**
- **Turtleneck** - white long-sleeved, must be kept tucked in
- **Undershirts** - must be plain white with no lettering
- **Socks** – white sports socks or crew socks (may be worn with khaki shorts)
- **Sweater** - navy or red cardigan **from Common Thread**
- **Sweater vest** - navy **from Common Thread**
- **Jacket** – navy fleece, **from Common Thread** (*The uniform sweater and fleece jacket are the only outerwear permitted in the classroom. If your child has a tendency to get cold in the classroom, purchase one of these items.*)
- **Sweater vest** - navy **from Common Thread**
- **Navy Sweatpants** – solid navy, no accent stripes, lettering, or other coloring, purchased at the store of your choice, only to be worn over the P.E. shorts, not in place of them.

## Field Trips / Special Events

Please note guests or children of any age not enrolled in the class may not join the class during field trip activities or special classroom events. Activities and classroom events are planned age-appropriate and are intended to be student-focused without extraneous distractions.

Field trips are an important part of our educational program. Classes will participate in a number of field trips each year. Faculty and parent volunteers are essential for the supervision of field trips. As such, there are specific guidelines necessary to provide for student safety.

- Parents in private vehicles provide transportation, and each child must wear an individual seat belt.
- Child safety laws require children under the age of 8 years old must be secured in a Federally-approved child car seat while operating the vehicle UNLESS the child is more than 4' 9" tall.
- Students may not bring electronic items of any nature or cell phones on field trips.
- Students will not make purchases on field trips unless arrangements have been made and announced in writing in advance by the teacher.
- Teachers will specify the appropriate student uniform for each trip and appropriate dress for drivers and chaperones.
- **Parents who are not chaperones or drivers may attend field trips only if the trip is in a public place and the program the students are attending is open to the public.**
- **Children who are not enrolled in the class may not join the class during field trip activities.**
- **Any parent with supervisory or chaperone duties must complete a Volunteer Application form and submit to a TxDPS Criminal Background Check.**

## Special Classroom Events

Special classroom events enhance our educational program. These occur at all grade levels throughout the school year. Parents will receive a list of upcoming events from classroom teachers. Classroom parties are held at Christmas and Valentines Day.

**Children who are not enrolled in the class are prohibited from attend these special events or parties.**

## Field Trip and Special Events Volunteer Requirements

Our students greatly benefit from the opportunity to attend field trips. The school could not offer these enriching experiences without the help of volunteers, whose time and effort are sincerely appreciated by faculty, staff, students, and families. In order to meet safety and learning goals during field trips and special events, volunteers must have completed the school's Volunteer Form, submit to a background check, and comply with the following requirements which are made of all drivers, chaperones, and volunteers.

**During field trip lessons and presentations, volunteers must remain quiet and in the background. Chaperones may not bring anyone not enrolled in the class.**

## Chaperones

- **Chaperones and drivers may not talk on phones or text while responsible for a group of students.** Copilots may place calls on behalf of the driver during transport of students.
- Each field trip volunteer must have previously completed and signed the **Volunteer Application** and submitted it to the office a minimum of one week prior to the event to allow adequate time to complete the required background check.
- Please read field trip information that your child brings home concerning individual trips. Attendance is limited on many field trips, so if you want to chaperone on a certain trip, make your plans and sign up as early as possible.
- A "copilot" is a chaperone who sits in the front seat of the vehicle to assist the driver with directions, phone communications, and overseeing the needs of the students.
- Chaperones must be 25 years of age or older.
- Chaperones must be on time so departures are not delayed.
- Classroom conduct rules apply on all field trips. Chaperones are responsible for meeting students' needs and ensuring good manners and proper behavior of students in the car. They encourage students to visit quietly and be kind to one another. All chaperones have the authority to correct misbehavior of a student or group. Notify the teacher as soon as possible of inappropriate student behavior.
- Chaperones may be assigned a group of students to supervise. The students are to stay with them and the assigned group for the duration of the trip, unless the teacher specifies otherwise. A group should not become widely separated from the other student groups, unless the teacher has planned and announced that groups will be scattered.
- If the trip encompasses lunch, chaperones need to bring food with them. Chaperones may not leave the group for lunch or errands.
- Chaperones may not shop on field trips unless the opportunity is open to all in attendance and has been planned in advance and announced by the teacher in charge of the trip.
- Pets are not allowed on field trips.

## Drivers

- Each field trip driver must have previously completed and signed the **Volunteer Application/Criminal History Search** and submitted it to the office at the first of school to conduct the required background check a minimum of one week prior to the trip.
- Drivers are chaperones who are also transporting students in their vehicles. All guidelines for chaperones apply to drivers. As chaperones, drivers are expected to remain with the class at all times.
- ***Drivers may not talk on phones or text while responsible for a group of students***
- Please read field trip information that your child brings home concerning individual trips. Attendance is limited on most field trips, so if you want to drive a certain trip, sign up as early as possible.
- Anyone transporting students must be a licensed driver, 25 years of age or older.
- Teachers will provide a copy of written directions or a map that directs them to the destination as well as the cell phone numbers of at least one other driver or chaperone on the trip.
- Drivers must be on time so departures are not delayed.
- Each student must be buckled into his or her own seat belt; sharing of seat belts is not allowed. Students may not sit in the front seat of the car unless they are the child of the driver and the only child in the car. Students must remain buckled into their seat belts until instructed to leave the car. Students must wait to be accompanied by the driver or another chaperone before leaving the area of the car.
- Child safety laws require children under the age of 8 years old must be secured in a Federally-approved child car seat while operating the vehicle UNLESS the child is more than 4' 9" tall.
- Each driver will have a chaperone "copilot" whenever the field trip is to a destination outside of San Marcos. The copilot is responsible for meeting students' needs and ensuring good manners and proper behavior of students in the car, freeing the driver to focus on driving.
- Drivers must drive the speed limit and obey all traffic laws.
- Drivers must not talk or text on the phone while driving. The copilot should handle necessary phone communications.
- Because field trips are an extension of the school setting, movies are not to be shown in vehicles and only classical music may be played for students on short trips. Students on long trips may arrange with the teacher for approval of playing other appropriate music.
- **Students are not allowed to use ANY electronic devices during field trips.**
- On long trips, drivers may obtain consent from the teacher to play Christian music.
- During field trip lessons and presentations, all volunteers must remain quiet and in the background.
- If the trip encompasses lunch, drivers need to bring food with them. Drivers may not leave the group to get lunch or run any other errand.
- Drivers may not bring anyone with them who is not enrolled in the class taking the field trip.
- Drivers may not shop during field trips, unless the opportunity is open to all in attendance and has been planned in advance and announced by the teacher in charge of the trip.
- Pets are not allowed on field trips.



# Procedures and Information

## Achievement Testing

One week each spring students in grades 1 through 6 take the CTP IV, published by Education Records Bureau. Please see that your child is amply rested that week, mornings are as pleasant as possible, and that he or she eats breakfast and takes a nutritious snack for each day. Please do not arrange to provide special food for other students in the class during testing days.

## Bible Readings

Each student will receive a monthly calendar of Bible readings. These scheduled readings are to be read by a parent to the child on the evening prior to the day it will be read in class (the day listed on the calendar). This is a required element of our school's curriculum, designed to promote the reading and family discussion of God's word. Please be faithful in meeting this requirement.

## Birthday Celebrations

Parents must notify the teacher if they wish to bring birthday cakes or other food treats to the student's class during snack time or for dessert after lunch. **Please do not provide lunches for the entire class.** Invitations to birthday parties may be distributed on campus ONLY if every student in the class will receive an invitation. Per fire code and insurance purposes, no candles, lit or unlit may be used.

## Board of Directors and Meetings

The Master's School Board of Directors meets on the second Tuesday of each month. Parents are encouraged and welcome to attend the general session; the executive session is closed to parents and visitors. Parents or committees wishing to make a request or presentation to the Board must submit the request or information in writing to the school office by the Friday prior to the Board meeting on Tuesday in order to provide the necessary time.

The Board of The Master's School is comprised of between three and nine volunteer Directors. A Director must accept and believe all tenets of the school's Statement of Faith, and demonstrate commitment to Christian education. No member of the faculty or administration is eligible to serve on the Board. Directors serve a three-year term from the date of the affirmation of their appointment. Upon the conclusion of their term, a Director may be nominated for re-appointment by any sitting Board member.

## Candy, Gum, Soft Drinks

Consumption of candy, gum, soft drinks, and coffee beverages by students is not allowed on school premises.

## Cell Phones

Cell phones brought to school or school activities and functions by students must be turned off, remain in student backpacks or purses, and may not be used or displayed during school hours. Students may not be contacted by cell phone during school hours. The phones of students who use or display them at school will be confiscated by school personnel and returned to the parent of the student. The school is not responsible for loss, damage or theft of cell phones.

## Chapel

Chapel is held each Friday at 8:10 a.m. for all grades. It is intended to be an opportunity for the school family to meet together for worship and commitment to the Lord. Families and visitors are encouraged to attend. Young siblings and guests who are unable to remain still and quiet must be removed from chapel.

## Classroom Access

Students and parents or guardians are **not permitted** to return to the classroom after 3:15 p.m. dismissal unless they are scheduled to be there and accompanied by the teacher. Parents may, with prior arrangement with the teacher, pick up assignments or materials after school for students who have been absent.

To minimize class disruptions and lesson interference, parents or guardians are **not permitted** to enter classrooms or the Multi Purpose Building (MPB) during the school day with the exception of joining their student during scheduled lunchtime or weekly Chapel. Parents who need to bring items during the school day must take that item to the office and school personnel will deliver it. All classroom access must be approved and scheduled through the office. This may require the consent of the classroom or subject area teacher. Persons not enrolled in classes or designated as an employee of The Master's School must check-in at the office to receive a "Visitor" badge. This includes parents visiting during their student's lunch periods.

## Classroom Observations

Parents wanting to observe their child's class must schedule a classroom observation in advance through the school office. This includes physical education classes.

## **Class Size Policy and Governance**

### **Enrollment and Re-enrollment:**

#### **Returning Students**

Enrollment for returning students begins March of each year. The administration of the school publishes a deadline for re-enrollment and to guarantee space for each returning student within that time frame. After the deadline is passed, the school opens enrollment to the general public. Specific policy regarding class sizes, aides, and waiting lists are below.

#### **Students New to the School**

Enrollment, for students seeking admission in the same academic year, is closed on February 1st each year. No student may be considered for admission beyond February 1st of the same academic year.

### **Determining the Addition of Aides or Teachers**

Generally, a class is at its optimal level when enrollment reaches 12 - 15 students. At that point, an evaluation of the benefit for an aide will be made in consultation with the administration and the classroom teacher. A determination will be made in the best interest of the class as to whether or not an aide would prove beneficial.. Request by administration for an aide requires Board approval.

To protect the integrity of The Master's School instructional program, once a class reaches 16 students a waiting list is created and an evaluation of the effect of a 17th student on the classroom is assessed. It may be determined to leave students on the waiting list or to allow the 17th student to enroll, depending on the potential effect on the current classroom.

During the school's enrollment period, once a class reaches 16 students a waiting list is created. Upon the opening of another section or the withdrawal of a student, the waiting list is notified in the order that registration was received. If the waiting list reaches 6 students, the Board will consider approval of the opening of a second section contingent on the availability and hiring of a qualified teacher.

### **Kindergarten:**

When a kindergarten class reaches an enrollment of 15 students, a ½ day aide is considered. With the addition of the 16th student and beyond, a full-day aide is considered with approval of the Board..

If enrollment reaches 20 students, a second kindergarten class, with approval of the Board, is created contingent on the availability and hiring of a qualified teacher. With two classes of 10 students, an aide is not utilized until a class again reaches the 15th student.

*The Master's School Board reserves the right to adjust this policy to fit the needs of the school. Adjustments or considerations will be made with advice and recommendations from the school's administration.*

### **Club Sales**

Relating to outside club sales such as scouts, we ask students not have forms out and not solicit classmates during the school day . We request solicitations on campus after school dismissal, the student selling be accompanied by their parent if intending to solicit other parents. A designated display table in the administrative office is available for approved organization's materials represented by a The Master's School student.

### **Community Service Projects**

Every class will have a project during the year. The teachers will announce these as they are developed. If parents and students are involved in a service project independent of the school, any printed information about the project that mentions the school must be approved by the administration.

## Discipline

### Classroom Rules are:

- Be Ready**
- Be Attentive**
- Be Courteous**
- Be Cooperative**
- Be Obedient**
- Be Honest**

The school establishes discipline standards. Copies of each class' Discipline Policy are distributed during the August Parent Meeting..

All students will be held accountable for adhering to the Conduct Code.

Any student demonstrating dishonesty will receive a Conduct Report. Any student expressing a verbal threat of violence will receive a Conduct Report. A student demonstrating physically aggressive behavior without apparent anger or malice will receive a minimum of a warning and a Conduct Report, even if this behavior was in play. Depending upon the severity of behavior, discipline can range from detention before, during or after school to suspension from class for a period of time or, ultimately, expulsion. Persistent misconduct, upon review, may lead to expulsion.

Because of the importance of accepting responsibility for actions and the resulting consequences, missing assigned detention may result in escalated consequences.

A student demonstrating physically aggressive behavior accompanied by anger or a threat of physical harm will be taken to the office. The student may be sent home immediately or suspended from class on campus for the remainder of the day, and his or her parents contacted. Depending upon the severity of the behavior, the school may call law enforcement authorities.

Suspended student will not be allowed to return until a conference with the parents has taken place which assures the faculty and administration the behavior has been adequately addressed to prevent recurrence. Students suspended from campus will be required to complete assignments missed while on suspension. Late grade penalties may apply to assignments done while on suspension.

The following offenses may lead to suspension and/or expulsion: physical violence; threats of physical violence; possession of weapons; possession or use of tobacco, illegal drugs or alcohol; theft; destruction of property; or inappropriate display of affection. Students may also be suspended and/or expelled for any serious, recurring or persistent misconduct.

All school discipline standards and procedures apply during all field trips, special events, and to students attending the After School Program.

## Distributing Materials on Campus

Written or printed materials, handbills, photographs, pictures, films, tapes or other visual or auditory materials over which The Master's School does not exercise authority shall not be sold, circulated, or distributed on school premises unless specific prior approval has been obtained from school administration.

## Financial Aid and Tuition Assistance

The Master's School, when able, may extend financial aid toward tuition. Families wishing to apply may request the appropriate forms in the office once they have enrolled for the following school year. The office will publish application deadlines.

## Forms Required

- **Birth Certificate** – The state of Texas requires all public and private schools to have on file an official birth certificate for each student.
- **Statement of Faith** – This must be signed by at least one parent.
- **Parental Authorization** – This form verifies consent to medical treatment, participation in physical education classes, and student travel on field trips. It also releases the school and volunteers from liability and claims. This form must be on file before a student may participate in a school field trip or physical education classes.
- **Medical Certificate** – Students are required to have a physical exam upon entering the school and every other year thereafter. **The school complies with all requirements of the state of Texas for boosters and immunizations.**
- **Payment Contract and Agreement**
- **Carpool**
- **Signature Page** – This is the last page of the Student Handbook, and must be completed and returned by the end of the first full week of school. It contains the following.

- #1 -Student Handbook and School Code of Conduct Agreement
- #2 - Publicity Permission
- #3 - Responsible Use Guidelines Agreement
- **Summer Reading Log and Reports** – Students are required to return this form and their reports (if applicable) to their classroom teacher by the end of the first week of school.

## Fundraising

All fundraising activities, solicitations, and use of The Master’s School logo must have Board approval before the activity takes place. No alcoholic beverages are permitted at any fundraising activity. Monetary donations to the school are appreciated at any time. Other types of donations must be approved by the Board of Directors. Please call the school office to receive information on tax-exempt qualifications of specific donations.

## Grades and Progress Reports

### Grades K, 1, and 2

Student progress is evaluated in accordance with the school's standards for students' academic achievement, character, and study habits. Students receive ratings on their report cards in each area. Mid-term reports will be sent home with the students in the middle of each grading period. Report cards will be given to parents in conference at the end of the 1st quarter and are sent home with the students at each quarter's end, unless a conference is requested or required by teacher or parents.

### Grade 3

Student progress is evaluated in accordance with the school's standards for academic achievement, character, and study habits. Third grade students will receive number grades that reflect their grade averages in spelling, mathematics, grammar, reading, and Spanish. All other areas will receive a rating. Mid-term grade reports will be sent home with students in the middle of each grading period. Report cards will be given to parents in conference at the end of the 1st quarter and are sent home with the students at each quarter's end, unless a conference is requested or required by teacher or parents.

### Grades 4-7

Student progress is evaluated in accordance with the school's standards for academic progress, character, and study habits. Students will receive number grades that reflect their grade averages in all academic areas and ratings in character and study habits. Mid-term reports will be sent home with the students in the middle of each grading period. Report cards will be given to parents in conference at the end of the 1st quarter and are sent home with the students at each quarter's end, unless a conference is requested or required by teacher or parents.

## Grandparents’ Day

Grandparents’ Day is held each year. It is a day to honor the grandparents and special friends of The Master's School families. Student projects will be on display, and K-6th grade students will present a program, to which all are invited.

## Holidays and Parties

Holidays observed by The Master's School are listed on the yearly calendar. Christmas and Valentine’s Day are the only holidays celebrated with class parties. **Children of any age not enrolled in the class may not attend class parties.** The school does not recognize Halloween as a holiday, and students are not to bring Halloween related items to campus.

Students who wish to give gifts to classmates at class parties may do so as long as the student or family has made the gifts. Please keep in mind the school's Christian philosophy and classical perspective in regards to items brought to celebrate these holidays.

## Homework

Homework is intended to give students independent learning experiences and teach them responsibility. Daily homework will be assigned Monday through Thursday. Assignments must be submitted on time and complete. The only acceptable excuses for incomplete homework are student illness or a family emergency. These should be explained in a written note from the parent. See Absence Policy for details on making up work. Classroom grading policies state penalties for late assignments.

If you find your child’s homework takes substantially longer than expected on a regular basis, please contact the teacher.

Parents should check their child’s homework for errors and completion, and allow the child to make corrections. Older students must check their own work. Parents will be notified if a student is not turning in his or her homework completed and on time.

**Homework may not be faxed to the school, nor will school personnel fax copies of assignments.**

## Honor Roll

Students in grades 3-6 who receive a number average of 90 or above in academic classes and a rating of “M” or “E” in specialty classes for each quarter will be listed on the Honor Roll for that quarter. Students who have an average of 90 or above in each academic class for the year and ratings of “M” or “E” in each specialty class for the year will be recognized at Fine Arts Day.

## Illness and Medication

For **safety and health reasons, do not send a student to school that evidences any of the following conditions:**

- Fever of 100 or over
- Head lice
- Pink eye
- Vomiting
- Diarrhea
- Asthma which cannot be controlled with the student’s prescription medication
- Injury which requires a doctor’s attention
- Pain or extreme discomfort which precludes successful participation in class
- A rash which has not been identified

A student will be sent home from school if he or she develops any of these conditions. **A student with fever, diarrhea, or vomiting must be symptom-free without medication for at least 24 hours before returning to school.** Parents of students with communicable or contagious illnesses must call the office concerning the illness so individuals potentially exposed can be alerted.

Because any medication can mask symptoms of illness and/or create adverse reactions, medicine may not be brought to or used at school except when overseen by school personnel.

**Please do not send medicine of any type to the school for your child to take outside the supervision of school personnel. A parent or guardian must complete the Instructions for Medication form in the office before, or as, each medicine or over-the-counter medicine is brought to school.**

If a student is to receive an over-the-counter medicine at school, the parent or guardian of the student must provide the medicine. It must be in its original container and have the student’s name and appropriate dosage written on it.

Medicine prescribed by a physician can only be dispensed with a written request from the physician or written consent from the parent or guardian. The prescription medicine must be in the original container with the prescription label. All prescription medicine will be locked in the office and must be delivered there as soon as the student arrives on campus.

A student with **asthma** who has written authorization from his or her parent **and** physician may be permitted to possess and independently use prescribed asthma medicine at school or school events.

**All guidelines and requirements concerning illness and medication apply to students attending the After School Program.**

## Library

Books may be checked out for four weeks with a limit of five books per student. Students who need to keep a book longer in order to meet outside reading requirements must recheck the book at the end of four weeks. The parents are responsible to pay for damaged or lost books. Final report cards and school records will not be released to students with outstanding library books. **Students are not allowed in the library unattended.**

## Logo Use

The TMS logo is proprietary to The Master’s School and, as such, cannot be used without the express permission of the TMS administration or TMS Board.

## Lunches and Snacks

All classes take a mid morning break, during which students are encouraged to eat a healthy snack brought from home. Students may bring their lunch to school, purchase from the Hot Lunch Program, or receive lunch brought by a parent/guardian. Businesses may not deliver food to students at school. Label all lunch boxes and water bottles with the student's names. **Water bottles that have a squirting, or spritzing function are not allowed on campus.**

Please check your child’s daily class schedule for the snack and lunch period. Parents are welcome to join their child for lunch any day without prior arrangement. The only exception exists when the class is gone for a field trip. If you wish to deliver lunch to your child personally or stay and join him/her for lunch, you may take it to the classroom **at the scheduled time.** Do not knock on the door or enter the classroom

until students have been dismissed for lunch. **Parents and guests are required to register in the office.**

Please be sure that containers and lunch boxes do not leak. Do not send containers your child cannot open. Please include utensils as needed and a napkin. Consumption of candy, gum, soft drinks or caffeinated beverages by students is not allowed on school premises. Students will not be permitted to trade food. **Parents and students may not use the office refrigerator or microwave.** Please do not provide class-wide snacks or lunches unless it is prearranged with the teacher.

## Money at School

Students may not bring money to school. School faculty will notify parents when exceptions need to be made regarding school projects excursions, or bake sales. Money may not be brought for lunches, gifts, or for any other unapproved reason.

## Office Equipment

Students may not use the school's telephone except with permission from faculty or staff in the case of emergency. Students may not use the copy machine or the office computers. Parents may not use the office phone or copy machine without consulting with school personnel.

## Parent-Teacher Conferences

Parent-teacher conferences are scheduled once per year. Teachers host parent conferences for each student at the end the first quarter. Conferences may be held at the end of any grading period if required or requested by the teacher or parents. Other conferences may be scheduled at any time at the request of the teacher, administration or parents.

## Parent-Teacher Council

Upon enrollment of their child at The Master's School, each family joins the Parent-Teacher Council. Annual dues are required and are paid with the first tuition payment in June through Facts Management Company.

## Personal Property

Personal property, including but not limited to electronic devices, are not allowed at school. Students also may not bring toys to school except for a specific purpose with the teacher's approval. The school is not responsible for loss or damage of personal property.

## Pets/Animals

Pets/animals are not allowed on The Master's School campus or at school sponsored events unless pre-arranged with a classroom teacher, or with student projects when the teacher has granted written permission.

## Physical Education

Involvement in physical activities is an integral part of education at The Master's School for all students. All students in grades K-6 participate in the physical education program. Students are expected to display spirit, loyalty, and good sportsmanship at all times.

Students in grades 3-6 who do not bring their full PE uniform may not be allowed to participate in class activities, and their grade will be negatively impacted. **Students who are not able to participate in physical education class for other reasons must present to their PE teacher a dated note signed by the parents or guardian, indicating the specific reasons for not participating.** The teacher may excuse students from participation without a note, depending on the nature of an illness or injury. If there are serious medical reasons for restricting involvement in PE, it is necessary to bring a statement from the physician.

## Prayer Ministry

The school was founded and is sustained through prayer. All families are encouraged to participate in the prayer ministry. Early in the school year, prayer groups will be initiated and announced in the Monday Memo.

## Re-enrollment

Re-enrollment at The Master's School is not automatic. Those students who have academic difficulty that either precludes their success or prevents the success of our academic program are not eligible for re-enrollment. Students who persist in negative, uncooperative, or non-productive attitudes or behavior may be denied re-enrollment. These decisions are made only after full discussion among the student's teachers, parents, and school administrators. The school reserves the right to require immediate withdrawal of any student who does not meet its academic requirements or fails to conform to its behavioral standards.

## **School Cancellations**

The Master's School typically will not hold school whenever San Marcos Consolidated Independent School District (SMCISD) announces closing for weather related reasons. However, The Master's School may alter its school hours as a result of emergencies or weather independent of SMCISD decisions. For a listing of closings, refer to KXAN Channel 36 in Austin or 1200 AM WOAI. The school strongly encourages families to participate in the free text alert notification system. Details regarding the text alert will be sent at the start of the school year.

## **Student Projects**

The student project offers an opportunity for the child to seek a high level of excellence in his or her individual efforts. The goal of student projects is to foster in students independent learning and the ability to set goals, organize tasks, and pace their work. Each year students in grades 1-7 choose a special project which they will enjoy and which will develop their skills and interests. All projects should reflect the student's best effort and represent work done over a minimum of 3-4 months. Project Planning Forms will be sent home in September and each student is expected to have a plan in place by early October. Projects will be displayed during Open House and Grandparents' Day. Sixth and seventh grade projects include service projects to others outside TMS.

## **Summer Reading**

Students entering 1st through 7th grades have required summer reading. Reading lists are under the "For Parents" tab on the website at <http://www.mastersschool.org/>. Reading logs and lists are distributed with the acceptance packet.

Reading logs and reports are turned into the classroom teachers the first week of classes.

## **Teacher Gifts**

Christmas and end of the year gifts are provided through your Parent-Teacher Council dues. Do not ask parents or students to contribute toward additional teacher gifts. If a student wishes to express appreciation for the teacher, please consider gifts made by the student or family.

## **Technology - Responsible Use Guidelines (RUG)**

The Master's School (TMS) provides staff and students with a variety of communication and information technologies for educational purposes. These technologies, when properly used, promote educational excellence. The Responsible Use Guidelines (RUG) supports our vision of responsible technology use and promotes a strong sense of digital citizenship. The RUG applies to all TMS computer networks (including the devices made available by them), and all devices connected to those networks—whether they be student owned or otherwise. It is important that you read the Responsible Use Guidelines, ask questions if you need help understanding them, and sign the agreement form. With the ability to use technology comes responsibility and it will be your responsibility to follow the rules for appropriate use. Inappropriate system use will result in the loss of the privilege of using this educational and administrative tool. The Head of School or designee will oversee the school's electronic communications system. The school will provide training in proper use of the system and will provide all users with copies of Responsible Use Guidelines. All training in the use of the school's system will emphasize the ethical use of this resource.

### **Children's Internet Protection Act**

TMS currently utilizes Ranch Wireless for Internet access. This Internet access has filters in place to provide Internet safety for minors that protects against access through such electronic devices to visual depictions that are: Obscene; pornographic; or may be harmful to minors; and is enforcing the operation of such technology protection measure during any use of such devices by minors; and has in place a policy of internet safety that includes the operation of a technology protection measure with respect to any of its electronic devices with internet access that protects against access through such devices to visual depictions that are obscene; or pornography, and its enforcing the operation of such technology protection measure during any use of such electronic devices.

All students and staff will be taught lessons on proper Digital Citizenship. Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across some material you find objectionable. While TMS uses filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It is your responsibility to follow the rules for appropriate use.

### **Copyrights**

Copyrighted software or data may not be placed on any system connected to the school's system without permission from the holder of the copyright. Only the owner(s) or individual(s) the owner specifically authorizes may upload copyrighted material to the system. No original work created by any TMS student or employee will be posted on a web page under TMS control unless the school has received written consent from the student (and the student's parent) or employee who created the work. Training will be provided to all staff, students and parents regarding copyright information. No personally identifiable information about a TMS student will be posted on a web page under TMS control

unless TMS has received written consent from the student's parent. An exception may be made for "directory information" as allowed by the Family Education Records Privacy Act (FERPA) and TMS policy.

### **Use of Personal Telecommunication Devices**

TMS believes technology is a powerful tool that enhances learning and enables students to access a vast amount of academic resources. The goal is to increase student access to digital tools and facilitate immediate access to technology-based information, much in the way the students utilize pen and paper. To this end, TMS will open a filtered, wireless network through which students in specific age groups will be able to connect school-provided devices. Students using school devices must follow the guidelines stated in this document while on school property, attending any school-sponsored activity, or using the TMS network.

Students will be allowed to bring personal telecommunication devices at parents' discretion, but will not have access to the TMS network system. The devices are only allowed during dismissal. All devices used for educational purposes will be provided by the classroom teacher.

### **System Access**

Access to TMS electronic communications system will be governed as follows: As appropriate and with the approval of the immediate supervisor, TMS employees will be trained and be granted access to the TMS system. Students will receive instruction on the use of the internet after student and parent sign the Responsible Use Guidelines for Technology in the Handbook Signature section at the end of the handbook. Students will then be granted access to the TMS system. Any system user identified as a security risk or as having violated TMS responsible use guidelines may be denied access to the TMS system.

### **Individual User Responsibilities For Online Conduct**

The following standards will apply to all users of the TMS electronic information / communications systems:

1. The individual in whose name a system account is issued will be responsible at all times for its proper use.
2. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by TMS policy or guidelines.
3. Students may not distribute personal information about themselves or others by means of the electronic communication system.
4. System users must purge electronic mail or outdated files on a regular basis to ensure proper use of system.
5. System users may not redistribute copyrighted programs or data except with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, TMS policy, and administrative regulations.
6. Students may not modify or change computer settings and/or internal or external configurations without appropriate permissions.
7. Students should not use any means to disable or bypass the TMS Internet filtering system or other network systems, including going to restricted sites specifically blocked by the school network.
8. System users may not send or post messages that are abusive, obscene, sexually oriented, threatening, disruptive, harassing, damaging to another's reputation, or that are illegal.
9. System users should be mindful that use of school-related electronic mail addresses might cause some recipients or other readers of that mail to assume they represent TMS, whether or not that was the user's intention.
10. System users may not waste TMS resources related to the electronic communications system:

- a. Excessive printing, or printing of non-school related documents
- b. No downloading and streaming, without teacher permission
- c. Color printing only allowed with office permission.

### **Network etiquette**

System users are expected to observe the following network etiquette: Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude. Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and other inflammatory languages is prohibited. Pretending to be someone else when sending / receiving messages is considered inappropriate.

No social media applications allowed without teacher permission. Transmitting obscene messages, pictures, or other multi-media is prohibited. Using the network in such a way that would disrupt the use of the network by other users is prohibited.

- **Audio/Video recordings** Students may use tech devices while engaging in educational activities in the classroom, by permission of the teacher. Outside of the classroom (before/after school, during lunch), Audio/Video recording while at school is prohibited and may result in loss of device.
- **Vandalism** Any malicious attempt to harm or destroy TMS equipment, data, data of another user of the TMS system, or any of the agencies or other networks that are connected to the internet is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of TMS policy and administrative regulations and may constitute criminal activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, the uploading or creating of computer viruses. Vandalism, as defined above, will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, as well as other appropriate consequences.



- **Transmitting confidential information** Confidential information should never be transmitted, redistributed or forwarded by students to outside individuals who are not expressly authorized to receive the information. Revealing personal information about oneself such as, but not limited to, home addresses, phone numbers, email addresses, birthdates or of others is prohibited.
- **Forgery** Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users, deliberate interference with the ability of other system users to send/receive electronic mail, or the use of another person's user ID and/or password is prohibited.
- **Plagiarism** Fraudulently altering or copying documents or files authored by another individual is prohibited.
- **Commercial Use** Use of the system for any type of income-generating activity for personal gain is prohibited.
- **Illegally Accessing or Hacking Violations** Intentional or unauthorized access or attempted access of any portion of the TMS computer systems, networks, or private databases to view, obtain, manipulate, or transmit information, programs, or codes is prohibited. **File/Data Violations** Deleting, examining, copying, or modifying files and/or data belonging to other users, without their permission is prohibited.
- **Information Content / Third-Party Supplied Information System** Users and parents of students with access to the TMS system should be aware that use of the system may provide access to other electronic communications systems in the global electronic network that may contain inaccurate and/or objectionable material. A system user who gains access to such material must discontinue the access as quickly as possible and to report the incident to the supervising teacher or supervisor or user will be subject to disciplinary action. A student knowingly bringing prohibited materials into the school's electronic environment will be subject to suspension of access and/or revocation of privileges on TMS system and will be subject to disciplinary action. An employee knowingly bringing prohibited materials into the school's electronic environment will be subject to disciplinary action.

### **Termination / Revocation of System User**

Account termination of an employee's or a student's access for violation of TMS policies or regulations will be effective on the date the Head of School receives notice of student withdrawal or of revocation of system privileges, or on a future date if so specified in the notice.

### **Disclaimer**

The TMS system is provided on an "as is, as available" basis. TMS does not make any warranties, whether expressed or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The TMS does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error free, or that defects will be corrected. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not TMS. TMS will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse or TMS electronic communications system.

### **Textbooks and Supplies**

The school provides textbooks and supplies. Students must replace or pay for any damaged or lost textbooks, library books, and permanent supplies checked out to them. Students are to use the supplies provided by the school. A records hold will be placed on students who have not paid for or replaced damaged or lost textbooks or library books.

### **Tutorials**

Tutorials are valuable opportunities for students to receive extra help or to make up work they have missed. A need for tutorials does not necessarily indicate that a child is having serious academic difficulty. Each teacher arranges his or her tutorial schedule. The student or parent may also request tutorials. Long-term tutoring needs (more than three sessions) must be met by arrangement between parents and a private tutor. See the Absence Policy concerning tutorials for make-up work.

## 2018-2019 STUDENT/FAMILY AGREEMENTS AND ACKNOWLEDGMENTS

PLEASE NOTE, THE SCHOOL REQUIRES THREE SEPARATE AGREEMENTS, ACKNOWLEDGED BY SIGNATURES, FROM PARENTS/GUARDIANS. THANK YOU.

Please have your child return forms their classroom teacher before the end of the first week of school.

### 2018-2019 Student/Family Handbook and School Code of Conduct Agreement (Agreement # 1)

I (we) have read and understand the policies, procedures, and requirements detailed in the **Student Handbook**. I (we) agree to abide by the requirements in it. I (we) also agree to support the school by having my child abide by the requirements of the **Student Handbook and the School Code of Conduct**.

I have read and I agree to abide by the requirements of the

Student Handbook      *and*      Code of Conduct.

Student Signature(s) (If age appropriate) \_\_\_\_\_

Parent / Guardian Signature(s) \_\_\_\_\_

### 2018-2019 Publicity Permission (Agreement # 2) (Please choose one of the following statements)

I (we) **grant** permission to The Master's School to make or authorize the making of videos of my child, the recording of my child's voice, or the photographing of my child for the purpose of the school's publications or media outlets.

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

I (we) **do not grant** permission to The Master's School to make or authorize the making of a videotape of my child, the recording of my child's voice, or the photographing of my child to use in the school's publications or media outlets.

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

**2018-2019 Responsible Use Guidelines (RUG) Agreement**  
**(Agreement # 3)**

**STUDENT - USER:** I understand that in order to use school technology or the Internet I must agree to follow the rules and guidelines described by The Master’s School (TMS) in the Responsible Use Guidelines (RUG). These include using the Internet appropriately, respecting other students’ work, taking care of the computer hardware and software, and reporting anything that may go wrong on the computer or other electronic devices to a teacher or administrator. I understand that my technology use is not private and may be viewed by TMS school officials, and that TMS will monitor my activity on the computer system.

Student Signature(s (if age appropriate) \_\_\_\_\_ Date \_\_\_\_\_

Printed name: \_\_\_\_\_

**PARENT/GUARDIAN:** I (we) hereby agree to comply with TMS Student Internet and Technology Responsible Use Guidelines, as described above. As parent or guardian, I hereby consent to my child’s use of technology resources. I hereby release TMS, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use of, or inability to use, the system, including, without limitation, the type of damages identified in the TMS policy and administrative regulations.

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

Printed name: \_\_\_\_\_