

THE WOODLANDS  
**METHODIST**  
SCHOOL



Student/Parent Handbook  
2022-2023

Elementary School  
Middle School

Serving Students Pre-K through 8th grade

[twmschool.org](http://twmschool.org)  
[twmc.org](http://twmc.org)

The Woodlands Methodist School is an outreach program of  
The Woodlands Methodist Church.

2200 Lake Woodlands Drive, The Woodlands, Texas 77380  
Elementary and Middle School 281-822-8220 Fax: 832-381-3025



<b>Table of Contents</b>	<b>Page Number</b>
<b>Vision Statement, Mission Statement, Guiding Principles</b>	<b>4</b>
<b>Spiritual Beliefs</b>	<b>5</b>
<b>History of TWMS and Accreditation</b>	<b>6</b>
<b>Facility Notifications</b> School hours and Schedules	<b>7</b>
<b>School Information and Procedures</b> Attendance CAR LINE - Arrival and Departure Communication Transportation Changes	<b>8</b>
<b>Academics</b> Academic and Personal Integrity Policy Grading Scale/Report Cards Academic Watch/Probation Development Foundation Support and Guidance for Individual Needs	<b>14</b>
<b>Behavior Expectations and Discipline</b>	<b>17</b>
<b>Admission</b>	<b>19</b>
<b>Uniform Requirements</b>	<b>20</b>
<b>Day to Day Items (What to bring/not bring)</b>	<b>23</b>
<b>Cell Phones/Connected Devices</b>	<b>23</b>
<b>Special Events</b>	<b>24</b>
<b>Parents/Guardians/Volunteers</b>	<b>25</b>
<b>Safety and Security</b>	<b>26</b>
<b>Health and Wellness</b>	<b>27</b>
<b>Church Ministries</b>	<b>34</b>
<b>Appendices</b> <ul style="list-style-type: none"> <li>• Appendix A: TWMS Financial Policy</li> <li>• Appendix B: TWMS Student Acceptable Use Policy for Information Technology</li> <li>• Appendix C: Social Media &amp; Online Behavior Contract</li> <li>• Appendix D: Middle School Student Textbook and Library Book Policy</li> <li>• Appendix E: TWMS Volunteer Policy</li> <li>• Appendix F: COVID-19 Safety and Protocol</li> </ul>	<b>35</b>
<b>Acknowledgement Form</b>	<b>44</b>

# The Woodlands Methodist School

## Vision Statement

As an outreach ministry of The Woodlands Methodist Church, we adhere to these core beliefs: *Win People to Jesus Christ – Disciple Them in Faith – Help Those in Need*

## Mission Statement

To provide a joyful, Christian education through which children develop a lifelong love of learning, pursue excellence, and positively impact the world.

## The Woodlands Methodist School Motto

Faith - Joy - Excellence

## Guiding Principles

 <b>Spiritual Growth</b> <p>We believe each individual is created by God as a unique and special person with the potential to grow and learn. We employ Christian staff who share their faith and teach about God’s word daily.</p>	 <b>Learning Environment</b> <p>We celebrate the unique learning potential of each child. Our small class sizes enable our highly qualified, certified Elementary and Middle School teachers to meet individual, developmental needs in a safe, secure, nurturing environment.</p>	 <b>Accountability</b> <p>We are both responsible to and supported by The Woodlands Methodist Church, the TWMC School Board, and the families we serve. Our school is accredited through Cognia and held accountable by TEPSAC (Texas Private School Accreditation Commission) for students' Pre-K – 8<sup>th</sup> grade.</p>
 <b>Excellence</b> <p>We uphold high individualized expectations while guiding students to discover their unique talents and interests. We strive to develop their hearts, minds, and bodies to their greatest potential, pursuing joyful excellence in all we do.</p>	 <b>Family Partnership</b> <p>We believe learning extends beyond the classroom and that a collaborative relationship with families is essential to a successful education. We maintain open communication and opportunities for involvement.</p>	 <b>Compassion</b> <p>We develop individuals of integrity with a heart for serving others. We demonstrate love and respect daily in all our interactions. We guide students to be Christ-like, responsible citizens who positively impact the world.</p>

# **SPIRITUAL BELIEFS**

## **THE WOODLANDS METHODIST CHURCH (TWMC) MISSION**

Win People to Jesus Christ - Disciple Them in Faith - Help Those in Need

### **OUR BELIEFS**

*"In essential beliefs we have unity, in non-essential beliefs we have liberty, and in all beliefs, we have charity."* <sup>1739</sup>John Wesley, Founder of the Methodist movement

### **ABOUT GOD**

God is the Creator and Ruler of the universe. He exists eternally in three personalities: the Father, the Son, and the Holy Spirit. God is both holy and loving.

### **ABOUT JESUS CHRIST**

Jesus Christ is the unique Son of God. He lived a sinless human life and died on the cross to atone for our sins. He rose from the dead and ascended to heaven and will return again to earth.

### **ABOUT THE HOLY SPIRIT**

The Holy Spirit is present in the world to make people aware of their need for Jesus Christ. When we receive Jesus as the leader of our lives and the forgiver of our sins, the Holy Spirit comes to live within us. He provides us with power for living, enables us to understand spiritual truth, and guides us in doing what pleases God. As Christians we seek to live under His control daily.

### **ABOUT THE BIBLE**

The Bible is God's word written by human authors under the supernatural guidance of the Holy Spirit. It is the final authority for determining our Christian beliefs and how we are to live.

### **ABOUT HUMAN BEINGS**

People are made in the spiritual image of God — we are rational and moral beings. Because we are God's creation made in God's image, each person possesses great self-worth. Although every person has tremendous potential for good, all of us are marred by an attitude of self-centeredness which the Bible calls "sin." This attitude and its resultant actions separate us from God, others, and ourselves.

### **ABOUT BEING MADE RIGHT WITH GOD**

Becoming right with God and having our relationship with God restored is what the Bible calls salvation. Salvation is God's free gift to us. We can never earn it or achieve it by self-improvement or good works. We accept God's gift of a new life when we turn from our self-ruled life and accept Jesus as our Savior. The new life that God gives us is an abundant life in this world and eternal life in the world to come.

### **ABOUT THE KIND OF LIFE, WE ARE CALLED TO LIVE**

Though we are not made right with God by our own goodness, "good works" are not optional for the Christian life. When we give our lives to Christ, it is expected that we will grow towards loving God with all our being and our neighbors as ourselves.

### **ABOUT BAPTISM**

Baptism is our initiation into the church and our identification as children of God. God initiates this relationship and chooses us as daughters and sons, beginning our life-long journey of faith. God's choice happens regardless of our age or our response. Because God chooses us once and for all, this is an act that should not be repeated. Those that are baptized as children must make the choice to confirm their belief in Christ to continue as members of the church.

### **ABOUT HOLY COMMUNION**

Communion is an opportunity for us to renew our relationship with Jesus Christ. On His last night before His death, Jesus ate a special meal with His disciples. He charged his church with repeating this meal to remember His sacrifice and celebrate our new life through His death and resurrection. God offers this relationship to everyone, so all who desire to receive are welcome to participate.

## **School History**

The Woodlands Methodist School is an outreach ministry of The Woodlands Methodist Church. The school began as Children of The Woodlands preschool in 1981. In 2011, The Woodlands Methodist School was formed to include a Christ-centered elementary education. TWMS Lower School opened its doors in the TWMC Family Life Center in April 2014, and Middle School started in the fall of 2015. Proudly graduating the first group of 8th graders in the spring of 2019, the school serves Pre-K-through eighth graders.

## **Accreditation**

The Woodlands Methodist School is committed to providing high quality Elementary and Middle School education. Our program is accredited through Cognia and held accountable by TEPSAC (Texas Private School Accreditation Commission) for students' Pre-K – 8<sup>th</sup> grade.

Cognia accreditation, formerly AdvancED | Measured Progress, is a voluntary method of quality assurance developed more than 100 years ago by American universities and secondary schools and designed primarily to distinguish schools adhering to a set of high educational standards. The accreditation process is also known to effectively drive student performance and continuous improvement in education.

While accreditation is a set of rigorous protocols and research-based processes for evaluating an institution's organizational effectiveness, it is far more than that. Today, accreditation examines the whole institution—the programs, the cultural context, the community of stakeholders—to determine how well the parts work together to meet the needs of students.

## FACILITY NOTIFICATIONS

- The church campus is a drug, alcohol, and tobacco free campus.
- The church campus is a gang free zone.

### Facility Safety

Adults must supervise children at all times, includes siblings and young guests. Never leave a child unattended anywhere on the church property.

### Pets

Although some classrooms have pets, the administrative staff must approve any other animals brought to school prior to their visit. The school will notify all parents/guardians in advance. Leashes and cages are required when appropriate. When approved animals are on the school premises, owners must provide documentation that the animals are vaccinated according to state and local requirements. Please refrain from bringing your pets into the facility without prior approval from the Head of School.

### Policy Changes

The school provides written notification in the event that any policy changes occur after this handbook is published. Families are required to sign and date an acknowledgement of any revisions.

## Program Operating Schedule and Procedures

### School Hours

	Student Arrival Time	Student Dismissal Time
<b>Elementary School</b>		
Pre-K	8:45 – 9:00 a.m.	2:00 p.m.
Kindergarten	8:45 – 9:00 a.m.	3:00 p.m.
1 <sup>st</sup> - 4 <sup>th</sup> Grades	8:10 - 8:30 a.m.	3:15 p.m.
<b>Middle School</b>		
5 <sup>th</sup> - 8 <sup>th</sup> Grades	8:10 – 8:30 a.m.	3:30 p.m.

### Eagle Club Hours (before and after care offered at additional cost)

	Age/Grade Level	Morning	Afternoon	Notes
Elementary School	Pre-K	7:30 – 9:00 a.m. or 8:10 - 9:00 a.m.	2:00 – 5:30 p.m.	Spots are limited and filled on a first come, first served basis through a registration form.  Parents register their child(ren) prior to each session starting. Sessions run on a semester basis.  Late pickups incur a fee.
	Kindergarten	7:30 - 9:00 a.m. or 8:10 - 9:00 a.m.	3:00 - 5:30 p.m.	
	1 <sup>st</sup> - 4 <sup>th</sup> Grade	7:30 – 8:30 a.m.	3:15 - 5:30 p.m.	
Middle School	5 <sup>th</sup> - 8 <sup>th</sup> Grade	7:30 - 8:30 a.m.	3:30 - 5:30 p.m.	

### Reception and School Business Office Hours

	Morning Opening Time	Afternoon Closing Time	Phone and Email
Reception			
School Day Hours	7:30 a.m.	3:45 p.m.	<a href="mailto:School@twmc.org">School@twmc.org</a> 281-822-8220
Summer Hours	9:00 a.m.	2:00 p.m.	<a href="mailto:School@twmc.org">School@twmc.org</a>
School Business Office			
School Day Hours	8:30 a.m.	3:30 p.m.	<a href="mailto:Schoolbusinessoffice@twmc.org">Schoolbusinessoffice@twmc.org</a>
Summer Hours	9:00 a.m.	2:00 p.m.	<a href="mailto:Schoolbusinessoffice@twmc.org">Schoolbusinessoffice@twmc.org</a>

## SCHOOL INFORMATION AND PROCEDURES

Department	Contact Person	Contact Information
Head of School	Ken West	<a href="mailto:kwest@twmc.org">kwest@twmc.org</a>
Director of Admission and Community Relations	Rebecca Coates	<a href="mailto:rcoates@twmc.org">rcoates@twmc.org</a>
School Business Office (Tuition/Billing)	Debi VerPloeg Ann Zuspan Kim Joraholmen	<a href="mailto:schoolbusinessoffice@twmc.org">schoolbusinessoffice@twmc.org</a>
Director of Elementary	Sharla Olive	<a href="mailto:solive@twmc.org">solive@twmc.org</a> @twmc.org
Director of Middle School	Janet Coe	<a href="mailto:jcoe@twmc.org">jcoe@twmc.org</a>
Director of Athletics	Scott Crosby	<a href="mailto:scrosby@twmc.org">scrosby@twmc.org</a>
Nurse Clinic	Andriana Endsley	<a href="mailto:schoolnurse@twmc.org">schoolnurse@twmc.org</a> (281) 822-8211

The school calendar may be found on the school website. <https://www.twmschool.org>

### Inclement Weather

School is cancelled if Conroe ISD cancels school due to weather. If Conroe ISD has a delayed start time, we will notify families by email and text that we will open as usual, open later, or close school for the entire day, based on weather conditions. Parents/guardians are contacted immediately if an unsafe condition arises while the students are at school. If we miss more than three school days, the School Board may meet and, alongside administrators, decide if make-up days are appropriate.

### Other School Closures

There may be times when TWMS varies from CISD. This decision will be made with the safety and best interest of our students as the priority.

## ABSENCES/TARDIES/LATE PICK-UP

Students who arrive after their designated start time are considered tardy.

In Elementary School arrival after 11:30 a.m. is counted as a full-day absence, unless a doctor's note is provided.

In Middle School, absences are recorded by class.

When possible, please schedule appointments on school holidays or after school hours. If your student is absent or tardy due to a doctor's visit, please bring in a note from the doctor to the school nurse. For the benefit of the child, notify the teacher and school nurse at least one week in advance of a planned absence. If absences exceed 2 days, please email your child's teacher for missed assignments. Students are expected to make up missed reports, assignments, tests, etc. that occur during any absence. Students have one day per day missed, to make up the assignments.

### Excessive Absences

In the rare case that a student is absent more than 10 days in a semester, a written doctor's excuse is required for any subsequent absences. Any student missing more than 20 days in a school year may be retained. If a student is absent for an extended amount of time, while under a doctor's supervision, an exemption may be granted.

### Tardiness

Each teacher records tardiness/absences.

- Elementary School – An accumulation of seven tardies results in one absence. This is ongoing for the year, not limited to independent marking periods.
- Middle School –
  - Four unexcused tardies in a class per nine weeks will result in a detention.
  - Detention may be held during lunch, before or after school.
  - Multiple detentions for tardiness may result in in-school suspensions at the discretion of the Director of Middle School.
  - To avoid being marked as tardy, students should be in their seats at the class start time.

### Late Pickup Fees

Students who are not picked up promptly at dismissal time will be sent to Eagle Club for supervision and charged the drop-in fee. If you are unavoidably detained, please call the school.

### Authorization to Pick Up a Child

Students will only be released to a parent/guardian, or an adult designated in FACTS Family Portal as an emergency contact/pick up by the parent/guardian. In the event of a temporary pick up by someone that is not listed in your Family Portal emergency contacts, an email will serve as written notification.

### Arrival and Departure

Pre-K and Kindergarten parents may use the car line or walk in. Walk-ins must check in with reception. 1<sup>st</sup> – 8<sup>th</sup> graders may only be dropped off and picked up in car line. Please refer to the car line map for details.

### Arrival and Dismissal Times

	Age/Grade Level	Morning Arrival Begins	Tardy	School Dismissal Begins
Elementary	Pre-K	8:45 a.m.	9:00 a.m.	2:00 p.m.
	Kindergarten	8:45 a.m.	9:00 a.m.	3:00 p.m.
	1 <sup>st</sup> - 4 <sup>th</sup> Grade	8:10 a.m.	8:30 a.m.	3:15 p.m.
Middle School	5 <sup>th</sup> - 8 <sup>th</sup> Grade	8:10 a.m.	MS students must be in their seats ready to start the day at 8:30 a.m.	3:30 p.m.

## **Safety**

Student safety is the school's top concern. Please drive slowly and carefully in the busy parking lot. Please park away from the lanes along the sidewalk adjacent to the Middle School entrance. Parked cars in these areas impede the safety of our students, especially during car line. Hold young children's hands when crossing through the driveway or parking areas, as well as inside the facility. Each student must have an individual seat belt or car seat as required by law. Texas law states students 8 years and older, or at least 4'9", do not require a booster seat. It is the driver's responsibility to abide by state car seat laws.

The staff cannot deliver or install car seats and booster seats. If your student is riding home in another vehicle and needs the car seat/booster seat, please label and leave it at the reception desk. An adult must pick up the child and car seat/booster seat, inside the school, at dismissal time. Please remember an adult must supervise all children, including siblings, at all times.

Please respect the designated handicap parking areas. Make sure all cars are locked and valuables are out of sight.

## **Walking in During Arrival**

Parents/guardians of Elementary School students are welcome to walk their children in for the first day of school. After the first day, parents/guardians of Pre-K and Kindergarten students may continue to walk their child to their classroom but must sign in through our Raptor system. If a student arrives after school has started, a parent/guardian must check them in at the front desk and a staff member will escort them to their classroom, if needed. Middle School students will enter and exit the building via car line. No Middle School students may walk to or from a car in the parking lot.

## **Mid-Day Departure**

All mid-day pickups will occur at the main school entrance with the assistance of the receptionist or other TWMS staff. Photo ID is required to release a student to anyone, including those persons on the Family Portal/FACTS pick up and emergency contact list.

A student may depart during the school day if:

1. Student has a Departure Pass.
  - Student brings a note from parents/guardians to give reception first thing in the morning.
  - Reception gives Departure Pass with designated time for student to come to reception to meet their parent/guardian for early departure.
  - Student is responsible for giving Departure Pass to teacher or classroom assistant.
  - Teacher or classroom assistant will make sure that the student is packed and ready to depart by the time marked on the pass.
  - Pre-K - 2 will be escorted to reception. 3<sup>rd</sup> - 8<sup>th</sup> may check out with the teacher/classroom assistant and use the Departure Pass to go reception.
2. Parent/guardian or approved pick up person is at reception with request to pick up student early. Reception will call classroom to have student sent to reception. Pre-K - 2 will be escorted to reception.
3. TWMS will only release a student to a person who is physically in the building with their ID. TWMS will not send students outside to parent/guardian/approved pick up person.
4. **Early dismissal must be at least 30 minutes before car line begins at the front:**
  - Pre-K early dismissal on or before 1:30 p.m.
  - K-8th grade early dismissal on or before 2:30 p.m. If you pick up between 1:35 – 2:15 p.m., please park across from the Rec Building and walk to Reception to avoid the Pre-K car line and receive your child.
5. Off-Campus PE: If your Middle School student has been pre-approved for off-campus PE, students must be picked up at the designated time.

## **Bicycle Procedures**

Elementary bike riders must be accompanied by an adult. Middle School students must have written parental or guardianship permission and must review bike safety instructions with the Director of Middle School.

## **Change in Transportation**

In order to minimize delays during dismissal, submit pick up and transportation changes by email at [school@twmc.org](mailto:school@twmc.org)) at least an hour before dismissal. Photo ID is required to release a student to anyone, including those persons on the Family Portal pick up and emergency contact list. Go to TWMS website under the Parent tab for details on how to add an emergency contact for pick up.

## **Using Car Line for Arrival or Departure**

**When using car line, please follow these simple steps:**

1. Place car line sign in the car window and keep visible until you have gone through car line completely. This helps the staff greet students by name and helps with efficiency and safety.
2. Stay in your car. The staff is happy to assist the students.
3. Upon arrival, have backpacks ready and be prepared to say goodbye quickly.
4. Put the car into **PARK** while children are loading and unloading. Do not allow elementary children to exit the vehicle until a staff member opens the door.
5. The staff is happy to deliver notes and lightweight items to the office or classrooms.
6. If possible, please place car and booster seats on the side closest to the building and in the backseat. Staff members load and unload from the side closest to the building. Staff members will not walk in between cars to load a student.
7. The staff always loads Pre-K - 2nd grade students into the backseat and assists with seatbelts and car seats if needed. Texas law states students 8 years and older or at least 4' 9" do not require a booster seat.
8. For the safety of everyone, please hold on to pets as students load and unload.
9. Reminder-car line is a **"Phone Free Zone"**. Your undivided attention and assistance are needed.
10. Please be prompt. Some car lines are much faster than others! (If car line is finished when you pull up, you are **LATE**. Please park in the lot by the main entrance and walk to the reception desk.)
11. Please proceed straight when exiting car line; do not attempt to pass.
12. Only authorized individuals may pick up students. Photo ID may be required to verify permission of release.
13. Remember that these rules and procedures exist because of the school's constant commitment to school safety.

# PARENT/GUARDIAN- SCHOOL COMMUNICATION

## Family Portal/FACTS SIS (Student Information System)

We rely on email and parent text alerts to communicate with families. Please update your information in Family Portal/FACTS and notify the school immediately of any email and phone number changes.

To access your FACTS Family Portal please go to the FACTS website.

<https://logins2.renweb.com/logins/ParentsWeb-Login.aspx>

District Code: TWL-TX

## Newsletter

Frequent school newsletters are sent via email and Family Portal under “Resource Documents” to provide parents/guardians with additional information concerning activities at the school.

## Website and Social Media

- TWMS website: <https://www.twmschool.org/>
- TWMS Facebook: <https://www.facebook.com/TheWoodlandsMethodistSchool/>
- TWMS Instagram: <https://instagram.com/thewoodlandsmethodistschool/>

## Teacher to Student

**Pre-K – 4<sup>th</sup> grade:** The individual classroom visit is the first step toward building this important relationship. This brief visit helps each student feel more comfortable in a new classroom with a new teacher, and helps the teachers get to know the children on a personal basis.

## Teacher to Parent/Guardian

A strong school/home relationship is very important, and we encourage regular communication. An email or note from parents/guardians about any changes at home (new baby, parents/guardians away, illness, even death of a pet) allows your child’s teacher to help.

Teachers communicate with parents/guardians through emails, newsletters, event updates and photos. Please check student backpacks, folders, and email daily.

Elementary: The school schedules two parent/teacher conferences one in the fall and spring. Parents/guardians may also schedule additional conferences with teachers or administrators.

Due to teachers’ full teaching schedules, they may not receive phone calls during class time. Please leave a message with the receptionist who will deliver messages by the end of the school day. Teachers are happy to meet with parents/guardians to conference about children. Kindly coordinate via email a time preference to meet.

We welcome parents/guardians in the classrooms as long as it is pre-scheduled with the teacher. Babies in arms are welcome, but strollers and other siblings are not, due to the limited space and the disruption to classroom routines. For safety reasons, siblings may not play on the school playground. All visitors must check in with the receptionist, be screened with our Visitor Management RAPTOR System, and wear a name badge while on school property. Parents/guardians who wish to volunteer on a regular basis will need to complete a Background Check. Please refer to the “TWMS Volunteer Policy” in the Appendix for more information.

Your phone calls, e-mails and written messages are encouraged. The key to the success of our school is the open communication between parents/guardians and staff. Surveys also provide an opportunity for parental/guardianship input.

### **Parent/Guardian Questions/Concerns**

If you have a concern about your child or the curriculum, we ask that you follow these guidelines in resolving your concern. Please first contact your child's teacher. If the problem is not resolved, you may contact the Director for your child's grade level. If the problem is not resolved after coordinating with the Director of the school level, contact our Head of School, Ken West [kwest@twmc.org](mailto:kwest@twmc.org).

### **Board Communication**

If you would like to ask questions or present an idea concerning The Woodlands Methodist School, please contact the Head of School at [kwest@twmc.org](mailto:kwest@twmc.org) or the School Board [twmsschoolboard@twmc.org](mailto:twmsschoolboard@twmc.org). A list of TWMS School Board Members is on the TWMS website [twmschool.org](http://twmschool.org).

### **TWMC to Parents/Guardians**

As an outreach ministry of TWMC, TWMS families may be contacted periodically with information about other TWMC programs and events.

### **Family Activities**

We believe learning extends beyond the classroom and that a collaborative relationship with families is essential to a successful education. Some family events include the Thanksgiving Feast, Christmas Celebration, Spring Family Night and End of the Year School Celebrations. Parents/guardians are also invited to participate in our Book Fair and to volunteer to help with special events. Children of visitors, during regular school days, may not participate in class activities. Please refer to our monthly newsletters for upcoming events.

### **Chapel and Family Fridays**

Students of all ages attend chapel each week. TWMC Children's and Student Ministries staff shares age-appropriate chapel lessons, Bible stories, songs, and activities. Parents/guardians and siblings are welcome. Our school hosts All School Chapels and Family Fridays several times each semester to bring together families and staff to pray, highlight students, and share messages.

# ACADEMICS

## Beliefs and General Curriculum Information

At The Woodlands Methodist School, we encourage our learners to participate in their education process. We engage students in authentic learning experiences through hands-on learning and activities that encourage the student to experience a sustained disciplined process of learning. The Woodlands Methodist School operates the school with a global perspective. Best practices encourage parental/guardianship involvement, small class sizes, one-to-one teacher and student interaction, meaningful technology experiences, and varied learning environments to support the educational belief that all students can learn. In Elementary School classrooms, there is a certified teacher as well as a trained classroom assistant, contingent on enrollment (Pre-K - 3<sup>rd</sup>) The Elementary target class size is 18 students or under per class. Every class in the Middle School has certified teachers and maintains low teacher-to-student ratios with 20 students or under per class. Middle School classroom assistants are utilized and are based on student needs. Our content-area standards meet or exceed the grade-level TEKS (Texas Essential Knowledge and Skills).

## Academic and Personal Integrity Policy

Cheating (attempting or aiding in the attempt to receive undeserved credit or gain unfair advantage) and lying (making an assertion that intentionally deceives or misleads) will not be tolerated at The Woodlands Methodist School.

Violations of this policy include, but are not limited to, the following:

1. Unauthorized aid given or received during or in preparing for a quiz, test, exam, paper, or project. (Examples include copying work, having parents/guardians do a student's work, obtaining work, including previous tests, quizzes, or exams, etc. from a student who previously took the class.)
2. Failure to comply with examination guidelines.
3. Failure to properly acknowledge any source utilized in the writing of a paper or other class work.
4. Lying for the purpose of obtaining an extension of time or other exception from a teacher.

Administrators will address any alleged infraction of the Academic and Personal Integrity Policy on an individual basis, working with the teacher, student, and parents/guardians. The minimum consequence for violation of this policy will be a "zero" on the task (homework, class work, project, or test), the parent/guardian will be contacted, and notification will be sent to an administrator.

## Homework Policy

The Woodlands Methodist School sets high academic standards for its students. Therefore, all Elementary Students (Pre-K - 4th grade) will have age-appropriate nightly work determined by the grade level. Middle School student's homework is an essential part of your child's education. While every effort is made to keep the homework load from being overwhelming, age-appropriate daily homework should be expected.

Homework is not busywork. Meaningful assignments offer preparation, practice, and extension outside of class. The purpose of homework is threefold: to prepare students for instruction by pre-reading material before it is presented in class, to reinforce what is taught in school by practicing new concepts (math, vocabulary, spelling), and to show achievement by preparing reports, projects, presentations or studying for tests.

Teachers explain their homework policies to students and parents/guardians at the beginning of the year. Please contact your child's teachers anytime you have questions about the homework policy. Although students should expect to spend extra time on homework occasionally due to projects or special events, contact the teacher if your child is consistently spending an excessive amount of time on daily homework.

## **Assessment/Grading Scales**

### **Elementary Assessment Scale:**

- Exceeds Standards (1 documented grade-level higher)
- Meets Standards (80-100)
- Approaching Standards (70-80)
- Needs Support (below 70)

### **Middle School Grading Scale:**

90-100	A
80-89	B
75-79	C
70-74	D
Below 70	F

### **Report Cards**

Report cards are emailed quarterly to parents/guardians at the end of the grading period via email.

### **Progress Reports**

Midway through each quarter, a progress report will be sent home via email to Middle School parents/guardians.

### **Elementary Academic Watch/Probation (Grades K-4<sup>th</sup>)**

If a student receives a NS in one or more academic skill areas on a report card, the classroom teacher will meet with the parents to discuss the area(s) of concern and create a plan for improvement in that area(s). The student will be placed on academic watch and referred to our TWMS interventionist for services.

If the student's grade(s) does not improve by the following grading period, they will enter a probationary period and a meeting will be scheduled with the Elementary Director, classroom teacher, interventionist, and parents. During this meeting a plan for academic improvement will be drafted that may include the request for an outside evaluation or outside therapy/tutoring services in addition to increased classroom and intervention support at school.

The academic improvement plan developed during this meeting will specifically lay out a timeline and next steps for the student and parents. While TWMS is able to serve students who fall no more than one year below the grade level expectation, if a student falls beyond this point, TWMS will not have the services necessary to best meet the student's academic needs and the parents may be asked to consider different school options that can provide additional student supports which are not available at TWMS.

### **Middle School Academic Watch/Probation (Grades 5<sup>th</sup>-8<sup>th</sup>)**

If a student receives a failing grade in one or more core\* classes on a report card, the student is placed on Academic Watch for the remainder of the semester. Students on Academic Watch are placed on an Academic Plan that may include the following interventions:

- Parent/guardian conference with all core teachers
- Tutoring schedule
- Study Hall in lieu of elective(s)

If a student is unable to achieve passing grades on the next report card, the student is placed on Academic Probation.

The status of Academic Probation will also result when a student is placed on Academic Watch twice during one school year or at the close of the academic year.

When a student is placed on Academic Probation, a parent/guardian conference is held to determine if it is in the best interest of the student to continue at The Woodlands Methodist School. If the student continues at The Woodlands Methodist School, expectations and a timeframe for academic success will be set at the conference. These expectations must be met within the timeframe in order for the student to continue at The Woodlands Methodist School.

### **Consequences**

- A grade below 70 is earned on report card.
- Teacher will send student information to counselor.
- Counselor will schedule a conference.
- An academic growth plan will be agreed upon and recorded at the conference.
- At the next grade report, the student will be either released from Academic Watch or placed on Academic Probation based on grades.

\*Core class is defined as:

- Grades 5-8; any science, mathematics, language arts, or social studies class.

### **Developmental Foundation**

Our developmentally appropriate environment is designed to provide learning opportunities for a wide range of abilities. Depending on facilities and resources, we make every effort to accommodate students needing additional support. Students needing additional support will be considered carefully for placement. We reserve the right to request a formal, professional evaluation in order to better serve our students. Because providing the best possible care for all of our students is a high priority, a copy of the results should be mailed directly from the specialist to the TWMS school level Director within seven working days of the evaluation or diagnosis. If we are unable to meet the needs of a student, TWMS has the right to release the family from their financial commitment and unenroll the student.

### **Support and Guidance for Individual Students**

Students will be taught using differentiation strategies within the classroom. If intervention services are needed, the interventionist will communicate with parents/guardians. TWMS will make every effort to support individual students during the school day. In the event that outside services are necessary, the interventionist will communicate the process and possible cost with parents/guardians.

### **Outside Services by School Staff**

Occasionally school employees offer outside services such as tutoring or childcare. While parents/guardians are welcome to take advantage of these services, they are independent of and not sponsored by TWMC, and may not take place in TWMS rooms.

### **Library Policy**

The Woodlands Methodist School library is available for students, faculty, staff, and our church community. Each Language Arts class is scheduled to visit once each week. Students may borrow books for a two-week period. If a book is lost or destroyed, the borrower is expected to pay full replacement cost and shipping as necessary. Should a parent/guardian choose to replace the lost/damaged item, only like items are accepted. (Example: We do not accept

a paperback replacement for a hardcover or library bound book of the same title.) See "Textbook and Library Book Policy" in Appendix for more details.

# BEHAVIOR EXPECTATIONS AND DISCIPLINE

---

## **Expectations**

The Woodlands Methodist School desires to team with parents/guardians in the training of children to respect authority, treat others with kindness, honor God's creation and the resources that He has bestowed upon us, and follow the commands of scripture in how to act as children of God. We recognize that people are a work in progress in learning to obediently follow the precepts of the Bible. We will look to the Bible as the guide for behavior principles.

## **Discipline Policy**

The purpose of all "discipline" at TWMS is to help students become increasingly self-managing and socially responsible. Teachers help students express their feelings, cooperate with their classmates, and negotiate conflicts. Students will not be physically punished, threatened, or intimidated.

## **Discipline Protocol:**

### **Elementary and Middle School**

1. Verbal redirection
2. Verbal warning
3. Parents/guardians emailed by teacher
4. Natural Consequences (including detentions)
5. Parent/Guardian-Teacher Conference
6. Referral to Administration

Escalated behaviors may warrant more immediate action.

## **Extreme Circumstances**

In extreme circumstances, immediate disciplinary actions may be necessary. Although every effort is made to avoid termination, our school reserves the right to dismiss any student who is:

1. Disruptive to the learning process
2. Destructive
3. Causing deliberate bodily injury
4. Using abusive language or profanity
5. Referred to the Director repeatedly without obvious positive result
6. In need of individual assistance or care that cannot be provided in our school setting

## **Bullying**

Bullying and intimidation are contrary to the teachings of Jesus Christ. Furthermore, this behavior is against the fundamental tenet of “Love your neighbor as yourself” and destroys respect for the dignity of the student, undermines the Christian atmosphere of the school, and deprives the student of a safe and caring learning environment.

“Bullying” is defined as any overt acts by a student, or a group of students directed against another student with the intent to ridicule, harass, humiliate, or intimidate the other student while on school grounds or at a school sponsored activity, in which acts are repeated against the same student over time. This policy includes provisions addressing bullying outside of the school setting as well as online if it has a direct and negative impact on a student’s academic performance or perceived safety in school. Bullying includes but is not limited to physical intimidation or assault, extortion, oral or written threats, teasing and putdowns, name calling, threatening looks, gestures or actions, cruel rumors, false accusations, and social isolation.

### **Staff Responsibilities and Intervention**

Teachers, administrators, and other professional staff, such as classroom assistants and school nurses, who become aware of potential bullying behavior, as defined above, shall promptly notify their Director of the events observed and file a written incident report concerning the events witnessed. The Director will then investigate all bullying allegations.

Faculty members are encouraged to address the issue of bullying in other interactions with students. They may find opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling, and reinforcement of socially appropriate behavior. Staff should intervene promptly whenever they observe or become aware of student conduct that has the purpose or effect of ridiculing, harassing, humiliating, or intimidating another student, even if such conduct does not meet the formal definition of “bullying”.

### **Consequences of Actions**

Once the investigation is complete, the Director shall determine the consequences for the individual(s) on a case-by-case, age-appropriate basis. Bullying can take many forms and can vary dramatically in how serious it is and the impact it has on the victim and other students. Accordingly, there is no one prescribed response to verified acts of bullying. Conduct that rises to unkind behaviors and/or verified bullying behaviors, as defined above, will generally warrant disciplinary action against all students responsible for bullying. Whether and to what extent to impose disciplinary action is a matter for the professional discretion of the Directors. The goal of the administration, faculty, and staff is to have the student achieve redemption, learn life lessons from the situation, and cease the bullying. The following are possible interventions to enforce the prohibition against bullying.

### **Interventions**

When verified acts of bullying are identified early and/or when acts do not reasonably require a disciplinary response, students may be counseled about the definition of bullying, its prohibition, and their duty to avoid any conduct that could be considered bullying.

Depending upon the severity of the situation, the administrator may also take steps to ensure student safety. These may include implementing a safety plan, separating and supervising students involved, providing staff support for students as necessary, requesting a parent/guardian conference, requiring that a student/family obtain professional counseling, and developing a supervision plan with parents/guardians. Continuous bullying behavior is disruptive to the learning practice and could lead to dismissal from the school.

## **ADMISSION**

---

### **Age**

Students are placed in classes based on their age as of September 1 of the current school year, which is consistent with the public-school placement policy. In order to enroll in the next grade level, students must successfully complete the previous grade.

### **Placement**

At The Woodlands Methodist School, we strive to meet the individual needs of each student. For all new students, this begins with an assessment, teacher recommendations and previous school information. For current students, careful class placement includes a variety of factors. Administrators decide on the class rosters, while considering each student's learning style, academic developmental records, and teacher recommendations. If you feel that you have important information to share in this process, you may write an email to the school level director at the conclusion of each school year and be sure to document it in your Student Additional Information Form (SAI Form).

Please remember that we approach this tremendous responsibility carefully and prayerfully. We do our best to honor each request, but we cannot make any guarantees as there are so many interconnected factors to consider.

### **Non-discrimination Policy**

The school admits students of any race, color, and nationality or ethnic origin. Our curriculum and philosophy are based on Christian beliefs. However, we welcome children of all faiths.

### **Tuition and Fees**

Current information on tuition, fees, and the school's financial policy is available on our school website.

### **Enrollment Procedures**

New and returning student enrollment procedures can be reviewed via our school website at [www.twmschool.org](http://www.twmschool.org).

## UNIFORM INFORMATION

---

Uniforms may be ordered from Lands' End at [www.landsend.com](http://www.landsend.com) or click [here](#)

\* Lands' End TWMS Preferred School Number # 900147968

### Pre-K - 8th Dress Code Policy

- Students may wear their choice of socks and hair accessories as long as they are not a classroom distraction.
- One earring per ear lobe is appropriate. Dangling jewelry and additional piercings are not allowed.
- Leggings may not be worn as pants.
- Shorts, skirts, and dresses must be no shorter than 4 inches above the knee.
- All students must wear athletic shoes. Appropriate athletic shoes for our school MUST include tongues, be fastened by either laces or Velcro straps, and provide complete coverage for the toes, sides, and heel of the foot. Athletic shoes may be traditional or just above ankle height, but no higher, and not include cleats, wheelies, or non-traditional athletic soles.
- Torn or ripped clothing is unacceptable (including modifying the school T-shirt).
- All skirts, pants, and shorts must be plain and unadorned.
- All tops/outerwear must have the school logo. Hoodies/jackets/coats without school logo may be worn to school and outside at recess but left in the locker throughout the day.
- Hats, headwear, and gloves should not be worn inside the classrooms.
- Students' hair should be neat and well-groomed with no extreme hairstyles or unnatural colors.
- Elementary students may not wear make-up.
- Middle School girls may wear minimal natural-looking make-up.
- Visible tattoos are prohibited.
- The school provides students with a school t-shirt that may be worn with uniform bottoms on designated t-shirt days.
- Belts are required for pants with loops for 4th-8th grade students.
- Administration has the final say on appropriate dress standards.

### Dress Down Days

#### Pre-K - 8<sup>th</sup>

Designated days by the Head of School in which students are not required to wear their school uniform; however, students must be in dress code as to length, style, and proper fit.

#### When Dress Code is Not Followed:

- Teacher will email/call parent with a friendly reminder and ask for a change of clothes to be brought to school.
- Students will receive a Dress Code Violation (Elementary) or Referral (Middle School) Form
- Students with multiple Dress Code Violations/Referrals may require a parent conference with Director.

## Girls

	Shirts	Skirts	Pants or long shorts	Other	Chapel	Field Trip
Pre-K - 4	Lands' End collared shirt with the school logo	Denim navy black khaki or Lands' End logoed polo dress.	Denim navy black khaki	Plain denim, navy, black, khaki-colored shorts or leggings under skirts	White, Peter Pan Collar logoed, Lands' End shirt, long or short sleeve  Navy plaid logoed jumper preferred. (Khaki shorts or pants-alternate)  Navy socks or tights; Not leggings	School provided T-shirt with plain denim, navy, black, khaki-colored shorts or pants
5-8	Lands' End collared shirt with the school logo	Denim navy black khaki	Denim navy black khaki	Plain denim, navy, black, khaki-colored shorts or leggings under skirts	White, button-down collar Logoed, Lands' End shirt, long or short sleeve  Navy plaid skirt or skorts preferred. (Khaki shorts or pants-alternate)  Navy logoed blazer or navy logoed Vest  Navy socks or tights; Not leggings  Dress shirts must be tucked in with a brown or black belt (with simple buckle) for students not wearing a vest.	<b>Navy</b> logoed polo uniform shirt with khaki shorts or pants or navy plaid skirt
				Fifth through Eighth graders also have the option to purchase a navy blazer and plaid accessories.		

## Boys

	Shirts	Pants or long shorts	Other	Chapel	Field Trip
Pre-K - 4	Lands' End collared shirt with the school logo	Denim navy black khaki		White, long or short sleeve, logoed polo shirt khaki shorts or pants  Navy socks	School provided T-shirt with plain denim, navy, black, khaki-colored shorts or pants
5-8	Lands' End collared shirt with the school logo	Denim navy black khaki	Fifth through Eighth graders also have the option to purchase a navy blazer and plaid accessories.	White, long or short sleeve, button-down logoed shirt khaki shorts or pants  Navy logoed blazer or navy Logoed V-neck sweater vest  Navy socks  Dress shirts must be tucked in with a brown or black belt (with simple buckle) for students not wearing a vest.	<b>Navy</b> logoed polo uniform shirt with khaki shorts or pants

## DAY TO DAY ITEMS

### What To Bring Each Day

A backpack is essential for transporting valuable items and messages home. Please be sure the backpack is large enough to hold all the items coming back and forth to school. The students wear their backpacks at dismissal, as we need their hands free. **Wheeled packs are prohibited.**

Each student's backpack should contain:

- Pre-K through fourth grade should bring an extra set of clothing, including shoes. Please label all items with your child's name.
- A complete healthy lunch or purchase a school lunch.
- Students should pack a healthy snack daily.
- Students must bring a water bottle, labeled with their name, daily for outside play and lunch.
- Parents/guardians may apply sunscreen or insect repellent prior to school. Staff may not apply either of these to students.
- Students are allowed to bring hand sanitizer and lip balm and may bring sunscreen to school as long as they can apply themselves. Teachers and staff will not apply sunscreen to students.

### What Not To Bring

**These items must not be brought to school:**

- Toys from home
- Medicine, essential oils, cough drops, or gum
- Party invitations or favors
- Latex balloons
- Commercial or promotional materials
- Presents or other "delivery" items

### Cell Phones/Connected Devices

- **Elementary School**
  - Pre-K through fourth grade: Prohibited
- **Middle School**
  - Fifth through Eighth Students who bring electronic devices to school (including cell phones, smart watches, or other devices) are responsible for them.
  - TWMS is not responsible if personal devices are lost, stolen, or damaged.
  - During class time, all personal devices must be turned off and stored away in the student's locker.
    - Students may wear smartwatches at the discretion of the teacher, especially during tests.
    - The wearing of a smartwatch is a privilege, and that privilege may be revoked as needed.
  - Personal devices used on campus are subject to all policies and consequences of the AUP including the right to remove the device from the student.
  - Students with nurse approval due to a medical condition may have use of their cell phone for medical purposes.
  - Any misuse of the privilege of having a cell phone/connected device at school will result in suspension of use.

## SPECIAL EVENTS

---

### Birthday Policy

**Parents/guardians** may recognize their child's birthday by:

1. Donating a book to the school library in their child's honor
2. Being a guest reader to their child's class (Elementary School only)
3. Joining their child for lunch (Elementary School only)

Birthdays are special days for our students. We want to acknowledge and honor your child's special day with non-food alternatives. We are committed to promoting a healthy lifestyle for our students while maximizing student learning. (Sending in a food treat for the class to celebrate excludes those children who have food allergies, diabetes, celiac disease, or other dietary restrictions.)

**TWMS** will recognize student birthdays by:

1. Having classmates sing "Happy Birthday" to the child at lunch time
2. Elementary School Students will attend "**Popsicles with the Director**" once a month for birthdays celebrated that month. Summer birthdays will be celebrated as follows:  
August with September birthdays  
June with May birthdays  
July with January birthdays

### Trips Off Campus

The concept of "... the world as a classroom..." summarizes the philosophy of The Woodlands Methodist School toward field trips. Teachers are encouraged to take advantage of the many educational experiences available in this geographical area to supplement classroom instruction.

Pre-K students do not have field trips, but special classroom experiences and visitors are scheduled to enhance curriculum activities.

Please note the following requirements for off campus trips:

- All students **MUST** have a signed permission slip form on file **BEFORE** they are allowed to leave campus.
- Bus or van transportation is provided by the school. Students attending field trips must ride to and from the field trip on the school provided vehicles.
- The school provides chaperones through teachers and staff.
- The parent/guardian of a student with specific medical needs must make arrangements with the School Nurse and Director.

## **VOLUNTEER OPPORTUNITIES**

---

### **Parent Enrichment Organization (P.E.O.)**

There are many opportunities for parents/guardians to volunteer, either with special events or in the classroom. All parents/guardians are members of the P.E.O. A committee organizes parent/guardian activities and assistance. The group has two main objectives. The first objective is to provide an opportunity for parents/guardians with common interests to meet, learn and support our programs. The other purpose is to enrich the school's capabilities by helping organize volunteers. Check with your child's teacher and watch our school website for P.E.O. activities. Please make arrangements for sibling care when volunteering in the classroom, as the church nursery is not an option. Please refer to TWMS Volunteer Policy for more details on volunteering.

### **Goals**

The goals of the P.E.O. are to enrich the learning experiences of our students by supporting school events and to provide opportunities for parents/guardians to expand their knowledge through informational programs and fellowship. TWMS P.E.O. also may organize an annual fundraiser to raise funds for school initiatives.

### **Membership**

All parents or guardians with children enrolled in our school are considered members of the P.E.O. with no dues or fees. Leadership is provided by the P.E.O. Board, with the implementation of activities by parent/guardian volunteers. P.E.O. meetings are held monthly and open to all.

### **The Woodlands Methodist School Volunteer Policy**

Please see "TWMS Volunteer Policy" in Appendix E for more details on how to become a volunteer at TWMS.

### **The Woodlands Methodist School Board**

The School Board is the governing body of TWMS. All Board members must be members of The Woodlands Methodist Church. Issues that are unresolved by meeting with teachers and or administrators may be brought to any Board member. A current list of School Board members is listed on the school website [twmschool.org](http://twmschool.org). To contact the School Board, please send emails to [twmsschoolboard@twmc.org](mailto:twmsschoolboard@twmc.org)

## SAFETY AND SECURITY

---

### Visitors

Parents/guardians and other visitors are required to sign in at the reception desk and be screened and cleared by our Raptor Visitor Management System. Raptor is a visitor registration system used to protect the students, faculty, and visitors at school campuses. It enhances school security by reading visitor driver's licenses or identification cards, comparing information to a sex offender database, alerting campus administrators if a match is found, then (assuming no match was made) printing a visitor badge, which includes a photo.

#### Accepted form of identification includes:

- all state licenses
- state identification cards
- concealed handgun licenses
- consular ID cards
- green cards
- active military cards
- passport

Classrooms may have special visitors. These could include:

- Parents/guardians of students.
- Prospective parents/guardians touring the school.
- Education professionals or students. (Local colleges may send students to observe our exemplary program.)
- A specialist observing a child or a classroom, such as a speech therapist.
- School staff observing classroom activities.

### Magnetic Doors

The magnetic doors limit access to strangers and unwelcome visitors. All doors are locked during school hours, and visitors are required to check-in and get a Raptor name tag at the reception desk before entering. This is vitally important because not every teacher knows every family member, and school safety is a top priority. During arrival time until car line ends, a staff member holds the entry doors open and greets students as they enter. Depending on the circumstances and time of day, someone from the school office may escort guests.

### On-Site Emergency

The school has written procedures for evacuation, relocation, and sheltering/lock down of children. In case of an on-site emergency that would necessitate relocation, the school evacuates under the direction and assistance of local authorities. Students walk with their teachers to the Loft, FLC, or Main Building, as determined to be a safe evacuation site. In the event the school needs to evacuate further, the classes walk to the Montgomery County Sheriff's facility on Lake Front Circle (near the corner of Grogan's Mill). Local emergency authorities coordinate emergency transportation.

In the event of emergency evacuation, the school notifies parents/guardians by e-mail, text, or phone call, as services are available.

## HEALTH AND WELLNESS

### Medical Staff

TWMS employs registered nurses as part of the daily school staff. A nurse is usually available during school hours to assist with health concerns.

### Student Screening

Pre-K students are screened annually for speech, language, hearing, and vision. This policy is based on the Texas Special Senses and Communication Disorders Act. Parent/guardian releases are secured at enrollment. A copy of the screening results is provided to the parents/guardians. We welcome additional screening or assessment from your school district or private practitioner.

K, 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup> graders and newly enrolled students are screened for vision and hearing. Kindergarten students and newly enrolled students are screened for speech as appropriate. Spinal screenings will be performed on students as required by the state of Texas. Screening occurs during normal school hours. A copy of the screening results is provided to the parents/guardians. Parents/guardians give permission (Screening Permission Form) at the time of enrollment.

### Medication Policy

For the safety of your children, please abide by the school policy on medicines. The school nurse will dispense approved medication during the school day for the comfort and well-being of your child. The Texas Nurse Practice Act allows registered nurses to refuse to administer medications anytime the nurse believes the medication is contraindicated for the child. Medication requirements are listed below:

- Most medication can be given at home to avoid interrupting your child's school day.
- A physician must complete a Physician Request for Administration of Medication Form for the nurse to administer prescription and nonprescription medications at school. These forms are available in the clinic.  
**The parent/guardian must also sign the form.**
- **Prescribed medication** must be in the original prescription container and must include the student's full name, medicine name and dosage, student's date of birth, doctor's name and instructions.
- **Nonprescription medication** must be in the original unopened container. Label it with the student's full name, date of birth and the date that the parent/guardian brought it to school.
- The student must take the initial medication dosage outside the school setting with the exception of medications given for life threatening conditions.
- Medication is administered only according to the orders written by the physician.
- The medication is only given to the child for whom it is intended.
- Medication is not administered after its expiration date. The school is required to keep all medications in a locked cabinet in the clinic.
- Only the school nurse and authorized administrative staff may administer medications.
- **An adult** must bring all medications to the clinic; children **may not** bring medication to school.
- The nurse maintains a record of all administered medication.
- Medication is not administered unless it meets the above requirements.
- A parent/guardian may sign a Parent/Guardian Permission to Administer Nonprescription Medication Form for their student if they require a **nonprescription medication for a period up to 5 school days**. If a student will require the nonprescription medication for longer than 5 school days, a Physician Request for Administration of Medication Form **must** be completed.

## **Middle School Self-Administration of Asthma or Anaphylaxis Medication Policy**

The Texas Legislature amended the Texas Education Code to entitle a student with asthma or anaphylaxis to possess and self-administer Prescription asthma or anaphylaxis medicine while on school property or at a school related event or activity. As students enter middle school and reach appropriate maturity, self-carry may be necessary to ensure quality of life. Due to the nature of asthma and anaphylaxis medication, proper technique and understanding medication actions are crucial. A process has been developed to support self-administration of appropriate medications assuring the student has proper medication administration technique and an ability to understand symptoms and disease and/or allergy management. A case-by-case evaluation for each request for a student to carry and self-administer a prescription asthma inhaler or epinephrine auto-injector will be standard practice and will be in compliance with Texas Legislature and TWMS school policy.

## **Medical Assistance and Devices**

If your child requires specialized medical assistance or devices while at school, parents/guardians must submit a written note from the health care provider with the diagnosis and directions for adaptations to the nurse before your child attends school. Medical assistance is any necessary medical device, or assistance other than medication, that the child needs (i.e., casts, splints, walker, wheelchair, crutches, orthotics, hearing aids, etc.). According to TX House Bill 434, the health care provider must sign and date the written diagnosis and directions, and any changes.

## **Allergies**

Please notify us in writing if your child has a specific allergy and include all allergy information on the Medical History form. Allergy Action Plan forms are required if a child has a life-threatening allergy (i.e., food, insect stings or bites, latex, etc.). The school nurses contact parents/guardians to discuss allergies prior to the first day of school or immediately after diagnosis.

## **Incident Report Form**

Minor accidents sometimes occur. Parents/guardians will be notified of scrapes, bumps, and bites with a Minor Incident Report, which will be sent home with your child. Parents/guardians will be called immediately if an incident requires medical attention, and a detailed Incident/Illness Report will require the parent's/guardian's signature.

## **Nutrition**

Good nutrition is important to our school's program. Students participate in some food preparation experiences. Clearly explain any food allergies on your child's Medical History form. Parents/guardians of children with food allergies must meet with the school nurse prior to the first day of school. Please notify the school nurse of any changes in food allergies during the school year.

## **Lunch and Snack**

- **Snack:** Students should bring a healthy snack each day. It must be low in sugar and high in protein.
- **Lunch:** Students may bring a complete lunch each day. Although the school is not responsible for the nutritional value of lunches provided by parents/guardians, we highly recommend whole grains, non-processed foods, 100% juices, milk that has not been sweetened, or water. We strongly encourage water, which we provide. Students may bring a lunch in a traditional lunch box or brown bag but must be able to open any containers, packaging, or beverages independently. Students may also purchase a school lunch. Each day, the school offers a hot lunch, as well as a cold sandwich or salad. Lunches include a choice of milk or water. Sodas or glass bottles are not allowed.

If your child forgets lunch, a school lunch is provided at the cost of \$10 per lunch. (Your account will reflect the charge.)

## **Good Health Policy**

TWMS provides a healthy and safe environment for each student and staff member. We work hard to maintain safe and hygienic conditions at all times. For this reason, we adhere to a strict Good Health Policy.

Our policies regarding common childhood illness are on the following pages. While we realize doctors may diagnose illnesses differently, and an illness may manifest itself in one way with one child and differently with another, **these policies supersede any written notes from a physician.** We encourage you to follow up with your child's pediatrician for clarification of any illness your child may have. However, it is due to these varying differences that our policies have been established for the overall health of everyone in our program.

We are required to care for ill students apart from other students, and our limited facilities and staff require this be kept to a minimum. Therefore, parents/guardians are contacted to pick up their child immediately. We appreciate your understanding and support of these important rules. In order to maintain a healthy environment for everyone, children who are ill or not responding to medical treatment should remain at home.

It is important to be able to contact parents/guardians and arrange for pickup quickly. If you are unable to pick up your child or we are unable to reach you within 20 minutes, we will contact the person(s) you have listed as emergency contacts on your behalf. Please make sure the contact information is current and up to date.

## **Immunization Policy**

Exemptions from the Texas Department of State Health Minimum Vaccine Requirements will only be allowed for medical contraindications. To claim exclusion for medical reasons the parent/guardian or legal guardian is required to present a statement or letter, written and signed by the child's physician.\* The letter must state, in the physician's opinion, the vaccine required is medically contraindicated or poses a significant risk to the health and well-being of the child or any member of the child's immediate household. The statement/letter will be valid for one year from the date signed by the physician unless it is written in the statement that a lifelong condition exists.

Provisional admittance will be allowed for students whose vaccine series are not up to date. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as medically feasible and provide written documentation of evidence of vaccination to the school nurse. A school nurse shall review the immunization status of the provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of the vaccines. If at the end of this 30-day period a student has not received a subsequent dose of the vaccines, the student is not in compliance and the school will exclude the student from attendance until the required doses are administered.

Any student exempt from some or all immunizations will be excluded from school if a vaccine-preventable disease is present in the school, or an outbreak of a vaccine-preventable illness occurs in the community as declared by the local health authorities and/or the Texas Commissioner of Public Health. The school nurse will notify the parent/guardian when exclusion from school is necessary and when it is safe for the student to return to school. If the student is at school at the time of the outbreak, the parent/guardian must pick up the student from school immediately. The student will be excluded from school until the school nurse determines the threat of illness has passed.

\*Physician is defined as an M.D. or D.O., duly registered and licensed to practice medicine in the U.S. The physician may not be a parent/guardian or family member of the child.

## **Illness**

The school will not admit students with fever, diarrhea, rash, or other symptoms of contagion. Students must be free from fever, vomiting, and diarrhea for 24 hours without using symptom reducing medication before returning to school following an illness. For details, please refer to the Good Health Policy and the Common Childhood Illnesses chart in this handbook for further information. If a student is ill during the school day, a parent/guardian or emergency contact is called to pick up the student immediately. For this reason, it is imperative that emergency contacts and numbers are

up to date. Ill students wait in the clinic for a parent/guardian or emergency contact to pick them up. **A doctor's note is required** for your student to return to school if your student has COVID, strep, staph, impetigo, conjunctivitis, or a rash. If your student will not be able to participate in PE or Recess, a **doctor's note** is required.

### **Medical and Emergency Forms**

A current Medical Release signed and stamped by a physician, and signed by a parent/guardian, must be on file for each child. Current immunization records and an Emergency Form must be on file, in case your child should need emergency medical attention.

### **Annual Physical**

School policy requires that each student have an annual physical examination. The examination is due within 30 days after the **child's birthday or last annual physical**. If a student is not in compliance with both immunization and physical exam requirements, he/she may not attend school.

### **Staff Health Policy**

Staff are encouraged, but not required, to receive any recommended vaccinations before being employed by The Woodlands Methodist School. Specific vaccines as an adult vary on such factors including age and overall health.

## Common Childhood Illnesses

Fever is defined as a temperature of 100+

Illness	Symptoms	When To Exclude From Care	When The Student May Return To Care
<b>Chickenpox (Varicella)</b>	<ul style="list-style-type: none"> <li>•Slight fever, loss of appetite, irritability, itchy, blister like rash</li> <li>•Blisters in various stages of oozing and crusting</li> </ul>	<ul style="list-style-type: none"> <li>•When evidence of fever, lesions or blisters are present</li> <li>•Usually about 6-9 days before able to return</li> </ul>	<ul style="list-style-type: none"> <li>• When the student is fever free without medication assistance for 24 hours</li> <li>•When all lesions are dried and are crusted over</li> </ul>
<b>Cold Sores Herpes Simplex 1</b>	<ul style="list-style-type: none"> <li>•Fever, runny nose, cold sores, tingling, pain, itching, swelling</li> <li>•Or fever blisters on the lips or in the mouth</li> </ul>	<ul style="list-style-type: none"> <li>•Fever is present</li> <li>•When child is unable to comply with good hygiene practices while lesion is weeping.</li> </ul>	<ul style="list-style-type: none"> <li>•Once the student is fever free for 24 hours without medication or able to comply with good hygiene practices.</li> </ul>
<b>Cold, congestion or upper respiratory illness – Nasal Discharge is green or yellow</b>	<ul style="list-style-type: none"> <li>•Sore throat, cough, headache, nasal discharge, fatigue, muscle aches</li> </ul>	<ul style="list-style-type: none"> <li>•When persistent yellow or green discharge or copious discharge – continues after several wipes</li> <li>•When unable to participate in group activities (including outdoor play)</li> <li>•If student requires extensive individualized care</li> </ul>	<ul style="list-style-type: none"> <li>•Once a pediatrician evaluates the student, on treatment and responding to treatment (minimum of 24 hours)</li> <li>• When able to participate in group activities (including outdoor play)</li> </ul>
COVID	Please refer to the Appendix for the COVID Policies and Procedures		
<b>Diarrhea – infectious</b> (may be caused by bacteria, virus, or parasites)	<ul style="list-style-type: none"> <li>•Stools decreasing in consistency</li> </ul>	<ul style="list-style-type: none"> <li>•If student has 1 or more stools decreasing in consistency in a 24-hour period</li> <li>•If student requires extensive individualized care</li> </ul>	<ul style="list-style-type: none"> <li>•When the student is symptom free for 24 hours without further diarrhea</li> </ul>
<b>Diarrhea – non-infectious</b> (may be caused by food intolerance and some antibiotics)	<ul style="list-style-type: none"> <li>•Stools decreasing in consistency</li> </ul>	<ul style="list-style-type: none"> <li>•Unless or until the information mentioned to the right is presented and extensive individualized care is not required</li> </ul>	<ul style="list-style-type: none"> <li>•If related to food intolerance</li> <li>•Must have written authorization from a physician to attend school</li> </ul>
<b>Ear infections</b>	<ul style="list-style-type: none"> <li>•Pulling at ear, irritability, fever</li> </ul>	<ul style="list-style-type: none"> <li>•If fever is present</li> <li>•If student requires extensive individualized care.</li> </ul>	<ul style="list-style-type: none"> <li>•Once fever free for 24 hours without fever reducing medications</li> <li>• Able to participate in group care (including outdoor play)</li> </ul>

Illness	Symptoms	When To Exclude From Care	When The Student May Return To Care
<p><b>Fifth Disease</b> (slapped cheek rash)</p> <p>Incubation period usually 4-10 days</p>	<p>First symptoms can be mild and nonspecific:</p> <ul style="list-style-type: none"> <li>•Fever, runny nose, headache, and sore throat</li> </ul> <p>After a few days:</p> <ul style="list-style-type: none"> <li>•Red rash on cheeks,</li> <li>•Possibly a second lacy rash over body</li> </ul> <ul style="list-style-type: none"> <li>•Children with Fifth's disease are most contagious before they get a rash.</li> </ul>	<ul style="list-style-type: none"> <li>•If fever is present or does not feel well.</li> </ul>	<ul style="list-style-type: none"> <li>•Once fever free for 24 hours without medication and able to participate in all activities</li> </ul> <p>*Pregnant mothers with children, who have been exposed, should check with their doctor.</p>
<p><b>Head Lice</b></p>	<ul style="list-style-type: none"> <li>•Persistent itching or scratching at the back of the head or around the ears</li> </ul> <p>*Check hair shafts for head lice or their nits (eggs).</p>	<ul style="list-style-type: none"> <li>•When lice or nits are present</li> </ul> <p>*Exclude from care and send home all linens.</p>	<p>*Treatment must include medicated shampoo &amp; tick /nit removal with specialized comb. Prior to re-entering classroom, the student must be checked daily for evidence of new infestation for 10 days after treatment.</p>
<p><b>Impetigo</b></p>	<ul style="list-style-type: none"> <li>•Reddish spot or bump on the skin which breaks</li> <li>•Releases a yellow cloudy fluid, leaving a weeping sore</li> <li>•Fluid dries, leaving a yellow, golden or honey-colored crust</li> <li>•Usually involves the face, neck, and limbs but may be anywhere on the body</li> </ul>	<ul style="list-style-type: none"> <li>•Until on treatment and responding</li> <li>•If student requires extensive individualized care</li> </ul>	<ul style="list-style-type: none"> <li>•After receiving treatment and responding (minimum of 24 hours after receiving treatment)</li> </ul> <p>Doctor's note is required stating impetigo is being treated and is no longer infectious.</p> <ul style="list-style-type: none"> <li>•Recommend cover lesions.</li> </ul>
<p><b>Molluscum</b></p>	<ul style="list-style-type: none"> <li>•Virus causing small white-, pink- or flesh-colored raised bumps or growths (wart like)</li> <li>•May be indented in the center.</li> </ul>	<ul style="list-style-type: none"> <li>•If areas of molluscum cannot be covered and kept covered during the school day</li> </ul>	<ul style="list-style-type: none"> <li>•May participate in all activities if all molluscum growths are covered by clothing or Band-Aids</li> </ul>
<p><b>Pertussis</b> (Whooping Cough)</p>	<ul style="list-style-type: none"> <li>•Cough following a cold that the child has difficulty in catching a breath of air</li> <li>•Characteristic of a "whooping cough" (sound)</li> </ul>	<ul style="list-style-type: none"> <li>•Until on treatment and responding</li> <li>•If student requires extensive individualized care</li> </ul>	<ul style="list-style-type: none"> <li>•Only after they have taken antibiotics for at least the first 5 days of the 14-day course of treatment</li> </ul>

Illness	Symptoms	When To Exclude From Care	When The Student May Return To Care
<b>Pinkeye / conjunctivitis</b>	<ul style="list-style-type: none"> <li>•Redness that involves the whites of the eye or surrounding tissues</li> <li>•Itching and burning of the eye</li> <li>•Discharge</li> </ul>	<ul style="list-style-type: none"> <li>•When the tissue or whites of the eye are red OR the eye has persistent colored (green or yellow) discharge or copious amounts of white discharge</li> </ul>	<ul style="list-style-type: none"> <li>•When child has been on treatment and is responding</li> <li>•Clearing of the redness AND no discharge must be evident</li> <li>•Doctor's note is required stating when they may return to school</li> </ul>
<b>Teary Eyes (allergic)</b>	<ul style="list-style-type: none"> <li>•Teary eyes</li> <li>•Discharge is clear</li> </ul>	<ul style="list-style-type: none"> <li>•Evaluated by pediatrician if continues for more than 3 weeks</li> </ul>	<ul style="list-style-type: none"> <li>•Not excluded from care</li> </ul>
<b>Rashes</b>	<ul style="list-style-type: none"> <li>•Raised, reddened areas of inflammation of the skin</li> <li>•May or may not have fever</li> </ul>	<ul style="list-style-type: none"> <li>•When fever is present</li> <li>•If student requires extensive individualized care</li> </ul>	<ul style="list-style-type: none"> <li>•When the rash has been identified by the pediatrician</li> <li>•When fever free for 24 hours without medication</li> <li>•When rash is gone</li> <li>•If student is able to participate in group activities (including outdoor play)</li> </ul>
<b>Roseola</b>	<ul style="list-style-type: none"> <li>•Sudden fever that can go up to 106 and last 3-5 days</li> <li>•May have sore throat with swollen glands</li> <li>•Rash will appear after fever breaks</li> <li>•May fade within hours or last 1-2 days</li> </ul>	<ul style="list-style-type: none"> <li>•When fever and rash are present</li> <li>•If student requires extensive individualized care</li> </ul>	<ul style="list-style-type: none"> <li>•When fever free for 24 hours without medication</li> <li>•When no rash is evident</li> <li>•If student is able to participate in group activities (including outdoor play)</li> </ul>
<b>Strep Throat</b>	<ul style="list-style-type: none"> <li>•Fever, red painful throat, swollen tonsils</li> <li>•Ear infections possible</li> </ul>	<ul style="list-style-type: none"> <li>•Until on treatment and responding (minimum of 24 hours) and fever free</li> <li>•If student requires extensive individualized care</li> </ul>	<ul style="list-style-type: none"> <li>•When fever free for 24 hours without fever lowering medication</li> <li>•Once on antibiotic treatment and responding</li> <li>•Doctor's note is required to return to school</li> </ul>
<b>Vomiting</b>	<ul style="list-style-type: none"> <li>•Disgorging the contents of the stomach through the mouth</li> </ul>	<ul style="list-style-type: none"> <li>•If there is a vomiting episode in a 24 hour period (may indicate a bacterial or viral infection)</li> <li>•If student requires extensive individualized care</li> </ul>	<ul style="list-style-type: none"> <li>•When child has been symptom free for 24 hours without further episodes and not on medication.</li> </ul>
<b>Scarlet Fever</b>	<ul style="list-style-type: none"> <li>•Sandpaper-like red rash</li> <li>•First appears on trunk, localizes in groin; beefy red throat</li> </ul>	<ul style="list-style-type: none"> <li>rash present</li> <li>When fever present</li> </ul>	<ul style="list-style-type: none"> <li>•Can return when fever free for 24 hours without fever reducing medication</li> <li>•After receiving treatment for a minimum of 24 hrs.</li> <li>•<b>Doctor's note required to return to school.</b></li> </ul>
<b>MRSA (Methicillin Resistant Staph Aureus)</b>	<ul style="list-style-type: none"> <li>Nodule, redness, induration, single or multiple sizes, abscess formation</li> <li>Tender, painful lesion</li> </ul>	<ul style="list-style-type: none"> <li>evaluated by physician and treatment for minimum 24 hours.</li> </ul>	<ul style="list-style-type: none"> <li>•When identified by physician and treated for minimum 24 hours.</li> <li>•Recommend cover lesions.</li> </ul>

*The Woodlands Methodist Church welcomes you to our church family. Please reference the church website at [www.twmc.org](http://www.twmc.org) for all of our programs, events, and services. You are encouraged to contact the church office at 281-297-5900 if the church can be of further service.*

## Some Ministries that might interest you...

---

**Noah's Nook** Our busy church nursery is committed to providing high quality care while parents/guardians participate in church activities. The nursery is often prearranged for specific school events, but it is not available for "drop-in" care.

**Children's Ministry** Our mission is to partner with families to reach and teach children in such a way that they have the greatest opportunity to become fully developed followers of Jesus Christ.

**Junior and Senior High Rebelbase** We want to reach our teenage students with the gospel and connect them with other Christians. [rebelbaseonline.com](http://rebelbaseonline.com)

**Recreation Ministry** Our Recreation Ministry team provides a first-class sports experience for children (and adults) that emphasizes healthy competition, sportsmanship, skills building and fun!

**Women's Ministries and Mom2Mom** TWMC has many options, including monthly "moms" meetings, weekly Bible studies and small group opportunities.

**Special Blessings** Families with a child with special needs will find friendship, fellowship, and support at The Woodlands Methodist Church.

**Woodlands Academy of Fine Arts** helps all ages study and develop their gifts through a variety of fine art programs.

**Divorce Care for Kids** coincides with an adult divorce recovery program (Divorce Care). Classes are offered two times a year. Scholarships are available upon request.

**Children of The Woodlands Preschool** Our licensed Christian preschool, serving ages 18 months - 4 years, is well-known for our developmental, hands-on philosophy. We believe, and research supports, that young children learn best when they are actively involved in the process, and that play is a child's most important work.

*For more information about these or other programs please go to [www.twmc.org](http://www.twmc.org)*

## **Appendix A**

### **TWMS Financial Policy 22-23**

**<https://www.twmschool.org/wp-content/uploads/2021/11/twms-financial-policy-2022-2023.pdf>**

## Appendix B



### TECHNOLOGY

#### TWMS STUDENT ACCEPTABLE USE POLICY FOR INFORMATION TECHNOLOGY

##### OVERVIEW

The Woodlands Methodist School provides a wide range of information technology (IT) resources for student use. The purpose of this technology is to advance and promote education for each student and is intended to assist in the collaboration and exchange of information.

##### SCOPE

This agreement governs all activities when using the technology resources of TWMS, regardless of physical location. Every student is expected to follow all of the rules and conditions listed, as well as those given verbally by TWMS teachers and administrators, and to demonstrate good citizenship and ethical behavior at all times.

##### FILTERING

The Woodlands Methodist Church (TWMC) filters what online content is accessible by students at TWMS. The filter is designed to prevent access to controversial and/or inappropriate materials. It is important to understand that no filtering system is perfect. Due to the nature of the Internet and evolving technology, even with supervision, TWMS cannot guarantee that students will not reach inappropriate content. TWMS firmly believes that the valuable information and interaction available online far outweighs the possibility that students may procure material that is not consistent with the educational goals of TWMS.

##### DISCLAIMER OF WARRANTIES AND LIMITATION OF LIABILITY

TWMS makes no warranties of any kind, whether expressed or implied, for the resources it is providing. TWMS will not be responsible for any damages suffered while using information technology. These damages include loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the technology or the user's errors or omissions. Use of any information obtained online is at the user's risk. TWMS specifically disclaims any responsibility for the accuracy of information obtained through its resources.

##### STUDENT RESPONSIBILITY: GENERAL USE

As a student of The Woodlands Methodist School, I understand that the use of technology, including tablets, computers, network, and email is a privilege, not a right. The teachers, administration, or staff of TWMS and TWMC may deny, revoke, or suspend specific user accounts at any time.

I understand that my school accounts are owned by TWMS and are not private. TWMS may access my information at any time, including email and online activity.

I will only use TWMS technology for education and research and within the educational goals and objectives of TWMS.

I will use TWMS technology in a manner that complies with the laws of the State of Texas and the United States.

I understand that I am to notify an adult immediately if I encounter material or behavior that violates this policy.

I understand that TWMS administrators will deem what conduct is inappropriate if such conduct is not specified in this agreement.

### **STUDENT RESPONSIBILITY: SECURITY**

I understand that I am prohibited from altering or bypassing security measures on technology resources and other software/online security measures.

I understand that passwords are private and that I should not share my password with anyone other than my parent/guardian or guardian.

### **STUDENT RESPONSIBILITY: SECURITY**

I understand that I am responsible for all activities done through my account. I will not allow others to use my account name and password or try to use that of others.

I understand that it is important to log off the computer at the end of every session so another person cannot use my account.

### **STUDENT RESPONSIBILITY: OUTSIDE SCHOOL**

I understand that it is unsafe to post any personal information about myself, including but not limited to: my name, address, phone number, email address or school.

I will not post photos of students with their first and last names on any online site, including but not limited to: websites, chats, or social media.

### **PROHIBITED BEHAVIOR**

**Social Media:** The use of any social media website, app or service, such as WhatsApp, Kik or Snapchat, except as directed by a TWMS teacher (e.g., Google Classroom).

**Criminal Acts:** These include, but are not limited to, attempting to access technology without authorization, threatening/harassing messages, cyber-stalking, child pornography, unauthorized tampering with technology, using misleading domain names, using another person's identity and/or identity fraud.

**Libel:** Publicly defaming people through publishing material online, sending email, etc.

**Copyright Violations and Plagiarism:** Copying, selling, or distributing copyrighted material without the express written permission of the author or publisher (students should assume that all materials available online are protected by copyright), or engaging in plagiarism (using other's words or ideas as your own).

**Vandalism:** Accessing, modifying, or destroying equipment, programs, files, or settings, attempting to bypass security settings or filters, or interfere with the operation of the network by installing software or apps, including viruses and other malware.

**Code of Conduct:** Any behavior prohibited in the classroom, including, but not limited to, inappropriate language, racism, sexism, pornography and unethical or illegal solicitation.

**Commerce/Politics:** Any use for commercial activities by for-profit institutions, including product advertisement, or political lobbying.

### **DISCIPLINARY ACTION**

If a student violates any part of this policy, their account may be terminated, and future access may be denied. The loss of privileges may be appealed within seven (7) calendar days. The Head of School will conduct a hearing but will be a different person from the one who imposed the loss of privileges.

Additional disciplinary action may be taken as outlined in the TWMS Student/Parent Handbook. All students are subject to enforcement of state and federal laws governing technology use. Any violation of state and federal statutes can and will be investigated and enforced to the fullest extent under the law.

**PARENT OR GUARDIAN**

As the parent or guardian of this student, I have read the Acceptable Use Policy of The Woodlands Methodist School (TWMS) and have discussed it with my child. I understand that information technology resources are made available by TWMS for educational purposes, and that student use for any other purpose is prohibited. I understand that it is not possible for TWMS to restrict access to all controversial materials that may be found online, and I will not hold TWMS responsible for material acquired online. I accept full responsibility for supervision if and when my child uses TWMS resources outside of a school setting (e.g., using a Google Classroom account at home). I also agree to report any misuse of the TWMS technology to a TWMS teacher or administrator. Users may be held responsible for any loss or damage caused by intentional or negligent acts in caring for school electronic devices while under their control.

## Appendix C



### **SOCIAL MEDIA AND ONLINE BEHAVIOR CONTRACT**

#### **EXHIBITING CHRISTIAN VALUES THROUGH PROPER DIGITAL CITIZENSHIP**

##### **Respect Yourself**

- I will show respect for myself through my actions.
- I will select online names that are appropriate. I will consider all information and images which I post online.
- I will not post personal information about my life or relationships that can be deemed inappropriate.
- I will not post or repost content that may include but is not limited to profanity, drugs, alcohol, or that is derogatory or inappropriate.

##### **Protect Yourself**

- I will ensure that the information I post online will not put me at risk.
- I will not publish my personal details, contact details, or a schedule of my activities.
- I will report any inappropriate behavior directed at me.
- I will protect passwords, accounts, and resources.

##### **Respect Others**

- I will show respect to others.
- I will not use electronic platforms to bully or harass other people.
- I will not respond to any negative or inappropriate messages.
- I will be respectful, credible, and truthful.

##### **Protect Others**

- I will protect others by reporting abuse and not forwarding inappropriate materials or messages.
- I will stand up for my fellow students and realize that false statements of others are illegal (defamation).

##### **Protect My School Peers**

- I understand that everything I post is a reflection of myself and my school.
- I will keep in mind that my use of technology affects others. The content I post will be positive and support my school friends and acquaintances.
- I will not post anything that could hurt or jeopardize the reputation of my peers or school.

##### **Your Pledge**

By signing this agreement, I understand that:

- I should exhibit Christian values when posting online, whether in private messages, social media, and other digital services.
- I pledge to act respectfully and act appropriately (morally and ethically) towards myself and others.
- I agree to follow the principles of digital citizenship outlined in this agreement and accept that failing to follow these tenets could result in possible consequences.

“A new command I give you: Love one another. As I have loved you, so you must love one another. By this everyone will know that you are my disciples, if you love one another.”

John 13:34-35

## Appendix D



### TEXTBOOK AND LIBRARY BOOK POLICY

Library books and Textbooks are the property of The Woodlands Methodist School.

#### **Students are responsible for the school textbooks checked out to them:**

- Write your name inside the front cover of your book in the signature box.
- Be sure you always have your own book! If you turn in another student's book you will still be responsible for the copy number checked out to you.
- Students are issued **ONE** textbook to use at home and one online subscription for each Middle School textbook.
- Students will be billed to replace lost or stolen books.

#### **ALL TEXTBOOKS ARE TO BE RETURNED TO THE LIBRARY ON OR BEFORE THE LAST DAY OF CLASS:**

- It is the students' responsibility to return their own books to the library and make sure they have been checked in. Turning in another student's book does not clear your library account; you must return the book you checked out.
- At the end of the semester, students with textbooks and library books that have been lost, unreturned or damaged beyond repair, will be charged for a replacement book.
- The charge stays on the student's record until the book is returned, the fine is paid, or an identical replacement book is provided.

If the property has been willfully cut, defaced, or otherwise damaged, or if the student refuses to return it at the request of TWMS staff, TWMS shall afford the student his/her due process rights and subsequently may withhold the student's grades and transcripts until the student or parent/guardian has paid all damages. As provided by law, the parent/guardian of a minor shall be liable for all damages caused by the minor's misconduct.

#### **Students are expected to:**

- Be responsible for the school property loaned to them.
- Do not write, highlight, or draw in school textbooks.
- Keep your book away from all liquids (e.g., rain, spilled drinks, and leaky water bottles). Wet books that develop mold cannot be used; students will be billed for a replacement.
- Keep books in a safe place at home, out of the reach of pets and small children.
- Return textbooks in good condition on or before the last day of class.
- Please remove any tape, labels or post-it note papers.
- Return books to the school library as soon as possible when you know you will be dropping a class or moving.

## **2022-2023 TWMS Volunteer Policy**

All visitors and volunteers at The Woodlands Methodist School must have a National Sex Offender Registry check conducted through the Raptor System every time they visit or volunteer at the school. This is completed at reception when visitors and volunteers check in. A name badge will be printed to be worn while visiting or volunteering at The Woodlands Methodist School.

- Steps to become a TWMS Volunteer:
  1. Complete TWMS Volunteer Interest Form. <https://forms.gle/i1K1nYan5PvRR3Yi7>
  2. Give a copy of driver's license for the school's records (receptionist can do this for you at the front desk)
  3. Volunteers must check in at reception each time they volunteer. Photo identification must be presented for verification.
  4. Volunteers must wear their Raptor badge while volunteering.
  5. Volunteers will always be accompanied by a TWMS employee.

All TWMS Volunteers will fill out the TWMS Volunteer Interest Form yearly.



**TWMS COVID-19 Safety and Protocol**  
**2022-2023**

Updated 7/20/22

**TWMS Goal:** Our goal is to maintain a safe and healthy environment for our students and staff while also recognizing the educational and mental health needs of each student.

**Self-Prescreening:**

- The best way to prevent the spread of illness in our school is to stay home when ill.
- Students should not attend school if they have a fever of 100.0 F or higher or new onset symptoms of illness.
- Washing and sanitizing hands often, especially before eating, after using the restroom, after blowing your nose, after coughing or sneezing, and after coming in to contact with highly touched objects such as doorknobs, handrails, etc. can help reduce the spread of illness.

**Individuals who test positive for COVID-19 should:**

- Notify the school nurse and provide documentation of the positive test. TWMS is required to report positive cases to Montgomery County Public Health.
- Isolate for 5 days from the date of the positive test, test date is day 0. After 5 days of isolation, students and staff are required to mask for an additional 5 days from the date of the positive test.
- Individuals must be fever free for at least 24 hours without the use of fever-reducing medications before returning to school/work.
- Individuals must be GI symptom free (vomiting and diarrhea free) for at least 24 hours without the use of suppressing medications before returning to school/work.
- Administrators will continue monitoring the situation along with any updates in requirements for exclusion from the Texas Department of State Health Services.

**Individuals who have symptoms consistent with COVID -19:**

Individuals who have symptoms consistent with COVID-19 are required to stay home and must meet **one** of the following criteria to return to school/work.

Criteria #1	Criteria #2	Criteria #3
1. Contact the school nurse and discuss symptoms  <b>AND</b> 2. 24 hours fever, vomiting, or diarrhea free without the use of symptom reducing medications.  <b>AND</b> 3. Symptoms are improving	1. Obtain a negative COVID test and send documentation to the school nurse  <b>AND</b> 2. 24 hours fever, vomiting, or diarrhea free without the use of symptom reducing medications  <b>AND</b> 3. Symptoms are improving	1. Obtain a medical professional's note clearing the individual to return based on an alternative diagnosis  <b>AND</b> 2. 24 hours fever, vomiting, or diarrhea free without the use of symptom reducing medications  <b>AND</b> 3. Symptoms are improving

Please do not come to school ill. The school nurse will assess students who become ill during the school day and parents/guardians will be contacted as needed.

**Individuals who have been exposed/close contact with individual who has tested positive for COVID-19:**

- Recommend following the quarantine guidelines listed by the CDC.
- <https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>

**Student Support for missed days:**

- Teachers will communicate and work with each student to make up work.
- TWMS will allow students to take as many days as they are out to make up all missed work.

**TWMS Continued Commitment to Health and Safety:**

- The Woodlands Methodist School actively monitors the recommendations and guidelines for schools from the CDC, Texas Department of State Health Services, American Academy of Pediatrics, and National Association of School Nurses, as well as state and local agencies.
- Students and staff will be educated on the importance of, and proper method for handwashing, and covering coughs and sneezes. In areas where handwashing may not be available, hand sanitizer with at least 60% alcohol will be provided or applied. Students will be monitored to ensure proper technique.
- Hand sanitizer stations will be located throughout the school.
- Frequently touched surfaces will be cleaned more often.

**Masks/Face Coverings**

- Masks are optional
- TWMS will continue to provide PPE appropriate to the task for all employees by request.
- The CDC [recommends](#) unvaccinated individuals wear a mask in public settings, at events and gatherings, and anywhere they will be around other people.

## HANDBOOK ACKNOWLEDGEMENT FORM

The 2022-2023 Student/Parent Handbook provides important information related to student learning, expectations for student behavior and other information related to student and parent rights.

Please carefully review this edition of the Student/Parent Handbook. The Woodlands Methodist School requires that a parent/guardian for each student signs the electronic form to acknowledge that they have read and understand the guidelines and expectations set forth in the handbook including all appendixes.

**Please click the link to electronically sign the Handbook Acknowledgement Form  
by August 26th**

<https://forms.gle/jSjXxVbVyb1CDgtd9>