



The Episcopal Diocese of Texas
Commission on Schools

Handbook

and

Directory of Schools

2017-18

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Episcopal Schools

It has been said that Episcopal schools continue on Mondays what the worship and fellowship of the Episcopal church offers on Sundays. Whether those schools are preschools or high schools, they accept the challenge of blending real life with a rich academic setting in a welcoming, faith-filled environment. The educators in Episcopal schools structure their schools to encourage learning, celebrate exploration, welcome inquiry, and address the hard questions of their young students. These schools are friendly, serious, happy, exciting, and stimulating learning centers. Children and young people find common ground in the business of learning, presented with a unique balance of faith and reason, debate and discussion, respectful disagreement and enthusiastic discovery.

Episcopal schools are complex institutions that promote academic excellence, recognize each learner's potential, expect personal accountability, and instill courage for new and life-long learning. These schools seek parental understanding of both the work ethic and instructional creativity employed by dedicated teaching professionals who bring expertise, varied life experiences, and their own diversity to their positions. The staff appreciates the inclusivity of Episcopal schools and the historical commitment of the Church to excellence in education, and is passionately committed to the highest quality of educational programming available.

The common connections between these Episcopal schools include four key areas:

- a school ministry that includes age-appropriate chapel services, an unapologetic religion curriculum that is respectful of the many faiths of the students, service learning experiences, and pastoral care.
- an inclusive community that celebrates its cultural pluralism, works intentionally to welcome children from diverse and economically varied family situations, teaches civility and social justice, and rejects marginalization and bullying.
- a governance system that includes an Episcopal presence on the school's board and a partnership with its parish or diocese.
- a mission statement that guides decisions and applauds a strong commitment to educational excellence.

Episcopal schools in the Diocese of Texas are a thriving collection of highly respected schools, currently working with over 11,200 students. This is an important, successful ministry that deserves our ongoing support.

Prayer for Schools:

○ Eternal God, bless all schools, colleges, and universities that they may be lively centers for sound learning, new discovery, and the pursuit of wisdom; and grant that those who teach and those who learn may find you to be the source of all truth; through Jesus Christ our Lord. Amen

School Structure

The vision of a parish or a founding board defines the scope of its Episcopal school, whether a small start-up preschool, a large college-prep high school, or a multi-grade school with extensive academic departments and hundreds of students. Within the Diocese of Texas there are parish schools, independent schools, and non-traditional schools. Below is a general description of the different programs.

<i>Early Preschool:</i>	enrolls infants, 1 year olds and/or 2 year olds
<i>Preschool:</i>	enrolls 2 year olds through kindergarten; may include Early Preschool
<i>Primary, Intermediate, Secondary:</i>	enrolls elementary, middle school, and/or high school; may include Preschool and Early Preschool

<i>Parish day school:</i>	located on the property of an Episcopal parish church
<i>Diocesan school:</i>	owned and/or operated by the Diocese
<i>Boarding school:</i>	located on property separate from an Episcopal parish with facilities for residential living
<i>Independent school:</i>	located on property separate from an Episcopal parish; that is, non-parochial
<i>Non-traditional school:</i>	located on the property of an Episcopal parish, with a therapeutic or diagnostic educational program

School Governance

All Episcopal schools share common characteristics in their bylaws which distinguish them from other private or independent schools. First, they affirm that they practice the faith and worship of the Episcopal Church and will operate with the knowledge and written consent of the Bishop of the Diocese of Texas. Second, they acknowledge that they abide by the Canons of the Episcopal Church and the Diocese, and they will meet the Standards set forth by the Commission on Schools. Third, they operate as a Texas non-profit corporation with a governing board that is comprised of 60% Episcopalians.

Episcopal Boards of Trustees meet regularly and focus on policy approval, financial oversight, development of resources and strategic planning for the future, and support of their single employee, the Head of School. Episcopal boards frequently design their fiscal year to match the school academic year to better monitor budgetary changes. Parish day schools must coordinate decision-making carefully with their church vestry for these two institutions to collaborate successfully.

Independent Episcopal schools are located separate from a parish facility, and they live their Episcopal identity in unique ways. Everything from partnering with local parishes to recruiting supportive board members and seeking counsel from local rectors may strengthen the school's church connection. In some cases the Bishop may allow and/or require priests to sit on an independent school's board.

The Episcopal Diocese of Texas and the Canons on Schools, Audits, Incorporation

The Canons of the Episcopal Diocese of Texas are the set of rules by which the Diocese is governed. The Canon on Schools, shown below, requires that a parish must have approval of the Bishop to operate a school. In order to receive that approval, schools must meet the published Standards endorsed by the Bishop-appointed Commission on Schools. The Commission will then certify to the Bishop that a school is in compliance with the required Standards and seek the Bishop's approval for the continuance of the school. (The complete list of Canons can be found on the Diocesan website at: www.epicenter.org/constitution-canons)

Title 11.11, Canon 11

Section 11.1 *Relationship to the Diocese*

All schools or other educational facilities providing secular education for young people equivalent to that provided by nursery schools or on the kindergarten, grade school, grammar school, or high school level, and located on any premises used for the benefit of or operated under the control, auspices, or approval of any Parish, Mission, organization, or institution of the Diocese, or any combination or group thereof, shall be an Episcopal School of the Diocese, and no such school shall be established, maintained, or operated without the written approval and consent of the Bishop of the Diocese of Texas. The Principal, Headmaster, or Headmistress of an Episcopal School of the Diocese shall be a confirmed communicant in good standing of a Parish or Mission of the Diocese. The Bishop may make exception of the requirement set forth in the preceding sentence, within such limitations and conditions as the Bishop may prescribe. The Rector (or if the office of Rector is vacant, the Senior Warden) or Priest-in-Charge or Missionary of the sponsoring Parish or Mission (for the purpose of this sentence, the "Rector") shall be a member *ex-officio* and Chair of the governing board of the school; provided that, in the absence of or at the pleasure of the Rector, a designee of the Rector may serve from time to time as Chair.

Section 11.2 *Standards of Compliance*

- a. The Bishop shall establish a Diocesan Commission on Schools consisting of no less than 5 nor more than 12 communicants in good standing in the Diocese. It shall be the duty of the Commission to publish (subject to the Bishop's approval) standards for Episcopal Schools in this diocese, give general supervision to all such schools, and perform such other functions regarding such schools as the Bishop may require. All schools shall comply with such Standards as well as the other provisions of the Canon.
- b. Each school shall comply with health, safety, fire, and sanitation standards at least equal to those required at any time by state, county, and municipal health, safety, fire, and sanitation codes for the locality in which such school is located, and the Bishop or Bishop's representative shall inspect, or cause to be inspected, at least annually, all schools in order to ascertain compliance with such codes and standards. In addition, each school shall maintain standards in all respects that will enable the Diocese to certify to all governmental authorities that such school is entitled to the benefit of exemption for all licensing provisions imposed by such governmental authority.

Section 11.3 *Failure of Compliance*

Any such school that fails to comply with the provisions of this Canon shall not be entitled to be located on any property that is used for the benefit of any Parish, Mission, institution, or organization of the Diocese of Texas, and neither shall it be entitled to be operated under the control, auspices, or approval of any such Parish, Mission, institution, or organization of the Diocese of Texas.

Section 11.4 *Reports and Inspections*

The Bishop shall have the right at any time, and from time to time, to require and obtain such information and reports as may be deemed necessary by the Bishop to ensure compliance with this Canon, and the Bishop shall likewise have the right at any time, and from time to time, to inspect or cause to be inspected, each such school in order to monitor compliance with the provisions of this Canon. The Bishop shall have the right at any time to appoint one or more representatives to assist the Bishop in ensuring compliance with the Canon.

Title 1.4, Canon 4

Section 4.5 *Audits*

The accounts of all parishes, missions, and other church institutions and organizations in the Diocese relating to the receipts and expenditures or investments of money shall be audited annually at the end of each calendar year by an

independent Certified Public Accountant, independent Licensed Public Accountant, or such audit committee as shall be authorized by the Executive Board [of the Diocese]. The reports of all such audits, including any memoranda issued by the auditing authority regarding internal controls or other accounting matters, shall be filed with the Bishop not later than thirty days following the date of such reports but in any event prior to Sept. 1 of each year covering the financial reports of the previous calendar year. (Note: The audit or review should be performed at the close of the school's fiscal year and submitted by Dec. 31 to the Diocesan Treasurer's office.)

Title 111.1.6-1.8, Canon 9

Section 9.6 *Incorporation*

Any Diocesan entity, as defined herein, may incorporate or exist in any corporate form upon and subject to the terms and conditions of the Constitution and Canons. For the purpose of this Canon, the terms shall have the meanings set forth below: The term "Diocesan entity" shall mean the Protestant Episcopal Church in the Diocese of Texas, any Parish or Mission of the Diocese, any Episcopal school of the Diocese, as defined in the Canons, and any other Constitution and Canons as an instrumentality, or entity of the Diocese...(continues)

The Commission on Schools

In 1978 the Canon on Schools was approved by this Diocese. The Rev. Dean Calcote was appointed chairman of the Commission on Schools and worked with bishops, priests, and heads of school over the years until 2013, helping define the expectations of exemplary schools in the Episcopal Diocese of Texas. The work of the Commission has encouraged a new focus on the growing ministries of the many schools in this region.

Parishes and schools are encouraged to communicate with the Commission when seeking general resources, clarification of Standards, or information about opening a new school. Additionally, the Commission and Diocese must be informed of any event which causes a substantial challenge to the operations of the school, such as a major financial or legal complication that could impact the school, parish, and/or Diocese, or is a violation of the *Safeguarding* program guidelines.

The current Commission includes: (rev. 3/1/2018)

The Rev. David C. Dearman (Chair), Retired, dcdearman@gmail.com

Mrs. Nancy Clausey, Head of School, Ascension, Houston, nclausey@aeshouston.org

Mrs. Cindy LaPorte, Head of School, All Saints, Austin, cindy@allsaintsed.org

Mr. Malcolm Smith, Head of School, Calvary, Richmond, msmith@ces-richmond.org

The Annual Report

The Commission on Schools contacts each school in early fall with an Annual Report form to be completed in a timely manner and returned to the Commission. This information is then collated and returned to the schools as well as reported to the Diocese. The information requested may include enrollment data, personnel distribution, tuition information, and general budgetary information. Schools may be required to affirm their compliance with the published Standards, such as accreditation status and components of Episcopal identity. Schools will also be encouraged to provide optional information on special projects, service learning, or successful joint ventures with parishes.

The Standards for Schools

All Episcopal schools in the Diocese of Texas must abide by the Canons of the Episcopal Church and the Diocese of Texas and shall meet the following Standards set forth by the Diocesan Commission on Schools. These Standards may be amended or supplemented from time to time by the Commission.

*Major Standards are noted with an asterisk.

General Standards:

*1. The school shall be affiliated with the Episcopal Church as a parish day school, a school administered by the Diocese or a group of parishes, or a school that practices the faith and worship of the Episcopal Church and operates with the knowledge and written consent of the Bishop of the Diocese of Texas. For a school beginning operations for the first time, it must be affiliated with the Episcopal Church in the Diocese of Texas and shall provide a written plan indicating how it will meet the Standards set forth by the Diocesan Schools Commission.

*2. The school shall operate in compliance with the Canons of the Episcopal Church, specifically Title 111, Canon 11 (schools), Title 1.4, Canon 4 (finance, audit: the school must have an annual audit– or financial review for smaller schools- by an independent CPA), and Title 111.1.6-1.8, Canon 9 (incorporation: the school shall be incorporated as a Texas non-profit corporation with Certificate of Formation and Bylaws approved by the Diocese.) Schools shall submit their audit or modified organizational documents to the Treasurer’s office for approval.

*3. The school shall be in compliance with *Safeguarding God’s Children* and *Safeguarding God’s People* program requirements and record-keeping for staff and volunteers as well as obtain required background checks. Individual certification and background checks must be renewed every five years.

Program Standards:

(Note: Early Preschools do not usually include an extensive pre-academic or religious program but are expected to implement the current best educational practices in an appropriately stimulating, safe, and nurturing environment.)

1. The school shall have a developmental or challenging academic program set in a Christian environment that meets the diverse needs of its students academically, socially, and spiritually.

*2. The school shall include regular services of worship, designed as age appropriate, which follow the Book of Common Prayer or are approved by the appropriate ecclesiastical authority of the Episcopal Church, in accordance with the Doctrine, Discipline, and Worship of the Episcopal Church.

*3. The school shall include a religion component in its curriculum, designed with age-appropriate lessons, more academically engaging for older students, which respectfully acknowledges faith differences among students, and encourages service learning or outreach activities.

*4. The school shall publish a non-discrimination admission policy that does not exclude students because of race, color, nationality, ethnic origin, family situation, or economic limitations insofar as possible, and the school shall make every effort to provide financial aid. The school shall file an IRS Form 5578 annually.

5. The school shall have faculty qualified by college degrees and other training appropriate to their assignment and who hold a personal faith commitment consistent with and supportive of the spiritual mission and program of the school.

*6. The school shall be an accredited school affiliated with a recognized educational accrediting agency. The following are recommended agencies:

*Southwestern Association of Episcopal Schools (SAES); www.swaes.org

*Independent School Association of the Southwest (ISAS); www.isasw.org

National Association for the Education of Young Children (NAEYC); www.naeyc.org

American Montessori Society (AMS); www.amshq.org

(*Both SAES and ISAS are accrediting agencies recognized by the Commissioner of Education for the State of Texas through TEPSAC and the National Association of Independent Schools.)

Schools that are accredited by an agency other than SAES will be required to complete an addendum to their accreditation called, Episcopal Identity.

Schools with an enrollment of less than 50 students are exempt from the requirement of accreditation but must be in compliance with all other Standards. If enrollment grows beyond the minimum of 50 students, in the second year of greater enrollment, the school shall begin the accreditation process.

Administrative and Governance Standards:

*1. The school shall have a clearly stated mission and set of objectives adopted by the school's Board of Trustees and, in the case of a parish day school, approved by the Rector and Vestry, and communicated through school literature, handbooks, and other media.

*2. The board of trustees shall consist of no less than 60% Episcopalians. In a parish day school good faith efforts should be made to recruit members of the parish to the board. The head of school, if an Episcopalian, and the rector, in the case of a parish day school, may be counted in the 60%.

3. In a parish school, the Rector shall be the chairman of the school's Board of Trustees.

4. The Head of School shall be a communicant member of the Episcopal Church or shall apply for an exemption from the Bishop of the Diocese.

*5. The school shall meet all national, state, and local health and safety requirements with confirmation of such compliance on file. The school shall meet the requirements of the Texas Department of Family and Protective Services concerning child care, if applicable. The school shall also publish policies to address both security and emergency procedures appropriate to the campus.

*6. The school shall adopt an annual budget with anticipated revenue and expenses. The budget should include adequate insurance (general liability, Directors and Officers liability, sexual misconduct coverage, and other insurance as necessary), and in parish day schools, evidence of a Memorandum of Understanding between the church and school addressing shared expenses and shared spaces shall be in place.

7. The school shall provide adequate compensation and benefits for personnel, including professional development funds and funding for benefits prescribed by the Diocese. There shall also be instruments of evaluation for all employees.

8. The school shall provide counseling and pastoral care when needed.

9. In a parish day school the Head of School and Rector shall establish a mutually supportive relationship and uphold each other's respective ministries in the church and school communities.

10. In an independent Episcopal school, the Board shall designate a permanent Committee on Episcopal Identity, and if the Head of School is not an Episcopal priest, the Head of School shall hire a chaplain for the school.

*11. The school shall complete and submit the Annual Report from the Commission on Schools to the Chairman.

Accreditation of Episcopal Schools

One of the major requirements of a Fully Certified Episcopal school is accreditation by a recognized educational agency. Currently, there is only one Episcopal agency accrediting Episcopal schools in the U.S., the Southwestern Association of Episcopal Schools. The other agencies listed in the Standards also provide a thorough accreditation process for many of our schools, but an Episcopal Identity addendum must be completed at the time of the Annual Report for those schools.

The only exemption from accreditation is given to our smallest schools with enrollment of less than 50 students. These may be “start-up” schools, schools with limited facilities that are small by circumstances, or schools in transition as they rebuild. While this exemption is available to the smallest schools, they are encouraged to consider participating in accreditation as a resource for encouraging professional growth and school improvement. The smallest schools must comply with all other Standards of the Commission and will be visited annually.

Certification and Approval

A new Episcopal school must apply for *Certification* from the Commission on Schools within its first year of operation, leading to *Approval* from the Bishop. The application will verify the school’s compliance with the above Canons and Standards and will be followed by a visit from a member of the Commission. An application is available from the Chairman of the Commission.

Full Certification:

A school meets all Standards and is accredited.

Basic Certification (applicable only for small schools with enrollment of <50 students):

A school meets all Standards but is exempt from the accreditation requirement.

Recognition (applicable only for Non-Traditional schools):

A school meets all Standards, including accreditation by an approved agency; may be exempt from religious requirements.

Established Episcopal schools must seek *Re-Certification* from the Commission and renewed *Approval* from the Bishop every five years. Each shall complete and return to the Commission an application for Renewal of Certification as a school in the Diocese of Texas. Each school shall also be visited by a representative of the Commission at least once during that five year period, and on the basis of the information supplied in both the application and the report by the visiting member, the Commission shall certify to the Bishop whether or not the school is in compliance with Diocesan Standards.

Loss of Certification, Loss of Approval

Under certain circumstances a school may lose its *Certification* by the Commission on Schools and/or its *Approval* from the Bishop. The following are situations which could cause this:

1. The school withdraws its affiliation with the Episcopal Church in the Diocese of Texas.
2. The school fails to meet any of the major Standards set forth by the Commission.
3. The school fails to show improvement of any other Standard(s) not yet fully met.
4. A school dishonors or defames its presence in the community, and in the Bishop's judgment, may not continue to represent the Episcopal community.

Under certain circumstances, *Re-certification* by the Commission and *Renewed Approval* by the Bishop may be possible once correction of a problem has been resolved or a Standard met. A request for consideration of *Re-Certification* may be made to the Commission.

New Texas Laws

Effective January, 2016, the State Legislature passed the Texas Open Carry Law which addresses the public, concealed and non-concealed, carrying of many different sorts of guns – everywhere, including churches. Notice is now required that guns are forbidden on church campuses. This information should be included in Parent and Staff Handbooks as well as visible signage at all school entrances. The Bishop of our Diocese has reiterated that “our longstanding policy in the Diocese of Texas remains the same – guns have no place in our churches, schools, and institutions. Other than those carried by officers of the peace or security officers on duty, we adhere to our policy prohibiting guns on church and school property.” Under Texas law our churches and schools have the right to forbid entry to someone carrying a gun; the State defines “schools” as K-12 so those with preschools must be proactive in addressing this.

Full information from the Bishop may be found at: <http://www.epicenter.org/gun-law-and-policy>.

Reference of Operational Recommendations

The following is a list of suggestions offered by the Commission on Schools, the National Association of Episcopal Schools, and the Southwestern Association of Episcopal Schools. While primarily for parish day schools, many suggestions are applicable to independent schools as well. Recognizing that a parish that strives to reflect a model of Christian community can be a vital force for stability and moral centeredness, careful attention must be paid to ensuring good communication and understanding between and among the various constituencies of the parish family. When congregations and schools work effectively and communicate openly, their ministries will be strengthened.

1. Mutual Ministry

-In a parish day school the rector shall ultimately be responsible for the religious life of the school, taking a leadership role in chapel services and collaborating with the head of school in the appointment and oversight of any chaplain and the selection and implementation of religious curricula for the school.

-The rector, as canonical chair of the school board, is expected to attend all meetings of the board and shall be invited to attend and participate in significant events in the life of the school. By canon the rector may relinquish the role of chair to an appointed or elected president of the board.

-The head of school should be considered a member of the church staff, attending church staff meetings as necessary, regularly reporting to the vestry, and invited to attend and participate in special events in the life of the parish.

-Regular opportunities should be scheduled for the rector and head of school to meet and establish a mutually supportive relationship.

-Regular opportunities should be provided for the vestry and school board to meet together and for the establishment of joint committees to consider mutual concerns.

-The parish and school should continually seek to share information and enhance communication.

2. Rector Search Process

-When the office of rector is vacant, the diocesan guidelines for parishes with schools should be used to involve the school in the search process. Include a knowledgeable school board member who is a church member on the search committee.

-The head of school should not be asked to resign when there is a change in the office of rector so as to ensure continuity through the academic year and honor the terms of any employment contract in force.

3. Head of School

-Recognizing that the health and stability of the school is dependent on stable leadership, the head of school should have a contract of at least one academic year's duration, preferable multi-year, reviewed annually.

-Create a policy statement that describes the hiring, evaluating, and termination procedures for the head of school including the role of the rector as a member of the search committee and the one who approves the final selection.

-Designate the head of school as the person with delegated responsibility for the operation of the school and for hiring, evaluating, and terminating school staff.

4. *Bylaws and/or Policy Manuals*

- Include a policy about employment practices, such as, ‘To avoid the appearance of favoritism and conflicts of interest, the employment of relatives (related by blood or marriage) of the Head of School that results in a direct or indirect supervisory, evaluation, or reporting relationship to the Head of School is strongly discouraged. Also, no current employee of the school, or any relative of a current employee of the school, shall serve on the school board, vestry, or Bishop’s Committee.

-Include a statement that delineates the roles and responsibilities of the parents’ association or any other group affiliated with the school and clearly acknowledges the final authority of the school board.

-Create a clear fundraising policy that specifies the board member in charge of approving such requests and organizing how the scheduling, planning, and implementation will occur.

-Write a statement of the grievance procedure for all personnel.

-Include a statement regarding compliance with all Diocesan policies, especially that on sexual misconduct. Detail the required training for *Safeguarding God’s Children* for both staff and volunteers.

-Write a clear definition of the roles and responsibilities of the rector, head of school, vestry, and school board and the reporting relationship of each to the other.

5. *Student Admissions*

- The school may give priority to Episcopal students in admissions. This prioritization and any other (such as siblings of currently enrolled students) shall be published in admissions documents.

6. *Conflicts*

-When conflicts occur which are not easily resolved, the church and the school are encouraged to seek a neutral third party to consult with them before problems escalate to a crisis stage. The Commission on Schools and both SAES and NAES can offer assistance in this regard. Conflict resolution teams that are not affiliated with the church may also be used.

Additional Resources for Episcopal Schools

Southwestern Association of Episcopal Schools (SAES)
1420 4th Avenue, Suite 29
Canyon, TX. 79015
866-655-7237
www.swaes.org

National Association of Episcopal Schools (NAES)
815 Second Ave. Suite 313
New York, NY 10017
800-334-7626
www.episcopalschools.org

Effective Communications

The Episcopal schools of the Diocese of Texas use many resources to engage both their current parents and invite inquiries and interest from prospective parents. In a recent informal survey of the methods used to communicate with current parents, the following information was provided by those schools (note: please evaluate these resources for compatibility for each school):

Resources with current parents:

Most used electronic resources:

1. Email – email blasts, links to parent portals on school website, or individual notes to parents
2. School website programs – ie, Tadpole, Classdojo, Mailchimp, Remind.com, HeadMaster, SignUpGenius, etc.
3. Facebook - with private pages for each class or teacher
4. E-newsletters – every other week to once a month
5. Monthly calendars posted on website
6. Evites – to upcoming school events
7. Texting – to individual parents

Most used print resources:

1. Daily or weekly folder that goes back and forth from home, “Monday folders”,
2. Monday (or Friday) messages from the Head of School in take-home folders
3. Newsletters from Head and/or classroom teacher every other week

Personal contacts:

1. Parent conferences
2. Meet the Teachers gatherings prior to reenrollment; teachers present overview of new grade
3. Coffee talks after morning drop-off; invitations to chapel and coffee
4. Phone voicemail message blasts
5. Phone calls – private conversations most effective
6. Encouraging positive word of mouth exchanges

Visual resources:

1. Bulletin board reminders near classrooms and office
2. Event signs near the school and church signs
3. TV “loops” visible near the office for those waiting to view past school activities

Resources with Prospective Parents:

1. Word of mouth – encourage positive messages shared by current parents with friends
2. Social media, Mom’s Blogs, Facebook, updated website
3. Interactive website so initial inquiries and contacts can be made; require a campus visit
4. A calendar of school visits; classroom observations
5. Encourage referrals from current and former parents; add to admission materials
6. Participate in a community Private School Preview, if available
7. Prospective parent lunch
8. Offer coffee and workshops to highlight areas of programming at the school
9. Email follow-up after inquiry and visits

Christ Church School 36, 3's – 4th
 317 N. 1st Street
 Temple, TX. 76501
 254-774-8622
www.christchurchschooltemple.com
 Sharon Murphy
smurphy@christchurchschooltemple.com
 SAES

Christ Episcopal 80, 3's – 6th
 1428 N. Mound St.
 Nacogdoches, TX. 75961
 936-564-0621
www.ces-nac.org
 Catherine Oliver
coliver@ces-nac.org
 SAES

Emmanuel 41, 1's – 4's
 15015 Memorial Dr.
 Houston, TX. 77079
 281-493-1375
www.emmanuel-houston.org/dayschool
 Toni Bejko
dayschool@emmanuel-houston.org
 SAES

Episcopal High 713, 9th – 12th
 4650 Bissonnet
 Bellaire, TX. 77401
 713-512-3400
www.ehshouston.org
 Ned Smith
nsmith@ehshouston.org
 ISAS

First Steps Montessori 117, 1's – K
 2450 River Oaks Blvd
 Houston, TX. 77019
 713-354-2267
www.sjd.org/ministries/children/first-steps-montessori-school
 Suzanne Gusemano
sgusemano@sjd.org

Good Shepherd 146, 2's – K(t)
 3201B Windsor Rd.
 Austin, TX. 78703
 512-476-4393
www.gsesaustin.org
 Jeanie Stark
jeanie@gsesaustin.org
 SAES

Good Shepherd 39, 3's – 4's
 1207 W. Winding Way
 Friendswood, TX. 77546
 281-992-1357
www.gshepherd.net/school
 Linda Ansell
schooldirector@gshepherd.net
 (Exempt)

Good Shepherd 268, 1's – K(t)
 2929 Woodland Hills Dr.
 Kingwood, TX. 77339
 281-359-1895
www.goodshepherdschool.org
 Jan Lopez
gsschooljan@yahoo.com
 SAES

Grace 68, 2's – K(t)
 1314 E. University Ave.
 Georgetown, TX. 78626
 512-863-6214
www.graceschool1992.org
 Ginny Herbert
headofschool@graceschool1992.org
 SAES

Grace 75, I – 4's
 4040 W. Bellfort
 Houston, TX. 77025
 832-831-9086
www.graceinhouston.org
 Edolia James
edolia@graceinhouston.org

Holy Comforter 81, 3's – 4's
 227 S. Chenango
 Angleton, TX. 77516
 979-849-4602
www.holycomforterangleton.org
 Nancy Standlee
nstandlee@gmail.com
 SAES

Holy Cross Kids 66, 1's – 4's
 5653 W. Riverpark Dr.
 Sugar Land, TX. 77479
 281-633-2000 x108
www.holycrosskids.org
 Jessica Nelson
hckids@holycrosschurch.com

Holy Spirit 260, I – 8th
 12535 Perthshire Rd.
 Houston, TX. 77024
 713-468-5138
www.hses.org
 Michelle Symonds
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 SAES

Holy Trinity 113, 3's – 12th
 11810 Lockwood Rd.
 Houston, TX. 77044
 218-459-4323
www.hteshouston.org
 Audrey Russell, Int.
arussell@hteshouston.org
 SAES

St. Andrew's 949, K – 12th
 1112 W. 31st St.
 Austin, TX. 78705
 512-299-9800
www.sasaustin.org
 Sean Murphy
smurphy@sasaustin.org
 SAES, ISAS

St. Andrew's 57, 1's – 4's
 1819 Heights Blvd.
 Houston, TX. 77008
 713-861-2954
www.saesintheheights.org
 Nancy Simpson
nsimpson@saesintheheights.org
 SAES

St. Andrew's Academy 89, 1's – 4's
 2535 E. Broadway, FM 518
 Pearland, TX. 77581
 281-485-3843
www.standrewsacademypearland.com
 Anne Harland
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 NAEYC, in process

St. Catherine of Sienna 98, 2's – 4's
 4747 Sienna Pkwy
 Missouri City, TX. 77459
 281-778-2046
www.siennachurch.org
 Sanjuanita Hernandez
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 NAEYC, in process

St. Christopher's 65, I – 4's
 1656 Blalock Rd.
 Houston, TX. 77080
 713-465-6035
www.stchrishouston.org
 Monica Cadavid
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St. Christopher's 60, 1's – 4's
 2800 Trimmier Rd.
 Killeen, TX. 76542
 254-526-8380
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 SAES

St. Cuthbert 17020 West Rd. Houston, TX. 77095 281-463-1912 www.stcuthbert.org Lynda Houghton school@stcuthbert.org NAEYC	94, 2's – K(t.)	St. George's 4301 N. IH 35 Austin, TX. 78722 512-452-6063 www.stgeorges-austin.org Jerri Thompson jerri.stgeorges@gmail.com SAES	101, I – 4's

St. Cyprian's 1115 S. John Redditt Dr. Lufkin, TX. 75904 936-632-1720 www.saintcyprians.org Dr. Sherry Durham sdurham@saintcyprians.org SAES, AdvancEd	152, 3's – 8 th	St. James 1803 Highland Hollow Conroe, TX. 77304 936-756-4984 www.stjames-conroe.org/school Claire Want cwant@stjames-conroe.org SAES	88, I – 4's

St. David's 301 E. 8 th St. Austin, TX. 78701 512-610-3500 www.stdavidsdayschool.org Jennifer Wheatley jennifer.w@stdave.org NAEYC	40, 1's – 4's	St. James 156 N. Monroe St. LaGrange, TX. 78945 979-968-9501 www.stjameslagrange.org Laurie Krupala laurie@stjameslagrange.org (Exempt)	17, 2's – 4's

St. Francis 335 Piney Point Rd. Houston, TX. 77024 713-458-6100 www.stfrancishouston.org Stephen Lovejoy SLovejoy@StFrancisHouston.org SAES, ISAS	870, 2's – 8 th	St. Luke's P.O. Box 2574 Lindale, TX. 75771 903-881-8733 www.stlukesschool.org Candi Turner candi.turner@stlukesschool.org ---	117, 1's – 3rd

St. Francis 5001 Hickory Rd. Temple, TX. 76502 254-773-3009 www.stfrancispreschool.org Cheryl Jones cjones@stfrancispreschool.org ---	103, 2's – K	St. Mark's 2128 Barton Hills Dr. Austin, TX. 78704 512-444-9401 www.stmarksdayschoolaustin.org Anne Wingle headofschool@stmarksdayschoolaustin.org SAES	103, 2's – 4's

St. Mark's 473, 2's – 8th
 3816 Bellaire Blvd.
 Houston, TX. 77025
 713-667-7030
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 Garhett Wagers
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 SAES, ISAS

St. Mark's 36, I – K(t)
 7615 FM762
 Richmond, TX. 77469
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St. Martin's 267, 1's – 4's
 717 Sage Rd.
 Houston, TX. 77056
 713-621-2944
www.smepreschool.org
 Ellen Bass
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 SAES

St. Mary's 89, 1's – K
 24 N. Masonic
 Bellville, TX. 77418
 979-865-5551
www.stmarysdayschool.com
 Lori Collins
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 SAES

St. Matthew's Day 197, 1's – K
 8134 Mesa Drive
 Austin, TX. 78759
 512-345-3040
www.stmatthewsschoolaustin.com
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 SAES

St. Michael's 42, 2's – 4's
 1500 N. Capital of TX Hwy
 Austin, TX. 78746
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St. Paul's 156, 1's – 6th
 517 Columbus Ave.
 Waco, TX. 76701
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St. Paul's 32, 3's – 5th
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 Woodville, TX. 75979
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 (Exempt)

St. Richard's 64, 1's – K
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www.strichardspreschool.org
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St. Stephen's 686, 6th – 12th
 6500 St. Stephen's Dr.
 Austin, TX. 78746
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www.sstx.org
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 SAES, ISAS

St. Stephen's 229, 1's – 8th
 1805 Sul Ross
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 SAES, AMS

St. Thomas 655, 2's – 12th
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 Houston, TX. 77096
 713-666-3111
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 SAES

St. Thomas the Apostle 59, 3's – 5th
 18300 Upper Bay Rd.
 Houston, TX. 77058
 281-333-1340
www.stesn.org
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 SAES

St. Thomas ELC 112, 3's – K
 906 George Bush Dr.
 College Station, TX. 77840
 979-696-1728
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 SAES, NAEYC

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 Crockett, TX. 75835
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 SAES, ISAS

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 The Woodlands, TX. 77381
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