



**The Episcopal Diocese of Texas
Commission on Schools**

**Handbook
&
Directory of Schools**

2021-2022
(January 10, 2022)

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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 lifelong 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 4 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, working with approximately **10,732** students at the beginning of the 2021-2022 academic year. This is an important, successful ministry that deserves our ongoing support.

Prayer for Schools:

O 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, diocesan schools, independent schools, and non-traditional schools. Below is a general description of the different programs:

Early Preschool: Enrolls infants, 1-year-olds and/or 2-year-olds

Preschool: Enrolls 2-year-olds through kindergarten; may include Early Preschool

Primary, Intermediate, Secondary: Enrolls elementary, middle school, and/or High School; may include Preschool and Early Preschool

Parish school: Controlled by a sponsoring parish or mission

Diocesan school: Controlled by the Diocese or group of parishes

Independent school: With Bishop's permission, organized without control by a parish, mission, or other ecclesiastical authority

Non-traditional school: Located on the property of an Episcopal parish, with a therapeutic or diagnostic educational program

Boarding school: Located on property separate from an Episcopal parish with facilities for residential living

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 at least 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 (or Director). 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.

Diocese of Texas, Canon 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: <https://www.epicenter.org/constitution--canons/>.

•Title 111.11, 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 licensing, health, safety, fire, and sanitation standards required at any time by state, county, and municipal health, safety, fire, and sanitation codes for the locality in which such school is located.

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.

[Please note: The Executive Board of the Diocese currently allows institutions with annual operating income less than \$750,000 to conduct an internal financial review

using published Diocesan guidelines in lieu of an external audit. This applies to schools unless there is a conflict with accreditation standards. Our accredited schools must comply with the rules of their accrediting association(s) which may require an external audit or review. Schools typically have a fiscal year aligned with the academic cycle and, thus, ending in a summer month. For schools, 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. A. 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.

Current EDOT Commission on Schools: (rev. 2/26/2021)

The Rev. David Dearman, Chair, dcdearman@gmail.com

Scottie Clark, HOS, All Saints', Beaumont, sclark@allsaints-beaumont.org

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Jan Lopez, HOS, Good Shepherd, Kingwood, gsschooljan@yahoo.com

Michelle Symonds, HOS, Holy Spirit, Houston, msymonds@hse.org

The Annual Report & Episcopal Identity Addendum

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. Schools will also be encouraged to provide optional information on special projects, service learning, or successful joint ventures with parishes. Schools not accredited by SAES may also be asked to complete an additional form regarding Episcopal Identity.

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.

On a schedule established by the Commission on Schools, the certification status of each Episcopal School in the Diocese of Texas will be reviewed at least every five years. This review shall include a check of items on file for the school, including annual reports, organizational documents, and verification of accreditation status. In the case of schools not accredited by SAES this five-year review shall require the completion of the Commission's Addendum on Episcopal Identity. Non-accredited schools eligible (due to size) for Basic Certification will be visited by a representative of the Commission on Schools. On the basis of accreditation status, documentation submitted by the school, and the report from a representative of the Commission on Schools (if required), the Commission shall certify for the Bishop whether or not the school is in compliance with Diocesan Standards.

*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.

4. The school shall submit to the Commission on Schools a written "records discontinuance plan" which outlines the procedures for placement and storage of certain types of records, including student records and faculty service records, if the school closes or ceases to exist. [Note: The Commission has developed guidelines for this policy which have been provided to heads of school and directors.]

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 (Annual Certification of Racial Nondiscrimination for a Private School Exempt from Federal Income Tax).

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

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

National Accreditation Commission (NAC); www.earlylearningleaders.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 not accredited by SAES will be required to complete, when requested, the Commission addendum 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 and complete, when requested, the Commission addendum entitled, Episcopal Identity. 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 effort should be made to recruit members of the parish to the board.

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. A form for requesting this exemption is available from the Commission.

*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 Health and Human Services concerning child care licensing, 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 and, if requested, the Episcopal Identity Addendum to the Chair of the Commission.

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 form must be completed if requested by the Commission Chair 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 according to a schedule developed by the Commission on Schools.

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 and completes the Episcopal Identity Form annually, 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.

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.

Policy in the Diocese of Texas Prohibiting Guns on Campus

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. This and other diocesan policies may be found via the following link: <https://www.epicenter.org/resources/policies/gun-law-and-policy-clergy-manual-36/>.

Diocesan Gambling Policy

The Gambling policy, found in the EDOT Clergy Manual (9.1), is as follows:

“Gambling is defined as participation in any game or activity where money or objects of value may be won by chance. Gambling must not be a regular or frequent part of the activities of any congregation, school, or diocesan institution. Occasional special events or fundraisers that include bingo or a raffle are permissible, provided the value of any prize does not exceed the \$600 IRS reporting threshold. This policy applies to any event or activity of a diocesan institution, congregation, or church-related entity such as a school, youth group, outreach ministry, and the like, regardless of the location of the event or activity. All congregations, diocesan institutions, schools, and church-related entities must comply with this policy if any form of gambling is permitted at all.” (Note that diocesan policy is subject to change.)

Diocesan Alcohol Policy:

Schools are encouraged to write local policy reflecting the local situation but consistent with Diocesan Alcohol Policy. See the link referenced above or the following:

www.epicenter.org/safeguarding/policies-and-help-sheets/.

(To find the Alcohol Policy from this page, scroll down and look under the heading “Additional Policies for EDOT Organizations & Events.”)

Note: for schools, guideline #11 should set forth the role of the head of school as follows: “In Schools, the groups or organizations sponsoring the activity or event at which alcoholic beverages are served must have permission from the head of school (or from the school board if there is no head of school). In parish day schools, only the head of school (or board designee if there is no head of school), if in agreement, is the person designated to seek permission from the head of congregation on behalf of the school.” (Note that diocesan policy is subject to change.)

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 delegate 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 an 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:

Email – email blasts, links to parent portals on school website, or individual notes to parents

School website programs – ie, Tadpole, Classdojo, Mailchimp, Remind.com, HeadMaster, SignUpGenius, etc.

Facebook - with private pages for each class or teacher

E-newsletters – every other week to once a month; i.e., Constant Contact

Monthly calendars posted on website

Evites – to upcoming school events

Texting – to individual parents

Most used print resources:

Daily or weekly folder that goes back and forth from home, “Monday folders”,

Monday (or Friday) messages from the Head of School in take-home folders

Newsletters from Head and/or classroom teacher every other week

Personal contacts:

Parent conferences

Meet the Teachers gatherings prior to reenrollment; teachers present overview of new grade

Coffee talks after morning drop-off; invitations to chapel and coffee

Phone voicemail message blasts

Phone calls – private conversations most effective

Encouraging positive word of mouth exchanges

Visual resources:

Bulletin board reminders near classrooms and office

Event signs near the school and church signs

TV “loops” visible near the office for those waiting to view past school activities

Resources with Prospective Parents:

Word of mouth – encourage positive messages shared by current parents with friends

Social media, Mom’s Blogs, Facebook, updated website

Interactive website so initial inquiries and contacts can be made; require a campus visit

A calendar of school visits; classroom observations

Encourage referrals from current and former parents; add to admission materials 6.

Participate in a community Private School Preview, if available
 Prospective parent lunch
 Offer coffee and workshops to highlight areas of programing at the school
 Email follow-up after inquiry and visits

Diocesan Journal Report Volume I of the 173rd Annual Council (February 2022)

Schools in this Diocese continued to face the challenges of the evolving Covid-19 Pandemic as the 2021-2022 school year progressed. Leaders of schools (and parish sponsors) determined Covid mitigation policies according to the conditions and requirements of each locality. In the Commission Annual Report (due every October), 22 schools reported closing temporarily at least some cohort of their program(s) in order to slow the spread of the virus. The most common strategy was for all adults to wear masks on the respective school campuses (employed by 43 schools).

Commission standards require all EDOT schools with greater than 50 students to be fully accredited by a recognized educational accrediting agency. Accreditation is typically a rigorous process of self-study and outside review by fellow educators. Strengths are celebrated, while recommendations point the way to greater excellence. In an overall accreditation cycle, schools are accountable for how they respond to any recommendations for improvement. Of the 56 EDOT schools, 44 (79%) are fully accredited and another 3 are officially "in process" toward accreditation.

In a Diocese as large as Texas, one can expect some leadership transitions each year. Among our schools, 8 new heads/directors have been named since last year's report as follows:

Penny Barker, St. Stephen's Episcopal School – Houston
Kayla Cockrell, Ascension Episcopal School – Houston
Kellen Gray, St. Martin's Episcopal Preschool – Houston
Melissa Grubb, St. Andrew's Episcopal School – Austin
Vanessa Lopez, St. Thomas' Episcopal Preschool – Houston
Mellissa McCreary, (Interim), Trinity School of Texas – Longview
Candace Mallernee, (Interim), St. James' Episcopal School – Conroe
Marie Kidd, (Interim), Trinity Episcopal School – Galveston (as of 1/2022) *

* Not included in Diocesan Journal report due December 9, 2021

Opening enrollment for schools in the EDOT was 10,732, 795 more than last year but still less than opening for the fall of 2019 (pre-pandemic). Of course, the numbers may have improved as the academic year has progressed. Episcopal schools in this Diocese employ 2,576 people, full and part-time, an increase of 136 from the previous year.

School Report Summary, 2021-2022

EDOT Schools Total Number of Students: 10,732			
<i>Schools by Highest Grade Level</i>		<i>Schools by Total Enrollment Groupings</i>	
Preschool/Kinder (may include Infant-Kinder)	32	with ≤ 50 students	16
Elementary (may include up to 5 th Grade)	5	with > than 50 students and < 300 students	30
Middle School (may include up to 8 th Grade)	9	with > 300 students	10
High School (may include up to 12 th Grade)	10		
Total Schools in the EDOT	56	Total Schools in the EDOT	56

<i>Other Stats</i>	
Total Minority Enrollment: 2,897 (approx... 27%)	Total Number of Employees: 2,576
Students Receiving Financial Aid: 1,617 (approx.... 15%)	

Additional Diocesan Resources & Policies

- 1) **School Organizational Documents** (Certificate of Formation & By-Laws) including revisions require the consent of the Bishop per the Canons of the Diocese of Texas (Title III, Canon 9). School leaders may forward questions or concerns regarding their organizational documents (Certificate of Formation & By-Laws) to the following email address: (registrar@epicenter.org).
- 2) **EDOT Intake Officers**: Rectors and heads of school may face acute difficulties or crises about which they will need to consult with a Diocesan executive. These situations include but are not limited to Safeguarding violations, criminal behavior, intractable conflict between school leaders, severely negative publicity, threatened lawsuits, and certain unresolved human resources matters. The designated diocesan intake officers for these conversations are:
 - The Rev. Canon Lisa Burns (lburns@epicenter.org)
 - The Rev. Canon Christine Faulstich (cfaulstich@epicenter.org)

Location of Schools by City

Angleton	Holy Comforter
Austin	All Saints'
	Good Shepherd
	St. Andrew's
	St. David's
	St. George's
	St. Mark's
Austin (cont'd)	St. Matthew's
	St. Michael's
	St. Stephen's
	Trinity
Bastrop	Calvary
Beaumont	All Saints'
Bellaire	Episcopal High
Bellville	St. Mary's
College Station	St. Thomas'
Conroe	St. James'
Friendswood	Good Shepherd
Galveston	Trinity
Georgetown	Grace
Houston	Archway Academy
	Ascension
	Cathedral House
	First Steps Montessori
	Grace
	Holy Spirit
	Holy Trinity
	St. Andrew's

	St. Christopher's
	St. Cuthbert's
	St. Francis'
	St. Mark's
	St. Martin's
	St. Stephen's
	St. Thomas'
	St. Thomas' Preschool
	St. Thomas the Apostle
Killeen	St. Christopher's
Kingwood	Good Shepherd
LaGrange	St. James'
Lindale	St. Luke's
Longview	Trinity
Lufkin	St. Cyprian's
Marshall	Trinity
Missouri City	St. Catherine of Sienna
Nacogdoches	Christ
Pearland	St. Andrew's Academy
Richmond	Calvary
	St. Mark's
Round Rock	St. Richard's
Sugar Land	Holy Cross
Temple	St. Francis'
The Woodlands	Trinity
Tyler	All Saints'
Waco	St. Paul's
Woodville	St. Paul's

Directory of Schools

Note: Enrollment data comes from the Annual Report to the Commission on Schools which was due in mid-October and based on "opening day" conditions. Student numbers reported here may be substantially different compared to later in the school year especially given the potential for new variants of Covid-19.

Directory Key

Enrollment is designated by age or grade at the start of the school year:

- Inf** - infants, less than 1 year old
- 1's, 2's, 3's, 4's** - 1-year, 2-year, 3-year and 4-year-olds, respectively
- K or K(t)** - Kindergarten or Transition/Bridge
- Grades by Number** - 1st, 2nd, etc., through 12th

The Accrediting Organization(s) are listed below each school. Please note: schools without a listed accreditation or exemption may be in process or otherwise working toward compliance with this standard.

School Name (Levels and/or Grades, Opening Enrollment)

Street Address

City, State Zip

Phone Number (XXX) XXX-XXXX

School Website URL

Head or Director Name, Title

Head or Director Email

Accreditation: **Agency**

All Saints' Episcopal Day Schl [2's-K(t), 60]
 209 W 27th St
 Austin, TX 78705
 (512) 472-8866
www.allsaintseds.org
 Gigi Khalsa, Head of School
gigi@allsaintseds.org
 Accreditation: **SAES**

All Saints' Episcopal Schl [3's-12th, 696]
 2695 S SW Loop 323
 Tyler, TX 75701
 (903) 579-6000
www.all-saints.org
 Mike Cobb, Head of School
mcobb@all-saints.org
 Accreditation: **ISAS, SAES**

Ascension Episcopal Schl [Inf-1st, 88]
 2525 Seagler Rd
 Houston, TX 77042
 (713) 783-0260
www.aeshouston.org
 Kayla Cockrell, Head of School
kcockrell@aeshouston.org
 Accreditation: **SAES**

Calvary Epsicopal Schl [3's-6th, 110]
 PO Box 626
 Bastrop, TX 78602
 (512) 321-1610
www.calvaryschool.net
 Catherine Bohot, Head of School
headofschool@calvaryschool.net
 Accreditation: **SAES**

All Saints' Episcopal Schl [3's-8th, 339]
 4108 Delaware St
 Beaumont, TX 77706
 (409) 892-1755
www.allsaints-beaumont.org
 Catherine "Scootie" Clark, Head of School
sclark@allsaints-beaumont.org
 Accreditation: **SAES**

Archway Academy [9th-12th, 45]
 6221 Main St
 Houston, TX 77030
 (813) 328-0780
www.archwayacademy.org
 Sasha McLean, Executive Director
Sasha.mclean@archwayacademy.org
 Accreditation: **TEA, ARS**

Calvary Episcopal Prep [3's-12th, 178]
 1201 Austin St
 Richmond, TX 77469
 (281) 342-3161
www.ces-richmond.org
 Beth Dow, Head of School
bdow@ces-richmond.org
 Accreditation: **SAES**

Cathedral House Episcopal [Inf-K, 78]
 1112 Prairie St
 Houston, TX 77002
 (713) 222-2482
www.discoverches.org
 Teri Jackson, Administrator
teri.jackson@mmschools.org
 Accreditation: **NAEYC**

Christ Episcopal Schl [3's-5th, 85]

1428 N. Mound St
Nacogdoches, TX 75961
(936) 564-0621

www.ces-nac.org

Catherine Oliver, Head of School
coliver@ces-nac.org

Accreditation: **SAES**

Episcopal High Schl [9th-12th, 800]

4650 Bissonnet
Bellaire, TX 77401
(713) 512-3400

www.ehshouston.org

Ned Smith, Head of School
nsmith@ehshouston.org

Accreditation: **ISAS**

First Steps Montessori [2's-K, 105]

2450 River Oaks Blvd
Houston, TX, 77019
(713) 354-2267

www.sjd.org/first-steps-montessori-school/

Suzanne Gusemano, Head of School
sgusemano@sjd.org

Accreditation: In Progress

Good Shepherd Episcopal [2's-K(t), 161]

3201 Windsor Road
Austin, TX 78703
(512) 476-4393

www.gsesaustin.org

Sheila Abio, Head of School
sheila@gsesaustin.org

Accreditation: **SAES**

Good Shepherd Episcopal [3's-4's, 29]

1207 W. Winding Way Dr
Friendswood, TX 77546
(281) 992-1357

www.gshepherd.net (see school link)

Linda Lanier Ansell, Director
schooldirector@gshepherd.net

Accreditation: <50 Exemption

Good Shepherd Episcopal [1's-K(t), 208]

2929 Woodland Hills
Kingwood, Texas 77339
(281) 359-1895

www.goodshepherdschool.org

Jan Lopez, Head of School
gsschooljan@yahoo.com

Accreditation: **SAES**

Grace Episcopal Schl [2's-K, 57]

1314 East University Ave
Georgetown, TX 78626
(512) 863-6214

www.graceschool1992.org

Virginia "Ginny" Herbert, Head of School
headofschool@graceschool1992.org

Accreditation: **SAES**

Grace Episcopal Schl [Inf-4's, 84]

4040 West Bellfort
Houston, TX 77025
(832) 831-9086

www.graceinhouston.org

Edolia James, Head of School
edolia@graceinhouston.org

Accreditation:

Holy Comforter Episcopal Schl [3's-K, 50]

234 South Arcola (P.O. Box 786)

Angleton, TX 77515

(979) 849-4602

www.hces.school

T. Annette Jones, Head of School

ajones.hces@gmail.com

Accreditation: **NAEYC****Holy Cross Kids Preschl** [1's-4's, 48]

5653 W River Park Dr

Sugar Land, TX 77479

(281) 633-2000

www.holycrosskids.org

Jessica Nelson, Director

hckids@holycrosschurch.com

Accreditation: *<50 Exemption***Holy Spirit Episcopal Schl** [Inf-8th, 347]

12535 Perthshire Road

Houston, TX 77024

(713) 468-5138

www.hses.org

Michelle Symonds, Head of School

msymonds@hses.org

Accreditation: **SAES****Holy Trinity Episcopal Schl** [3's-5th, 43]

11810 Lockwood Road

Houston, TX 77044

(281) 459-4323

www.hteshouston.org

Troy P. Roddy, Ph.D., Head of School

troddy@hteshouston.org

Accreditation: **SAES****St Andrew's Academy** [2's-4's, 28]

2535 E. Broadway St

Pearland, TX 77581

(281) 485-3428

www.standrewsacademypearland.com

Anne Harland, Head of School

anne.standrewsacdemy@gmail.com

Accreditation: *<50 Exemption***St Andrew's Episcopal Schl** [1's-K(t), 45]

1819 Heights Blvd

Houston, TX 77008

(713) 861-2954

www.saesheights.org

Nancy Simpson, Head of School

nsimpson@saesheights.org

Accreditation: **SAES****St Andrew's Episcopal School** [K-12th, 977]

1112 W 31st St

Austin, TX 78705

(512) 299-9800

www.sasaustin.org

Melissa Grubb, Head of School

mgrubb@sasaustin.org

Accreditation: **SAES, ISAS****St Catherine of Sienna Episcopal** [2's-4's, 92]

4747 Sienna Parkway

Missouri City, TX 77459

(281) 778-2046

www.siennachurch.org

San Juanita (Janie) Hernandez, Schl Director

janie@siennachurch.org

Accreditation: **NAEYC**

St Christopher's Episcopal [Inf-4's, 48]

1656 Blalock Rd
Houston, TX 77080
(713) 465-6035

www.stchrishouston.org

Monica Cadavid, Director
director@stchrishouston.org
Accreditation: <50 Exemption

St Christopher's Episcopal Preschl [1's-K, 78]

2800 Trimmier Rd
Killeen, TX 76542
(254) 526-8380

www.stchrisps.com

Becca Davis, Head of School
stchristopherps@gmail.com
Accreditation: **SAES**

St Cuthbert Schl [2's-4's, 39]

17020 West Rd
Houston, TX 77095
(281) 463-1912

www.stcuthbert.org

Lynda Houghton, Director
school@stcuthbert.org
Accreditation: **NAEYC**

St Cyprian's Episcopal Schl [3's-10th, 136]

1115 S John Redditt Dr
Lufkin, TX 75904
(936) 632-1720

www.saintcyprians.org

Dr. Sherry Durham, Head of School
sdurham@saintcyprians.org
Accreditation: **SAES, Cognia**

St David's Episcopal Day Schl [1's-4's, 42]

301 E 8th St
Austin, TX 78701
(512) 610-3500

www.stdavidsschool.org

Leigh Moss, Director
leigh.m@stdave.org
Accreditation: **NAEYC**

St Francis' Episcopal Schl [2's-12th, 872]

335 Piney Point Rd
Houston, TX 77024
(713) 458-6100

www.stfrancishouston.org

Stephen M. Lovejoy, Head of School
slovejoy@stfrancishouston.org
Accreditation: **SAES, ISAS**

St Francis' Preschl [2's-Kt, 94]

5001 Hickory Road
Temple, TX 76502
(254) 773-3009

www.stfrancispreschool.org

Cheryl Jones, Head of School
director@stfrancispreschool.org
Accreditation: **SAES**

St George's Episcopal Schl [Inf-4's, 95]

4301 N IH 35
Austin, TX 78722
(512) 452-6063

www.stgeorges-austin.com

Jerri Thompson, Head of School
jerri@stgeorges-austin.com
Accreditation: **NAEYC**

St James' Episcopal Preschl [2's-4's, 15]

156 N Monroe St
 La Grange, TX 78945
 (979) 639-1346
www.stjameslagrange.org
 Laurie Krupala, Director
Laurie@stjameslagrange.org
 Accreditation: <50 Exemption

St Luke's Episcopal Schl [1's-4's, 82]

16929 FM 849
 Lindale, TX 75771
 (903) 881-8733
www.stlukesschool.org
 April Butler, Head of School
april.butler@stlukesschool.org
 Accreditation: In Progress

St Mark's Episcopal Schl [1's-3's, 13]

7615 FM 762 Rd
 Richmond, TX, 77469
 (281) 545-1296
www.smes.rocks
 Jerri Carington, Director
schooloffice@stmarksfortbend.org
 Accreditation: <50 Exemption

St Martin's Episcopal Preschl [1's-4's, 250]

717 Sage Rd
 Houston, TX 77056
 (713) 621-2944
www.smepreschool.org
 Kellen Gray, Head of School
kgray@smepreschool.org
 Accreditation: **NAC**

St James Episcopal Schl [Inf-4's, 39]

P.O. Box 559
 Conroe, TX 77301
 (936) 756-4984
www.sjaec.com/school
 Candace Mallernee, Head of School (Interim)
cmallernee@stjames-conroe.org
 Accreditation: <50 Exemption

St Mark's Episcopal Day Schl [2's-4's, 90]

2128 Barton Hills Dr
 Austin, TX 78704
 (512) 444-9401
www.stmarksdayschoolaustin.org
 Karon Miller Hammond, Head of School
headofschool@stmarksdayschoolaustin.org
 Accreditation : **SAES**

St Mark's Episcopal Schl [2's-8th, 453]

3816 Bellaire Blvd
 Houston, TX. 77025
 (713) 667-7030
www.stmes.org
 Garhett Wagers, Headmaster
gwagers@stmes.org
 Accreditation: **SAES, ISAS**

St Mary's Episcopal Day Schl [1's-K, 83]

24 N Masonic
 Bellville, TX 78933
 (979) 865-5551
www.stmarysdayschool.com
 Lori Collins, Head of School
lcollins@stmarysdayschool.com
 Accreditation: **SAES**

St Matthew's Episcopal Day Schl [1's-K, 164]

8134 Mesa Drive
 Austin, TX 78759
 (512) 345-3040
www.stmatthewsschoolaustin.com
 Page Race, Head of School
prace@stmatthewsschoolaustin.com
 Accreditation: **SAES**

St Paul's Episcopal Schl [1's-6th, 234]

517 Columbus Avenue
 Waco, TX 76701
 (254) 753-0246
www.speswaco.org
 M'Lissa Howen, Head of School
mhowen@speswaco.org
 Accreditation: **SAES**

St Richard's Episcopal Preschl & K [2's-K, 41]

1420 E Palm Valley Blvd
 Round Rock, TX 78664
 (512) 248-1789
www.strichardspreschool.org
 Shauna Kennerly, Director
shauna@saintrichards.org
 Accreditation: *<50 Exemption*

St Stephen's Episcopal Schl [6th-12th, 699]

6500 St Stephen's Dr
 Austin, TX 78746
 (512) 327-1213
www.sstx.org
 Christopher (Chris) Gunnin, Head of School
cgunnin@sstx.org
 Accreditation: **SAES, ISAS**

St Michael's Episcopal Day Schl [2's-K(t), 50]

1500 N Capital of Texas Highway
 Austin, TX 78746
 (512) 327-0591
www.stmichaelsdayschool.org
 Rebecca Hope, Director
director@stmichaelsdayschool.org
 Accreditation: *<50 Exemption*

St Paul's Episcopal Schl [3's-5th, 45]

1707 W Bluff
 Woodville, TX 75979
 (409) 283-7555
www.stpaulswoodville.org (church)
 Sharon Brown, Principal
sharon.stpauls@yahoo.com
 Accreditation: *<50 Exemption*

St Stephen's Episcopal Schl [2's-8th, 146]

1800 Sul Ross
 Houston, TX 77098
 (713) 821-9100
www.sshesh.org
 Penny Barker, Head of School
pbarker@sshesh.org
 Accreditation: **SAES, AMS**

St Thomas' Early Learning Center [3's-K, 125]

906 George Bush Dr
 College Station, TX 77840
 (979) 696-1728
www.stthomaselc.org
 Beth Lawrence, Head of School
bethlawrence@stthomaselc.org
 Accreditation: **SAES, NAEYC**

St Thomas' Episcopal School [K-12th, 551]

4900 Jackwood
Houston, TX 77096
(713) 666-3111
www.stes.org
Michael Cusack, Headmaster
cusack.michael@stes.org
Accreditation: **SAES**

St Thomas' Episcopal Preschl [2's-4's, 61]

4900 Jackwood
Houston, TX 77096
(713) 666-3111
www.stepreschool.org
Vanessa Lopez, Preschool Director
lopez.vanessa@stes.org
Accreditation: In Process

St Thomas the Apostle Epis Schl [3's-5th, 86]

18300 Upper Bay Rd
Houston, TX 77058
(281) 333-1340
www.stesnb.org
Colin O'Neal, Head of School
coneal@stesnb.org
Accreditation: **SAES**

Trinity Episcopal Day Schl [1's-K(t), 63]

3901 S Panther Creek Dr
The Woodlands, TX 77381
(281) 367-5148
www.tedstw.org
Betsy Delaney, Head of School
bdelaney@tedstw.org
Accreditation: **SAES**

Trinity Episcopal Schl [3's-8th, 137]

2905 Rosborough Springs Rd
Marshall, TX 75672
(903) 938-3513
www.trinitymarshall.net
Carrie Hammack, Head of School
carrieh@trinitymarshall.net
Accreditation: **SAES, Cognia**

Trinity Episcopal Schl [2's-8th, 626]

3901 Bee Cave Rd
Austin, TX 79746
(512) 472-9525
www.austintrinity.org
Jennifer Morgan, Head of School
jmorgan@austintrinity.org
Accreditation: **SAES, ISAS**

Trinity Episcopal School [2's-8th, 267]

720 Tremont St
Galveston, TX 77550
(409) 765-9391
www.tesgalv.org
Marie Kidd, Interim Head of School
mkidd@tesgalv.org
Accreditation: **SAES, ISAS**

Trinity School of Texas (2's-12th, 255)

215 N Teague St
Longview, TX 75601
(903) 753-0612
www.trinityschooloftexas.com
Mellissa McCreary, Head of School (Interim)
mmccreary@trinityschooloftexas.com
Accreditation: **SAES, Cognia**