

# Application for Admission

2K through 5th Grade

830-278-1350

www.spesualde.org

Rev. Dr. Michael K. Marsh **Rector**

Dr. Becky Reinhardt **Head of School**



Application Date: \_\_\_\_\_ School year: \_\_\_\_\_ Half or Full Day: \_\_\_\_\_ Start Date: \_\_\_\_\_

Student's Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_ Age: \_\_\_\_\_ Enrolling in Grade Level: \_\_\_\_\_

Student's Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Previous Schools: \_\_\_\_\_ Has child ever repeated a grade? \_\_\_\_\_

Religion: \_\_\_\_\_ Place of Worship: \_\_\_\_\_

Ethnicity: \_\_\_\_\_ Marital Status: \_\_\_\_\_ If divorced who has custody? \_\_\_\_\_

Name of Person(s) with whom Child resides: \_\_\_\_\_ Relationship: \_\_\_\_\_

Parent 1: First name: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Employer Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_ Work Phone Number: \_\_\_\_\_

Parent 2: First name: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Employer Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_ Work Phone Number: \_\_\_\_\_

|                 | Paternal Grandparents | Maternal Grandparents |
|-----------------|-----------------------|-----------------------|
| Names           |                       |                       |
| Mailing Address |                       |                       |
| City/State/Zip  |                       |                       |
| Home Phone      |                       |                       |
| Cell Phone      |                       |                       |
| Email           |                       |                       |

Grandparents' information is for office use only. We will not share this information with anyone.

Child's Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Physician's Address: \_\_\_\_\_

My child has the following allergies: \_\_\_\_\_

My child has the following medical conditions: \_\_\_\_\_

In the event the parent/s, or the designated emergency contact, can not be reached for emergency medical attention, I authorize the Head of School or person in charge to take my child to the following hospital:

\_\_\_\_\_ Uvalde Memorial Hospital | 1025 Garner Field Rd \_\_\_\_\_ Other: \_\_\_\_\_

**Person to call in case of emergency (other than parents):**

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**Release Consent:**

I understand the policies of St. Philip's Episcopal School prohibit the release of my child to anyone that I have not designated. I will send a **written note** or **call** the school office when there is a change in routine or when my child is going home with another child, etc. I hereby authorize St. Philip's Episcopal School to allow my child to leave the school **ONLY** with the following person/s:

1. \_\_\_\_\_ 2. \_\_\_\_\_

**TWO YEAR OLDS MUST COMPLETE:**

**FIELD TRIPS:** I hereby \_\_\_give \_\_\_do not give consent for my child to participate in field trips. I hereby \_\_\_give \_\_\_do not give consent for my child to be transported & supervised by the operations employees: \_\_\_ for emergency care \_\_\_for emergency care on field trips

**WATER ACTIVITIES:** I hereby \_\_\_give \_\_\_do not give consent for my child to participate in water activities including \_\_\_sprinkler play, \_\_\_water table play \_\_\_splashing/wading pools, \_\_\_swimming pools.

**LUNCH:** \_\_\_I understand that lunch will not be served to my child while in care. All meals will be provided by the parents.

**RECEIPT OF OPERATIONAL POLICIES:** \_\_\_I acknowledge receipt of the facilities operational policies including those for discipline & guidance.

Signature: \_\_\_\_\_

SPES admits students of any race, national or ethnic origin to all the rights, privileges, programs, & activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and other school administered programs.

**St. Philip's Episcopal School**  
**Student Guidelines for Acceptable and Responsible Use of Technology Resources**

These guidelines are provided so that students and parents are aware of the responsibilities students accept when they use school-owned computer hardware, operating system software, application software, stored text, data files, electronic mail, local databases, removable media, digitized information, and communication technologies on the school network. In general, this requires efficient, ethical, and legal utilization of all technology resources.

**1. Expectations**

- a. Student use of computers, other technology hardware, software, and computer networks, including the Internet, is an integral part of the instructional program directed by teachers. Technology tools are to be used for learning.
- b. All users are expected to follow existing copyright laws.
- c. Students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- d. Students who identify or know about a security problem are expected to convey the details to their teacher or administrator without discussing it with other students.

**2. Unacceptable conduct includes but is not limited to the following:**

- a. Using the network for illegal activities, such as copyright, license, or contract violations or downloading inappropriate materials, viruses, and/or software, including but not limited to hacking and host file sharing software.
- b. Using the network for financial or commercial gain, advertising, or political activities.
- c. Accessing or exploring online content that does not support the curriculum and/or is inappropriate for school assignments, including but not limited to pornographic sites.
- d. Vandalizing, tampering, or accessing without permission, equipment, programs, files, software, system performance, or other technology. Use or possession of hacking software is strictly prohibited.
- e. Causing congestion on the network or interfering with the work of others, e.g., chain letters, jokes, or pictures to lists or individuals.
- f. Unauthorized or non-curricular use of online video, music or streaming content.
- g. Gaining unauthorized access anywhere on the network.
- h. Invading the privacy of other individuals.
- i. Using another user's account, password, or ID card or allowing another user to access your account, password, or ID.
- j. Coaching, helping, joining or acquiescing in any unauthorized activity on the network.
- k. Posting anonymous, unlawful, or inappropriate messages or information on school-owned and/or school-supported technology resources.
- l. Engaging in sexual harassment or using any language of a sexual or otherwise objectionable nature (e. g., racist, terroristic, abusive, threatening, demeaning, stalking, or slanderous) in public or private messages.
- m. Falsifying permission and/or authorization of identification documents.
- n. Obtaining copies of or modifying files, data, or passwords belonging to other users on the network without authorization.
- o. Knowingly placing a computer virus on a computer or network.
- p. Transmission of any material that is in violation of any federal or state law. This includes, but is not limited to confidential information, copyrighted material, threatening or obscene material, and computer viruses.

### 3. Acceptable and Responsible Use Guidelines

#### a. General Guidelines

- (1) Students are responsible for the ethical and educational use of technology in the school and when a school-owned device is used out of school.
- (2) Students will have access to available forms of electronic media and communication that is in support of education and research, and in support of the educational goals and objectives of the school.
- (3) All technology policies and restrictions must be followed.
- (4) Access to the school's computer online services is an educational expectation and student responsibility. Each student will be required to sign and adhere to the Acceptable and Responsible Use Guidelines Agreement.
- (5) When placing, removing, or restricting access to data or online services, school officials shall apply the same criteria of educational suitability used for other education resources.
- (6) Parents concerned with the school's computer online services should notify a teacher or administrator immediately.
- (7) Any parent wishing to restrict their children's access to any school computer online services will need to provide this restriction request in writing. Parents will assume responsibility for imposing restrictions only on their own children.

#### b. Network Etiquette

- (1) Be polite.
- (2) Use appropriate language.
- (3) Do not reveal personal data (i.e. home address, phone number, or phone numbers of other people) or arrange any face-to-face meetings with persons online.
- (4) Remember that the other users of technology are human beings whose culture, language, and humor have different points of reference from your own.
- (5) Users should be discrete when forwarding email and it should only be done on a need to know basis.

#### c. Email and Online Communication Tools

- (1) Students may be provided access to email accounts and online communication tools for required classwork, peer collaboration, and educational uses tied to learning standards.
- (2) Email transmissions and all other online communications, as well as stored or transmitted data, or any other use of school-owned technology resources by students or any other user is subject to being monitored at any time by designated staff to ensure appropriate use.
- (3) All contents of email and online communications accessed through SPES technology resources are the property of the school. Students may have no expectation of privacy on any information stored on the SPES network, accessed from the SPES network, or used within the SPES network. School officials may monitor a technology device or access its contents at any time in accordance with this policy and applicable law.

### 4. Consequences

The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Noncompliance with the guidelines published here and in the Student Handbook / Student Code of Conduct, may result in suspension or termination of technology privileges and disciplinary action. Use or possession of hacking software is strictly prohibited and violators will be subject to consequences in the Student Handbook / Student Code of Conduct. Violations of applicable state and federal law, including the Texas Penal Code, Computer Crimes, Chapter 33, may result in criminal prosecution,

as well as disciplinary action by the school. The school cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws. In addition, contents of email and network communications are governed by the Texas Public Information Act, and therefore, may be subject to public disclosure as required by law. Any attempt to alter data, the configuration of a computer, or the files of another user without the consent of the individual, campus or school administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Student Handbook / Student Code of Conduct.

## 5. Web 2.0 and Social Media Tools

### a. Approved for Classroom Use

(1) SPES students, under the supervision and guidance of their teachers, may use Web 2.0 and social media tools commonly used in K-12 education today as part of instruction in their classrooms.

(2) Students use these tools to meet the communication, collaboration, creation, research, and information fluency skills required by the Texas Essential Knowledge and Skills (TEKS). Tools such as these are hosted on the Internet making some of the students' work and/or other information relating to students visible to parents/guardians/relatives, and in some circumstances, other Internet users around the world.

### b. Safety

(1) When using Web 2.0 and social media tools, the following safeguards are in place to protect and assure the safety of students. Please be aware that in some instances: Individual or identifiable profiles may be used that are open to the public. Public viewing and commenting might occur on school-approved sites. Classroom lessons or projects may require publicly identifiable student information (first and last name, email address, etc.) to be made available on the Internet.

(2) Use of these tools must be in accordance with St. Philip's Episcopal School's Policies and Procedures including but not limited to these Acceptable and Responsible Use Procedures.

**Acceptable Use Policy Acknowledgement**

As a parent or guardian of a student of St. Philip’s Episcopal School, I have read the Acceptable Use Policy about the appropriate use of computers and technology equipment at St. Philip’s. I understand this agreement will be kept on file in the school office.

*Parent/Guardian’s signature is required for the student to use technology equipment at St. Philip’s Episcopal School.*

|                               |        |
|-------------------------------|--------|
| Student’s Name (please print) | Grade: |
| Parent/Guardian’s Signature:  | Date:  |

**Technology User Agreement:**

As a user of the St. Philip’s computer network, I agree to comply with the stated rules and use of technology, computers, and the network in a constructive manner.

|                              |       |
|------------------------------|-------|
| Student’s Signature:         | Date: |
| Parent/Guardian’s Signature: | Date: |

**Permission for the Publication of Student’s Work/Pictures:**

I understand that from time to time St. Philip’s may wish to publish examples of student’s projects, photographs of students (as a class, doing work, participating in special events, etc.), and other work on an Internet accessible World Wide Web server (school websites) and newspaper.

- My child’s work and pictures/video of my child **may be published** on the Internet.
- My child’s work and pictures/video of my child **may NOT be published** on the Internet.

|                              |       |
|------------------------------|-------|
| Parent/Guardian’s Signature: | Date: |
|------------------------------|-------|

**Field Trips**

I hereby  give  do not give consent for St. Philip’s Episcopal Day School to provide transportation for my child on excursions or other planned trips away from the facility that are conducted and supervised by its staff. I give my consent for SPES personnel to arrange for routine or emergency, medical or surgical care in case of an accident or illness while on such a field trip. I acknowledge that I am responsible for all reasonable charges in connection with care and treatment rendered during this period.

|                              |       |
|------------------------------|-------|
| Parent/Guardian’s Signature: | Date: |
|------------------------------|-------|