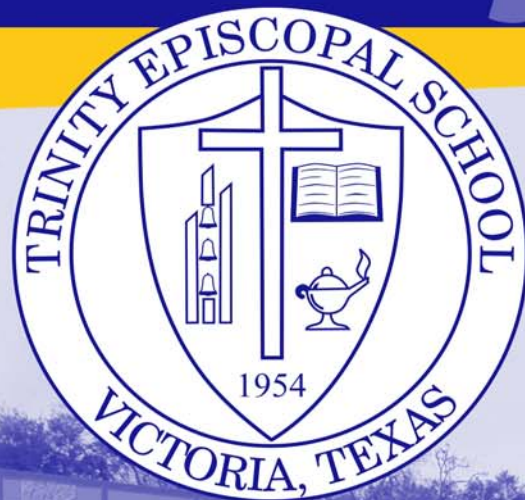


Trinity

PARENT/STUDENT HANDBOOK

2008-2009



Education in Cooperation with the Creator

Building Firm Foundations one Child at a Time

"... (with) Christ Jesus Himself being the corner stone" Ephesians 2:20

*Jay Foreman, Headmaster
Patty Zapalac, Assistant Headmistress*

1504 N. Moody, Victoria, TX 77901

ph. 361-573-3220

fax 361-573-2964

www.tecvictoria.org • e-mail: tesoffice@tecvictoria.org

Drop Off / Pick Up Map

**Lower School
Drop Off/Pick Up**
(in front of Lower School)

**Middle School
and Early
Learning Center
Drop Off/Pick Up**
(in front of Middle School)

GLASS STREET

TRINITY EPISCOPAL
CHURCH & SCHOOL

LOWER
SCHOOL

MOODY STREET

MIDDLE
SCHOOL

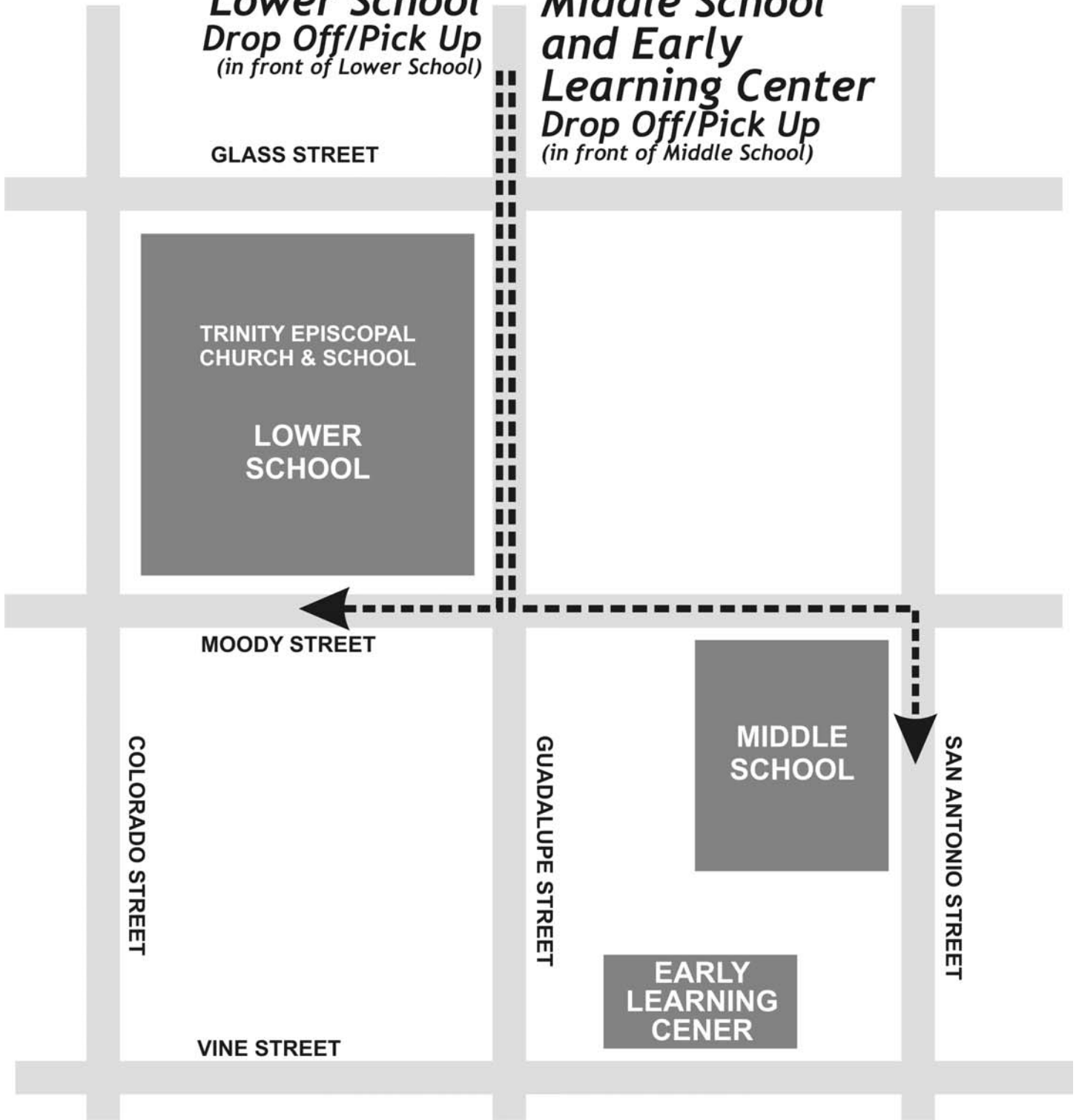
COLORADO STREET

GUADALUPE STREET

SAN ANTONIO STREET

EARLY
LEARNING
CENER

VINE STREET



TRINITY EPISCOPAL SCHOOL PARENT/STUDENT HANDBOOK

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FORWARD

This handbook is an outline of policies and procedures but does not encompass every circumstance. Therefore, the school is not limited to what is written in the handbook and reserves the right to develop policies and procedures as needed to provide an enhanced academic environment.

Communication among students, parents, and staff is encouraged. If we are made aware that a concern exists, we can deal with it in a mutually satisfying manner. If we are unaware of a concern, we are powerless to address it. This can affect our teaching and the students' learning. Clear and open communication among parents, students, and teachers is encouraged and promoted.

In an effort to make each student a confident, self-reliant, functioning young adult, each student will be treated with respect and consideration. In turn, students will be expected to deport themselves as students displaying academic achievement, self-discipline, courtesy, and proper appearance.

Students are under the direct supervision of the classroom teachers. Students are expected to conform to all class regulations set forth by teachers and administration, whether on campus or away from campus. In order to create an atmosphere of learning, appropriate behavior will be expected at all times.

Group pictures, and occasionally individual pictures, are used in The Annual Report or for publicity purposes. Should you not want your child's picture, or a group picture that includes your child, to be used by the school or newspaper, please contact the school office and make your wishes known. We will endeavor to insure that your request is honored.

GENERAL INFORMATION

MISSION STATEMENT

Trinity Episcopal School strives to maintain the highest academic standards within a Christian environment. Each child's potential is maximized through the development of the individual spiritually, intellectually, physically, emotionally, and socially.

AIMS AND PHILOSOPHY

Trinity Episcopal School is a non-profit day school operating within the framework of the Protestant Episcopal Church and offering a superior education for the student three years old through the eighth grade. A Trinity education promotes spiritual, physical, intellectual, emotional, and social growth and encourages the involvement of families in the life of the school.

The school strives to maintain the highest academic standards of quality in its program and its teaching for each level of instruction. Standards are compatible with those of the Episcopal schools associations and the Texas Education Agency.

Trinity serves the child whose ability is average or above and who is able to adapt to classroom routines. Teacher/pupil ratios are low, and each child is provided the opportunity to fully develop his or her own potential.

STATEMENT OF OBJECTIVES

In order to implement our philosophy, the board, administration, and faculty of Trinity Episcopal School are committed to the following objectives:

1. Provide those resources of faculty, clergy, curriculum, and environment that will best enhance each student's opportunity for spiritual, intellectual, physical, and moral development.
2. Inspire and lead, by precept and example, each student to become self-motivated and ready for future opportunities in education and in the exercise of citizenship in a democratic society.
3. View each student as unique, so that special qualities may be recognized and developed.
4. Place emphasis on developing those traits of character that lead to high moral standards and an enthusiastic pursuit of excellence.

HISTORY OF TRINITY EPISCOPAL CHURCH

The first Episcopal family, Mr. and Mrs. George Harrison, moved to Victoria, Texas from Dinwiddie County in Virginia in 1849. Their home became a center for Episcopal services. In 1857, they were joined by several families from North Carolina. Historical record from the Episcopal Church in the Confederate States indicates that in 1863, an Episcopal deacon, the Reverend W.R. Richardson, was serving as a missionary in Victoria. On April 4, 1869, an Episcopal Church in Victoria was officially organized and governing boards were elected. This was one of the founding congregations of the Diocese of West Texas. The first building of the Church was erected on the northeast corner of Liberty and Goodwin Streets. At this time, the name "Trinity Church" was adopted. In 1885, the church was moved from the present courthouse site. The Parish House on Liberty Street served as a USO center during the Second World War and a community center for many other activities. In 1954, Trinity Church moved to its present site with the construction of the Parish Hall and school wing. In 1961, the church and office areas were constructed. Trinity Church has been one of the strongest congregations of the Diocese of West Texas and a source of strength and assistance for the Episcopal congregations in this area.

HISTORY OF TRINITY EPISCOPAL SCHOOL

When Trinity Church moved to its present site at 1501 N.Glass Street in 1954, its rector, the Reverend Paul H. Kratzig, organized and founded the Episcopal Parochial School. He served as its Headmaster until 1973. During those years, the leadership of the school was shared with a faithful Board of Directors and its principal, Mrs. Lucy Kratzig.

The core of the curriculum in those years was built around the Carden System that stressed phonics and reading comprehension. The school quickly gained a reputation in the community as a strong school whose students were given a very solid foundation in basic subject areas.

In 1973, the Reverend Donald Blavier became the Headmaster and served in that capacity for ten years. During that time, kindergarten was expanded and strengthened, and the Endowment Fund was established. Other headmasters were Tom Rowland in 1983, Donald Harmon in 1985, Marshall Abell in 1987, Mrs. Audrey Russell in 1993, and Dr. Richard D. Partney in 1998. Jay Foreman joined Trinity Episcopal School as Headmaster in 2000 and Patty Zapalac as Assistant Headmistress in 2003.

STRUCTURE OF TRINITY EPISCOPAL SCHOOL

A Board of Trustees, many of whom are parents of currently enrolled students, serves as a major governing body of the school. The Board is elected to three-year terms, and members of the Vestry of Trinity Episcopal Church and St. Francis Episcopal Church are individually elected and make up a part of the Board. The Board makes policy decisions and works through committees. The Rector of Trinity Episcopal Church is the only permanent member of the Board, thus helping determine policy for the school and speaking for the church. The Rector is not involved in the administration of the school. The purpose of the Board of Trustees is to set policies, raise sufficient funds to run the school, and provide a Head of School.

Trinity Episcopal School is accredited by the Southwestern Association of Episcopal Schools. The association is recognized to accredit private schools by the Texas Education Agency through the Texas Private Schools Accreditation Commission. S.A.E.S. accreditation is recognized by the National Association of Independent Schools.

TRINITY EPISCOPAL SCHOOL BOARD OF TRUSTEES

MARY CAY BARKER, Member

2501 North De Leon, 77901 573-0978

Grew up in San Antonio and attended Southwestern University in Georgetown, Texas where received a Bachelor of Science in Education. After teaching kindergarten for two years in the Richardson ISD, attended the University of Texas School of Law and graduated with a doctor of jurisprudence in 1990. Moved to Victoria that same year and began work at Anderson, Smith, Null and Stofer as an associate, and later became an associate at the law firm of Houston, Marek and Griffin until 1998. Married to Steve, a stay at home mother of three girls, all Trinity students. Active member of First United Methodist Church, sits on the Board of the Victoria Regional Museum Association, a sustaining member of the Junior League of Victoria, Inc., and has volunteered in other capacities at Trinity and the community.

CLAY CAIN, Member

1307 North Glass, 77901 576-9479

Born Longview, Texas, 1964, age 43. Married to Susan Armstrong Cain. Two children: Clayton - 14, Robert - 12. Preparatory education at Baylor University (B.A., 1988). Legal education at St. Mary's University (J.D., 1991). Admitted to the Texas Bar November 1991. Member of State Bar of Texas and Victoria County Bar Association (President 1995-96). Elected to Victoria Independent School District Board of Trustees 1995-2001 (President 1996-98). Partner - Cullen, Carsner, Seerden & Cullen, L.L.P. focusing predominantly on representing governmental entities including Victoria Independent School District and Victoria County in a general counsel capacity. Civil litigation practice representing various public entities in matters ranging from employment law to injury claims.

MARTHA CALHOUN, Member

505 Turtle Rock, 77904 575-0808

Native of Stephenville, Texas, received a Bachelor of Arts in English from Texas A&M. Awarded a secondary teaching certificate through Tarleton State University and has taught middle school and high school with Caldwell and Victoria ISDs. Married to Craig and mother of three girls, Mattie, Emily and Avery. Enjoys volunteering her time in the community and with Trinity Episcopal School. An active member of the Junior League of Victoria and a member of All Saints Orthodox Church.

DEBRA BOOZALIS, Member

810 Champions Row, 77904 582-4704

Graduated from Texas A&M University in 1984 with a B.S in psychology, and graduated from Baylor University in 1986 with a degree in law. Practiced law in Dallas, Texas for 5 years. Married to George, ophthalmologist, Victoria Eye Center. Has 5 children: Stephanie (9), Hannah (11), Theodore (13), all of whom are students at Trinity. and Jaclyn (14), a freshman at St. Joseph High School, and Amanda (16) a sophomore at St. Joseph High School (Trinity alumni). Member of All Saints Orthodox Church.

THE REVEREND BUR DOBBINS, Rector of Trinity Episcopal Church

603 Chimney Rock, Victoria, Texas 77904

Born in Houston, Texas on October 22, 1961. Grew up in Houston and Corpus Christi. Graduated from W.B. Ray High School in Corpus Christi in 1980. B.A. from The University of the South in Economics and minor in Computer Science (1980). J.D. from south Texas College of Law (December, 1988). M.Div. from the University of the South (2003). Ordained deacon on June 8, 2003. Ordained priest January 6, 2004. Practiced Law in Corpus Christi, Texas from 1989-2000. Vicar of St. Peter and St. Paul Episcopal Church in Mission, Texas from 2003-2006. Married to Melissa for 3 years and have 2 children (Elizabeth and Dylan).

SARA DOTTER, Member

6022 Country Club Drive, 77904 580-0170

Born in Houston and grew up in Victoria attending Trinity Episcopal Church and School. Graduated from Baylor University with a B.B.A. in Finance and Computer Information Systems. Completed post baccalaureate studies in Accounting at the University of Houston. Certified as a Public Accountant. Moved back to Victoria in 2001. Served as secretary for Friends . Board member for Trinity for five years serving as treasurer and secretary. Currently serving on the board of The Victoria Community Theatre. Two daughters, Sara Grace (7), who attends Trinity Episcopal School, and Julia (14) who attends St. Joseph High School.

BETTY JO ELDER, Member

23 Meadowview, 77904 573-9972

An active community leader in Victoria for many years, having served on the governing boards of the Victoria Cultural Council, the Victoria Ballet Society, Trinity Episcopal Church, the Planning Committee for the development of the Children's Museum, and other groups. An alumna of Leadership Texas, an organization composed of Texas women who have demonstrated leadership skills through their professional or volunteer work, and has been selected a "South Texas Woman" for her contributions as a volunteer in the Victoria area. A member of Trinity Church for 30 years, served on the Diocesan Executive Board for two years, Director of Christian Education, as well as other ministries of the church. Currently serving as Senior Warden. Three sons are alumni of Trinity Episcopal School, one graduated from the first 8th grade graduating class.

AMY EASTHAM, Treasurer

1285 Westpark, 77905 572-0357

Raised in Miami, Florida and moved to Victoria in 1989. Graduated from Rice University with a B.S. in Chemical Engineering in 1984. Worked for DuPont for 12 years before retiring to be a full time mom. Married to Don, also a retired chemical engineer. We have 2 daughters, Sarah in 6th grade and Jenna in K5 at Trinity. I am the bookkeeper for the Victoria Symphony, and on the board of the Children's Discovery Museum. I am currently involved in the stewardship efforts and children's ministry of our church, First United Methodist.

JOHN FOSSATI, Member

808 W. Commercial, 77901 576-5803

Native Victorian. Graduate of Texas A & M University, College Station. B.S. in Horticulture-Nursery Management. Owner of Four Seasons Garden Center and Landscape for 23 years. Served on executive committee of Friends for two terms. Board member for Trinity for 10 years. Served as secretary to the board for one year and president for two years. Member of the Victoria Symphony Society Board for 8 years. Served as President for the Symphony Board for two years. Serves on board of family-owned business — Fossati's Delicatessen. Married to Annette Long and has two children (both Trinity Episcopal School Alumni)-Kate, currently enrolled at Texas A&M-Galveston and Richard ,a senior at St. Joseph High School. Member of Our Lady of Victory Cathedral.

JOHN D. HANDLEY, Member

320 Northampton Circle, 77904 574-5553

Serves as Senior Financial Consultant for Wells Fargo Investments, LLC, a division of Wells Fargo Wealth Management Group in Victoria, TX. Earned a B.B.A. in Marketing from Texas Tech University in 1995. Holds Series 7, 63 and 65 Licenses, as well as a Group I State Insurance License. One of the founders of The Vine School, Victoria's first and only Autism-only private school, serving as President of the Board of Directors for The Vine School. Served as President of the Board for Hospice of Victoria Endowment and Hospice of South Texas as well as Treasurer. Served on the Advisory Board for the Museum of the Coastal Bend and as the Southern Region's representative for the Sales Force Advisory Council on the restructuring of Wells Fargo Investments Technology Platform. Accomplishments include the New Assets Under Management Award for Texas and New Mexico, and recognized as a member of Wells Fargo Investments Services' Concorde Elite for seven years.

Kelly Henke, Member

201 Wildrose, 77904 576-0588

Born and raised in Victoria, Texas. Graduated from STJ in 1990. Work with my family every day at Victoria Communication Services, VCS Security Systems, and ICT doing all marketing, daily plant operations, and Human Resources. Married to Keith, CPA, for 10 years, and have two beautiful children. Kyle, who attends Trinity, and Katelinn, who is a future Patriot! I continue to stay involved with the community in many ways, but my favorite service is helping Trinity Episcopal School wherever they need me!

ROBERT O'CONNOR HEWITT, Member

One O'Connor Plaza, 77901 578-6271

ANDREA HICKS, Member

153 Shannon Valley Drive, 77904 582-0998

Native of Knoxville, TN, and lived in Victoria since 2000. Attended Rhodes College in Memphis and have a BA in English, and a Masters in Social Work from the University of Georgia. Worked at M. D. Anderson Cancer Center in Houston for five years prior to moving to Victoria and served on the Medical Ethics Committee there. Married to Robert L. Hicks, MD, and have two boys, Gordon (5) and Andrew (4) who both attend Trinity Episcopal School. Served as Vice President and President of the PTO at Presbyterian Day School. Enjoy running, reading, cooking, traveling and hanging out with the boys.

JAMES JOHNSON, Member

1603 Plantation Road, 77904 573-7030

A native Victorian, James was born here on September 26, 1965 and has lived all but two years of his life in Victoria, Texas. He attended Nazareth Academy and St. Joseph High School and graduated in 1984. He is married to Cheryl Johnson and has two children with her, Rachel, who is 10 and in the fifth grade, and Lauren, who is 7 and is in the second grade at TES. Cheryl and James own Outburst Advertising and Integrated Wall Systems, Inc. and work together running the businesses. They are members of Trinity Episcopal Church and are committed to rearing their daughters with Christian beliefs and values. James is Vice President in the Victoria Rotary Club for 2008-2009, serves on the Victoria Ballet Theatre board and is president of the Old Center North Owners' Association. He is very committed to strong parental involvement in children's development and intends to remain active in the education and growth of his children and all children at Trinity.

KATHLEEN KEATING, Member

101 Leisure Lane, 77904 485-0725

Born and raised in San Antonio. Graduated from Texas A&M University in 1995 with a B.S. in Industrial Engineering with a specialization in Safety Engineering. Married to Ben, also an Industrial Engineer, and moved to Austin where I worked as a Manufacturing Supervisor for Dell Computer Corporation. Moved to Tomball for Ben's job and switched careers to become a fulltime mom. In 2002 we moved to Victoria when we purchased Port Lavaca Ford. Sustaining member of the Junior League of North Harris County, served several years on the Presbyterian Day School Board, and most recently served three years on the Victoria Symphony Board. Have two children, Carter (10) a fifth grader and Kate (8) a third grader who both attend Trinity. We currently attend Trinity Episcopal Church.

RAWLEY MCCOY, President

302 Whispering Creek, 77904 575-1942

Born and raised in Victoria. Graduated from Texas A&M University; Bachelor of Environmental Design, 1972 and Master of Architecture, 1975. Registered Architect and Registered Interior Designer in State of Texas. Have practiced architecture in Victoria since mid-1970's; formerly as Young & McCoy Architects and currently as sole owner of Rawley McCoy & Associates. Member of St. Francis Episcopal Church, having previously served as Jr. Warden and Sr. Warden. Also currently serving on Commission for Church Buildings of the Episcopal Diocese of West Texas. Member of Victoria Sunrise Rotary. Married to Kay Klotzman McCoy, alumnus of Trinity Episcopal School. Our daughter Kathryn will be entering eighth grade at Trinity this fall.

KAY MCHANEY, Secretary
110 Spokane, 77904 578-3214

Born in Beeville, TX but has called Victoria home since 1939. Graduated from the Hockaday School in Dallas; attended Sweet Briar College in Virginia; graduated from University of Texas in Austin. Enjoyed a short career as a biology teacher at Victoria High School. Married Jim McHaney and we have three boys and a girl. All four attended Trinity School. Co-owner and Secretary/Treasurer of the Victoria Advocate. Have served on a variety of boards in Victoria including Boys Club, Salvation Army, Bach Festival, Victoria Fine Arts, Cultural Council, Victoria Regional Museum Association and Citizens Medical Center. Have also served on Gonzales Warm Springs Board, Texas Arts Alliance Board and Guadalupe-Blanco River Authority Board, Guadalupe-Blanco River Trust, Victoria Symphony Endowment, Museum of the Coastal Bend and the Victoria College Board. We have 5 grandchildren who attend Trinity Episcopal School and are members of Trinity Church.

MICHAEL D. SEALE, Treasurer
104 Creekside, 77904 573-2486

Practicing Attorney in Victoria since 1992; Graduated with B.S. Degree (Accounting) from University of North Texas; and Juris Doctor (JD) from Oklahoma City University School of Law; Member, State Bar of Texas, Board Certified in Labor and Employment Law, Texas Board of Legal Specialization; former Adjunct Professor and Lecturer at University of Houston-Victoria and Victoria College teaching business and employment law related courses (1994-2002); past Board Member of Community Action Committee and Victoria Tennis Association; also served as past Treasurer and on Executive Committee of TES Board of Trustees (2000-2003). Married to Wendy W. Seale with sons Johnathan (14), who attended school at TES for 7 years, and Brooks (8) who currently attends 3rd grade at TES; also son Christopher and daughter Brittney (both attending college)

TENNA THOMPSON, Vice President
103 Fairway 77904 573-0462

B.S. in Education, University of Houston. Member of Trinity Episcopal Church. Past President of Friends of Trinity, Past Board Member of Junior League of Victoria, Victoria Parks and Wildlife, Victoria Community Theatre, Victoria Cotillion, and National Charity League. Other community involvement includes Palmer Drug Abuse Program and Adult Literacy Council. Associated with Trinity Episcopal School for over twenty years. Married to Chris, and has three children: Adam, Taylor, and Mason.

TRINITY EPISCOPAL SCHOOL BOARD OF TRUSTEES ROSTER

EXECUTIVE COMMITTEE MEMBERS

Rawley McCoy, President
575-1942(h)

Tenna Thompson, Vice President
573-0462 (h)

Amy Eastham, Treasurer
572-0357 (h)

Kay McHaney, Secretary
578-3214 (h)

Bur Dobbins, Rector
573-3228 (w)

Jay Foreman, Headmaster
573-3220(w)

MEMBERS

Mary Cay Barker
573-0978 (h)

Debra Boozalis
582-4704(h)

Clay Cain
576-9479 (h)

Martha Calhoun
575-0808(h)

Sara Dotter
580-0170(h)

John Fossati
576-5803 (h)

John Handley
574-5553 (h)

Robert Hewitt
578-6271 (w)

Andrea Hicks
582-0998 (h)

Kelly Henke
576-0588 (h)

James Johnson
573-7030 (h)

Kathleen Keating
485-0725 (h)

Michael Seale
573-2486 (h)

EX-OFFICIO MEMBERS

Jay Foreman, Headmaster
573-3220(w)

Betty Jo Elder, Senior Warden
573-9942 (h)

Patty Zapalac,
Assistant Headmistress
573-3220(w) 572-3518(h)

Lisa Breech, Friends President
575-7841 (h)

ADVISORY COUNCIL

Melissa Bales
Bill McArdle
Roger Welder

Robert W. Briggs
Clayton Johnson

Joe Hewell
David Robinson

TRINITY EPISCOPAL SCHOOL FACULTY AND STAFF

JAY FOREMAN, Headmaster

2106 North DeLeon, 77901 570-3669

Bachelor of Fine Arts: Texas Tech University 1982, completed 12 hours in Master's in Education Administration at Texas Tech University. Art Teacher 1987-1988, Dean of Students/Head of Facilities 1988-1997, Director of Recruitment, Retention, and Development at All Saints Episcopal School, Lubbock, Texas from 1997-1998, Assistant Headmaster for Intermediate and Middle School for St. Andrew's Episcopal School in Amarillo, Texas from 1998 to 2000. Member of the Standards Committee for Southwest Association for Episcopal Schools, secretary for the Commission for Episcopal Schools for the Diocese of West Texas and The Victoria Symphony Board, member of Trinity Episcopal Church. Married to Charlotte with five children—Amy, Shaun, Sam, Kate, and Madison, and two grandchildren—Henry and Emma.

PATTY ZAPALAC, Assistant Headmistress, Librarian

408 West Colorado, 77901 572-3518

Born in San Antonio. Raised in Victoria. Graduated from Victoria College with an Associates Arts degree and University of Texas at Austin with a B.S. in Elementary Education and a minor in Sociology. Completed nine hours of graduate work in Political Science from Abilene Christian College. Currently enrolled in Education for Ministry (four year course from School of Theology, University of Sewanee, Tennessee). Taught in Meyersville ISD and Victoria ISD for over twenty five years. Completing sixth year at Trinity as teacher/administrator. Educational involvement includes serving on the Technology Committee, the Discipline Committee, and writing curriculum for Social Studies for VISD. Served as Cooperating Teacher for over ten years for education students at the University of Houston-Victoria and GESA trainer. Past member of Hospice Board and Volunteer Trainer for Hospice. Past Vice President of Victoria Ballet Society. Member of Trinity Episcopal Church. Married to Marc, past Trinity Board Member, with a daughter, Emily Sue, a freshman at the University of Texas in Austin. Emily is a Trinity Alumni of ten years.

Marion Otto, Bookkeeper

114 Cabana Victoria 77904 361-655-1831

Born and raised by Christian parents in Yoakum, TX on the 4th of July many years ago. Graduated from Yoakum High School and the Small Business College in my hometown with a degree in Secretarial Science. In banking for almost 30 years. Started my position as bookkeeper at Trinity Episcopal School on January 4, 2008, and there's never been a dull moment. Have one daughter, Marsha, and son in law, Chuck, and one 2 year old grandson, Jacob Brian, who truly lights up my life. Thanks for allowing me to be a part of a wonderful school where "The Joy of the Lord is my Strength."

SHERYL SEVIER, Secretary/Receptionist

701 Angus, 77904 576-3480

Graduated from Yoakum High School and attended Victoria College for business/accounting. Self employed for several years and substituted for 12 years (11 of those years at Trinity). Currently serving as teacher liaison to Friends of Trinity. Member of Parkway Church and currently teaching a high school group. Married to Micheal Sevier, employed at Dow Chemical. Has a son, Joshua, a daughter-in-law, Ali, grandson, Luke, and granddaughters, Abigail and Sairai, all living in Anchorage, Alaska. Also has a daughter, Sarai, and son in law, Joe, who are graduates of The University of Kentucky.

PIPER HARRISON, K-3 TEACHER

436 Penn Avenue 77904 570-3227

Graduated from Texas A&M University with a BS in Recreation, Parks, and Tourism Science. She and her husband, Kyle, have 3 children—Garrett, Gunner, and Grace. Piper is very active with The Junior League of Victoria. and has served on their board for the past 3 years. Her hobbies include spending time with her family, cooking, and athletics of all kinds. This is her seventh year teaching preschool, second year at Trinity Episcopal School.

PAULA ZAPPE, K-3 AIDE

403 Bingham Rd. 77904 572-4330

For seven years I worked as a collector at Victoria Bank and Trust. This is my second year teaching as an aide at Trinity Episcopal School. Married to Joe and have two children, Colton (15) in 10th grade and Claire (7) is in 2nd grade. When I am not working I enjoy going to the gym, pool, and spending time with family and friends.

EMILY CISNEROS, K-4 Teacher

108 Wade Drive 77904 576-3980

Graduate of Nazareth Academy. Attended Southwest Texas State University, Associate of Arts Degree from Victoria College. Worked as a teacher's aide at Dudley Elementary School, Our Lady of Victory, and Presbyterian Day School. Worked as a Medical Assistant for 9 years. Seventeenth year at Trinity Episcopal School, starting as the Spanish teacher and moving on to teach K-4. Married to Dennis and has 2 daughters, Courtney, who is in the Respiratory Therapy Program at Victoria College and will graduate in May, and Hillary who will be a junior at St. Joseph High School. A Hospice Volunteer for which is most rewarding. Interests include teaching young children, being with family, thrift shop and antique shopping and decorating.

JADE MANNING, K-4 Teacher

104 Watermark 77904 578-8141

Graduated from Stephen F. Austin with a Bachelor of Science degree in Fashion Merchandising and a minor in Business Communication. Married to Chris Manning for 8 years and have 2 children Sheperd and Patricia Presley. Taught K4, fourth and fifth grade a Trinity Episcopal School for 6 years and was the Cheerleading Sponsor for 3 years. An active member of Faith Family church and involved in Women's Ministry and serves on the Children's Ministry Council at Faith Church. Hobbies include spending time with family, cooking, traveling, decorating, and of course, shopping.

MARCIA RUSSELL, K-5 Teacher

1601 North Colorado Street, 77901 576-1079

B.S. in Elementary Education with a Kindergarten Endorsement from University of Houston-Victoria. Has taught kindergarten 33 years — the last six of those years at Trinity Episcopal School. Married to Alan, a lab analyst at Dow Chemical and has 3 sons, Justin (32) who is in law enforcement and is married to Erin with a two and a half year old daughter, Lily and eight month old, Shelby, all living in Victoria; Blake (28) lives in Austin, and Jordan (24) also living in Austin.

MARY E. RUIZ, K-5 Aide

5706 Chippendale Ln. 77904 485-1404

Graduated from Refugio High in 1970. Married and lived in Refugio for 5 years before husband got transferred to Goodrich, Texas, where I later started working as a teacher's aide. Was an aide for two years in the high school of Goodrich before I got moved to elementary. Became a K-5th grade aide in ESL. Last year while in Goodrich, I was a pre-kinder aide. Moved in 2002 when my husband got transferred to Victoria. In 2002, found a job in Bloomington as a special education aide. In 2003, I began working as a nanny. Looking forward to my second year at Trinity.

CAROL ALEXANDER, 1st Grade Teacher

205 Brookewood, 77901 485-2444

BS in Elementary Education from Southwest Texas State University with a double minor in English and Social Studies. Thirty-eight years of teaching experience. Trainer for the Texas First Grade Teacher Reading Academy offered in the summer of 2000. Married to Tommie Alexander, three grown children, Vic, Rachelle, Brandy, two stepchildren, Marcos and Haley and 9 grandchildren. Hobbies are reading, fishing, playing cards and dominoes. Member of John Wesley United Methodist Church.

JAN KOOIMAN, Second Grade Teacher, Lower School Coordinator

504 Colony Creek, 77904 573-5491

B.S. in Elementary Education from Southwest Texas State University —other certifications include math, reading, gifted and talented, Adult Literacy training, member of Delta Zeta Sorority, served as County Commissioner of Calhoun County, member of First United Methodist Church. Married to Brian Kooiman and together have four children and three grandchildren. Has taught school for 40 years.

CHARLOTTE FOREMAN, Third Grade Teacher

2106 North DeLeon, 77901 570-3669

B.S. in Education, specialization in reading, from Texas Tech University. Taught third and fourth grades in Lubbock public schools. Joined the staff of Buckner Children and Family Services in 1992 as Director of Family Education programs. Served as Center Director for the Head Start Program for 3-year-old children in Amarillo. Eight years at Trinity Episcopal School. Married to Jay Foreman with five children—Amy, Shaun, Sam, Kate, Madison, and two grandchildren, Henry David and Emma Jane.

LEZLIE PANKRATZ, Fourth Grade Teacher, Cheerleading Sponsor

406 E. Gonzales, Yoakum 77995 361-293-5999

This will be my 8th year teaching. I graduated May 2001 from Sam Houston State University (Huntsville, TX) with a B.S. in Academic Studies, majored in Elementary Ed., minor in English. I thoroughly enjoy teaching and working with children. It is such a challenging, fun, and rewarding profession. I am certified with a Texas Educator Certificate in the areas of Elem. Ed., self-contained, grades 1-8, Special Ed., grades EC-12, and English as a Second Language Supplemental, grades EC-12. I was born and raised in Victoria. I live in Yoakum close to my family. I enjoy reading, scrapbooking, painting, and being with my family. I look forward to another great year!

ANDREA POPE, Fifth Grade Teacher

6965 US Hwy 87 South, Cuero 77954 361-277-9521

Born and raised in High Hill, Texas, graduated from Bishop Forest High School in Schulenburg, Texas. The 4th oldest of 17 children and grew up in a very loving and hard-working family. Moved to Victoria and graduated from Victoria College with an Associate of Science in Law Enforcement and later from Sam Houston State University with a B.S. in Criminology and Corrections. Married to Tim and worked at the Victoria Adult Probation Department for 6 years. Have three children, Brice, Tristan, and Kenedi, all attending Trinity Episcopal School. Completed the Alternative Teaching Certification Program and taught English and science at Howell Middle School. Hobbies include gardening, photography, travel, crafts, reading and outdoor activities.

JODY BROWN, Middle School Math Teacher, Student Council Sponsor

108 Masters Court, 77904 576-5697

I graduated from UT in Austin and majored in Elementary Education and minored in Math and Speech. I am married to James Brown who owns Brown's Air Conditioning. We had 5 sons-James Joseph, Christopher, Scott, Kevin and Kenny. We have 7 grandchildren-Katy, Haley, Parker, Anya, Christopher, Jonah, and Nadia. We love family gatherings, fishing and gardening.

JAMIE KIRKPATRICK, Middle School Science, Lab Coordinator

1364 Westpark Avenue 77905 573-6866

Graduated from Southern Methodist University in 1979. B. S. in Elementary education with a minor in Child Psychology, and 12 post graduate hours in science. In 1991 joined Lutheran Social Services as a social worker in unplanned pregnancies and did adoption case work for 4 years. Married to John with three grown stepchildren James, Jenni, and Ashley and three children, Winn (alumni of Trinity), and Tommy and Gabby who attend Trinity. Special interest includes arts and crafts, reading, and spending time with her family.

LUIS A. RODRIGUEZ, Middle School History Teacher, NJHS Sponsor

2505 Juglan Drive 77901 575-6846

BA in History and Geography from Texas A&I University, Kingsville and a MA in School Administration from the University of Texas Permian Basin, Odessa, TX. US Army veteran stationed in St. Louis, Missouri and Germany. 35 years experienced educator – classroom teacher, supervisor of special programs and elementary school principal – Lamesa, TX and Victoria, TX. Married to Dianne R. Rodriguez, retired English teacher. Two children, a daughter, Wendy and a son, Jacob. Three grandsons, William Painter of Austin, Sammy and Freddie Rodriguez of Minneapolis, MN.

DEENA SARTOR, Middle School Language Arts Teacher, Middle School Coordinator

203 Pasadena Drive, 77904 573-6298

B.S. in Child and Human Development with a minor in business and psychology from Southwest Texas State University. B.S. in Elementary Education with a certificate in reading & early childhood from University of Houston—Victoria. M.Ed. in Reading with a Reading Specialist Certification. A reading professor at Victoria College and a professor at University of Houston-Victoria, Department of Education. Married to John and has a daughter, Victoria (Tori), who attends St. Joseph High School, a Trinity Alumni, and a son, Ben, who attends Trinity School.

DEIDRA RANSBURGH HUDSON, Youth Minister, Christian Education Coordinator

305 North Moody Street, 77901 935-9985

Born and raised in Huntsville, Alabama. Received a B.A. in Speech Communication and a Masters in Speech and Language Pathology from the University of Tennessee, a Doctorate of Philosophy in Educational Leadership from the University of Southern Mississippi. Worked as a speech-language pathologist in public schools in Hattiesburg, MS, specializing in serving children with severe/profound disabilities and emotional/behavioral disorders. Married to Dr. Tim Hudson with five children: Holly and Hannah, who reside in Mississippi with families of their own, and Gianna Grace, Daisy Elisabeth, and Nathaniel who all attend TES. Member of Trinity Church and serve as Lay Eucharistic Minister, Lay Reader, Middle School Sunday School teacher, and a Youth Chapel teacher. Currently sit on the Board of Trustees for the Victoria Bach Festival and on the Leadership Team for Victoria ISD. Past member of the Board of Trustees for the Children's Discovery Museum and Trinity Episcopal School.

KATIE MCDONALD, PE, Athletic Director

1407 North Glass, 77901 575-8212

Grew up in Inez, Texas. Graduated from Industrial High School in 1999 and played volleyball, basketball and softball and was a member of the Fellowship of Christian Athletes. I Attended the University of Texas – San Antonio and graduated with a Bachelor of Science Degree in Kinesiology in 2005. Involved in intramurals throughout college and was a member of the Kinesiology Club as well. Married on January 7th, 2006 to Wayne and they have a beautiful son, Jacob who is 1 year old. Has 1 ½ years of teaching experience in Boerne, Texas where she taught 7th grade Science and coached girls volleyball, basketball and track.

FRAN EDWARDS, Art Teacher

116 Summit View, 77904 572-3507

Bachelor of Fine Arts and All-Level Art Certification from Texas Tech University. Previously taught in Grand Prairie ISD as Secondary Art Teacher. Various part-time art teaching positions, all levels. Member of Trinity Episcopal Church. Served as member of the Education Commission, former vestry member; and delegate to the Diocesan Convention. Sustaining member of Junior League of Victoria. Fourteen years at Trinity Episcopal School. Married to David Edwards with two children: Christopher and Stephanie, Trinity alumni. Christopher is a senior at Texas State University, and Stephanie is a junior at Texas Tech University.

ANN JOHANSEN, Music Director

104 Newhaven, 77904 578-9593

M.M. University of Houston-Houston, TX. B.A. Northern Illinois University, DeKalb, IL. I have taught private piano lessons for 27 years, I have been an adjunct music instructor at Victoria College for 10 years, and I have been a church music director at First Christian Church for 2 years. Previous experience includes teaching a Shields Fine Arts Magnet School, directing the children's music program at Community Bible Study, teaching CCD and playing the organ at Holy Family Catholic Church, holding various offices in the Victoria Music Teachers Association and the National Guild of Piano Teachers, and being involved in activities in VISD. My husband, Ron, is an insurance agent, and my daughter, Veronika, will be a senior at MHS. We love to get away to the hill country.

MARTHA BENTLEY, Spanish Teacher

101 Rio Vista, 77904 573-7492

A native of Lima, Peru. Graduated from the American School of Lima, Franklin D. Roosevelt. Attended the Universidad Particular Ricardo Palma-Peru; translator and interpreter program. Experience in private tutoring for over 10 years. Two years teaching experience at Our Lady of Victory School. Worked for several major oil companies as an Executive Bilingual Secretary. Was married to the late Charles L. Bentley with two children: son Romeo Paolo, a 1999 United States Naval Academy graduate and Captain USMC stationed in Camp Lejeune, North Carolina, married to Jenny with two daughters Caroline Rebecca and Cameron Marie, and a daughter Monique, a student at The Institute of Art married to Chris and two sons, Christopher Charles and Kaiden Alexandar. Hobbies include cooking, dancing, music, and traveling, with extensive visiting done in foreign countries and spending time with grandchildren.

STACY MORGAN, Reading Therapist

201 Mossy Oaks, 77901 580-0266

Graduated with honors from the University of Houston-Victoria with a B.S. degree in Interdisciplinary Studies, EL-8th grade and a specialization in reading. Received certification in Early Childhood. Currently enrolled in the Dyslexia Specialist Preparation Program (DSPP) at Neuhaus Education Center. Taught 4th grade in VISD and 4th & 5th at Trinity Episcopal School. Married Marc Morgan in November 2000 and has one daughter, Kylie Ann. Her hobbies and interests include her love of reading, gardening and spending time with her husband and daughter.

JOANN WINSTON, Computer Teacher, Outdoor Education Director, Yearbook, Website

725 Ashland Creek, 77901 572-3070

B.S. in Elementary Education with a specialization in Reading from Southwest Texas State University. Certified to teach 1st through 8th grade. Previously taught 5th and 2nd grades for Dickinson ISD for three years. Over three years teaching 5th grade at Trinity, two years teaching 6th and four years as Technology Coordinator. Married to Billy with six children: Steven, Dyann, and Melanie, nephews Joseph and Thomas and niece Ann Marie. Hobbies include family, reading, camping, painting, crafts, and decorating.

VIC CALDWELL, Assistant Coach , Technology Coordinator
21 Spring Creek Dr. 77904 580-1818

Married 20 years to Dr. Maureen Caldwell. Four children-Amanda, TES graduate, Braeden, TES graduate, Elizabeth, TES student, Slater, TES student. Attended University of Alberta-Edmonton, Alberta, Canada. 2004 Leadership Victoria graduate, Secretary, Victoria County Appraisal Board-2005-present. Board of Directors, Junior Achievement-2000-2001. Founding Board, Crossroads Youth Football League-1999-2002; president for 1 year. Active in coaching youth softball. Operations Manager, Podiatry Associates of Victoria. Director of Technology, Victoria Advocate (1999-2005) Area IT Manager, Norcross (Spherion) Manager for 8 years with Sears, Roebuck and Co.

Lived in Canada from 1976-1988. Married my high school sweetheart. Traveled all across Canada and USA when growing up. Made my home in Victoria in 1996. Coached youth softball since 1997.

KATE FOREMAN, After School Care Assistant
2106 N. DeLeon 77901

Attending St. Joseph High School as a senior. Have worked for several years babysitting children of various ages. Spent the past year working in ASC assisting children and the Director. I have career interest in the medical field.

TAMYRA FOX, Lunch Coordinator
307 King Arthur, 77904 237-0395

Born and raised in Uvalde, TX. I have been married to Donald R. Fox, Jr. for 12 years. We have been residents of Victoria since 1998. My husband and I co-own Stanley Steemer Carpet Cleaner. I have served as past Co-President of Friends. Donnie and I have two beautiful daughters, Taylor ,(10) in 5th grade and Madison, (5) in K5, that both attend Trinity Episcopal School. Love spending time with my family.

PROCEDURES FOR ADVERSARY SITUATIONS

The final authority at Trinity Episcopal School is the Board of Trustees. The Headmaster is given the responsibility and the authority by the Board to run the school. The Board is responsible for hiring and evaluating the performance of the Headmaster and setting policy. The acceptance or hiring, promotion, retaining, and dismissing students, staff, and faculty is the responsibility of the Headmaster. In any situation where a difference of opinion arises with a Headmaster's decision, you may bring the matter to the President of the Board of Trustees in writing. First, parents are asked to make an appointment to share concerns. Second, parents are asked to be open to compromise and/or time to make affective decisions. Third, if resolution can not be made, parents are asked to submit issues to the President of the Board in writing. The President will route the issue to the appropriate committee and the board will decide how to pursue. Communication will remain open to all parties, complying with confidence and compassion.

Teacher>>Administration>>Board President>>Board Committee>>Executive Committee

FRIENDS OF TRINITY EPISCOPAL SCHOOL

The Friends of Trinity School is the parent organization of the school and over the years has raised money and contributed to every area of the school's life. This has been done both by purchases of needed items and through cash contributions to the school's Endowment Fund, Library Fund, and Scholarship Fund among a few. This, of course, is in addition to funds given by individual parents, both to the general operating fund of the school and to the above-named funds. Fundraisers by the Friends of Trinity Episcopal School have included such projects as an annual school festival and Easter egg sales.

Meetings and Officers

General Meetings of the Friends organization for the coming year will be the evening of the Welcome Social, August 19, 2008, and an evening in May, 2008. The monthly meeting will be on the second Thursday of each month at 7:30 a.m.in the church parlor.

Officers for the year are as follows: (TBA)

President – Lisa Breech
Vice-President – J. Lynn Bauknight
Recording Secretary –Wendy McHaney
Corresponding Secretary – Karlissa Chandler
Treasurer – Barbara Samples
Parliamentarian –
Teacher Liaison – Patty Zapalac
Parent Liaison –

Events and Projects of the Friends of Trinity Episcopal School are:

Book Fair
Easter Eggs
Enrichment Program
Fall Festival
Grandparents' Day
Parent Volunteer Program
Sally Foster Wrapping Paper
Teacher Appreciation Program
Uniform Resale
Welcome Social

ADMISSIONS

Trinity Episcopal School strives to maintain high standards serving children who qualify and can succeed in classroom routines. Admission is made without regard to race, color, religion, sex, or national origin. For entrance, a child must be three years old for K-3, four years old for K-4, and five years old for K-5 as of September 1.

NEW APPLICANTS

Persons applying to Trinity for the first time should call the school office during the month of January prior to the start of the school year for which application is being made. Application forms are found on the website the last working day of January and are due back with the application fee of \$100.00 as soon as possible. Applications are considered with special attention to admission testing which is scheduled on a Saturday in February and on a two-week timetable during the summer months. We require all applicants' admission test scores be at least at the middle of the scores of the class for which he/she is applying. Applicants are encouraged to visit the school as part of the admissions process. Decisions are based on successful testing, evaluation of previous records provided by the parents, individual readiness for the group, and space available. The Headmaster makes final acceptance decisions.

Three- and Four-year-old applicants must be three/four years old and toilet-trained before September 1.

Kindergarten applicants being considered are required to be five years old and toilet-trained before September 1. A visit in the Kindergarten classroom on one of the admission assessment dates is also required. They are observed as they engage in activities and get acquainted with the environment.

First- Eighth grade applicants follow an admission process, which considers standardized test scores, each child's past educational record, and personal characteristics. The child's past educational record includes a recommendation from his/her current teacher. For middle school candidates, a recommendation is required from his/her current math and English teachers. A teacher recommendation form is included in the admissions packet. Applicants for grades 1–8 are given portions of the Iowa Test of Basic Skills.

RETURNING STUDENTS:

Re-enrollment agreements are available on the website beginning February 1 to all current students who are invited to return and whose account is current. Agreements and re-enrollment fees are due in the office by March 1 in order to secure a place for the following school year.

AFTER SCHOOL CARE/BEFORE SCHOOL CARE

After School Care is provided until 5:30 p.m. when school is in session. No After School Care is provided when there is a noon dismissal. The After School Care (ASC) program is under the direction of Trinity Episcopal School. Each child using the ASC program, whether full time or drop-in, must have an enrollment form completed by the parent/guardian and returned to Trinity School. There is an enrollment fee of \$10.00, which must be submitted with the form. This fee is required of regular weekly participants and occasional drop ins. Also included is an emergency card, which we ask parents to complete for emergency information.

Students in K-3 and K-4 using the ASC program will be supervised by the ASC director who will be responsible for seeing they have lunch, which may be purchased at school or brought from home. At 2:00, the K-5 students attending ASC will join them. The K-3, K-4, and K-5 students have quiet time from 2:00–3:00 each day and are joined by other ASC students at 3:30 and again at 3:40.

All students are asked to bring a separate snack for After School Care. Juice, milk, and snacks will be available for .25\$ to 50\$.

Should you need to contact the ASC Director, please call the School number (573-3220) and press 6 for the ASC extension. This service is only activated at 4:00p.m. each day.

FEES:

K-3/4	12:00 – 2:00	\$3.60/hour	\$36.00/weekly	\$144.00/monthly
	12:00 – 3:30		\$63.00/weekly	\$252.00/monthly
	12:00 – 5:30		\$99.00/weekly	\$396.00/monthly
K-5	2:00 – 3:30	\$3.60/hour	\$27.00/weekly	\$108.00/monthly
	2:00 – 5:30		\$63.00/weekly	\$252.00/monthly
1 – 5	3:30 – 5:30	\$3.60/hour	\$36.00/weekly	\$144.00/monthly
6 – 8	3:45 – 5:30	\$3.00/hour	\$33.00/weekly	\$132.00/monthly

The weekly fees are based upon attendance unless other arrangements have been made. For a discount, pay the weekly or monthly fee in advance. *Late pick-up fees are as follows: \$5.00 for the first five minutes and \$1.00 every minute after that.*

Children with homework are separated. Children may bring activities (not toys) from home if they desire, when homework does not apply.

All requests for drop-ins must go through the school office to assure a vacancy during the school year. *Please call or come by the office on the days you need the service.*

BEFORE SCHOOL CARE is available for K-3 through 8th Grade. BSC locations will be announced. Teachers are in their classrooms and ready for students at 7:50 a.m. each morning. **Children are not to go into their classrooms prior to this time.** For all students who arrive before this time, BSC is available at 7:15 a.m.

AGREEMENTS: ENROLLMENT AND RE-ENROLLMENT

Please read your Enrollment Contract carefully. We consider the enrollment and re-enrollment agreements legal and binding.

ANNUAL EVENTS AND ACTIVITIES

BIRTHDAY BOOKS

A long-standing tradition at Trinity Episcopal School. The librarian keeps a certain number of specially selected and designated books on hand for this purpose. As a child's birthday approaches, he/she chooses the book he would like to give to the library and during his/her birthday week, that book is presented at the worship service. Parents may also purchase a book for presentation.

BOOK FAIR

Held in the Spring and promotes family interest in reading. The Book Fair encourages the addition of new acquisitions to classrooms and the library by donation of books. All proceeds from Book Fair are used by the Friends to benefit students.

EASTER EGGS

Homemade by volunteers and sold as a project of the Friends just before the Easter holiday. They take three and one-half days to prepare in the Trinity kitchen and are delicious.

FALL FESTIVAL

Our observance of Halloween and is normally held on October 31 at the school and is another project of Friends. Sometimes it precedes the religious celebration of All Saints' Day, November 1.

INGATHERING

Sponsored by the middle school Student Council and is held at Thanksgiving and Christmas. We "gather in" those things that we will share with others. Since Trinity is a church school, teaching children to share with others, to think about the needs of others, and to find ways of helping people less fortunate is always a major goal. At Thanksgiving, staples and canned goods are collected and delivered to area food banks. For Christmas Ingathering, classes adopt a family to fulfill a variety of needs.

OPEN HOUSE

Held in early September, it provides an opportunity for parents to visit their children's classes and hear a presentation by the homeroom and special teachers regarding curriculum, expectations, and special events. This is a parent event and as such no children attend.

OUTDOOR EDUCATION

A program that is an integral part of the required curriculum. Students in grades four through eight are required to attend. Failure to attend results in unexcused absences and zeros in all class assignments. Besides the academic objectives met by students on these trips, there are also many opportunities for students to learn a great deal about themselves and about the groups with which they work. The Outdoor Education Director directs the study in preparation for each trip and faculty accompany students on the trips both in teaching and as supervising roles. The trips range from \$50 to \$400.

PARENT VOLUNTEER

Opportunities are provided through participation in this Friends of Trinity Episcopal School program. Parents pledge one or more hours per week, on a regularly scheduled basis, to act as an aide to classrooms, labs, art music, Spanish, computer, or P.E. teacher as well as the librarian, school office.

SCHOOL PICTURES

Individual and group pictures will be taken during the school year. You will be notified when the school makes arrangements.

\$10,000 NIGHT

A Board of Trustees fundraising event that takes place each year. Besides the many Trinity families who participate, members of the Victoria community come together for an evening of fun. Dress is business casual.

UNIFORM RESALE

A Friends-sponsored uniform resale. Outgrown and like-new uniforms can be purchased at a reasonable price. Information is available in the school office.

WELCOME SOCIAL

Sponsored by Friends and is held on the evening before school begins. It is a time to get acquainted with other families as well as meet the faculty and staff. Parents have an opportunity to sign up for various activities. Important school information is distributed, and the Student Council sells school apparel. The Friends first meeting of the year is part of the evening's activities. This is an important social to attend.

SALLY FOSTER WRAPPING PAPER

During the beginning of school, families receive an order packet, which is returned promptly for processing as a Friends' fundraiser.

YEARBOOK

A yearly publication highlighting the school year's events is available

ANNUAL GIVING PROGRAM/ANNUAL REPORT

The Annual Giving Program begins with the publication of the Annual Report. The purpose of the Annual Giving Program is to maintain and extend the overall excellence of the school while at the same time offering reasonable tuition rates. The Annual Giving Program is conducted by the Board of Trustees and allows each family an opportunity to contribute according to their ability. Each family is encouraged to contribute to this program. Members of the faculty, staff, the community, and various businesses also contribute to Annual Giving.

Donations to the following funds may be made at any time and are gladly received and gratefully appreciated:

- The General Operating Fund
- The Trinity Episcopal School Endowment Fund
- The Trinity Episcopal School General Trust
- The Library Fund
- The Gilliam Family Scholarship Fund
- The General Trinity Episcopal School Scholarship Fund

Contributions may be earmarked for particular projects, and they may be given in memory. All donations to the school are tax deductible to the extent prescribed by law.

FACILITIES

Trinity Episcopal School is located in Old Victoria on two city blocks. One city block is devoted to the lower school and church, the other to the Early Childhood Learning Center, new middle school and gym, and playground. The classroom and other inside facilities of Trinity are a combination of warmth and efficiency. Although some of the facilities date from the school's opening in 1954, improvements are made regularly to maintain comfort. A state of the art security system engages all doorways to all facilities. Entrance is monitored and accepted by office personnel.

Many of the classrooms and facilities are shared with Trinity Episcopal Church.

The athletic complex is located on the corner of Guadalupe and Smith Streets. Future plans include a softball field, a football field, and a soccer field including a concession stand and restrooms.

TUITION ASSISTANCE PROGRAM

Parents of candidates must complete a tuition assistance program (FACTS) form, available on line at www.factstuitionaid.com.

STUDENT PLACEMENT

In lower school, classes are grouped heterogeneously and individual needs are addressed through grouping within the classroom. This grouping is flexible; children may be moved from one group to another within the class when such a move is warranted. Faculty and staff review each child's performance throughout the school year to assure that their individual learning needs are being met.

In middle school, students can qualify for two optional courses (A or B) in Math and English based on our evaluation of a variety of criteria, including previous grades, achievement scores, prognosis tests, and teacher recommendation. Course A denotes a more rapid pace through established curriculum. An additional 3 points will be added to the final average. Meeting individual needs of students is the objective of the homogeneous group in these grade levels. Faculty and staff review each child's performance throughout the school year to assure that their individual learning needs are being met.

PROCEDURES

ACCOUNTS

Tuition is due, in full, on July 1. If using Trinity's tuition plan, tuition payments are automatically due by the first day of each month. Statements are not mailed to parents unless the account is in arrears.

Coupon books are sent to expedite payments and proper credit from Wells Fargo Bank-Trust Department. Since parents are on different payment plans and the Trust Department is separate from the bank, the coupon must accompany each check to assure it goes to the proper account.

Any child whose parents are in arrears in payments after 60 days is subject to dismissal until such time as the accounts owed are paid in full, including the month when the child shall return unless arrangements have been made with the Treasurer of the Board.

Student records, including report cards at their reporting times, are withheld if any account including tuition, library, and After School Care is not current.

ATTENDANCE, ARRIVAL, ABSENCE, AND DISMISSAL

Regular and punctual attendance habits are essential to school success, to success in later life, and a legal requirement. Those habits begin early and are clearly the responsibility of parents. **Parents are *strongly* encouraged to use the carpool line for drop off in the morning and pick up at dismissal. Please be prepared to remain in the traffic pattern. *See diagram page 29** **Keeping hallways clear of excessive traffic aids in safety, while allowing your children to walk in and out of school.**

We request a note from the parent explaining any tardiness or absence. Exception to these rules must be requested in writing and APPROVED by the Headmaster. Five unexcused tardies will result in one recorded school absence. When a student needs to leave the school, they should present a parent note to the office before school and receive a pass authorizing him/her to leave class. A note from parents or doctors is required upon returning. This procedure keeps the office from interrupting the classroom in order for a child to be released for an appointment.

Students are required to sign in and out of school whenever leaving the campus during school hours. Students should report to the school office and fill out the sign-in/sign-out book. An adult must accompany them. If it is someone other than the parent or guardian, a note or phone call to the school office is necessary. The adult with whom the child leaves must sign the child out in the school office stating the destination and the time of departure. This would include the noon hour and any other non-sponsored activities. **Parents are asked to check in to their child's designated office and wait in the office for their children as to not interrupt classrooms or hallways.**

All students remaining after school has been dismissed, may be picked up from After School Care at a fee.

Students are required to make up all work within a time equal to the number of days missed. Parents may call the office to request assignments for absences of more than one day. **Please call the office before 10:00 a.m. to request assignments from teachers for the next day.** This allows teachers to complete their assignment sheet during their conference periods. Assignments for single-day absences may be made up the next day at school. When an extended absence can be anticipated, parents must get a **pre-absence request form** from the office, signed by the Headmaster, **one week in advance**, in order for the student to obtain credit for work performed before, during, or after his/her absence. The school calendar lists all holidays and early dismissal days. There is, therefore, ample time to plan vacations that coincide with school holidays. The school hours are as follows:

Kindergarten 3 and 4

8:00 a.m. – 12:00 noon

Grades 1 through 5

8:00 a.m. – 3:30 p.m.

Kindergarten 5

8:00 a.m. – 2:00 p.m.

Grades 6 through 8

8:00 a.m. – 3:40 p.m.

BIRTHDAYS

Sharing a birthday in God's house is a very important part of each child's life. Special prayers are given for the child during worship. Summer birthdays are celebrated in May. Children may celebrate their day with their classmates during their snack period, lunch, or at another time if arrangements have been made with the teacher.

Children do not exchange birthday gifts at school. Party invitations may not be issued at school unless everyone in the class is included. **This applies to all party invitations and gift giving. Children may not receive delivered gifts at school such as balloons, cookies, or flowers.** If any arrive, they will be housed in designated offices until dismissal.

CANCELLATION OF SCHOOL

With severe weather, storm, and/or danger of flooding, Trinity Episcopal School will not hold school whenever VISD announces school closing during the night or early morning. Most local radio and/or TV stations carry these announcements. If VISD announces a delayed opening of school, the Headmaster will inform Trinity parents of the course of action through the use of radio, TV, or the Trinity website. If bad weather occurs during the day, regardless of what VISD announces, school would be closed early only if there is time to contact parents by 1:00 p.m. at the latest. No student in a regular carpool will be permitted to leave in another vehicle unless arrangements have been made with the parents, and the school office has been notified.

COMMUNICATION FROM HOME TO SCHOOL

Communicate in writing with the homeroom teacher or school office in any of the following circumstances:

1. You will be out of town leaving your child in the care of someone else. Write down the dates of your absence, how we can reach you, information regarding who is in charge of your child, where that person can be contacted, and any deviation we should make from our general procedures in case of emergency.
2. There is some change or stress experienced in the family that may affect your child. Please write a note for our information in helping your child.
3. There will be or has been an absence. How to handle absences is explained under the section entitled ATTENDANCE, ARRIVAL, ABSENCE, AND DISMISSAL.

COMMUNICATION FROM SCHOOL TO HOME

The major written communications from school to home are the following:

1. Calendar—yearly
2. Newsletter—quarterly
3. Menu—monthly
4. Calendar—monthly
5. Progress Reports—November, February, and May
6. Progress Reports—Grades K-5 – 8, after 4 ½ weeks of a grading period
7. Report Cards—Grades K-5 – 8, every 9 weeks
8. Weekly News Sheet is emailed on Friday each week

The office emails a Weekly News Sheet every Friday. The monthly calendar and menu are posted on the website near the first day of each month. Special notices are kept to a minimum but may be necessary, especially near major school events. Parents need to be alert to anticipate written communication from the school. Unfortunately, items will come up unexpectedly. **Please make every effort to check email, the website, and student planners regularly.** Classroom teachers and homeroom mothers will also be notifying you of special classroom information in writing (i.e. supplies, school functions, sporting events, field trips) through the school planners.

FIELD TRIPS

Traditional field trips are a part of every grade level at Trinity. Often parents assist with the field trips by driving students or chaperoning a group of children. The purpose of every trip is to extend the classroom curriculum. Teachers provide parent volunteers with complete plans and instructions for each trip. Homeroom mothers cooperate with teachers in securing parent volunteers. Dress uniform is required for

all students on field trips unless written notice to the contrary is given. Anyone who assists in transporting students must comply with our "Transportation Policy." Parents cover the transportation cost of field trips. (Chaperone guidelines are located in the Rules and Guidelines section.) To insure proper supervision of students, younger siblings may not accompany chaperones on field trips. **Diocesan guidelines require adults serving children go through training in Safeguarding God's Children provided by the school.**

FIRE AND DISASTER DRILLS

The school has a fire drill each month and a disaster drill annually. Instructions are posted in each classroom, in the school office, and in parish hall. All people present in the school participate in the drills.

HEALTH AND EMERGENCIES

Health Record A fully completed Health Record, including immunization record, allergy information, and medication date must be on file in the school office before a child's registration can be considered complete. Immunization records must come documented from the child's doctor's office.

Physician's Name is required in case of a medical emergency when the parent cannot be reached.

Emergency Number of another person, other than the parent, who could be called locally when the parent cannot be reached, should be listed on the student's emergency card.

Illness Parents are asked not to send sick children to school. It might cause other children to get sick; this includes colds, fever, and any contagious illness. *After an illness, a child should be free of fever, vomiting and/or diarrhea for twenty-four (24) hours before returning to school. If a child becomes ill at school and cannot attend classes, parents will be called to pick up their child.*

Medications For the administration of medications, the following conditions must be met before a school employee will be authorized to administer medication to your child:

1. A signed request to administer the medication to a student has been provided by a parent, legal guardian, or other person having legal control of the student.
2. A written doctor's request to administer medication when medication is to be given or stored at the school for longer than 10 days.
3. All medications are in the **original container**, properly labeled, stating:
 - a. Name of student
 - b. Name of medicine
 - c. Dosage to be administered, if different from container
 - d. Time to be administered
4. Due to storage restrictions, medications other than prescription should, if possible, be in a container no larger than 3" tall.

Physical Limitations A note from the parent is necessary if there are physical limitations that affect the child's participation in any school activity. If a student is excused from physical education, they will also sit out at recess and after school sports activities. Also following any extended illness or major surgery, a note from the physician is required indicating the extent of limitation and when the child can return to full activities.

Medical Emergencies When these arise, school personnel will render first aid, contact the family or authorized person in their absence, contact the child's physician when necessary, or take the child to the nearest medical facility.

Appointments When possible, all medical and dental appointments are to be scheduled after school. When this is not possible, a note must be sent with the child on the day of the appointment indicating the time parents want to pick up the child and the reason. Children must sign in at the office and receive a pass to enter class.

HOMEWORK

Homework is given as an extension of daily lessons at school when it is a fitting continuation of the day's work. It is not given as busy work to fill hours in the evening, but rather it is assigned for the purpose of establishing independent study habits, practicing skills already correctly established, memorizing material necessary for further understanding in class, or to develop individual creative assignments.

It is important that a student have regular study conditions at home; a regular time and place where he/she can study with no distractions or interruptions and use time efficiently.

All lessons are discussed with students in class. Children having difficulty with a lesson should ask the teacher for help the next day. The child must bring to class the work attempted, so that the teacher can identify the specific problem.

The school realizes that parents are naturally interested in their children's work. Helping them with memorization, calling out spelling or vocabulary words, reading aloud, as well as talking about the day's events are important ways to share in a child's school life. Please notify your child's teacher if, in your opinion, your child is spending too little or too much time on his/her home lessons. If a student is unable to complete home assignments for a health reason or home emergency, parents are asked to send a note of explanation to the teacher. Otherwise, a student may lose credit for neglecting assignments.

When a student is absent, he/she is required to make up all work within the time equal to the number of days missed. Parents may call the school office to request assignments for absences of more than one day. **Please call the office before 10:00 a.m. to request assignments from teachers for the next day.** This allows teachers to complete an assignment sheet during their conference periods. Assignments for single-day absences may be made up the next day at school.

HONOR ROLL

Third through Eighth Grades

"A" Honor Roll—90 or better in all core academic subjects

"A/B" Honor Roll—A's and B's in core academic subjects, majority of A's

A non-academic subject or conduct grade of two "NI's" or one "U" automatically makes a student ineligible to be placed on the Honor Roll during that nine-week period.

LIBRARY

The school library is open from 8:00 a.m. until 3:15 p.m. Students attend library class on a regular basis to check out books, to work on special projects, to receive instruction in use of the library, and for listening to books read aloud. Parent volunteers are a valuable resource to the librarian.

Sixth, seventh, and eighth grade students will also use the Public Library and must have a library card. Teachers schedule time periodically and for special purposes, as does the lower school.

Fines for overdue and lost books are assessed, and report cards are held in the school office until fines are paid.

LOST AND FOUND

Please identify all articles of clothing and other items with your child's name. Lost and Found articles will be brought to the Lost and Found box each day. Please check the boxes regularly. Containers with unlabelled items will be turned over to Friends for cleaning and resale monthly.

MESSAGES

The school offices are open from 7:30 a.m. until 4:00 p.m. daily. All messages to students or teachers, including requests for conferences and missed assignments, are made through each school office.

Calling only for real emergencies and educational reasons is requested. Arrangements for after school activities must be made outside of school.

PARENT CONFERENCES

Teachers are available, by appointment, for conference. Telephone conferences can be helpful to parents and teachers. Your teacher(s) will make you aware of the best conference time. Teachers have a conference period each day. You may call the school office and request that a teacher return your call during conference period that day or the next. Parents are welcome to visit classrooms provided the office is notified in advance and teachers are advised of a visitor. If there is a concern, proper chain of command is asked. First, please speak to your child's teacher. Second, allow time for compromise or resolution. Lastly, the Administration welcomes conferences with parents.

PARENT-SUBSTITUTE AUTHORIZATION

Parents must submit, in writing, to the school office the name of any other adult who is authorized to sign student permission slips. Only those names so indicated will be respected. This also applies to letting the school know, with a note, who is caring for the child when parents are going out of town and leaving the child in the care of someone else, even if that person is a grandparent.

PARTIES

Christmas, Valentine's, and Easter parties are permitted the last hour before dismissal for all grades. An End-of-the-Year party is also held for students.

Birthdays may be celebrated by the honoree bringing simple refreshments for the class by prior arrangement with the teacher.

Invitations to home birthday parties may be distributed at school only if all members of the class are invited.

REPORT CARDS/PROGRESS REPORTS

K-3 receives reports bi-annually. K-4 receives reports in November, February, and May. Parent conferences are held during the first quarter.

For grades K5 – 8, the academic year is divided into four 9-week periods with interim reports sent home after 4 ½ weeks of each period. Parent conferences are held in early September. The teacher will notify parents if a student is having difficulty at any other time during grading periods.

Teachers administer a battery of standardized academic tests each year to grades 1 – 8 at a predetermined time. Results are communicated to parents.

Grading in grades 1 – 2 reflects the developmental diversity that occurs between the ages of three and seven. Children in this range experience an "explosion of growth" in all areas of development – physical, emotional, and cognitive. Because development is so rapid during these years and because each child is following his/her own developmental timetable, a wide range of levels exists at any single

chronological age. This diversity must be taken into account in planning any program and recording progress.

Grades 1 and 2:

Academic subjects are Reading, English, Social Studies, Science, Spelling, and Math and are reported as follows:

V = Very Good S = Satisfactory
NI = Needs Improvement U = Unsatisfactory

Other subjects include Music, Art, Computer, Spanish, and Physical Education and are reported as follows:

S = Satisfactory NI = Needs Improvement U = Unsatisfactory

Grades 3 – 8:

Core academic subjects include Reading, English, Spelling, Math, Social Studies, and Science. Spanish is included as a core subject in grades 6–8. These subjects are reported as follows:

98 – 100 = A+	94 – 97 = A	90 – 93 = A –
87 – 89 = B+	84 – 86 = B	80 – 83 = B –
77 – 79 = C+	74 – 76 = B	70 – 73 = C –
67 – 69 = D+	64 – 66 = D	60 – 63 = D –
Below 60 = F		

Classes with special teachers are Physical Education, Music, Art, Computer, and Spanish (grades 3 – 5) and receive participation and conduct grades as follows:

E = Excellent S = Satisfactory NI = Needs Improvement U = Unsatisfactory

TELEPHONES

The telephones in the school offices are business telephones. Students may not call home to have an assignment or library book delivered. We discourage repeated phone use for personal reasons or forgetfulness. Students may not call during the school day or immediately after school to make after school arrangements.

TEXTBOOKS

Textbooks are provided to students and issued by the classroom teacher. Students are responsible for the care of the books they receive. Loss or damage (including writing inside books) will result in a replacement charge or fine to the student. Report cards and records are held until damage or replacement costs are paid. Textbooks are to be covered at all times. The reading program in grades 4 – 8 will require the use of paperback books. Parents may be asked to purchase some paperbacks, which are considered consumable and can be marked for learning by students.

TUTORIALS/TUTORS

Teachers are available, by appointment or at their own request, to assist students who may need help with specific problems related to school work. Teachers are also available after school.

If parents wish to engage a tutor, they may contact Administration for suggestions. Tutoring during school hours must be arranged with the Headmaster.

RULES AND GUIDELINES

CAFETERIA INFORMATION AND GUIDELINES

NO SOFT DRINKS

Students may sit where they choose, up to eight students per table. Parents and teachers are asked to encourage and frequently discuss proper table manners, use of utensils and appropriate lunch conversation. Faculty will participate in assisting students with utensils, condiments, answering questions, visitation, and reinforcing a safe, pleasant lunch for all. Once the majority of the lunchroom has finished eating, upon instruction from faculty, students may begin cleanup – on, under, and around the tables. The teacher on duty will collect the group before lunch dismissal, monitor recess, or send third lunch to their next class.

PROCEDURE FOR LUNCH PURCHASES

All students may bring a sack lunch from home or purchase a school lunch. A calendar with an order form for the upcoming month's selection of lunches is found on the website. **Promptly return your order form and include your payment by the due date listed on the form.** For a small fee, milk, juice, soup, fruit cups, and chips will be provided a la carte. If your child did not order a hot lunch or bring a sack lunch from home, a plain cheese sandwich with milk or soup will be provided. Due to time restraints, students are highly encouraged to eat the lunch provided. Excessive phone calls are not allowed. This is not an option on your lunch choices and will only be given in case of an emergency. **There are microwaves available for grades 4 – 8.** Students are asked to please clean any spills that may occur.

SNACKS/SNACK DRINKS

All students bring a snack for mid-morning. Those staying in our After School Care program until 5:30 p.m. may bring a second snack for the afternoon. Snack drinks for the mid-morning break will be available for your lower school child to purchase each day, or they may bring one from home. Your child will be asked to bring \$.25 each morning he/she wishes to purchase a snack drink from the school. Teachers in the classroom will collect this money daily. ***Again, you may send a drink each day with your child—it is not required they purchase one at school.*** However, if a child does not have \$.25, he/she will not be given a snack drink.

CARPOOL PROCEDURES

Trinity Episcopal School strives to provide a safe, effective system at school dismissal each day. In order to maintain this system, listed below is the information you will need to know when picking up and dropping off your children.

- Students in grades K5-5th will be dropped off at the Moody Street entrance each morning.
- K3, K4, 6th-8th graders will be dropped off at the San Antonio Street entrance.
- All students, parents, and guests must stop at their child's designated school office. Persons picking up children during the day must sign the student out in the school office and sign them in upon return.
- Each family is assigned a "carpool number" during the summer. This number is placed on cardstock for you. ***This number is to be displayed in the RIGHT HAND CORNER OF YOUR VEHICLE WINDSHIELD when picking up your child(ren), easily displayed for the teachers on duty to see.*** The following instruction for pick up of students is to be followed **ALL YEAR, EACH DAY OF THE WEEK.**

GRADES K-3 AND K-4

Pickup is done at the San Antonio Street entrance. Cars are expected to flow through approaching east to west. Please park in the middle school parking lot on San Antonio Street if you need to enter. **No parking is allowed in front of any resident's home on Vine Street. Drop off and pick up for K3 and K4 during inclement weather will be at the Center on Vine Street.**

GRADES K-5 – 5th

Pick up is done at the school entrance on Moody Street. Cars are expected to approach the entrance south to north. As congestion dictates, the line of cars waiting to approach the entrance will extend around the corner onto Guadalupe Street and Glass Street. **Please do not block the entrance when picking up a student by parking your car on the street in front of the school at dismissal times for K-5 and Grades 1-5.**

Dismissal times are as follows:

K-3 and K-4 12:00 noon

K-5 2:00 p.m.

Grades 1 – 5 3:30 p.m.

GRADES 6 – 8

Student dismissal for grades 6–8 is 3:40p.m. each day. The following instructions are to be followed **ALL YEAR, EACH DAY OF THE WEEK**. Pick up for middle school children will be at the entrance on San Antonio Street. Cars are expected to approach the entrance east to west. As congestion dictates, the line of cars waiting to approach the entrance will extend around the corner onto Moody and Guadalupe Streets. **See diagram for drop off and pick up.*

ALL PERSONS PICKING UP STUDENTS ARE EXPECTED TO FOLLOW THESE RULES AT ALL TIMES TO INSURE THE SAFETY OF CHILDREN.

- ***Do not park across the street from any pick-up location and expect your child to cross the street to get to your vehicle.***
- Do not park your car, walk to the door with your carpool number, and ask for your child. This delays the dismissal process for those patiently following the rules and waiting in the carpool line. This also causes confusion for the teachers on duty who are trying to be very cautious and prompt in getting children loaded into vehicles.
- No child may change carpools or go home with another child without permission of the parent or guardian or a telephone call made to the office by the parent or guardian.
- All children are to be picked up no later than 10 minutes after dismissal time. After that time, children remaining must be picked up in After School Care for a fee.

Your full cooperation and patience is required in helping this system be effective and safe. When an all school dismissal occurs, pick-up for students will be at the Moody Street entrance/exit for lower school and the San Antonio Street entrance/exit for K3, K4, and middle school.

DISCIPLINE CODE

Policy and Procedure – We begin each year with Education in Cooperation with the Creator. During the year much time will be spent on developing a clear methodology of disciplining our students in the Lord. We are developing a true principles approach to discipline. As always, Scripture will be our resource. Other supplements will be used as long as those suggestions filter through the biblical model of God's Truth. In keeping with the goal of developing God-centered students, there are three basic principles to be reinforced:

Obedience – 2 John 6

Respectfulness – 1 Peter 2:17

Honesty – Proverbs 12:22

These principles will help provide a learning environment that is positive and productive. As we teach our students the characteristics that apply to these principles, it will be easier to guide a student back to a principle should he/she stray from it. Also, poor choices will result in appropriate consequences. The goal of Christian discipline is to develop within the student a response of obedience to God and His authority. Proper inculcation of these principles will have far-reaching effects on the future life of the student as they pursue God's call in their lives.

Our plan is to guide our students to evaluate their choices and monitor their own behavior. Each student is a unique individual and is experiencing a different level of growing in responsibility. We want to seek a balance between what a student is willing and able to take responsibility for and what we, as teachers and staff, need to continue to monitor to help this growing process.

The following steps reflect a general school procedure for training our students with additions taken from *Teaching With Love and Logic* by Jim Faye and David Funk. Text copies are available for check out from our library.

STRATEGY FOR IMPLEMENTATION OF "LOVE AND LOGIC" DISCIPLINE PLAN

Grades one through eight will be given a pocket folder for each student. Each teacher will utilize nonverbal warnings (close proximity, tap on the shoulder, etc.) to redirect inappropriate behavior hindering learning. If behavior continues, the teacher will inform the student he/she would like to see him/her after class. At that time the teacher will tell the student their perception of his/her inappropriate behavior that it has hindered his/her learning, the learning of others, and the ability of the teacher to teach. This student conversation is not up for discussion, should be brief and under one minute. The child will continue to or with his/her next class. The teacher will immediately enter the date and a brief phrase stating the infraction (talking out of turn, inappropriate comments, etc.) into the student's folder. This again should be brief and under a minute to quickly resume teaching. If there is a desire from student or teacher to discuss things further, at any time, they may meet after school. If the behavior continues after only a few student conferences, teachers are asked to fill out a three-copy discipline slip. The teacher will keep the white copy and the student receives the pink. Teachers are to contact parents by phone before the next school day to inform/leave message that a slip is forthcoming, to ask for support or suggestions, and to encourage reinforcement of proper school behavior in order for all children to learn at Trinity. The yellow copy is to be dated and initialed again by the teacher letting the Assistant Headmistress know communication has been made. Place the copy in her mailbox by the following day. If students repeatedly disrupt learning and if numerous (2-4) slips have been received by the Assistant Headmistress, In-School-Suspension (ISS) may be administered and held in the study carrels in the library. Parents will be notified immediately. If a student repeatedly attends ISS, Out-Of-School Suspension (OSS) may be administered. At that time discussion on continued student attendance at Trinity School will be addressed. Late work or lack of school supplies is seen as poor work habits not a behavioral infraction. Individual classrooms will set and inform you of their own policy (points off, detention, etc.). In addition, daily parental notification by teachers will be made. Deviation from the plan may occur at the discretion of administration. It is imperative that students attend Trinity School in a safe and encouraging environment, allowing all students the opportunity to learn and all teachers the ability to teach. God given gifts may then blossom.

SHINING SPIRIT

Each grade will be responsible for helping to build good character and Christian values. Teachers are asked to choose at least one student daily to give a "Shining Spirit" award. If convenient, the child will deliver it to the Assistant Headmistress's office for congratulations. If she is unavailable, students and/or teachers are to place the award in her mailbox at the end of each day. Any other teacher or staff member

may award a student with a “Shining Star” if desired and deserved. Again, they are to be taken to the Assistant Headmistress’s mailbox at the end of the day. At that time, she will post all awards on the “Wall of Honor” in the library hallway. Awards will be periodically taken down and returned to students allowing for space and awaiting further awards. The Trinity family is encouraged to view the Wall of Honor regularly to help support each child as they grow in grace.

HONOR STUDENTS

Each Wednesday during worship, homeroom teachers will recognize any student exhibiting great character and Christian spirit. At that time administration, Trinity’s rectors, and fellow schoolmates will congratulate students.

EXPECTATIONS

Part of discipline is setting forth the standards of conduct that are expected. The following includes examples of some of our expectations.

1. Students must **respect** the authority of all teachers, office staff, and administration.
2. Students must be **respectful** of others’ rights and property; this applies to both school and individuals.
3. Students must be **respectful** of others’ personal space. This includes any physical contact that is inappropriate. Public display of affection (PDA) is inappropriate in a school (or school-related) setting.
4. Students are to be **honest**.
5. Students are to walk in the classrooms and hallways.
6. Students are not to use abusive, crude, vulgar, or profane language—written, spoken, or gestured.
7. Students are not to leave the classroom or the property without permission.
8. Students are expected to observe all contraband restrictions listed below.

CONTRABAND

The following items are NOT allowed on school grounds or in the school buildings BEFORE, DURING, or AFTER school hours. All items considered as contraband are subject to confiscation.

- Any items that are illegal for students on private or public school grounds in the State of Texas (e.g., beepers, pagers, weapons)
- Any objects that could be harmful to students or property
- Gum (Students who chew gum on school property may be assigned to appropriate remedial service activities.)
- Radios, CD players, Walkmans, walkie-talkies, Gameboys, iPods, and other electronic games (including those on calculators), etc.
- All games or toys (including sports-cards and other collections) unless special permission has been given by the administrators or classroom teacher
- Magazines, newspapers, or other reading material not specifically permitted by classroom teacher for a particular assignment or project
- Any media (books, videos, tapes, CDs, etc.) that advocate aspects of a lifestyle contrary to Biblical Christianity

CELL PHONE USE

Students may carry cell phones in their backpacks to be used in case of a school emergency. Cell phones are to be kept off and in their bags during the school day and while in the school building. **If cell phones are used during school hours, they will be sent to the administrator's office to be retrieved by a parent. A \$5.00 fine will occur after the first confiscation, to be paid before phone retrieval. Money will be given to the Technology Fund.**

DETERMINATION OF CONDUCT GRADES

CONDUCT GRADE DETERMINATION:

100 – 90	E (Excellent)
89 – 75	S (Satisfactory)
74 – 60	NI (Needs Improvement)
59 – 0	U (Unsatisfactory)

BEHAVIOR MODIFICATION TECHNIQUES

The following techniques may be used by teachers at various times to encourage appropriate, correct student behavior:

1. Positive rewards
2. Written behavioral contract
3. Written assignments, school rules, and a letter of apology
4. Students' call home to report unacceptable behavior
5. "Timeout" in or out of the classroom
6. Lunch time/after school detention
7. Exclusion from extra-curricular activities
8. Assigned school duties (other than academic)

DRESS CODE AND SCHOOL UNIFORMS

Uniforms are required at Trinity Episcopal School and are an integral part of the overall Christian environment. A school expectation is that the dress code is followed by all students of the school. Please review the uniform requirements before you purchase your child's clothing for the upcoming school year. Attention to uniform policy will eliminate confusion and assist in maintaining an appropriate learning environment. Our local vendor for Trinity's school uniform is *Melvin's*.

General provisions applicable to all students are listed below.

- All students in grades K-3 through 8 must wear only those uniform items listed below.
- K-3 students are asked to wear elastic waistbands on shorts, no belts.
- K-3 through 5 girls must wear navy shorts or navy bike shorts under a skirt or jumper, not boxers.
- Uniform sweaters and Trinity sweatshirts may be worn in the classrooms. Cold weather outerwear is permitted, but may not be worn in the classrooms.
- Students' shirt tails must be tucked in **AT ALL TIMES**.
- Caps are not a part of the school uniform and are **not permissible**.
- Athletic shoes should be colors that coordinate with our uniform (blue, black, white, brown or gray) and non-skid soles). **No fluorescent, pink, purple, lime green, orange, etc, high tops, lighted shoes, wheeled shoes, Vanns, flat soles, or skater shoes. Shoe accent colors or shoelaces must comply with school colors.**
- White and Green Trinity logo polo shirts will be the uniform for the lower school, K-3 through 5th, and the White and Navy Trinity logo polo shirts will be for the middle school, 6th through 8th.

- Middle School Girls:
 - Conservatively applied make up
 - Jumper and skirt lengths are to be worn no shorter than 2 inches above the top of the knee and not worn as hip-huggers.
- Free Dress Day - On occasion, students will be given a “free dress” day. This does not mean “sloppy”, “work-out” or “messy” dress. Shorts are to be the same length as uniform shorts; shirts may have no advertising (logos or emblems) of alcoholic beverages, illicit drugs, or tobacco products. Shirttails must be tucked in at all times.
- Middle School students wear dress blue or plaid on Chapel Days. All other days may be everyday khaki, blue or plaid.

Approved Uniform for Girls

- **Dress Uniform – CHAPEL DAY DRESS - White** Peter Pan or button-down shirt (short or long sleeve), plaid jumper or skirt, navy continental tie, approved shoes (listed below), and white ankle socks.
- **Hair Ornaments** – Clips, headbands and bows should be appropriate uniform colors to compliment the uniform, as monitored by Administration
- **Jumper** – School plaid, drop waist, or knife pleat
- **Skirt** – School plaid
- **Skirt** – navy or Khaki*
- **Walking Shorts** – Navy blue with belt loops; belt in navy, brown, black, or blue. Must be worn when blouse is tucked in. Khaki*
- **Slacks** – Navy blue twill (no patch pockets), Khaki*
- **Shirts** – White oxford, long or short sleeve (tucked in); long or short sleeve knit polo shirt with Trinity Logo; lower school students wear white or green; middle school students wear white or navy.
- **Ties** – Navy continental style
- **Sweaters** – Button cardigan (may be worn inside) – navy
- **Socks** – Ankle or knee socks in solid colors (navy, white)
- **Tights** – Solid colors (navy, white)
- **Shoes** – Athletic shoes should be colors that coordinate with our uniform (black, blue, white, brown or gray) with non-skid soles. *No fluorescent, pink, purple, lime green, orange, etc, high tops, lighted shoes, wheeled shoes, Vanns, flat soled shoes, or skater shoes.*
- **Docksiders** – Leather, navy or brown (optional)
- **Jewelry** – Must be simple, tasteful, and safe due to physical education requirements. Students will be responsible for the safekeeping of jewelry if removed.

Other:

- No make up is allowed for lower school (see rules applying to middle school girls).
- Trinity sweatshirt must have a uniform shirt underneath when worn.
- *Khaki applies to middle school grades 6 – 8 only.

Approved Uniform for Boys

- **Dress Uniform – CHAPEL DAY DRESS** – White oxford shirt, long-sleeve or short-sleeve, navy blue trousers or shorts (on certain field trips, trousers may be a requirement), navy school uniform tie, belt, approved shoes (listed below).

- **Shirts** – White oxford, long or short sleeve (tucked in); long or short sleeve knit polo shirt with Trinity Logo; lower school students wear white or green; middle school students wear white or navy (tucked in)
- **Tie** – Navy blue school uniform tie
- **Trousers** – Navy dress slacks (no patch pockets), Khaki*
- **Walking Shorts** – Navy (no patch pockets), Khaki*
- **Sweaters** – Navy (may be worn inside)
- **Socks** – Navy, white, or black
- **Shoes** – Athletic shoes (low top) with half soles, solid colors only (Black, white, blue, brown, or gray)
- **Docksiders** – Leather, navy or brown (optional)
- **Belts** – Required with shorts and trousers (navy, brown, or black)
- **Jewelry** – Must be simple, tasteful, and safe due to physical education requirements. Students will be responsible for the safekeeping of jewelry if removed.

Other:

- Trinity sweatshirt must be over a uniform shirt when worn.
- *Khaki only applies to middle school grades 6 – 8 only.

ADHERENCE TO THE DRESS CODE IS EXPECTED AT ALL TIMES. PARENTS WILL BE CALLED FOR A CHANGE OF CLOTHES IF REPEATED INFRACTIONS OCCUR.

UNIFORM SUPPLIER

Trinity Episcopal School's official uniform supplier is MELVIN'S OF VICTORIA. It is located on North Navarro Street. The telephone number is 573-9797.

FIELD TRIP CHAPERONE GUIDELINES

Trinity thanks you for agreeing to accompany students on their field trips. Without your efforts, our children would not enjoy the many benefits that field trips provide. These guidelines will insure safety, uniformity, and continuity while on outings. **All parent chaperones will be required to attend Safeguarding God's Children training.**

The following guidelines are designed to insure a successful experience for students and parents:

1. Read, sign, and return the policy on transportation of students by private automobile to and from school-sponsored events, along with a copy of your car insurance and driver's license.
2. To insure proper supervision of students, younger siblings may **not** accompany chaperones on field trips.
3. The teacher's role is to oversee the entire group and make sure the itinerary is followed. When possible, the teacher is not assigned students to oversee. This allows the teacher to move freely within the group and toured area and respond to any emergency situation that may arise. It also allows him/her to take over the supervision of any student who does not adhere to rules and/or parent supervision.
4. Any student who does not adhere to guidelines and rules or otherwise becomes a problem is assigned to the teacher for the remainder of the trip. Parent chaperones are to consider themselves as supervisors and sometimes teachers of the students. Their role is to oversee the behavior of the children. For some field trips, the teacher may prepare a parent's guide of what is being viewed with questions to discuss with the students. It is expected that students walk with the chaperones at all times as a group, use quiet and courteous voices, keep their hands and feet to themselves, and practice appropriate behavior that does not draw the attention of others.
5. When the students are directed to spread out, chaperones spread out with their assignees. If the group is directed to sit or gather as a large group, chaperones spread out evenly to oversee the group.
6. If stops are necessary on an out-of-town outing to obtain refreshments, the parent chaperone takes an order from the group in his/her car and obtains the refreshments. No more than two students at a time are allowed into convenience stores to use the restroom without an adult. Unless the teacher requires a stop during a Victoria-area trip, none is to be made. Drivers are to travel together as a group.
7. It is the responsibility of the parent chaperone to oversee the safety of our students at all times. Supervising students on a school-sponsored trip requires more rigid demands of both students and adults than a personal outing with your child and a few of his/her friends. Do not hesitate to correct any student regarding inappropriate behavior or noncompliance of rules. We appreciate your cooperation. If you have any questions, please call the Headmaster at 573-3220.

SCHOOL RULES

The purpose of school-wide rules is to insure that children act with respect to themselves and to their families, school, guests, and fellow students. Students who do not follow the school rules will be subject to disciplinary procedures. Students may not:

1. Fight, trip, shove, hit, or physically interfere with other students
2. **Steal
3. Cheat
4. Use foul language
5. Show disrespect for teachers or other adults or students
6. Bring objects to school for sale or trade

7. Throw any object, except as a part of a teacher-directed school activity
8. **Damage school or personal property
9. Run in class, in halls, or at carpool
10. Leave campus during their school day without clearance from the school office
11. Chew gum at school
12. *Use or possess or be under the influence of controlled substances (e.g., drugs, alcohol)
13. *Bring weapons to school
14. Take computer software home or bring computer software to school without permission of the computer teacher.

*Violation of rule may result in immediate and permanent dismissal.

**Student will pay for damage and/or replacement.

SCHOOL-SPONSORED SOCIALS (Grades 6 – 8)

Guidelines for the hosting of a school-sponsored social:

1. Trinity Episcopal middle school students may invite a maximum of two guests. Names of guests must be submitted to the office no later than one day prior to the event. Guests must be of middle school age.
2. Students are admitted only once to the event. (No one may leave and return.)
3. No decorations may be placed on the walls or from ceilings of the space being used without the approval of the Headmaster.
4. Use of space, other than Trinity Episcopal Church, to host a school-sponsored event must be approved by the Headmaster.
5. If using Trinity Episcopal Church for a school-sponsored event, the church must be notified for availability.
6. Only occupancy of assigned space is permitted.
7. Anyone damaging property is liable for its repair or replacement.
8. Six chaperones, parents, or faculty must be on the floor at all times.
9. A minimum of two chaperones must remain until all students are picked up by their parents. If a student is to leave the event with someone other than a parent, a note from the parent must be given to the faculty sponsor or designated school person. The note must state specifically with whom a student may leave.
10. Students must follow rules; non-compliance will result in students being picked up by his/her parent at that time.
11. Submit a plan of the event that includes the following information to Administration:
 - a. The date, time, and location of event
 - b. A list of chaperones, parents, and faculty, and their scheduled “duty” time
 - c. Means of providing music and type of musical selections
 - d. A list of people designated to clean up, naming one adult chairperson

STUDENT LOCKERS/STORAGE

Student lockers and/or storage areas are to be kept clean and orderly and may not contain items irrelevant to the educational process. Lockers and/or storage areas are checked by teachers periodically. Teachers and administration reserve the right to open any locker and/or storage area at any time.

STUDENT RESPONSIBILITIES

1. Attend school daily, except when ill, and be on time for all classes.
2. Be aware of all school rules for appropriate student behavior.
3. Wear required school uniform everyday, except for special days assigned by teacher and/or Administration.
4. Be prepared for each class with school materials and completed homework assignments.
5. Respect the property of other students.
6. Be kind to all students. Do not use profanity or threatening words.
7. Show respect for all adults, including teachers, administrators, parents, and volunteers.
8. Help promote a good Christian atmosphere with trust, kindness, and friendship.

PROGRAMS

AFTER-SCHOOL SPORTS

The objective of the athletic program is to develop the individual athletic skills of each student, to teach the fundamentals of each sport, and to encourage students to participate in a competitive extracurricular program. Students participating in any after-school sports program must receive a physical. Forms are available before the first sport begins. Students who anticipate participating in any after-school sport during the year must complete the form. Specific sports available are announced at the beginning of the school year and are dependent on competition with other private schools in the area. We encourage consistent attendance once a commitment is made to a sport. Participation requires a student to maintain at least a 70 average in each class. The coach is informed at two-week intervals of any student's grades falling below 70 or an "NI" in a nonacademic subject or conduct. When a player receives a failing report, a "U" conduct grade or a "U" non-academic subject grade at any two-week reporting period, he/she is not allowed to participate in any team activities until the end of the following two-week grading period and he/she demonstrates a passing average. A student can be dismissed from the team if he/she misses more than two scheduled practices without a written excuse submitted prior to the absence or, in the case of an emergency, the day following the missed practice. These rules were created to encourage players to stay current in their academic work, to practice self-discipline, and to foster team dedication. Students who are not participating in a school-sponsored sports team or not enrolled in the After School Care program may not remain on campus after dismissal time without a parent present.

CHAPEL AND CHRISTIAN DEVELOPMENT

The school's worship services provide the entire student body and faculty with the opportunity to offer our many and varied activities before the altar of God, the center of our corporate life. Spiritual growth is a total developmental process with each personality. Consequently, emphasis is placed upon the total implication of living out the Christian faith in our daily lives.

As faculty and staff, we keenly feel our responsibility in fostering this vital aspect of the school program by our regular attendance at weekly chapel and through our teaching relationships with our students. All teachers and students participate in these worship services. All classes are given regular weekly instruction, according to grade level, in Christian faith and life, following the Episcopal Children's Curriculum.

Parents are welcome to attend any of our services. ***Weekly chapel services will be held on Wednesdays at 8:05 at Trinity Episcopal Church.*** The service is approximately 30 minutes in length. ***All students are to be dropped off at the lower school campus on Moody Street on Wednesdays.***

MIDDLE SCHOOL STUDENT SERVICE COUNCIL

The middle school Student Service Council is composed of student representatives from grades 6–8. The purpose is to give every student in the middle school the opportunity to participate in a decision-making body governed by Roberts’ Rules of Order. Students elect officers, serve on committees, and make group advisory decisions. School and community service is its focus. The middle school council sponsors the two Ingatherings of the year. Its primary fundraiser is the selling of Trinity T-shirts, sweatshirts, and totes.

NATIONAL HONOR SOCIETY

Trinity Episcopal Middle School is a chartered member of the National Honor Society Association. A chapter’s purpose is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools.

Membership in this chapter shall be based on scholarship, school citizenship, service, leadership and character.

To be eligible for membership in this chapter, the student must have completed one semester at Trinity Episcopal Middle School. Election may take place during the second semester of attendance.

All pupils of Trinity Episcopal Middle School, after completing one semester in seventh grade, who have a cumulative scholastic average of 90.0, excluding physical education and athletics, and at least an “S” in non-graded electives at the end of the previous semester, shall be eligible to candidacy in the society. Students must also have completion and evidence of school or community service hours — 10 hours minimum. Such required scholastic achievement level shall remain fixed and all students who can rise in scholarship to, or above, shall be admitted to candidacy or election to membership. Their further eligibility shall then be considered on their school citizenship, service, leadership, and character.

Entrance into NJHS is a one-time only privilege. If you fail to meet the membership maintenance requirements and your membership is terminated, you may only enter again according to your new school’s bylaws.

SPANISH CLUB

Spanish Club is offered to all middle school students. They meet monthly to enrich learning and participation in Latin American cultures.

APPENDICES

COMPUTER USE POLICY

Policy for Acceptable Use of the School's Electronic Communication System and Internet Access

Students may be given access to Trinity Episcopal School's (the "School") electronic communications system (ECS) for educational purposes. **The electronic communications system is defined as the School's network, servers, computer workstations, peripherals, applications, databases, online resources, Internet access, email and any other technology designated for use by the students.**

This educational opportunity is a privilege, not a right. Therefore, it comes with responsibility. It is important that students and parents read the Regulation for Acceptable Use Policy. Noncompliance will result in the consequences below, including suspension of access or termination of privileges.

Please note that Internet access is part of the School's electronic communications system. The Internet is a network of many types of communication and information networks enabling students to explore thousands of libraries, databases, and other resources while exchanging messages with people around the world. The School expects that faculty will blend thoughtful use of the School's ECS and the Internet throughout the curriculum and will provide guidance and instruction to students in their use. Although users will be monitored, they are responsible for their own use of the ECS. The School shall not be liable to any user or to any third party for person's inappropriate use of the ECS, violations of copyright laws, mistakes or negligence, or costs incurred by users. The School shall not be responsible for ensuring accuracy, age appropriateness, or usability of any information found on the Internet. ECS users and parents/guardians of Trinity students should be aware that information and other materials accessible by means of the ECS access may include inaccurate or objectionable material. It will be each student's responsibility to follow the rules for appropriate and acceptable use.

SOME RULES FOR APPROPRIATE USE

Students must only open, view, modify, and delete their own computer files, unless they have specific permission from a teacher or staff member to do otherwise.

Internet use at school must be directly related to school assignments and projects.

Students may be assigned an individual email address or account and must use only those accounts and passwords that they have been granted permission to use. All account activity should be for educational purposes only.

INAPPROPRIATE USES

Using Trinity's ECS for illegal purposes.

Sharing your user name and password with others, borrowing someone else's user name, password or account access.

Purposefully opening, viewing, using, or deleting files that belong to another user without permission.

Electronically posting information about yourself or others.

Downloading or plagiarizing copyrighted information without permission from the copyright holder.

Playing computer games unless directed by a teacher.

CONSEQUENCES FOR INAPPROPRIATE USE

Suspension of access to the School's electronic communication system;

Revocation of the School's ECS account(s); and/or

Other appropriate disciplinary or legal action in accordance with the Discipline Code as set forth in this handbook.

DRUG-FREE SCHOOL POLICY

Trinity Episcopal School has a responsibility to our employees, staff, parents, and students to assure that our operations are free from the effects of drug, alcohol, or other substance abuse. The purpose of this policy statement is to reemphasize the school's policy on the use of drugs, alcohol, and other intoxicating substances and to develop procedures to address and control their use. This policy applies to all employees, contractors, and students of Trinity Episcopal School.

Policy

Trinity Episcopal School:

1. Prohibits the possession, sale, distribution, and/or use by its employees, contractors, and students of, and
2. Does not tolerate its employees, contractors, or students being under the influence of or in a state indicating the use or abuse of any illegal drugs, or other mind, mood, or body-altering substances, alcoholic beverages, or prescription drugs (except when taken as directed by the employee's, contractor's, or student's doctor) at any time while on school premises (including parking lots, playgrounds, and school vehicles), on school business, or school activities. Reporting to work for classes or other school activities and/or working or attending the same under the influence of or in a state indicating the use or abuse of alcohol, illegal drugs, or other mind-, mood-, or body-altering substances is a violation of school policy.

Definitions

As used in this policy the word "drug" includes alcoholic beverages, inhalants, other substances capable of causing intoxication or altering bodily functions regardless of how introduced, illegal drugs, prescription drugs that are not prescribed for current medical treatment by the employee's physician, and prescription drugs taken in amounts exceeding the prescribed dosage. "Illegal drugs" are those substances defined as illegal under federal, state, or local laws including, but not limited to, marijuana, heroin, hashish, cocaine, hallucinogens, and depressants and stimulants not prescribed for current medical treatment by an employee's, contractor's, or student's physician.

Consequences of Violation

An employee, contractor, or student who violates a provision of this policy can and may be subject to disciplinary action up to, and including, termination.

Available Treatment

Trinity Episcopal School encourages employees, contractors, and students who recognize that they have problems with drug addiction, alcoholism, or other substance abuse to resolve those problems voluntarily through pastoral assistance, treatment, counseling, or other means. Trinity Episcopal School does not sponsor or make available any employee assistance/rehabilitation programs for alcohol or substance abuse, but it will make reasonable efforts to advise its employees, contractors, and students who seek assistance of community resources what may be available to them in this regard. **Participation in a rehabilitation or treatment program, counseling, or other positive actions by an employee, contractor, or student will not, however, excuse non-compliance with the policies of the school.**

The following organizations may assist employees in identifying resources in our geographic area:

Alcoholics Anonymous
6007 N. Main St.
361-485-2763
361-579-9497

Billy T. Cattan Recovery Outreach
207 N Glass St.
361-576-4673

Mid-Coast Family Services
Substance Abuse and Domestic Violence Svcs.
Assessment – Counseling – Shelter
361-575-7842
800-870-0368
888-575-7842

Drug Testing

All applicants for a position with the school and incoming students will, if and when requested to do so, submit to a urinalysis for the purpose of detecting any illegal drugs. The school does not presently have a regular testing program for existing employees, contractors, or students, but reserves the right to institute such program at any time.

HARASSMENT POLICY

GENERAL POLICY

Trinity Episcopal School seeks to be a community in which every individual is treated with sensitivity and respect. The school encourages consideration of others and will not tolerate harassment of individuals based on ethnic or religious background, race, sex, or sexual orientation.

The environment necessary for the educational program and fostered by the school must be one in which all individuals are free to work, learn, and develop appropriate relationships. The individual must be able to pursue his or her work or academic program without fear of intimidation, humiliation, or degradation from the unwelcome and unacceptable behavior of another.

It is the policy of the school to prevent, correct, and remedy any form of harassment. All students, faculty, staff, and volunteers are subject to this policy. Individuals who engage in such behavior are subject to discipline up to, and including, discharge, expulsion, or other appropriate sanctions.

ETHNIC, RELIGIOUS, OR RACIAL HARASSMENT

Ethnic, religious, or racial harassment is an abuse of an individual or group on the basis of ethnicity, religious preference, or race. Harassment includes both easily identifiable acts of verbal, written, or physical abuse and subtler, but equally damaging, forms of harassment such as graffiti, epithets, and stereotyped remarks or humor.

SEXUAL HARASSMENT

Sexual harassment is a violation of anti-discrimination laws. It is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of employment or a basis for employment decisions; (2) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance; (3) such conduct has the purpose or effect of creating a hostile, intimidating, or offensive work environment (Title VII of the Civil Rights Act of 1964).

Activities that may constitute Sexual Harassment, include, but are not limited to:

1. Physical assault
2. Subtle pressure for sexual activity
3. Any demeaning sexual propositions
4. Inappropriate touching
5. Sexually explicit or suggestive remarks about a person's physical attributes, clothing, or behavior
6. Sexually stereotyped insults, humor, or verbal abuse
7. Inappropriate personal questions
8. Inappropriate or exploitive media such as, but not limited to, posters, calendars, magazines, movies, and e-mails.

While unwelcome sexual advances are prohibited between employees of Trinity Episcopal School, any and all sexual advances are strictly prohibited toward students, even if a student is apparently accepting of them.

REPORTING PROCEDURE

Any alleged violation of the Harassment Policy should be reported immediately. When the accused or accuser is a faculty or staff member of the school, grievances may be brought to the Headmaster or Assistant Headmistress. When the accused or accuser is a student, grievances may be brought to a teacher, the Headmaster, or Assistant Headmistress.

If a student or colleague comes to you with a report of harassment, follow these guidelines:

1. Allow the individual to express his/her feelings. Avoid asking for details.
2. Report the incident to the Headmaster or Assistant Headmistress.
3. Maintain confidentiality.

INVESTIGATIVE PROCEDURE

Any alleged violations of the Harassment Policy involving students, faculty, or staff will be promptly investigated in a timely and appropriate manner, depending upon the circumstances of the individual case. In an effort to protect the alleged accused and accuser, the school will make all reasonable efforts to keep the matter confidential, except as required by law.

The investigation process will be under the discretion of the Headmaster or Assistant Headmistress. Depending on the circumstances of the case, the Executive Committee of the Board of Trustees may be called upon to review the case and submit recommendations to the Headmaster or Assistant Headmistress.

Following a full investigation of the circumstances, if the evidence suggests that action is appropriate, depending on the severity of the offence, sanctions may include, but are not limited to:

1. An apology to the individual(s) involved
2. Participation in appropriate counseling
3. Probation, suspension, non-renewal of appointment, or termination.

**TRANSPORTATION POLICY
OF STUDENTS BY PRIVATE AUTOMOBILE TO AND
FROM SCHOOL-SPONSORED EVENTS**

It is the policy of the Parish School (DBA Trinity Episcopal School) that:

1. All persons transporting students by private automobile to or from school-sponsored events possess a valid Texas driver's license, be in compliance with all restrictions contained therein, and otherwise be legally qualified to operate the particular motor vehicle being used. Such persons shall not be under the influence of alcohol, any prescription or non-prescription drug, nor any other substance whatsoever that will or might affect in any manner that person's ability to operate a motor vehicle.
2. All vehicles used to transport students to or from sponsored events be properly licensed, currently inspected and otherwise are in all things legally equipped for operation on public streets and highways. At minimum, all such vehicles shall be equipped with lap and shoulder restraints for front seat passengers and lap restraints for all other passengers.
3. The operator and passengers of any vehicle being used shall observe all applicable laws to transport students to or from any school-sponsored event. No such vehicle shall be occupied by more persons than there are seat belts or restraints. Such belts and restraints shall be used in the manner designed at all times that the vehicle is being operated.

It is the responsibility of the person operating any motor vehicle used to transport students to or from any school-sponsored event to comply with this policy as so stated.

I acknowledge that I have read and will comply with the Policy on Transportation.

Date: _____

Signature of Parent

Date: _____

Signature of Parent

Trinity



Trinity Episcopal School Non-Discriminatory Policy

Trinity Episcopal School admits qualified students of any race, color, national and ethnic origin and sex to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin or sex in administration of its educational policies, hiring practices, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.