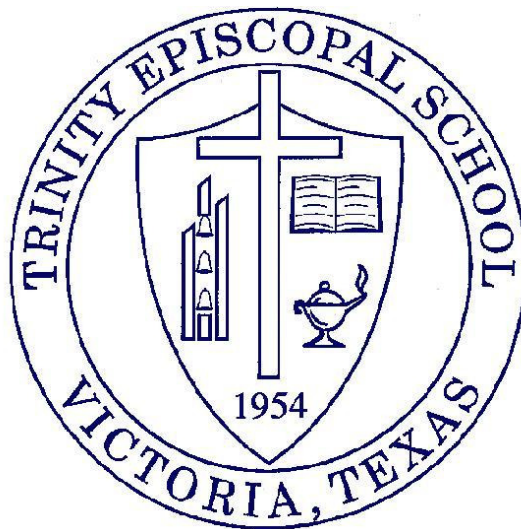


TRINITY EPISCOPAL SCHOOL

Family Handbook

2009- 2010



Trinity Episcopal School
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ACKNOWLEDGEMENT OF RECEIPT

I acknowledge that I have received a copy of the Trinity Episcopal School Family Handbook (2009 – 2010 edition.)

I understand that it replaces and supersedes any prior version of the handbook. I understand that this handbook contains important information Trinity Episcopal School. I will familiarize myself with the material in the Family Handbook, and I understand and acknowledge that I am responsible for knowing and abiding by its contents.

Since the information, policies, and benefits described here are subject to change, I acknowledge that revisions to the handbook may occur without prior notice. While the school strives to communicate such changes in a timely manner, I understand that revised information may supersede, modify, or eliminate existing policies before such notices are officially published.

I understand that I should consult with the Head of School regarding any questions not answered in the handbook. I acknowledge that I have read this Acknowledgment Form and have received a copy of the family handbook, which policies I will read and understand and by which I agree to comply.

This form must be signed and dated and returned to Trinity Episcopal School Business Office promptly upon receipt of the handbook and review of this form.

Signature

Printed Name

Date

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**INTRODUCTION
OF
TRINITY EPISCOPAL SCHOOL**

Welcome to Trinity Episcopal School! If you are a new family, we are very glad that you have decided to join us. If you are a returning family, it is a great pleasure to welcome you back to what promises to be another fine year in the growth and development of the school.

Since opening its doors in 1954, Trinity Episcopal School has been instrumental in the education of area youth from ages 3 through 8th grade. Though the facilities have expanded and improved, the school's mission has remained essentially the same: **to maintain the highest academic standards within a Christian environment while maximizing each child's potential through spiritual, intellectual, physical, emotional and social development.** This is a mission each faculty and staff member takes to heart daily as your children stream through the doors each morning.

As you familiarize yourself with this handbook, please understand that it is intended to be a guide to our school's policies, practices, and philosophies. It is not meant to detail each and every standard or practice of the school, but rather to serve as a reference for the main aspects of daily life at the school and a larger vision of the school's ideals and expectations. If you have any questions about the information contained in the handbook, please do not hesitate to speak with me at any time.

With warmest regards,

Jay Foreman
Headmaster

MISSION

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, emotionally, and socially.

VISION

Trinity Episcopal School will be a highly sought-after private school in our city. We will be recognized for developing children of character by providing a safe environment, strong academics, unique enrichment offerings, and a global perspective on learning within a caring community.

EDUCATIONAL PHILOSOPHY

The Christian tradition is the foundation upon which Trinity Episcopal School builds its educational philosophy. Within this context the school recognizes that learning how to learn is as important for today's society as knowing what to learn. The complexities of life demand that every person be knowledgeable, productive, self-reliant, and responsible. The Trinity Episcopal School education program is grounded in tradition, yet remains flexible and adaptive to individual needs. The school helps each student develop the ability to understand, analyze, question and think creatively and critically, and to communicate effectively. We strive to assist each student's spiritual and intellectual growth. Inherent in the educational process is the obligation to promote the development of positive attitudes and habits and to aid in building sound, sensitive, healthy individuals who will be good citizens in the community. We believe that education, both religious and secular, is a continuous process and that the attitudes and skills acquired during the years of an individual's formal education advance each one toward the realization of his or her full potential.

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

1. To provide those resources of faculty, clergy, curriculum, and environment that will best enhance each student's opportunity for spiritual, intellectual, physical, emotional and moral development.
2. To inspire and lead, by precept and example, each student to become self-motivated and ready for future opportunities in education and in the exercises of citizenship in a democratic society.
3. To view each student as unique so that special qualities may be recognized and developed.

4. To place emphasis on developing those traits of character which lead to high moral standards, a sense of responsibility, a reverence for God and life, a respect for self and others, and an enthusiastic pursuit of excellence.

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.

All teachers and students participate in these worship services. All classes are given regular daily 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 worship 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.***

ADMISSION PHILOSOPHY

In alignment with our mission, our admission philosophy is to review all applications and assessments, granting admission to a child providing space is available and according to a priority system:

1. qualified siblings of students currently attending Trinity Episcopal School and qualified children of an Episcopal Church
2. qualified siblings or children of *former* Trinity students
3. other qualified candidates

Specific Requirements for our Early Learning Center (Pre-School 3 & 4 and K5)

- K3 students must be three years old by September 1.
- K4 students must be four years old by September 1.
- K5 students must be five years old by September 1.

All students in our pre-school and kindergarten classes must be fully toilet-trained. "Pull-ups" or similar training pants are not allowed. Children must be completely independent in the bathroom, without the help or presence of a teacher.

Trinity Episcopal School does not discriminate on the basis of race, color, creed, religion, age, sex, national origin, disability, Veteran's status or those with limited English

proficiency. It is our policy to comply, fully, with the nondiscrimination provision of all state and federal rules and regulations with regard to recruitment, admission, financial aid, activities, hiring, promotions, training, lay-offs, termination, benefits, and compensation.

Admission is granted when the following information has been received, reviewed and accepted by the Head of School:

- Completed Trinity Episcopal School Enrollment Application.
- Application Fee of \$100.00 (non-refundable,) which is applied to the Enrollment Fee upon acceptance.
- A teacher recommendation by a qualified educational professional for grades 1-8
OR
- A letter of recommendation from an adult familiar with the child's progress for grades K3-K5.
- Transcript of grades and standardized test scores.
- Assessment for classroom readiness which is scheduled for each child and conducted by a Trinity staff member.

The process of applying to a school can be overwhelming. There are many steps to complete, various forms to fill out, and information to gather. In the end, we hope it's worth all the hard work, as you find your child in an academic environment that fits and will best help him achieve success. We encourage personal connections through the admission process. We welcome you to [contact us directly](#) and look forward to getting to know you and your child better.

The basic application information can be accessed at our website (www.tecvictoria.org) . When you have decided that Trinity is your school of choice, we ask that the Enrollment Application be completed and returned with a non-refundable \$100 application fee. Each child is also assessed for classroom readiness (fees will apply.) The Admissions Office will be happy to assist you with scheduling. Letters of Recommendation and transcripts are also required.

This application review process typically takes several weeks and you will be contacted by mail regarding the final decision. Please feel free to contact the Admissions Office if you have any questions.

TRINITY EPISCOPAL SCHOOL HISTORY

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.

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 Parish 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.

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 doorways to our facilities. Entrance is monitored and accepted by office personnel.

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

PROFESSIONAL MEMBERSHIPS AND ACCREDITATIONS

Trinity Episcopal School is accredited by Southwest Association of Episcopal Schools (SAES.) SAES is recognized by the Texas Education Agency through Texas Private Schools Accreditation Commission (TPSAC) and by the National Independent School Association (NISA.)

QUICK GLANCE: KEY FACTS ABOUT TRINITY EPISCOPAL SCHOOL

- ▼ 155 students
- ▼ 22 faculty members
- ▼ 5 staff and administrators
- ▼ 32% of students receive financial aid

TRADITIONS AND ANNUAL EVENTS AT TRINITY EPISCOPAL SCHOOL

We celebrate several events throughout the school year that are part of the very fabric of our school, including:

Birthday Books

This is a long-standing tradition at Trinity Episcopal School. The librarian keeps a certain number of books on hand for purchase by a parent or friend to honor their child and Trinity. As a child's birthday approaches, a book is chosen to be given to the Trinity library with a special nameplate honoring the happy event. During the child's birthday week, that book is presented at the Wednesday worship service and will be placed on the library shelf for all students to read and enjoy.

Book Fair

This event is held each year and promotes family interest in reading. The Book Fair encourages the addition of new acquisitions to classrooms and library by donation of books. All proceeds from Book Fair are used by the Friends of Trinity School to benefit students.

Grandparent's Day

Held the Tuesday before Thanksgiving, Grandparent's Day is a celebration of our Trinity Family. Grandparents are specially invited to attend a program in their honor, visit their grandchild's classroom, and feel a part of the educational mission at Trinity.

Open House

This is a school-sponsored event that features an opportunity for parents to visit their children's classes, listen to a presentation by the homeroom teacher and special teachers regarding curriculum, expectations, and special events. This is a parent event, and children are not encouraged to attend.

\$10,000 Night

This is a Board-sponsored fundraiser. It offers an opportunity for many people in the community, not just Trinity families, to participate in a Trinity-focused event. Teachers may participate if they wish. Dress is business casual.

Welcome Ice Cream Social

The Welcome Social is hosted the evening before school begins in the Fall. The parent organization, Friends of Trinity School, provides food and conducts their first organizational meeting. Faculty and staff are introduced.

SCHOOL GOVERNANCE

Trinity Episcopal School is governed by an independent Board of Trustees made up of between 10 and 18 members. The Board has four officers and a variety of committees, some of which are standing committees and some of which are formed on an ad hoc basis to meet the needs of the strategic plan. Board members serve terms of three years, which are renewable one time for an additional three years.

The Board is charged with ensuring the long-term, mission-based, sustainable success and viability of the school. As such, it is concerned with the needs of the school over several generations; therefore, its focus is setting the strategic direction of the school. The Board does not manage the day-to-day or tactical operations of the school. The Board hires a Head of School and delegates day-to-day managerial responsibility for the entire enterprise to the Head, within the general parameters and principles that it has established. The Board meets regularly to set policy and to monitor progress of the school's strategic plan.

2009-2010 Trinity Episcopal School Board of Trustees

Rawley McCoy, President

Kelly Henke, Vice President
Kathleen Keating, Secretary
Amy Eastham, Treasurer

Cally Fromme
Mary Cay Barker
Tenna Thompson
Clay Cain
Cheryl Johnson
Robert Briggs
Robert J. Hewitt, Jr.
Penni Gietz
Dorothy Mikulenska
Rev. Bur Dobbins

SCHOOL ADMINISTRATION

The ***Head of School*** is responsible for management of the entire school. The Head is the Board's sole employee and is empowered to address all operational matters such as student enrollment, academics, finances, advancement, hiring and termination of personnel, and supervision of administration to carry out the operations of the school.

The ***Assistant Head of School*** is responsible for developing and sustaining a growth-focused faculty culture. This occurs through ongoing evaluation and development of faculty through a professional growth and renewal process. The Assistant Head oversees the academic course of study and supervision of faculty. The Assistant Head of School is directly involved in student concerns and academic progress, and has direct responsibilities for supervision of teachers and support staff, including managing budgets and recommending retention and termination of faculty. The Assistant Head is responsible for maintaining the library facilities and acquiring print and electronic resource materials to meet academic and curriculum needs of the school. The Assistant Head of School is also responsible for the network of library volunteers.

The ***Business Manager*** is responsible for risk management and all financial operations of the school including bookkeeping and financial analysis. The Business Manager also assists with advancement activities, including constituent relations (parent relations, alumni relations, marketing, and communications) which is a critical part of internal marketing of what the school does. Advancement's task is to create and sustain a culture of philanthropy through a robust annual fund, successful major gifts program, and support of periodic campaigns.

The ***Director of Technology*** is responsible for academic technology programs including the advancement of computer science curriculum throughout the course of study. The Director also works with the administration to advance technology requirements as they relate to management and coordination of all school records, data analysis, and other operational and business needs.

The ***Director of Athletics*** is responsible for the interscholastic athletic program in grades 4–8. The Director is responsible for selection and supervision of all coaches and the scheduling and coordination of all games with other schools.

The ***Director of After School Care*** is responsible for all aspects of the school’s after school programs and summer care programs.

The school ***Administrative Assistant*** serves as the ***School Health Coordinator*** and is responsible for maintaining all student health records and overseeing specific medical needs of students as required. The coordinator will assist all staff when medical treatment is needed, as well as oversee and supervise all medical emergency situations, update and report immunizations and safety records as necessary. She also serves as the liaison during the Admissions Process and is the contact person for all school purchases.

The ***Transportation and Food Services Coordinator*** is responsible for maintaining the school lunch program and overseeing the health and safety of the school transportation program, including the school bus and private transportation procedures.

2009-2010 Trinity Episcopal School Faculty and Staff

Martha Bentley

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Jay Foreman

Headmaster

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Assistant Headmistress

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Paula Zappe

K3 Teacher Aide

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TRINITY ACADEMIC POLICIES

STUDENT ATTENDANCE

Regular, consistent attendance at school is key to student success. Further, in the Texas Education Code, Senate Bill 1432, Section 25.094 #2 stipulates “an individual commits an offense if the individual fails to attend school on 10 or more days or parts of days within a six-month period in the same school year or on three or more days or parts of days within a four-week period.” In order to gain the most from Trinity Episcopal School, it is important that each student attend school regularly. A student must be present at least half of the school day to be counted present.

Students who are tardy or absent must provide a written explanation from a parent upon return to Trinity explaining the nature of the tardy or absence.

An absence is considered “**excused**” when caused by:

- personal illness,
- medical/dental appointments that cannot be scheduled so as not to interfere with classes
- death in the family,
- *serious* family emergencies, or
- family or church activities for which the school has been given written notice of at least two days in advance of the absence.

Absences not defined above will be considered “**unexcused.**” When a student receives an unexcused absence, there will be an academic penalty subtracted from the daily grade. Homework and tests will be due at the teacher’s discretion *without the usual make-up privileges. Students with an unexcused absence on the day of an exam will not be allowed to make-up that exam.*

The Headmaster Administrative Program is used to record attendance. Accurate records of tardies and absences will be recorded and reported each nine weeks.

Accumulated Absences

If a student has more than ten **unexcused** absences during the school year, he will be retained.

Participation in Extracurricular Activities After an Absence

Students participating in elective extracurricular activities such as sports, banquets, etc., *will be expected to be in attendance at school for the full day on which the activity*

occurs. If the activity is on a Saturday, the student should attend school the full day on Friday. Absences excused due to doctor appointments, emergencies, and administrative exceptions are excluded in this policy.

CODE OF CONDUCT

Trinity Episcopal School is committed to providing a safe and secure environment that promotes Obedience (2 John 6,) Respectfulness (1 Peter 2:17,) and Honesty (Proverbs 12:22.) These principles will help provide a learning environment that is positive and productive. Trinity will not tolerate violations to this environment, which include:

- ▼ using, possessing, or being under the influence of alcohol or unlawful drugs
- ▼ profanity
- ▼ actual or threatened violence toward another person or property
- ▼ falsification of forms, records, or reports
- ▼ unauthorized possession, replication, misappropriation, theft, or removal of school property, records, or student materials
- ▼ willfully destroying or damaging school property
- ▼ harassment in any form, including bullying
- ▼ romantic or other intimate relations with a student
- ▼ inappropriate use of computer software, Internet and/or e-mail (see Computer Use Policy for further details)
- ▼ theft or dishonesty
- ▼ disrespect for teachers, adults, or students

COMPUTER USE POLICY

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. 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.

Appropriate Uses

- 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.

Violations

- 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.

STUDENT DISCIPLINE

Positive guidance and discipline are used to promote the children's self-discipline and acceptable behavior. Appropriate student discipline is to be based on an understanding of individual needs and development.

The school does not permit or condone any type of corporal punishment, including spanking or shaking, even with the consent of the parent.

ELEMENTARY DISCIPLINE PROCEDURES

Each elementary child is expected to follow the directions and instructions of his teacher. To encourage proper behavior, teachers employ a variety of positive rewards (verbal praise, notes and phone calls home for good behavior, and class rewards.) Likewise, teachers may also use a variety of methods to deter students from improper behavior. These methods will vary depending on the classroom, but their ultimate goal is to encourage students toward right and proper Christian behavior. These disciplinary actions may include, but are not limited to, loss of recess, loss of rewards, verbal rebuke, notes or phone calls to the parents, or discussion with the administration. Fifth graders will be subject to the secondary disciplinary policy on a limited basis

MIDDLE SCHOOL DISCIPLINE PROCEDURES

With increased independence for middle school students, some actions requiring disciplinary actions are character development issues while others are issues of the heart. Character development issues (level 1) tend to be accidental and indicate the student's need for self-discipline. On the other hand, more severe disciplinary issues (level 2) are those actions that are deliberate and reveal a heart issue. The resulting discipline policy shows Trinity's efforts to encourage students toward self-discipline while providing consequences for deliberate behaviors of insubordination.

Level 1

Thirty-minute detentions are given to students who receive two of the following infractions. (Fifth — two infractions of any one kind.) These infractions may have occurred within a floating three weeks (15 days of school.) If warranted, a teacher may add to these infractions:

- Tardy (unexcused)
- Unprepared for class
- Dress Code violation
- Disturbing class
- No parent signature

Warning detentions are available at the discretion of the teacher. Repetitious offenses may result in Level 2 consequences.

Level 2

One-hour detentions are given to students who choose to disregard the authorities placed in their lives. If warranted, a teacher may add to these infractions:

- Disobedience
- Disrespect
- Deceitfulness
- Destruction of property (restitution may also be required)
- Inappropriate physical contact

Chewing gum in school and eating food in class is considered disobedience. Depending on the circumstances of the infraction, additional consequences may be given. Repeated offences in these areas will result in more severe consequences, such as suspensions.

Level 3

A student who receives five hours of detention within one quarter will be suspended (out of school) upon his next detention time received.

Additional intolerable offenses may result in multiple hours of detention, suspensions, probations, or a combination of consequences. These offenses include, but are not limited to, the following: stealing, cheating, forgery, fighting, vandalism, bullying, threats, and harassment.

Level 4

Some violations of the student code of conduct or other school policies are grave enough to merit immediate, serious discipline. The school reserves the right to discipline a student, up to and including suspension or expulsion, for a more serious offense, such as sexual misconduct, repeated suspensions, the use of any illegal substance (including alcohol and tobacco in any amount,) or promotion of any such conduct by word or deed.

DETENTION HALL

Serving time in detention hall is the primary penalty for routine rule infractions among students in the middle school, and for those in the upper elementary school on a

somewhat limited basis. The detention hall will be maintained after school Monday through Thursday afternoons from 3:40 until 4:40 p.m.

Detention hall attendance is mandatory after the receipt of the detention form. It will take precedence over tutoring, athletic practices and games. Once in the detention hall, the student will be seated quietly, will not talk to other students, and will follow explicitly the directions of the detention hall supervisor.

An additional penalty detention may be given in the student:

- fails to report to detention hall when it has been assigned,
- fails to report to detention hall with the detention form, or
- fails to report with the required parental signature on the form.

As a result, this student will serve two consecutive detentions (one for the original hour plus the penalty hour.)

DISCIPLINARY PROBATION

From time to time, it is necessary to put a student on disciplinary probation as the last resort before dismissal from school. The school's Administrative Committee will review probation situations periodically. Students who have long-term behavioral probations will be asked to withdraw from the school.

ADDITIONAL REASONS FOR DISMISSAL

- Parent(s) will not cooperate with the administration of the school
- A student's negative influence makes it inadvisable for the student to remain in Trinity Episcopal School
- Continual failure to achieve academically or continual lack of effort
- Threats to teacher or staff member
- Destruction of school property
- Forcible entry into any building after school hours (includes entering any unlocked window or bus)
- Obscene gestures and language directed at the faculty or staff

GRADING

The Headmaster Administrative Program is used to report grades.

Grades for K3 – Grade 2

Grading in K3 – Grade 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. The grading scale used for these classes are:

E	Excellent	NI	Needs Improvement
S	Satisfactory	U	Unsatisfactory

Grades for Grade 3 – Grade 8

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

E	Excellent	NI	Needs Improvement
S	Satisfactory	U	Unsatisfactory

Academic Subjects

Reading
Writing
Language Arts (English)
Mathematics
Science
Spelling
Social Studies
Spanish (Grades 6 – 8)

Non-Academic Subjects

Art
Music
Spanish (Grades K-3 – Grade 5)
Physical Education
Computer

HEADMASTER

Parent-teacher communication is key to keeping students accountable for their grades. Trinity Episcopal School uses a secure web server called HEADMASTER Administrative Program to post student assignments, scores, grades, and school/teacher communication. The system is accessible 24 hours a day, seven days a week, from any computer with internet access. Access to the system is available via a link on our website (HEADMASTER Online.) Each parent is assigned a “parent” activation code that will provide access to each of his students. Each student is assigned a “student” activation code that will provide access only to his own classes/grades. These activation codes will

be issued to parents and students during the first week of school. We encourage parents to check grades frequently.

If parents or students have a question about a grade posted on HEADMASTER, they should contact the teacher directly.

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.

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.

MAKE-UP WORK

A student who is absent, with either an excused or unexcused absence, will be responsible to make up all work. If a student is absent one day, he should be prepared for

all tests and homework upon returning to school. Students with multiple-day excused absences will be given the number of days absent, plus one additional day, to make up the missed work. (An exception to this policy may be made for a long-term assignment due during the absence and tests assigned before the absence. That work or test may be due the day a student returns to school.)

Elementary teachers work with their absentees on an individual basis to get make-up work completed.

Middle School students should use the forms available from the office to expedite make-up work.

1. The Absence Make-Up Form – This form is used to record assignments to be completed for each class missed during an absence. It is obtained from the office the day the student returns to school to be signed/initialed by each teacher as the make-up work is assigned. This form is the student's readmission slip back into class following the absence and will be required by the teacher upon his return.

2. The Student Planned Absence Form – This form is used to record assignments to be made up by a student who knows he is going to be absent in the near future. Teacher's sign/initial the form to indicate that the assignments listed are correct. Upon returning from a pre-excused absence, the student will secure the Absence Make-Up Form (described above) to be readmitted to class and to get an update on covered material.

OUTDOOR EDUCATION

This is a school program and is an integral part of the required curriculum. Students in grades four through eight are required to participate. Besides the academic objectives developed for the students on these trips, there are also many opportunities for students to learn about themselves and about the groups with which they work. The Outdoor Education Coordinator directs the study in preparation for each trip and faculty accompany the students on the trips both in teaching and supervising roles.

REPORT CARDS/PROGRESS REPORTS

K-3 receives reports bi-annually.

K-4 receives reports in November, February, and May.

K-5 through Grade 8 receive Quarterly Report Cards which are sent to all parents and give an accurate indication of the progress, or lack of progress, being made. Each student is evaluated academically and may also be scored in the area of conduct. The academic grade is based upon the average for daily work, quizzes, and tests. Exams are calculated into the semester averages. Additional marks are used to reflect effort and conduct.

Progress Reports are sent home mid-way through each quarter for all students in Grades 1-8.

Parents are encouraged to view HEADMASTER for updates at any time, therefore, report cards do not need to be signed and returned.

Honor Roll Policies

Honor Roll is available for students in Grades 3 through 8. “A” Honor Roll is defined as a 90 or better in all core academic subjects. “A/B” Honor Roll is defined as all 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.

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 every day, 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.

STANDARDIZED TESTING – IOWA TEST OF BASIC SKILLS (ITBS)

Teachers administer a battery of standardized academic tests each spring to grades K5 – 8. These tests typically are scheduled during a single week. Results are communicated to parents.

SUSPENSION FROM SCHOOL

Suspension from school is a very serious matter. Parents will be contacted before the suspension is to be served. When a student is suspended, he must complete all missed work and take all tests and quizzes missed according to the absence policy. His quarter grade for each class in which he is enrolled will be reduced by 2%. Also, students may no longer participate in extracurricular activities of school (including all athletics, banquets, class parties, field trips, outings, etc.) nor any student body office.

TARDINESS

School begins daily at 8:00 AM. Promptness is an important aspect of character and a measure of school citizenship.

Students will be considered tardy to class if they are not in their seats and prepared for class when the bell rings.

Students who are tardy must have a written explanation from a parent to the office explaining the nature of the tardy. Consideration for excused tardies will be given to students who arrive late due to inclement weather, *unavoidable* transportation difficulties, and medical appointments. Students who travel through dense traffic areas should plan extra travel time in order to arrive at school on time.

Five unexcused tardies will result in one recorded unexcused school absence.

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.

TUTORING POLICY

Teachers are available for 30 minutes after school to assist students who may need help with specific problems related to school work.

Tutoring at Trinity Episcopal School is considered to be supplemental education available for an additional fee to students needing additional coaching or assistance. These services are available weekdays from 4:00 p.m. to 5:00 p.m. and can be scheduled with the school administrative office. Students should not be tutored by their current teacher in that subject.

TRINITY OPERATIONAL POLICIES

AFTER SCHOOL CARE

The After School Care (ASC) program is under the direction of Trinity Episcopal School. After School Care is provided until 5:30 p.m. during the academic year.

No After School Care is provided when there is an early dismissal.

While all students are welcome, we ask that each child joining the extended care program register so that we may have the appropriate staff available to safely care for your child. There is a single \$10 registration fee assessed to each child attending the before and/or after school care program.

Students in K-3 and K-4 are supervised by the ASC staff beginning at 12:15 p.m. Lunch is served immediately upon their arrival to After School Care, so please plan to pack a lunch or pre-order a hot lunch (see LUNCHES.)

Students in K-5 students are supervised by the ASC staff beginning at 2:15 p.m. Quiet Time for all Patriot Club kids is held daily from 2:15 p.m. – 3:15 p.m.

Students in Grades 1-8 are supervised by the ASC staff beginning at 3:45 p.m.

A healthy snack is served daily to all children attending ASC.

The cost of the After School Care Program is a daily rate of \$8. For cases of the occasional “running late” pick up from school, there is a 15 minute “grace period” for all students before charges are assessed. If it is concluded that this “grace” is abused routinely, charges may apply.

The After School Care program closes at 5:30 p.m. *If your child is picked up any time after 5:30 p.m. a penalty of \$1 is assessed for each minute you are late.*

BEFORE SCHOOL CARE

This service is available for K-3 through 8th Grade from 7:15 a.m. to 7:45 a.m. in the Parish Hall. There is no charge for this service.

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 April and May. Children may celebrate their day with their classmates during their snack period, lunch, or at another time. *This must be coordinated with the classroom teacher.*

Children do not exchange birthday gifts at school. Party invitations may not be issued at school unless everyone in the class is included.

Children may not receive delivered gifts at school such as balloons, cookies, or flowers.

Birthday Books are a long-standing tradition at Trinity Episcopal School. The librarian keeps a certain number of specially selected and designated books on hand for purchase by a parent or friend to honor their child and Trinity. As a child's birthday approaches, a book is chosen to be given to the Trinity library with a special nameplate honoring the happy event. During the child's birthday week, that book is presented at the Wednesday worship service and will be placed on the library shelf for all students to read and enjoy.

CANCELLATION OF SCHOOL

During inclement weather, listen to local broadcasts on the radio and television. Our information will be listed as "TRINITY EPISCOPAL SCHOOL."

If you do not see a separate listing for our school, watch or listen for Victoria Independent School District (VISD.) If the public schools are closed, we are closed. If the public schools have a delayed opening, we have a delayed opening.

If severe weather occurs during the day, Trinity will close early only if there is time to contact parents by 1:00 p.m., otherwise regular dismissal schedule applies. No student will be permitted to leave in another vehicle unless arrangements have been made with the parents, and the school office has been notified.

CHAPEL

Weekly worship services will be held on Wednesdays at 8:05 at Trinity Episcopal Church. The service is approximately 30 minutes in length. Parents are welcome to attend any of our services.

All students are to be dropped off at the lower school campus on Moody Street on Wednesdays.

Eucharist is celebrated once each month. The Episcopal Church welcomes all to the altar. Children are welcome to receive the sacraments, come forward for a blessing, or remain in their seats.

DISMISSAL TIMES

K-3 and K-4	12:00 noon	Grades 1 – 5	3:30 p.m.
K-5	2:00 p.m.	Grades 6 – 8	3:40 p.m.

Please follow appropriate pick up procedures. (see DROP OFF and PICK UP PROCEDURES)

After School Care is available until 5:30 p.m. (see AFTER SCHOOL CARE)

DIVORCE AND SEPARATION

Divorced and separated families are realities of contemporary life which affect the school's responsibilities to its students. The following policies have been adopted to assist the school in situations where a non-custodial parent wishes to become involved in school-related activities of a student, or wishes to have contact with or take custody of the student while at school.

Ordinarily, the school will not resist or interfere with a non-custodial parent's involvement in school related affairs, or access to the student's records, unless the school is presented with a court order or comparable legal document which restricts such involvement or access. The school will not otherwise "choose sides" between parents.

In cases where legal documents restricting access have been presented, the school will not permit the non-custodial parent to take custody of a student or remove the student from school premises unless the parent presents either a written court order or a written authorization signed by the custodial parent permitting such custody.

If the actions of parent(s), custodial or non-custodial, become disruptive to the operations of the school, the school has the right to restrict access by such parent(s) and to take other reasonable necessary action.

Concerning student activities which require parental consent, the school will accept consent only from the custodial parent, unless authority to grant consent is given to the non-custodial parent by a court order or comparable legal document.

Copies of school work, certificates, awards, progress reports, report cards, and other communications from the school will be provided to the primary custodial parent only. Parents who have been awarded joint custody of their student must identify a primary custodial parent as the single point of contact for the school. It is expected that the custodial and non-custodial parents make their own arrangements for the sharing and distribution of school materials.

STUDENT DRESS CODE

Uniforms are required at Trinity Episcopal School and are an integral part of the overall Christian environment. The school expectation is that the dress code is followed by all students of the school.

General provisions

- K-3 students are asked to wear elastic waistbands on shorts, no belts.
- Navy button cardigan sweaters and Trinity sweatshirts may be worn in the classrooms (with an approved shirt underneath.)
- 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**.
- 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. Shirrtails must be tucked in at all times.

Approved Uniform for Girls

DRESS UNIFORM worn Wednesday (Chapel)	EARLY LEARNING AND ELEMENTARY SCHOOL GIRLS	MIDDLE SCHOOL GIRLS
Blouse	White Peter Pan or Button-Down Shirt, short or long sleeve	White Peter Pan or Button-Down Shirt, short or long sleeve
Skirt or Jumper	Plaid; no shorter than 2 inches above the top of the knee and not worn as hip-huggers. Girls must wear navy shorts or navy bike shorts under a skirt or jumper	Plaid; no shorter than 2 inches above the top of the knee and not worn as hip-huggers. Girls must wear navy shorts or navy bike shorts under a skirt or jumper
Tie	Navy Continental	Navy Continental
Shoes	Athletic shoes should be colors that coordinate with our uniform and non-skid soles. No high tops, lighted shoes, wheeled shoes, Vanns, flat soles, or skater shoes.	Athletic shoes should be colors that coordinate with our uniform and non-skid soles. No high tops, lighted shoes, wheeled shoes, Vanns, flat soles, or skater shoes.

Socks or Tights	Navy or White	Navy or White
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REGULAR UNIFORM worn on Monday, Tuesday, Thursday and Friday	EARLY LEARNING AND ELEMENTARY SCHOOL GIRLS	MIDDLE SCHOOL GIRLS
Blouse or Shirts	White and Green Trinity logo polo shirts, or Long or short sleeved white oxford	White and Navy Trinity logo polo shirts, or Long or short sleeved white oxford
Skirt or Jumper	Plaid; no shorter than 2 inches above the top of the knee and not worn as hip-huggers	Plaid; no shorter than 2 inches above the top of the knee and not worn as hip-huggers
Shorts or Pants	Navy with belt loops. No patch pockets	Khaki with belt loops. No patch pockets
Skorts	Navy	Khaki
Shoes	Athletic shoes should be colors that coordinate with our uniform and non-skid soles. No high tops, lighted shoes, wheeled shoes, Vanns, flat soles, or skater shoes.	Athletic shoes should be colors that coordinate with our uniform and non-skid soles. No high tops, lighted shoes, wheeled shoes, Vanns, flat soles, or skater shoes.
Socks or Tights	Navy or White	Navy or White
Hair Ornaments	Clips, headbands and bows should coordinate with uniform colors	Clips, headbands and bows should coordinate with uniform colors
Jewelry	Simple, tasteful, and safe due to physical education requirements. Students will be responsible for the safekeeping of jewelry if removed.	Simple, tasteful, and safe due to physical education requirements. Students will be responsible for the safekeeping of jewelry if removed.

Shoes	Athletic shoes should be colors that coordinate with our uniform and non-skid soles. <i>No high tops, lighted shoes, wheeled shoes, Vanns, flat soles, or skater shoes.</i>	Athletic shoes should be colors that coordinate with our uniform and non-skid soles. <i>No high tops, lighted shoes, wheeled shoes, Vanns, flat soles, or skater shoes.</i>
Make Up	None	Conservatively Applied

Approved Uniform for Boys

DRESS UNIFORM worn Wednesday (Chapel)	EARLY LEARNING AND ELEMENTARY SCHOOL BOYS	MIDDLE SCHOOL BOYS
Shirts	White button-down shirt, short or long sleeve	White button-down shirt, short or long sleeve
Tie	Navy neck tie	Navy neck tie
Shoes	Athletic shoes should be colors that coordinate with our uniform and non-skid soles. <i>No high tops, lighted shoes, wheeled shoes, Vanns, flat soles, or skater shoes.</i>	Athletic shoes should be colors that coordinate with our uniform and non-skid soles. <i>No high tops, lighted shoes, wheeled shoes, Vanns, flat soles, or skater shoes.</i>
Socks or Tights	Navy or White	Navy or White
Belt	Navy, black or brown	Navy, black or brown

REGULAR UNIFORM worn on Monday, Tuesday, Thursday and Friday	EARLY LEARNING AND ELEMENTARY SCHOOL BOYS	MIDDLE SCHOOL BOYS
Blouse or Shirts	White and Green Trinity logo polo shirts, or Long or short sleeved white	White and Navy Trinity logo polo shirts, or Long or short sleeved white

	oxford	oxford
Shorts or Pants	Navy with belt loops. No patch pockets	Khaki with belt loops. No patch pockets
Shoes	Athletic shoes should be colors that coordinate with our uniform and non-skid soles. <i>No high tops, lighted shoes, wheeled shoes, Vanns, flat soles, or skater shoes.</i>	Athletic shoes should be colors that coordinate with our uniform and non-skid soles. <i>No high tops, lighted shoes, wheeled shoes, Vanns, flat soles, or skater shoes.</i>
Socks or Tights	Navy or White	Navy or White
Shoes	Athletic shoes should be colors that coordinate with our uniform and non-skid soles. <i>No high tops, lighted shoes, wheeled shoes, Vanns, flat soles, or skater shoes.</i>	Athletic shoes should be colors that coordinate with our uniform and non-skid soles. <i>No high tops, lighted shoes, wheeled shoes, Vanns, flat soles, or skater shoes.</i>
Belt	Navy, brown or black	Navy, brown or black

DROP OFF & PICK UP PROCEDURES

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

General Guidelines

Drop Off each morning begins at 7:40 a.m. If you must leave your child earlier, there is supervision offered (see Before School Care.)

Parents may come into the building to drop their children off but their length of stay should be brief.

Each family is assigned a “carpool number.” This number is printed on cardstock and should ***be displayed in the RIGHT HAND CORNER OF YOUR VEHICLE***

WINDSHIELD when picking up your child(ren.) During Pick Up, the number is used to quickly and efficiently have your child ready when you get to the door.

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 causes confusion for the teachers who are loading children into the waiting vehicles.

Please notify the office if your child is riding home with a friend from school. No child may change carpools without permission.

All children are to be picked up no later than 10 minutes after the designated dismissal time. Afterwards, your child can be located in our After School Care program and fees will apply.

Your full cooperation and patience is expected and required for this system to be effective and safe.

GRADES K-3 AND K-4

Pickup and Drop Off is done at the San Antonio Street entrance (Middle School.)

Cars are expected to flow through approaching east to west. (see diagram.) Teachers will meet your child at the car. It is helpful to place the car seats on the right side closest to your rear door.

If you need to get out of your car, please park in the middle school parking lot on San Antonio Street. No parking is allowed in front of any resident's home on Vine Street.

Inclement Weather Change: In cases of inclement weather (rain,) please use the Vine Street circle drive to drop off and pick up for your K3 and K4 child.

Wednesday Chapel Change: On Wednesday mornings, please DROP OFF your child at the Lower School, 1504 N. Moody, for early chapel.

GRADES K-5 – 5th

Pick up and Drop Off is done at the Lower School entrance, 1504 Moody Street.

Cars are expected to approach the entrance south to north(see diagram.) As congestion dictates, the line of cars waiting to approach the entrance will extend around the corner onto Guadalupe Street toward Glass Street.

If you need to get out of your car, please park in the lower school parking lot on Moody Street. No parking is allowed in front of the school door.

GRADES 6 – 8

Drop Off and 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 (see diagram) As congestion dictates, the line of cars waiting to approach the entrance will extend around the corner onto Moody toward Guadalupe Street.

If you need to get out of your car, please park in the middle school parking lot on San Antonio street.

FIELD TRIPS

Traditional field trips are a part of every grade level at Trinity. The purpose of every trip is to extend the classroom curriculum.

Often parents assist with the field trips by driving students or chaperoning a group of children. Teachers provide parent volunteers with complete plans and instructions for each trip. Homeroom mothers cooperate with teachers in securing parent volunteers. Anyone who assists in transporting students must comply with our “Transportation Policy” (located in the Health and Safety section.) Parents cover the transportation cost of field trips. (Chaperone guidelines are located in the Health and Safety Policy 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.**

A uniform is required for all students on field trips unless written notice to the contrary is given.

FINANCIAL INFORMATION

Information concerning all financial matters comes from our school business office. If you have specific questions about your financial situation, please call the business office at 361.573.3220 x 36 or email t.mcleod@tecvictoria.org.

LUNCH

Lunch is served daily in the Trinity Parish Hall located in the Lower School building. Students may sit where they choose, up to eight students per table. Parents and teachers are asked to encourage proper table manners, use of utensils and appropriate lunch conversation.

All students are welcome to bring a sack lunch from home. A microwave is available for Grades 4-8 and the student is responsible for cleaning the appliance in cases of leaks and spills. Please DO NOT send soft drinks with your child. They are not allowed.

Hot lunches are available through a pre-order system. The cost is \$3.50. A lunch menu calendar with an order form for the next month is posted on the school website (www.tecvictoria.org) and will be attached to weekly e-newsletters. Please return the menu with payment or student account charge authorization by the deadline printed. *Please note, deadlines are strictly enforced and there will be no refunds/cancellations.*

If your child did not order a hot lunch, bring a sack lunch from home, or simply wants additional food, there are a variety of a la carte items available for purchase. Prices range from \$.50 to \$.75 and items include pickles, chips, soup, water, juice, milk and desserts. Payment can be made with cash or food items will be billed to your child's student account.

Toward the end of the lunch period, faculty will instruct the children to clean their areas. Students are expected to discard their trash in the appropriate area. Weekly Cafeteria Helpers will be assigned by the Food Service Coordinator and will be responsible for wiping tables and clearing remaining trash.

LIBRARY

The school library is open daily. 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 Victoria 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 will be added to the student account in the Business Office.

LOST AND FOUND

Please clearly mark 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 (located in the Middle School and in the Lower School.) Please check the boxes regularly.

Containers with unlabelled items will be turned over to Trinity Friends for cleaning and resale monthly.

MID-MORNING SNACKS

All students may bring a snack for mid-morning to enjoy during a scheduled break in the classroom.

Snack drinks for the mid-morning break will be available for purchase for early learning and lower school children. The cost is \$0.50 and can be billed to the student account or with quarters daily.

OFFICES

The school office is open for business each day, Monday through Friday, between 7:30 a.m. and 4:00 p.m. and during the school year and 9:00 a.m. and 12:00 p.m. in the summer. Anyone who has questions or needs information concerning school policies and activities may call or visit the school office during these hours. If a parent must bring homework, books, or other materials to his child during the school day, he/she must stop at the office to arrange for delivery. A parent desiring to visit a classroom during the day must check in at the office.

PARENT - TEACHER CONFERENCES

Conferences to discuss the student's progress and needs will be scheduled with parents periodically throughout the school year. Parents are always welcome to ask for extra conferences. We do ask, however, that parents call or send a written request for a conference with the teacher before coming. Teachers are on campus until 4:00 p.m. on school days and are willing to work with parents in scheduling conferences at mutually convenient times. If parents have questions or concerns about a teacher or a student's homework, grade, or conduct, please arrange to speak with the teacher before coming to the administration. As a general rule, the administration will require this before taking action.

An orientation/open house is scheduled early in the school year for parents to meet teachers and visit the classrooms, and throughout the year for parents to check the progress of their children. Parents are encouraged to attend all meetings.

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. *Children may not receive delivered gifts at school such as balloons, cookies, or flowers.*

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

PAYMENTS

From time to time, you will send money or payments to school with your child. For your convenience there are two locked drop boxes located on campus – one in the Lower School and one in the Middle School. Please secure your payment in an envelope that includes your child's name and purpose of the payment and simply drop the payment in the box. Business Office staff will collect all payments and process them. Receipts will be noted on the monthly statement. If you have questions, please contact the Business Office.

SEARCH OF SCHOOL AND PERSONAL PROPERTY

Trinity Episcopal School, at its expense, may provide lockers, desks, vehicles, computers, and other equipment and property for the convenience and use of our employees and students. Although this equipment is made available for your convenience, you should remember that all lockers, desks, vehicles, computers, and other equipment remains the sole property of Trinity Episcopal School. Moreover, the school reserves the right to open and inspect lockers, desks, vehicles, computers, and any other school equipment made available to you, as well as any contents, effects, or articles that are in such lockers, desks, vehicles, or other equipment. Inspection can occur at any time, with or without advance notice or consent, during, before, or after working hours by any person designated by the school.

STUDENT RELATIONSHIPS

Students should be above reproach in their relationships in and out of school. This is particularly important between boy-girl relationships. Holding hands, embracing, kissing, or any other form of physical contact is not allowed anywhere on campus. Students are not permitted to be alone in an unobserved location. Any infraction of these policies will

result in a conference with the students and parents involved. Appropriate disciplinary action will result including suspension or expulsion.

SUSPENSION FROM SCHOOL

Suspension from school is a very serious matter. Parents will be contacted before the suspension is to be served. When a student is suspended, he must complete all missed work and take all tests and quizzes missed according to the absence policy. His/her grade for the nine-weeks each class in which he is enrolled will be reduced by 2%. Also, students may no longer participate in extracurricular activities of school (including all athletics, banquets, class parties, field trips, outings, etc.) nor any student body office.

TELEPHONES & 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.

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

Cell phones are allowed to be used only before or after school hours. If a student has a cell phone at school during school hours it must be turned off and in their locker or book bag. If a cell phone is seen, it will be confiscated and held in the administrator's office to be picked up by a parent for a \$5 technology fee.

TRANSPORTATION POLICY

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.

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.

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.

UNIFORMS

Students are required to wear the Trinity Episcopal School uniform daily. (see Student Dress Code for details.) Uniforms can be purchased from Melvin's Clothiers located at 6320 N. Navarro (phone: 361.575.2698.) Uniform basics (white shirts, navy or khaki bottoms, etc.) can be purchased from a variety of stores or online locations (www.frenchtoast.com.)

The Trinity Friends organization also operates a Used Uniform Closet where items can be purchased for \$3 each. Please speak with the school office for details.

USE OF CELLULAR PHONES, ELECTRONIC DEVICES, AND LAPTOPS

Cell phones are allowed to be used only before or after school hours. If a student has a cell phone at school during school hours it must be turned off and in their locker or book bag. Electronic devices, including but not limited to PDAs, iPods, cameras, and video cameras, are not allowed on campus without prior approval of the administration. If an electronic device is seen on campus, or a cell phone is seen, it will be confiscated and held in the administrator's office to be picked up by a parent for a \$5 technology fee.

Laptops may be used at school only for academically-related tasks. They should not be used for video games during classes or breaks. Any student who uses his laptop for any reason other than an approved academically-related task will lose his privilege for the remainder of the semester. All laptops must have internet capabilities disabled.

VISITORS

There should be no visitors without visitor badges in the hallways or elsewhere on campus. All visitors **must** sign in at the School Office before going to a classroom.

Parents may come into the building to drop their children off but their length of stay should be brief. Please remind parents if they are on campus for a conference or meeting they need to check in with the office. The office will contact the appropriate teacher, administrator, or staff member.

WEBSITE

Trinity Episcopal School maintains a website – www.tecvictoria.org. We make every effort to update the School calendar and post events and information. Please check it frequently.

TRINITY FINANCIAL POLICIES

CREDIT CARD PAYMENTS

Trinity Episcopal School accepts credit card payments (MasterCard/Visa/Discover.) For this alternative we do assess a 3% administrative fee.

This fee may be waived in cases of a charitable donation to the school.

FINANCIAL ASSISTANCE / TRINITY GRANT PROGRAM

The goals of the Tuition Assistance Program at Trinity Episcopal School

- To allow the school to remain financially sound;
- To strengthen the school's commitment to students whose parents have made a commitment to the school;
- To be sure that tuition assistance is allocated fairly according to need.

Aid is available for students in grades K3-8. Need-based tuition assistance is an outright grant used to offset the cost of a private school education and does not require repayment.

Aid may be given to families who demonstrate relative financial need.

Trinity Episcopal School uses *FACTS Grant and Aid Assessment* in Lincoln, Nebraska to evaluate a family's need. A confidential FACTS application must be completed by parents, detailing the family's current financial situation and estimating the income and taxes for the next year. *FACTS Grant & Aid* computes a family's tuition contribution based upon a standardized calculation nationally accepted by independent schools. This system considers gross taxable income, assets, liabilities, family-size and number of children in tuition-charging schools. After the allowance for base living expenses and taxes, the remaining funds are considered "discretionary income" available for private education. The more discretionary income a family has, the greater the dollar amount of the expected family contribution. Families with greater assets may be asked to pay slightly more from discretionary income because the assets provide the family with greater financial security.

The Trinity Tuition Assistance Committee considers a family's aid application once FACTS has indicated the review and analysis of the application is complete (the application is typically marked "verified.")

Awards are determined by the Tuition Assistance Committee in a series of meetings beginning in early April. Parents are notified of the financial aid amount in writing and

must sign an AWARD ACCEPTANCE LETTER and an ENROLLMENT CONTRACT in order to complete the enrollment process.

In order to determine the number of aid recipients and the amount given to each family, the Committee looks at enrollment and budget considerations as well as the FACTS recommendations regarding each family who applies. Trinity's calculated parental contribution generally differs from FACTS' calculation because of these considerations. It is up to each family to evaluate if they can afford tuition after they receive their award letter from Trinity.

FINANCIAL HOLD ON RECORDS

There will be a financial hold on report cards, transcripts, and other school records if payment is not current at the end of each grading period. This financial hold will remain in effect until the account is current.

HEADMASTER TO ACCESS BILLING ACCOUNT

The HEADMASTER system is accessible 24 hours a day, seven days a week, from any computer with internet access. This system allows a current snap shot of a child's progress and family's billing account. Access to the system is available via a link on our website (HEADMASTER.) Each parent is assigned a "parent" activation code that will provide access to each of his students. These activation codes will be issued to parents during the first week of school. We encourage parents to check grades frequently.

If parents have a question about a charge posted on HEADMASTER, they should contact the Business Office.

PAYMENT DUE DATES AND LATE FEES

The Trinity Business Office will generate monthly statements for families owing fees to the school (field trips, lunches, student activities, after school care.) All payments are due on the first of each month.

For families more than 30 days in arrears with a balance exceeding \$25, a late fee of 1.5% with a minimum \$5 will be charged to the account monthly. A late reminder will be mailed showing a late charge to the account. Report cards and other student academic records will be held pending payment.

Before a student is eligible to attend classes, Enrollment, Curriculum and Technology Fees must be paid and arrangements must be made for Tuition payments. Any child whose parents are more than 60 days in arrears in tuition payments 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 approved by the Finance Committee. If approved arrangements are not honored, the child is subject to dismissal until all unpaid balances are paid in full.

Accounts more than 30 days in arrears after the end of the school year may be turned over to the school's attorney for collection.

Any exceptions or special circumstances must be requested in writing to the Business Office for approval by the Finance Committee.

PAYMENT PLAN OPTIONS

The Trinity Payment Plan is available for our families through a partnership with Wells Fargo. Wells Fargo works with our families to provide short term notes with a reasonable interest rate of 9%. All families pre-qualify for this plan. There is a short application this is required along with a 10% deposit. Note payments will be made directly to Wells Fargo bank beginning in July and will be completed in February. The number of payments will depend on the option you select. An electronic funds transfer option is encouraged to make your payments more convenient.

Options for tuition payment include:

Full payment: Full tuition is paid July 1.

Two-payment plan: Tuition is paid in 2 equal installments - July 1 and January 1. There is a one-time \$50 processing fee applied with the first payment.

Four-payment plan: A minimum 10% deposit is due May 1. Remaining tuition balance is paid in four equal installments - July 1, September 1, November 1, and January 1. *Wells Fargo Bank will finance the tuition balance with a 9% interest rate. An electronic funds transfer option is encouraged to make payments more convenient.*

Nine-payment plan: A minimum 10% deposit is due May 1. Remaining tuition balance is paid in nine equal installments monthly from June 1 – February 1. *Wells Fargo Bank will finance the tuition balance with a 9% interest rate. An electronic funds transfer option is encouraged to make payments more convenient.*

RETURNED CHECK FEE

There will be a \$25 returned check fee on all returned checks, regardless of the reason for the return. After two returned checks, an account must be paid by cash, cashier's check or money order.

SPECIAL ARRANGEMENTS AVAILABLE

Any special financial or payment arrangements must be requested in writing through the Business Office for approval by the Finance Committee.

STUDENT ACCOUNTS

With a minimum of \$25 a student account can be established to cover routine and unexpected expenses that occur throughout the year (ex.: school lunches, field trip fees, after school care, library fines.) Parents will be asked to complete and sign a Student Account Authorization annually to establish this service.

Accounts will be accessible on line through HEADMASTER, and monthly statements will be mailed that detail expenses. When the account reaches below \$10, parents will be notified that it is time to "recharge."

TUITION AND FEES

Trinity Episcopal School seeks students from diverse backgrounds and from families who are committed to using their own resources to make education a first priority. The School's independence from state and federal governments provides opportunities to provide well-rounded educational programs that are in keeping with our curriculum goals. That independence, however, makes Trinity largely dependent on tuition income to support the faculty and the broad range of classes that are offered; therefore it is necessary that fees and tuition be paid on a timely basis.

All families will be expected to make tuition payments according to one of the approved payment plans.

Each family's preferred manner of payment must be submitted each year when the ENROLLMENT CONTRACT is signed.

Payment of tuition, deposits, and fees can be made with cash, check or credit card (MasterCard, Visa or Discover.)

ENROLLMENT FEES will be refunded to families if circumstances change prior to May 1 or submission of the signed ENROLLMENT CONTRACT, whichever arrives first. A request for this refund must be made in writing when the child is withdrawn from the class roster.

Families registering after June 1 will be expected to fulfill their tuition obligation according to the tuition policy stated above.

Tuition for students registering after the first day of school shall be prorated.

TUITION INSURANCE

Trinity Episcopal School offers an education insurance plan to insure tuition and fees (prepaid and due) in the event of separation according to the terms of the policy.

TUITION REFUNDS

Once an ENROLLMENT CONTRACT has been signed, the obligation to pay the tuition and fees for the full academic year is unconditional and no portion of the fees paid or outstanding will be refunded or canceled in the event of absence, withdrawal or dismissal from Trinity Episcopal School.

WITHDRAWAL

It may become necessary to withdraw your child from Trinity Episcopal School once registered or enrolled. All withdrawal notifications are requested in writing with a parent's signature.

TRINITY HEALTH AND SAFETY POLICIES

CHILD ABUSE & SEXUAL MOLESTATION PREVENTION & REPORTING

The safety and well-being of children is a serious concern for educators and schools. Trinity Episcopal School's policy is that all faculty, administrators and staff share the responsibility of the prevention and reporting of suspected child abuse and sexual molestation. The school intends to comply with the provisions of the laws of the State of Texas and the guidelines established by the Texas Department of Family and Protective Services.

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.

Trinity Episcopal School prohibits the possession, sale, distribution, and/or use by its employees, contractors, and students of, and

Trinity Episcopal School 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.

EMERGENCY DRILLS

Regular emergency drills are required by state law and local ordinance and are an important safety precaution at Trinity Episcopal School. Trinity has a Crisis Management Plan in place. Evacuation procedure maps are located in each classroom and are also strategically placed throughout the facility as a reference for students, school employees and visitors.

Regular drills are an important part of preparing for the possibility of a fire, tornado or other emergency at the school. These drills help prepare and educate students and staff alike so that everyone will know what to do and where to go in the case of a real emergency. State or local law requires that fire and tornado drills be conducted regularly during the school year and that records of these drills be kept by school administration.

Emergency drills may be announced or unannounced. In either case, teachers, administrators and staff should follow school procedures to evacuate the building and/or relocate all building occupants to safe areas. Teachers are required to take their class rosters with them during any emergency drill for the purpose of taking roll and ensuring that all children are with the class.

FIELD TRIP CHAPERONE GUIDELINES

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:

Read, sign, and return to the Transportation Coordinator the Transportation Policy, along with a copy of your car insurance and driver's license. These will be maintained by the school and should be renewed annually.

To insure proper supervision of students, younger siblings may **not** accompany chaperones on field trips.

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.

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.

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.

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.

Drivers are to travel together as a group. Communication is important to maintain appropriate oversight of all students. If unscheduled stops or traffic delays travel, cell phone communication with the teacher is required.

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.

HEAD LICE

Trinity Episcopal School adheres to a strict policy of no lice and no live lice eggs (nits.) Screening will be as needed.

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

The name and telephone 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 permanent record.

Illness

Parents should not send sick children to school. 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

All medications must be in the original container, properly labeled, stating:

- a. Name of student
- b. Name of medicine
- c. Dosage and time to be administered

Trinity Episcopal School is authorized to administer medication to a child under one of the following conditions:

A signed request to administer the medication to a student that has been provided by a parent, legal guardian, or other person having legal control of the student.

A written doctor's request to administer medication when medication is to be given or stored at the school for longer than 10 days.

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 a medical emergency arises, 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. Parents must sign out the child at the office when leaving school. Upon return, children must sign in at the office and receive a pass to enter class.

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.**

HEALTH SCREENINGS

Trinity Episcopal School conducts vision, hearing and spinal screenings as required by the State of Texas.

SEARCH OF SCHOOL AND PERSONAL PROPERTY

Trinity Episcopal School, at its expense, may provide lockers, desks, vehicles, computers, and other equipment and property for the convenience and use of our employees and students. Moreover, the school reserves the right to open and inspect lockers, desks, vehicles, computers, and any other school equipment made available to employees and students, as well as any contents, effects, or articles that are in such lockers, desks, vehicles, or other equipment. Inspection can occur at any time, with or without advance notice or consent, during, before, or after working hours by any person designated by the school.

SMOKING AT SCHOOL

Smoking is prohibited in all areas on the school's premises.

TRANSPORTATION POLICY

All persons transporting students by private automobile to or from school sponsored events must 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.

All vehicles used to transport students to or from sponsored events must be properly licensed and currently inspected and otherwise 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. All vehicles must have current liability insurance, registration and state inspection.

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.

WEAPONS

State law makes it illegal for *anyone* to bring onto school grounds or to any school activity any firearm, dangerous weapon, or dangerous instrumentality.

OTHER TRINITY OPPORTUNITIES AND POLICIES

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 should 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.

Additional fees apply to most sporting activities.

AFTER SCHOOL ART

A popular enrichment art class is being offered for 2009-2010, allowing interested students the opportunity to explore their creativity through a variety of mediums.

Past projects have allowing students to experience pottery, acrylics, watercolors, and other techniques and art forms.

Classes are offered to students in Grade 2—Grade 8 with a maximum class size of 12 students.

Additional fees will apply. Contact Fran Edwards for more information

FRIENDS OF TRINITY SCHOOL

The Friends of Trinity School is the parent organization of the school and over the years has raised money and contributed to Trinity's success. They maintain an active Enrichment Program that promotes the arts and sciences through special guests and performances. They have provided mini-grants to our teachers for innovative and creative teaching activities. And they maintain an active volunteer pool to help with the daily operations of the school.

Meetings and Officers

General Meetings of the Friends organization for the coming year will be the evening of the Welcome Social, August 18, 2009, and an evening in May, 2010. The monthly meeting will be on the second Thursday of each month at 7:30 a.m. in the Trinity Church parlor.

FUNDRAISERS

Trinity Episcopal School relies on annual gifts as well as parent-directed fundraising efforts (TES FRIENDS) to supplement what a family contributes toward making a Trinity education a reality.

Annual Giving

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.

Book Fair

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

Sally Foster Gift Wrap

This traditional fundraiser usually occurs in the early Fall. Students are asked to participate by distributing a catalog of quality wrapping paper and stationary products and collect orders. All proceeds benefit Trinity Episcopal School. Previous projects funded by the Sally Foster sales include the production studio, fine arts equipment, school computers and other worthy programs.

\$10,000 Night

This is a Board-sponsored fundraiser. It offers an opportunity for many people in the community, not just Trinity families, to participate in a Trinity-focused event. Teachers may participate if they wish. Dress is business casual.

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 Student Service Council sponsors the two Ingatherings each year (food drive, coat drive, Angel Tree, Penny Harvest.) Its primary fundraiser is the selling of Trinity T-shirts, sweatshirts, and totes.

NATIONAL JUNIOR HONOR SOCIETY

Trinity Episcopal Middle School is a chartered member of the National Junior 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.