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## PURPOSES AND USES OF THE HANDBOOK

### Purposes

1. To provide information to students, parents, and teachers about Trinity Episcopal School's philosophy, policies, and practices.
2. To serve as a guideline in academic activities, citizenship, and other functions of the school.
3. To be distributed to inquiring prospective parents, other schools, and accrediting agencies to familiarize persons with Trinity Episcopal School.
4. Notwithstanding anything to the contrary contained herein, the provisions of the Trinity Episcopal School Policy Manual or individual policies adopted by the Board of Directors shall control and supersede this handbook in the event of any conflicts or discrepancies.
5. Any and all provisions, rules/regulations, or other contents of this handbook are hereby made expressly subject to removal, amendment, or revision at any time by the Head of School of Trinity Episcopal School and/or the Board of Directors.

### Uses

1. This handbook is reviewed and revised as needed. Its provisions are in effect with the opening of school each fall for all its students, both new and continuing. **It is impossible to provide published policies that anticipate every situation that occurs. Therefore, in the event there is a question regarding a point on which the handbook is silent, unclear, or ambiguous, the Head of School reserves the right to make any decision and/or ruling which in her sole discretion deems appropriate.**
2. All students and parents are expected to read the handbook and be familiar with its content. Lack of knowledge of a school policy does not free the student or parent from obeying the policy.

## PHILOSOPHY, HISTORY, CURRICULUM, GOVERNANCE, AND ACCREDITATION

Trinity Episcopal School operates and administers, on behalf of Trinity Episcopal Church of Marshall, a non-profit co-educational parish school that provides instruction from the pre-kindergarten through all grade levels authorized by its Board of Directors.

The Mission of Trinity Episcopal School is to educate and develop the whole individual in mind, body, and spirit in keeping with the love and teaching of Jesus Christ, our Lord and Savior.

Trinity Episcopal School seeks to attract a diverse and talented student body. Our students are our greatest asset, and providing them a superior, college-preparatory education in a Christian environment is our sole reason for being.

The school shall provide a well-disciplined, loving environment, balanced with consistency in method and example, and tempered with mercy in order to promote a quality academic environment where the student is elevated, where the teacher is respected, and where excellence in education is at the core of the school's foundation.

The school shall be designed to provide its students with a solid foundation in the spiritual, moral, academic, physical, creative, and social disciplines essential to the development of the whole individual. Virtue, goodness, and honesty, as represented in Christ, are gifts to be given and received daily through instruction in the Christian faith in accordance with the faith and practice of the Episcopal Church.

### Philosophy

Trinity Episcopal School believes that education in the spiritual, moral, academic, physical, creative, and social disciplines is vital to the development of the whole child. Implementation of these will lead to the child's successful understanding of and interaction with his world. Virtue, goodness, and honesty, as represented in Christ, are essential for the child to utilize the knowledge imparted. Through a well-disciplined, loving environment, balanced with consistency in method and example, and tempered with mercy, the child should become a self-disciplined learner and seeker of the truth.

## **History**

Trinity Episcopal School was founded in 1954 with a dual purpose. It was to be a place for the shaping of Christian character and the attainment of excellence in education. Trinity Episcopal School has taken over 50 years of experience and developed a progressive and successful curriculum for students in preschool through all grade levels authorized by its Board of Directors.

## **Curriculum**

The curriculum at Trinity Episcopal School for students in preschool through all grade levels is designed to prepare its students for further enjoyable learning all through life. Laying a solid foundation of the traditional basic skills of language arts, mathematics, science, social studies, Spanish, computer science, and physical education is a priority at Trinity Episcopal School. An integrated program of fine arts is also offered, providing both private and classroom instruction in music, art, literature, and drama. Private lessons are offered at an extra charge and after normal school hours.

Meeting and exceeding all requirements, the curriculum at Trinity Episcopal School is currently accredited by Southwestern Association of Episcopal Schools and by Southern Association of Colleges and Schools' AdvancED National Educational Accreditation Program through all grades. Ten goals are outlined by which the school is known and recognized.

1. Develop a fundamental knowledge of God's Word and a comprehension of Christian behavior.
2. Acquire basic skills necessary to be socially and economically competent.
3. Develop skills in logic and integrate higher levels of thinking.
4. Gain an appreciation of our American heritage and the responsibility of each citizen.
5. Develop attitudes that will promote good physical and mental health and fitness.
6. Weigh carefully the values repeated in history, both secular and sacred, to the values in our changing society.
7. Delineate, understand, and acknowledge the differences and similarities among cultures.
8. Develop the language of art, music, literature, and other fine arts.
9. Develop skills in creative and worthwhile use of leisure time.
10. Develop study skills, listening skills, technology skills, and library skills to facilitate learning and research.

## **Governance, Accreditation and Licensing**

Trinity Episcopal School, Marshall, Texas, is an independently incorporated educational entity authorized and administered by Trinity Episcopal Church, Marshall. St. Helena's Guild of Trinity Episcopal Church, Marshall, established the school in 1954.

The governance of the school is provided by a Board of Directors whose membership is ratified by the Vestry of Trinity Episcopal Church. The Church is represented directly on the board by the Rector and a Vestry Representative of the Church.

The Head of School is responsible to the School Board for the implementation of its policies. The Head of School is in charge of the instructional program, personnel, and materials to enhance the curriculum.

Each teacher is responsible to the Head of School for planning, conducting, and evaluating student instruction, taking into consideration the needs and abilities of the students. Teachers are selected with care and diligence, and with the belief that each is capable of carrying out the goals of the program.

Accreditation by the Texas Education Agency was first granted to Trinity Episcopal School in 1976. Trinity Episcopal School has maintained that accreditation and is now under the new TEA agency,

Texas Private School Accreditation Commission (TEPSAC). Under that agency's guidelines, Trinity Episcopal School became fully accredited in 1989 by the Southwestern Association of Episcopal Schools. In 2001, Trinity Episcopal School became accredited by Southern Association of Colleges and Schools. Trinity Episcopal School is listed in the TEA Texas Nonpublic Schools Directory. To quote from the Directory, "Student credits earned in nonpublic schools accredited by a recognized association shall be transferable to Texas public schools. In addition, teacher service in these schools shall be creditable for salary increment purposes in Texas public schools." Therefore, Trinity Episcopal School has enjoyed continuous accreditation since 1976 when it was first granted accreditation by TEA.

## **REGISTRATION, ADMISSION, AND TUITION POLICIES**

### **Registration Policy**

All students must be current in their tuition, extended enrichment charges and all other payments to Trinity Episcopal School before they may register for the coming year and before fall classes begin.

The Registration Fee is an enrollment deposit, which must be paid in full at the time of registration as specified herein below. Registration Fees are not refundable except in the following cases: 1) the School does not accept the enrollment of the Student, 2) space is not available for the Student, or 3) requested financial aid is not awarded to the Student. A student is not registered until the registration fee is paid and no space will be held for the Student until the payment is received in full.

### **Admission Policy**

Trinity Episcopal School admits students of any race, creed, color, sex, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or available to, students at the school. It does not discriminate based on race, creed, color, sex, national and ethnic origin in administration of its educational policies, admission policies, financial aid programs and athletic and other school-administered programs.

Admission to the school is granted by acceptance of an application and the fulfillment of the conditions prescribed by the Board of Directors. Each new student must present evidence by means of standardized testing, previous teacher's recommendation and/or personal interviews, of sufficient maturity, preparation (achievement), and motivation to succeed in our program. The ultimate match of student and school is accomplished when the candidate is able to meet a strong academic challenge, enjoys learning, and in turn will contribute to the overall strength of Trinity Episcopal School.

Notwithstanding anything to the contrary contained herein, any requirement, rule, regulation, or other policy as set out in the Trinity Episcopal School policy on admissions is hereby adopted in its entirety and in the event of any conflicts between anything in this handbook and the Trinity Episcopal School Policy on Admissions, the Trinity Episcopal School Policy on Admissions shall control.

The admissions policy of Trinity Episcopal School is non-discriminatory as to the sex, race, color, religion, and national or ethnic origin of the child, with all students enjoying equal rights, privileges, programs, and activities available.

Trinity Episcopal School reserves the right to place students in the appropriate instructional level as determined by test data and developmental maturity. Students are expected to meet the academic standard and to conform to the school's rules in order to retain their places. The school also reserves the right to refuse admission and to require immediate withdrawal of any student whose presence is considered detrimental either to the student or to the school's best interest and spiritual and educational objectives.

Applicants who have a history of deficiency or disciplinary problems, who are a disruptive influence, or who do not meet the minimum entry level requirements based upon testing for academic performance and personal interviews, and the criteria set by the administration are not eligible for admission or re-enrollment. Likewise, students with a prior history of criminal activity or gang-related activities are not eligible for admission or re-enrollment.

All preschool students are accepted with the understanding that the child is fully toilet trained. In the event this is not found to be the case, the child will need to be withdrawn and may be readmitted when fully trained, provided there is an opening available.

Students with special needs will be referred to appropriate agencies for testing, evaluation, and placement. Trinity Episcopal School is not equipped to handle students with severe learning disabilities or other unforeseen disabilities that may arise.

Trinity Episcopal School accepts students after preliminary testing or review of current testing and on the basis of a personal interview with the parents and the prospective student with the school administration.

Upon completion and return of the student application, accompanied by a photocopy of the student's latest report card, school testing, application fee, and updated immunization cards, the school secretary will make the necessary arrangements for the interview and testing.

Inquiry prior to application, along with observation of facilities and classes, needs to be made by appointment.

## **Tuition**

All tuition payments are due by the 10<sup>th</sup> or 25<sup>th</sup> of the month, unless another date is specified for an automated payment. Payment may be made by cash, check, bank draft, MasterCard, or Visa.

Manual payments are available only to the family of a student who has been enrolled for at least one complete previous school year if a request is made by the family. Such requests will be evaluated on a case by-case basis based in part on past payment history and approval may be subject to review and final approval by a committee of the School Board. There is a manual payment fee of 5% added to tuition.

Once a student's account becomes two (2) months delinquent, the child may be involuntarily withdrawn from school. Upon involuntary withdrawal, the student's place may be made available to those on waiting list. **Voluntary or involuntary withdrawal from the school does not nullify the contractual obligation to pay all of the remaining tuition for the year.**

The obligation to pay tuition, fees and family service program fees are for the full academic year and the obligation is an enforceable, binding, and unconditional covenant, and after July 1, no portion of the tuition, fees, or contractual obligations will be refunded or cancelled for any reason, including but not limited to absence, withdrawal, or dismissal from the School of the student.

## **Financial Aid**

Financial aid applications are accepted from students in K - 8<sup>th</sup> grade. Awards are given on an annual basis after consideration of the following factors: the student's ability to contribute to and benefit from Trinity Episcopal School's educational program, the child's character, the financial need of the family, past payment history at the school, past volunteer efforts at the school and the applicant's scholastic eligibility and achievement. Families seeking financial aid must agree to make all payments of tuition and fees throughout the school year via automated bank draft or credit

card charges.

Financial need is defined as the difference between the school's tuition and fees and what the family can reasonably contribute. To determine need, Trinity Episcopal School uses (as do many independent schools) the services of School and Student Service for Financial Aid (S.S.S.), Princeton, New Jersey. Each family must submit a financial statement for processing to S.S.S., which then forwards the results to Trinity Episcopal. Without this review process, need cannot be determined and awards cannot be made.

A letter from the parents of the applicant(s) must be submitted to the school stating the reason they would like for their student(s) to attend Trinity Episcopal School. It is recommended that parents of returning students express in this letter any help the applying family gave to the school in the previous year in the way of volunteer efforts or other contributions. Parents may also detail any special circumstances they wish the committee to consider. Each applicant's family must submit a copy of their most recent Federal Income Tax Form 1040 (i.e. if applying for August 2016, submit a copy of 2015 tax return).

The Financial Aid Committee determines the amount of aid to be offered based on the data from S.S.S., Form 1040, and the other criteria listed above. Additionally, the Financial Aid Committee must consider available classroom space and the financial impact of the Financial Aid Program's awards on the school's budget.

All information related to the parent(s) financial position is treated confidentially. No use will be made of this information except to arrive at a fair determination of financial need. Because funding for financial aid is limited, the school may not be able to grant aid to all students who qualify.

Once the parent is notified that an award has been granted for their applying student, the parent must accept the award within fourteen (14) calendar days by notifying the school office. Failure to provide such notice within the fourteen (14) days will constitute a rejection of the award. Once the parent has given notice of their acceptance of the award of financial aid, they become immediately responsible for completing the admissions process, which includes but is not limited to making full payment of all registration fees. Financial Aid awards are applicable only to annual tuition and may not be applied to registration fees. If the award is denied, any registration fees previously paid will be refunded in full, if requested.

A Trinity Episcopal School education is an investment in your child's future. It is also a significant financial commitment. Trinity Episcopal School's independence from local, state, and federal governments provides unparalleled opportunities to develop challenging, innovative, and creative educational programs. That independence, however, makes Trinity Episcopal School completely dependent on tuition income and other revenue sources (annual giving, major fundraisers, and endowment earnings) to support the faculty and the broad range of programs that are offered. Tuition covers approximately 70% of the operating costs of the school.

Our Financial Aid Program is made possible entirely through funding from the contributions of generous private donors and various foundation grants.

## **GENERAL ACADEMIC POLICIES AND PROCEDURES**

### **Class Size Policy**

3-year olds – limited to 12 students

4-year olds – limited to 12 students

Kindergarten – limited to 14 students

First – Second – limited to 18 students

Third – Eighth – limited to 20 students

The Head of School may reset the limits of any individual class without prior notice to parents, keeping in mind the best interests of the school, teachers, and students.

### **Homework**

Students may have homework on several evenings each week. Students are responsible for their own homework assignments, and this may include the signing of papers by a parent or guardian. Homework not returned on the date assigned will incur a penalty of points off and/or detention time.

For grades 4 - 8, homework returned on the second day following the assignment will receive a grade no greater than an 80 and drops 10 points per day thereafter. For third grade, homework received on the second day will receive no greater than a 90 and drops 10 points per day thereafter.

In addition, any work not completed during class time is expected to be finished at home for submission on the next school day. The teacher will determine the point value for work completed at home which was not assigned as homework.

### **Textbooks/Library Books**

Textbooks and library books are checked out to the students for their use during the school year. These books belong to the school and must be respected as borrowed property. The teacher or librarian will record the condition of the book when it is checked out and when it is returned. Students will be charged for lost books or for excessive wear due to negligence. Examples of damage for which fees are assessed include writing in books, torn or missing pages, water damage, and broken covers.

### **Tests**

All students are evaluated based on a Performance Portfolio which includes grades, their scores from the tests described below and performance in other areas.

All students will be required to take unit and chapter tests over subject areas.

It is the policy of Trinity Episcopal School that students will make up any test missed during an absence within three (3) school days after the student returns to school.

The Iowa Test of Basic Skills (ITBS), a national norm-based achievement test, is given to all students in grades K - 8 each spring. The results are reported to the parents. The date of testing will appear on the monthly school calendar.

## **Guidelines for Field Trips and Special On-Campus Activities**

Enrichment experiences appropriate to age are provided for all students. These experiences include educational field trips to places of scientific, historical, or literary interest under the supervision and instruction of teachers. For Preschoolers it may also include certain special on-campus activities outside the regular curriculum, such as “water days”, “space day” and “rodeo day.” Water Days may include sprinkler play, wading pools, water tables and other age appropriate water activities. Field trips are to be curriculum based and promote the education of our students. Transportation is usually provided by parents in private cars. The following policies apply to field trips and special on-campus activities:

1. The Head of School must approve every field trip and special on-campus activities and method of transportation.
2. Teachers will turn in field trip and special on-campus activity requests to the Head of School at least two (2) weeks prior to the event.
3. Each field trip and special on-campus activity is planned to be appropriate for the age group participating in the event.
4. The organizer of each field trip or special on-campus activity is responsible for making decisions regarding schedule and places visited, obtaining approved chaperones, securing transportation, obtaining approval from the Head of School, notifying parents, and putting it on the master calendar of events.
5. All teachers must carry student emergency sheets. All such field trips and special on-campus activities will require the prior written consent signed by the parent of each student attending the field trip or special on-campus activity. Such consent shall state whether the student has any known health or physical limitations, abilities, or incapacities, which would or might interfere with or prohibit a student from safely participating in any approved activity, field trip, or class excursion. A parent or parent designee **MUST** accompany a child with a life threatening condition and/or a life threatening allergy. In addition, all such field trips and special on-campus activities will adhere to any licensure requirement pertaining to said event.
6. All chaperones must be approved by the Head of School and have a criminal background check completed. Parents are always welcome to accompany their own children on field trips as long as doing so does not cause a conflict with any of the policies stated in this handbook.
7. **All drivers must have a copy of their current driver's license and proof of insurance on file in the office prior to any field trip. There must be a seat belt for each child, and each child must be buckled securely into the seat.** A state law that became effective on September 1, 2009, requires that all children younger than eight (8) years old, UNLESS taller than 4'9", are to be in a child passenger safety seat system while in an automobile. (“Child passenger safety seat system” includes traditional car seats with harnesses AND booster seats – both high-back and backless versions.) Air bag restrictions will determine front seat riders.
8. Individual cars transporting students do not make side trips under any circumstances. Travel for field trips is restricted to-and-from site only with no side trips, unless the entire class stops for the same purpose or if there are no children in the vehicle at the time of the side trip.
9. All chaperones are to maintain a positive attitude and realize that the leader/teacher is making the decisions that are best for the entire group and necessary to ensure a safe and successful field trip.
10. Chaperones are to be with their assigned students at all times.
11. Students must travel to and from the field trip site with their assigned drivers.
12. The dress code on field trips will be dress uniforms unless otherwise instructed by the teacher(s) in charge of the field trip.
13. Exemplary student behavior is expected on every field trip. All school rules are in effect.
14. Students, whose participation is questionable due to grades, discipline, or attendance, must gain administrative approval. Students are responsible for all make-up work prior to the field trip

- if possible. Otherwise, it must be completed in a reasonable and timely fashion to be determined by the teacher.
15. Drug use, including alcohol, tobacco in any form, or any other controlled substance (except as prescribed by a physician), is prohibited before school, after school, or any other school related activity by any person, including adults.
  16. Only students enrolled at Trinity Episcopal School and in the grade sponsoring the field trip or special on-campus activity are allowed to participate. No siblings are allowed to go on field trips or participate in the special on-campus activity unless an exception is made out of necessity by the Head of School. This will preserve the educational integrity of the experience and meet the requirements for liability and safety.

**Marking System**

Trinity Episcopal School uses a marking system that distinguishes between core and non-core subjects. Core subjects are defined as Language Arts, Math, Science, Social Studies, and History. Non-core subjects include Art, Bible, Music, P.E., and all subjects that are not identified above as a core subject.

The numerical system of marking is used in core subject areas for students in grades K- 4 in Language Arts, Reading, Social Studies, Math and Science. Grades 1-4 will receive a grade of E (excellent), S (satisfactory), N (needs improvement) and U (unsatisfactory) in non-core subjects.

The numerical system of marking is used in grades 5-8 for all subject areas, including both core and non-core subjects.

In determining the numerical grade to assign to a student for work in a given subject, the teacher uses a combination of quantitative and qualitative indicators. This means that a grade is not determined completely and absolutely by a numerical percent average of tests only. Each project, written report, homework assignment, and other activity (as determined by the individual teacher) is weighed and converted into a numerical mark. Numerical marks and letter designations are shown in the following scale:

93-100 = A	70-74 = D
83- 92 = B	69 and below = F (failure)
75- 82 = C	

Kindergarten through 8<sup>th</sup> grade receive report cards every 6 weeks.

**Academic Probation**

Any student who has done unsatisfactory or failing work in any two (2) subjects during a six-weeks grading period shall be on academic probation. At the end of the next grading period, the student must pass all academic subjects or be subject to expulsion.

**Promotion and Retention**

A student who has achieved an overall average of "70" or above and who has achieved an average of "70" or above in Language Arts and Mathematics may be promoted to the next grade level. Final marks in Language Arts, Mathematics, Science, Spelling and Social Studies, are averaged to determine the overall average.

Failure in one core subject results in conditional promotion. Each student subject to conditional promotion will be carefully evaluated by the administration. Failure in two (2) "core" subjects will result in retention.

### **No Pass/No Play**

Any student (grades 5 - 8) who has an average grade lower than a "C" or "S" in any class at progress report time will not be able to participate in athletic activities for the remaining three (3) weeks of the grading period. If improvement has been made at report card or progress report period, participation may resume. If not, the student will have to wait until improvement is seen at the next report card or progress period.

### **Participation in Additional School Activities**

Students must be in good standing (academically and behaviorally) before being able to participate in additional school activities. This good standing must be maintained for continued participation.

Good standing is as follows:

1. No lower than "S" in conduct.
2. No lower than 75 in any course.
3. May be reinstated at end of progress or report card period.

## **CONFERENCES AND PARENT/TEACHER COMMUNICATION**

### **Policy**

It is the policy of Trinity Episcopal School to require its teachers to communicate with parents about the progress of their students as well as keep them informed of every aspect of school life. All students will receive a report from his/her teacher at the end of the first three weeks of each six weeks grading period. Progress reports will also be sent when a student's average drastically drops in any subject. Teachers are encouraged to telephone parents, send notes, or arrange conferences to discuss the progress of any student whose work is out of the ordinary. In addition, parent notification concerning the daily life and events at the school will be sent home in writing via the student on an as needed basis. Said parent notifications, when appropriate, may be issued via e-mail to the address provided to the school in the student's registration and posted on campus in a prominent area to ensure parents are well-informed.

### **Report Cards**

The report card is issued to students for delivery to the parent/guardian following the close of each six week period.

If a parent is delinquent in any accounts, the report card will be held by the administration. No academic information will be forwarded to any other school or agency for a family whose financial records are in arrears.

### **Honor Rolls**

After each six weeks grading period, the school office may publish the honor students in the newspaper.

#### **All "A" Honor Roll**

3<sup>rd</sup> – 4<sup>th</sup> grade students attaining an "A" in all core subjects and maintaining a comprehensive "S" in non-core subjects and conduct will be listed on the "All A" list.

5<sup>th</sup> – 8<sup>th</sup> grade students attaining an "A" in all subjects and maintaining a comprehensive "S" in conduct will be listed on the "All A" list.

#### **"A & B" Honor Roll**

3<sup>rd</sup> – 4<sup>th</sup> grade students with any combination of "A" and "B" in all core subjects and maintaining a comprehensive "S" in non-core subjects and conduct will be listed on the "A & B" list.

5<sup>th</sup> – 8<sup>th</sup> grade students with any combination of “A” and “B” in all subjects and maintaining a comprehensive “S” in conduct will be listed on the “A & B” list.

### **Reports and Conferences**

Conferences between parents and teachers are one of the hallmarks of the private school tradition. Two parent/teacher conferences are set on the official school calendar each year. For pre-school through eighth grade, one is scheduled after the first six weeks grading period and one after the ITBS results are received. Other conferences may be scheduled as the need arises. Appointments must be made for conferences. Parent-Teacher conferences are to be conducted in private. The Head of School requests that parents not expect teachers to engage in extemporaneous conferences in the halls, on the sidewalk, or while waiting for carpools. The Head of School also requests that parents not interrupt any teaching situation or expect teachers to interrupt their normal class routines for such conferences.

Whenever an important change occurs in the routine at home (e.g., a move, staying with grandparents or others while the parents are out of town), please notify the school. A change at home affects the reaction of a child at school, and it is important for the school to be informed in order to understand changes in behavior or attitude of the child.

Teachers are expected to make frank and fair appraisals of the child’s development. Any discussion of other pupils in the class, however, is not relevant and may involve a violation of professional ethics.

For information about the normal academic work and general conduct of a child in the classroom, the parent may communicate with the teacher at his or her convenience except during normal teaching hours. Conferences can be arranged during teaching conference/work periods by calling the school office. Parents are invited to visit classrooms; however, these visits are to be scheduled with the teachers in advance.

### **Conference with the Head of School**

Parents are always free to bring any problems or questions to the attention of the Head of School. However, it is the policy of the school to encourage parents to discuss any problems between themselves and a faculty member directly with that faculty member.

In almost every instance, frankness and consideration can bring a solution. Should questions still remain, the parents are urged to then bring the question directly to the Head of School.

### **Student Complaint Procedures**

In the event that any student or group of students shall feel aggrieved on account of any policy, or other matter at Trinity Episcopal School, or any action of its agents or employees, said student or students shall be entitled to use the following method of obtaining redress:

The student or students, or parent, or their agents shall file a written request with the Head of School setting forth in detail the action or policy which is the basis of the grievance or complaint. The Head of School may initiate a hearing or discussion on the basis of this written request. The Head of School will determine what action is taken.

## **ATTENDANCE AND PUNCTUALITY**

## **Daily Schedules**

Pre-K begins at 8:00 a.m. and dismisses at 12:00 p.m.

Grades K - 8 begin at 8:00 a.m. and dismiss at 3:00 p.m.

Classes begin Wednesday, August 23, 2017 and will be held Monday through Friday excluding all pre-designated holidays, teacher work days, etc... that are outlined in the 2017-2018 school calendar. The end of this calendar school year will be May 25, 2018. Trinity Episcopal School does not convene during the summer months.

## **Mandatory Attendance Policy**

A student may not miss more than seven (7) days of school per semester and still receive credit. All absences are included, whether excused or unexcused. Exceptional cases may be exempted by the Head of School, but in such cases a doctor's note or other supporting evidence must be submitted, i.e., three (3) consecutive day's illness. The administration establishes whether or not an absence or tardy is excused. Excused absences include personal illness, illness or death in the immediate family, doctor or dentist appointments that can be scheduled at no other time, extremely dangerous weather or road conditions, and other circumstances approved by the administration. Keeping a child out of school for other reasons will be treated as unexcused. If a student arrives after 10:00 a.m., he/she will be counted absent ½ day. To be present a complete day means a student does not leave school until after 1:30 p.m.

## **Tardies and Early Pick-up**

A student is considered tardy if arriving at school after 8:05 a.m.

If a student is picked up before 2:45, the student will be assessed an early pick-up which will be treated as a tardy.

The teacher or Head of School may confer with parents whose child has excessive tardies and/or early pick-ups. Three tardies or early pick-ups are equivalent to one absence. A student who is tardy and/or is picked-up three (3) or more times in one semester will receive an unexcused absence for every three tardies and/or early pick-up.

## **Early Arrival/Late Pickup**

**Students may not arrive on campus before 7:00 a.m.** The school cannot be responsible for students arriving before 7:00 a.m. Students arriving between 7:00 and 8:00 a.m. will be supervised.

Dismissal times will be 12:00 p.m. for Pre-K and 3:00 p.m. for K - 8. Fifteen (15) minutes are allowed after dismissal times to allow for car pool lines to move through the school lots. If the child is not picked up from the office within 15 minutes, he will be placed in EE and the EE charge will be added to the monthly tuition statement.

Pre-K parents, please note that car pool lines close at 8:10 a.m. If you are delayed past that time, please walk your child to the office to check in. This is for your child's safety as classes sometimes move around the building to special programs, chapel, computers, etc.

## **Extended Enrichment**

EE students must be picked up by 5:30 p.m. All students must be signed out by the parent or by a parent-authorized person.

## **Student Release**

Students will be released to parent-authorized persons only. Please send written confirmation when your child is to be released to someone other than those named on the original application or in RenWeb. If a parent authorizes a person to pick up their child other than one known to the staff, we

will verify the identity of that person by asking to see and copy the person's driver's license.

In the case of divorce and custody relationships, the school requires legal documentation to prevent a non-custodial parent from picking up his/her child or visiting his/her child on the premises. A written statement by the custodial parent is not adequate proof to restrict rights in such cases. All materials from the school - report cards, calendar, etc. - will be delivered to the custodial parent. Duplicate materials may be delivered to the non-custodial parent upon receipt of written instructions signed by both parents. Legal documentation (held confidential) will help us meet your needs and the needs of your child.

### **Procedure to Follow When Absent From School**

When your child is absent, please phone the school office or send a note describing the absence. There is no substitute for a student's presence for they will daily be engaged in listening, questioning, active participation, and reacting to the teacher's explanations and instructions.

### **Procedure to Follow When Leaving Before Normal Dismissal Time**

Students will be granted early dismissal for emergencies and for medical and dental appointments when those appointments cannot be scheduled outside of school hours. All other activities should be scheduled after school hours. All requests for early dismissal must be made through the school office.

To pick up a student, the parent **MUST** report to the school office. For the safety of our students and so the school can fulfill its responsibility to parents in caring for students' safety, students are required to report to the office where they will meet their parent(s) or the parent's designated representative.

Students excused for a medical or dental appointment are expected to return to school at the end of the appointment and are to check in at the office immediately upon return to school.

### **Make-Up Work**

A student should talk with each of his/her teachers the first day back in class. Students are given as many days to complete their assignments as their absences entailed. Parental requests for missed assignments should be made before noon. Make-up work is only issued in the event of an excused absence. Unexcused absences will not be made up and the student will receive a zero in all subjects.

### **School/Classroom Visitors**

**Parents and any other persons visiting the school during the day must stop at the reception desk to get a Trinity visitor badge and sign in and out.** The office must give persons wishing to visit the classroom permission so that disruptions may be minimized. Any articles to be delivered to the student during the school day must be sent through the school office. **For safety and security reasons, we must know at all times who is in the building and for what purpose.**

## **CARPOOL**

Students in grades PK - 8 will be received and depart from the loading zone of the school.

Students will be released from the designated loading zone only. Please be patient - the safety of your child is our first concern.

Rules/guidelines for carpool:

- 1) Car pool line is to be maintained in single file;
- 2) No left turns leaving the parking lot. During the morning and afternoon carpool,

- please only exit to the right;
- 3) Use the South driveway to enter the parking lot to park vehicle. Use Bel-Air and Pamela St. to access the south entrance. DO NOT attempt to pass the entire carpool line along Rosborough Springs as this is very dangerous and creates congestion;
  - 4) Never let students walk through the parking lot unattended and/or never let a student cross the car pool lines without an adult;
  - 5) Do not block our neighbors' driveways;
  - 6) Do not let your child run back into the building once he/she has been released to your care.

Please do not attempt to ask questions or otherwise have a conversation with a teacher in the carpool line. If a teacher needs to talk to you, please pull through the carpool line and pull out of the way to allow the carpool line to progress.

## **STUDENT CONDUCT**

### **Honor Code**

Trinity Episcopal School is a community of individuals committed to a love of God and one another. The Honor Code is a covenant among the members of the community that calls for a strong moral character, sound judgment, leadership, and self-confidence in a Christian academic environment. Achievement of these goals depends on keeping the standards that honor God and other people.

### **Code of Conduct**

Each student is expected to treat his or her teachers, aides, and fellow classmates with the dignity and respect he or she, as a child of God, expects to receive. Teachers are entitled to the same respect and obedience due parents.

Trinity Episcopal School desires for each of its students a vital, personal relationship with God through Faith in Jesus Christ and asks all of its students to measure their lives by scriptural standards of conduct.

"Don't let anyone think less of you because you are young, but be an example to the believers in work, in conversation, in love, in spirit, in faith and in purity." (I Timothy 4:12)

## **DISCIPLINE**

Even as the Father disciplines in love, so the staff at Trinity Episcopal School will endeavor always to discipline in love. Discipline is to instruct and to remind us of God's line of authority as revealed in His Word. It is administered in love and compassion, with forgiveness and restoration.

Teachers set the standards for their own classroom within the limits prescribed by the Head of School. Teachers are expected to handle any disciplinary problems in a positive manner. When the teacher feels he/she is making no progress with a child regarding discipline, he/she consults the Head of School and/or parents as appropriate. If a student or group of students persists in disrupting the learning environment, he/she will be sent to the Head's office and disciplinary action will be administered at the discretion of the Head of School.

Discipline at Trinity Episcopal School is designed to be explicit, fair, and consistent. School-wide and classroom rules along with the consequences and rewards are clearly outlined and translated to the students as well as their parents. Students are expected to grow in areas of responsibility, to obey the regulations of the institution, and conduct themselves honorably in their studies and behavior. If rules are broken, consequences are used as a remedy to poor behavior and are executed in a firm but fair manner. Likewise, good behavior and diligent workmanship are rewarded by various positive methods. Through this consistent process of discipline, children will be secure in

their understanding of what is expected of them and will be responsive to the program.

The purpose of all discipline is to help children become increasingly self-managing and responsible. Discipline is directed toward improving the child's understanding of (1) social expectations, (2) appropriate ways of behaving in a given situation, and (3) causes and effects of the feelings and actions which he/she and others experience.

Corporal punishment is not used at Trinity Episcopal School.

### **School Wide Rules**

1. Be prepared to learn.
2. Treat everyone with respect.
3. Take responsibility for your own learning.
4. Cooperate so that learning is easier for everyone.

### **Food Related Rules**

1. Gum Chewing is not permitted.
2. No food/snacks should be left in classroom cubbies except prepared lunches.
3. No food/snacks in class except organized snacks arranged by the teacher.
4. No food or drinks should be taken from the cafeteria
5. No drinks in classrooms except water.

### **Cell Phones**

Cell Phones may not be used on campus unless authorized by a teacher or office personnel.

When not in use, cell phone(s) must be silenced and out of sight.

1<sup>st</sup> offense - phone is taken and parent(s) must pick-up from the Head of School.

2<sup>nd</sup> offense – phone is taken and returned to parent(s) after six (6) weeks.

3<sup>rd</sup> offense – phone is taken and kept the remainder of the semester.

### **K – 8<sup>th</sup> Grade Rule Violation Consequences**

Depending on the severity of conduct, consequences may include but are not limited to:

1. Verbal warnings
2. Loss of classroom or recess privileges
3. Restriction or removal from enrichment opportunities and/or extracurricular activities
4. Removal from field trips
5. Lower conduct grades
6. Teacher/Student Conference
7. Note to parent
8. Phone call to parent
9. Teacher/Parent/Student Conference
10. Teacher/Parent/Head of School Conference
11. In-school Suspension
12. Out-of-school suspension
13. Detention
14. Expulsion

These policies in no way restrict the Head of School's authority to automatically suspend a student, expel a student, or use any of the listed consequences when deemed necessary.

## **Suspension**

The following undesirable behaviors may result in suspension for a period of 1-3 days:

- (a) Habitual violation of school rules or policies
- (b) Continual disturbance in the classroom or on the school grounds
- (c) Committing an act of defiance or disrespect either in language or action
- (d) Instigating or participating in a fight
- (e) Using unbecoming language or gesture
- (f) Continued violation of the uniform and/or dress code
- (g) Willfully defacing or destroying property (the student or his parents are required to pay the cost of repair or replacement)
- (h) Cheating and/or allowing cheating
- (i) Using forged notes or excuses
- (j) Carrying dangerous instruments or ammunition
- (k) Stealing
- (l) 3<sup>rd</sup> offense for cell phone use
- (m) Any other reason deemed necessary by the Head of School.

## **Expulsion**

The following major infractions may result in immediate expulsion:

- (a) Carrying any firearm or other lethal weapon or using instruments to do bodily harm
- (b) Unauthorized use of prescription drugs, narcotics, alcohol, or tobacco in any form
- (c) Involvement with fireworks, explosives, or other dangerous and/or volatile materials
- (d) Threatening or striking a teacher or other school personnel
- (e) Continual infractions of rules
- (f) Any other reason deemed necessary by the Head of School.

## **STANDARDS OF DRESS**

Trinity Episcopal School is an institution which must demand social apparel conducive to the total needs of its environment. It is therefore the school's responsibility to establish reasonable standards of dress that enhance the smooth and orderly administration, operation, and discipline of the school.

Trinity Episcopal School will establish standards of dress for its employees corresponding to their respective teaching or work assignments.

Uniforms shall be worn by all Pre-K - 8<sup>th</sup> grade Trinity Episcopal School students, presenting a neat appearance at all times. The uniforms shall be worn in accordance with rules established by the Head of School.

Other types of school uniforms worn (example: musical groups, athletic teams) by groups representing the school must have their uniform selection approved by the administration prior to being adopted as the official uniform of that organization.

In general, no student may wear excessive jewelry or have body piercings other than pierced ears for girls. Pre-K through second grade students are not permitted to wear jewelry with the exception of pierced ears for the girls. Tattoos (permanent or temporary) are not permitted. Male students shall maintain their hair in a neatly cut, well-groomed manner. In general, an unkempt, lack of or poorly groomed appearance is not permitted. Students are expected to maintain and practice good personal hygiene.

Pre-K students need an extra set of clothing maintained at the Pre-K campus at all times. Please remember to supply an extra set of warmer clothes as the weather turns cooler.

### **Dress Code**

Standard code of dress will be in force for all students in grades Pre-K - 8. Trinity Episcopal School supports home training by insisting upon Christian modesty in dress, hairstyle, and general appearance. Uniforms are worn to put concern for clothing into its proper place; that is to minimize competition in matters of appearance, to economize parental expenditures, and to lift the morale of the students by giving them apparel distinctive of their commitment to Christian scholarship.

There is a sense of pride and tradition in being readily identified with our school. The dress code also creates a structured, controlled atmosphere conducive to learning. Grades PK - 8 are required to wear "dress uniform" each Tuesday.

On occasion, free dress will be granted. The general rules of Christian modesty, hem length, etc., will apply.

## GENERAL INFORMATION

### Accidents

All accidents involving your child, regardless of how slight the injury or damage may be, will be reported to you by the teacher in charge of the class or activity.

### Accident Insurance

Board policy states that as part of the registration fee, accident insurance must be purchased for each student. Trinity Episcopal School provides accident coverage for your child. This coverage is supplemental to the child's personal primary insurance carried by the parents.

### Security and Safety

All visitors, including parents, are to report to the office, sign in and receive and display a visitor's badge. Parents may eat lunch with their children, attend scheduled parent/teacher conferences, scheduled class visitations, morning devotions, chapel, intramural sports and school programs. A staff member will ask you to return to the office to follow security procedures if you are not wearing a Trinity visitor badge. Please cooperate for the safety of our Trinity students.

Various elements of fire and traffic safety are included in the curriculum. Fire drills and tornado drills are held during the school year. A Crisis Management Plan is available for review in the school office.

### Inclement Weather

Inclement weather may dictate the closing of school either prior to or during the school day. In general, Trinity will follow the lead of the Marshall Independent School District. **School closings will be announced on radio station KMHT 103.9 FM and 1450 AM and Channel 3, 6 and 12 TV.**

### Office Hours/Telephone Use

Office hours are from 8:00 a.m. to 4:00 p.m. Parents are encouraged to call with questions or information for teachers and/or the Head of School, both of whom are available for conferences by appointment. The telephone number to the Rosborough Springs campus is 903.938.3513. Students are not allowed to use the telephone unless authorized by the teacher or office personnel.

Students may, with permission of the teacher, use the phone to call home for:

1. Medicine necessary for the day.
2. Changes made in school schedule.
3. Request by teacher.
4. Inappropriate uniform.

Students may not use the phone to call home for:

1. Homework forgotten (unless the teacher deems the project necessary for the day's assignment).
2. Transportation changes or late pick up.
3. Spending the night with a friend.

### Chapel

Chapel is conducted by the Chaplin, Curate or Rector of Trinity Episcopal Church. Lessons from scripture, common hymns, and opportunities for corporate prayer form the content of the services. Each service is based on the Episcopal liturgy and is adapted for children. Bible content is imparted daily in lifestyle by the faculty and staff at Trinity Episcopal School.

Parents are warmly invited to attend the services, especially when their children are celebrating birthdays or for special chapel services.

## **Medication**

For any medication to be administered by the school, the following are necessary:

1. Parent's written permission
2. Medications must be clearly labeled with a pharmacy label.

No medication of any kind (including Tylenol) is administered in the office without parent's consent. Students who must take medication at school must leave the medication, clearly labeled with a pharmacy label and written parental consent with the School Office where it will be dispensed by staff members in the office. Students may not carry any medication with them while at school. Teachers will not keep any medication in the classrooms.

## **Allergies and Health Related Conditions**

The parent or guardian of a student with a food allergy, life threatening allergy or any other type of serious or life threatening health related condition is fully responsible for notifying the school of said allergy or condition. This information should be included in the appropriate spaces on the enrollment and registration forms and then should be discussed in person with the student's primary teacher and any other necessary personnel at the beginning of each school year.

## **Emergencies/Accidents/Illnesses**

When students are ill or injured, their parents will be notified as soon as possible. If the school is unable to reasonably contact one of the parents or legal guardians, a school representative will call 911 or take the child to a doctor or hospital and authorize medical treatment, including but not limited to emergency surgery or other medical treatment, when such treatment is deemed reasonably necessary by one or more of the treating or acting physicians at the time of such emergency. A liability release form and medical treatment authorization signed by the parent or legal guardian is on file at Trinity Episcopal School as part of the enrollment application. Minor scratches and bruises will be treated with ice and/or band-aids.

If a student becomes ill during the school day, his/her parent will be notified and the child will be cared for until the parent is able to pick him/her up.

A student who has been kept home or sent home with a temperature of 100 or more should remain out of school for 24 hours after he/she is free of temperature.

It is the responsibility of the parent to inform the school if their child is out with a contagious disease or has been exposed to a contagious disease.

## **Communicable Disease Policy**

**Exclusion:** The major criterion for exclusion from attendance is the condition's probability of spread from person-to-person. The Head of School shall exclude from attendance any student suffering from a reportable disease, as defined by the Texas Board of Health, until the criteria for re-admittance is fulfilled. The Head of School may exclude at her discretion a student suffering from scabies, impetigo contagiosa, ringworm of the scalp, common cold, infectious forms of conjunctivitis, pediculosis (lice), severe coughing, and undiagnosed skin rash.

A student with any infectious disease that requires hospitalization needs a written doctor's statement to return to school. Included in this group of illnesses are: diphtheria, bacterial and viral meningitis, poliomyelitis, pulmonary tuberculosis.

**Readmittance:** Students excluded for reason of communicable disease shall be re-admitted by one or more of the following methods: 1) Certificate of the attending physician attesting to the recovery and noninfectious state 2) permit for re-admission issued by the local health authority; or 3) after a period of time corresponding to the duration of the communicability of the disease as established by

the Commissioner of Health. A list of all communicable diseases, their condition and re-admission qualifications are available in the school office.

### **Immunization Requirements**

A student must be fully immunized against certain diseases or present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized.

The immunizations required are: diphtheria, rubeola (measles), rubella (German measles), mumps, tetanus, pertussis, poliomyelitis (polio), hepatitis A, hepatitis B, varicella (chicken pox) and meningococcal. The school office can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Department of State Health Services. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (DSHS), Immunization Branch, can be honored by Trinity. This form may be obtained by writing the DSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at <https://webds.dshs.state.tx.us/immco/affidavit/shtm>. The form must be notarized and submitted to the school within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.

### **Vision and Hearing Screening**

Vision and hearing screening are provided each year free of cost to currently enrolled students as required by the Texas Department of State Health Services. Any deficiencies discovered as a result of said screening will be reported to the parent and/or guardian designated in the student's registration information.

### **Library**

A growing library is maintained for the students. The major source of funds for the library comes from various gifts and memorials as well as biannual book fairs. Many families have taken pleasure in the custom of honoring their children's birthday with gifts to the library. Books are available to purchase in honor of your child's birthday. These books are placed in the library in your child's honor. Students have the opportunity to visit the library weekly with their class. Books may be checked out for a one-week period with extensions being approved by the librarian. Fines for lost books will be equal to the replacement value of the book. Report cards may be withheld when there is an amount due in the library at the end of the grading period.

### **Family Service Program**

The Board of Trinity Episcopal School adopted the Family Service Program on February 24, 2004. Under this program, each School Family is required to earn Family Service Credits worth \$400.00 in value. During the school year many opportunities are available for earning these credits, here are just a few examples:

Participation in Friends of Trinity's various fundraisers will earn credits based on the amount of items you sell. If your student sells \$200.00 worth of magazine subscriptions during the magazine

fundraiser and the school gets to keep 40% of the sales revenue, then your family will receive \$80.00 in Family Service Credits. If you sell \$100.00 worth of wrapping paper and the school keeps 50% of that revenue, you receive \$50 in credits.

Donating your valuable time to help the school with major fundraising events is a great way to earn Family Service Credits. For example, if you chair a committee for Casino Night, you can receive major credits depending on the amount of time and effort you dedicate. The number of credits received is determined by the Friends of Trinity President and the Head of School.

You can receive credits in exchange for needed services. A law enforcement officer can volunteer to serve as security at one of the school's fundraising events. Someone who is handy can help make necessary repairs around the campuses. Special projects arise often, so just let the school know you are willing to help. Up to \$40 in credits are given for each hour of service work.

Many other methods are available for earning your Family Service Credits, just ask in the school office. Some donations of time, goods or materials are subject to approval under this program. Since its inception, we have seen a tremendous increase in our number of volunteers and they have told us that without this program they would have never felt as involved in their child's school. Friends of Trinity has benefited greatly because now instead of 5 or 6 people taking on all the fundraising work, many people share in the efforts. Overall this program has not only been of financial benefit to the school, but has also brought the Trinity Family closer together. Thank you for helping and participating!

### **Lost and Found**

Items lost and found are displayed in the gym for two (2) weeks, and then are placed in the storage room. Students will be contacted if lost and found items are marked with their names. Trinity Episcopal School strongly encourages all parents to label all of their child's belongings- lunch box, jacket, uniforms, etc.

### **School Song (to the tune of "Pass It On")**

O Trinity, our school  
We pledge to you our loyalty.  
Your heart sheds its love  
Through everyone at Trinity.  
We want to sing our love and joy  
To every girl and boy  
That you're the best of all the rest  
We love you Trinity.

O, Trinity, our minds are turned to serving God above,  
Toward treating friends at school  
And everyone we meet with love.  
You show us what we need to know  
To help us live and grow.  
We remember you, please remember us, too.  
We love you Trinity!

### **Printed Material**

The Head of School must approve any and all printed material (brochures, posters, letters sent home with students, etc.) before it is distributed or displayed on campus. Printed materials must be submitted to the office for approval the day before they are to be sent home or displayed.

### **Birthday Parties**

Special refreshments are permitted when it is a child's birthday. Please make arrangements with your child's teacher. However, no party favors or birthday gifts should be brought to the school. Invitations to individual parties are not to be distributed at school **unless the entire class is to be invited.**

### **Delivery of Gifts**

The school discourages the delivery of flowers, balloons or other gifts for students during the day. Such gifts will be held in the school office for pickup at the end of the school day.

### **Sales and Solicitations**

No items, including food, may be sold on the campus without authorization from the Head of School.

### **Scholarships**

Each year Trinity is blessed to receive scholarship and financial aid support from local foundations, organizations, private individuals and memorial scholarship funds such as the following: The Hope Pierce Tarrt Scholarship Fund, The H.E. & Ruby Pelz Foundation, The Davidson Foundation, Trinity Episcopal Church, Linda K. Hudson Memorial Scholarship Fund and the Joan Jones Memorial Scholarship Fund. Scholarships will be awarded only when adequate monies are generated by the funds and all scholarships are administered by the Board of Directors.

### **Room Mothers**

Room mothers are selected by the teacher from parent volunteers. Room mothers coordinate with the teacher and other parents for class parties and transportation for various field trips. All parties must be approved by the administration and planned with the teacher's knowledge.

### **Parent/Teacher Organization**

The Friends of Trinity (FOT) is an organization that contributes to the betterment of the school. It is made up of parents, teachers, grandparents, board members, friends, and relations of Trinity. It provides both material and personal leadership for the school. Funds generated through FOT activities are expended each year for the betterment of Trinity Episcopal School.

All activities sponsored by the FOT that involve parents, teachers, and students are coordinated with and approved by the Head of School. Parents and teachers are encouraged to participate in the varied activities of the FOT throughout the year.

### **Lunches/Milk**

Students are to bring their lunches to school every day. Microwaves are available for students to use.

### **Lunch Policies**

FAST FOOD lunches may be brought to school by a parent. The lunch must be delivered on time for the student's scheduled lunch. Classroom fast food parties may be scheduled in advance with the office.

No student may be taken to lunch off campus. As always, parents are welcome and encouraged to eat lunch at school with their children.

### **Snacks**

Students in Pre-K and EE will be provided with snacks and beverage each day. Pre-K students will receive a food snack with water each morning. The Pre-K requests that each student be responsible for providing the morning food snack for their class for a minimum of two (2) designated

weeks during the school year. The classroom teacher will advise each student in writing as to when they will be required to provide the morning food snacks for the school year. Students are not required to provide the beverage for the morning snack time. Students in EE will receive an afternoon snack. The school bears the expense and responsibility of providing the afternoon snack and beverage to all EE students.

### **Photograph and Video Policy**

By signing the Student Enrollment Contract, Parents authorize and grant full permission for the student taking and/or release of photographs or video and of general information of the named student. The photograph(s), video and/or general information may be published in, or used by, any of the media or school publications (including but not limited to newspapers, magazines, television, radio, pamphlets, brochures, school website or reports) or professional presentations without reservation or compensation, and without liability on the part of Trinity Episcopal School, its agents or employees. If parents do not want to release such photograph(s), video and/or general information of the named student, they must contact the Head of School in writing by certified mail at the school's Rosborough Springs Road address prior to the first day of school in August.

### **Student Record Release**

Transfer student's records will be sent when requested by the student's new school. Student records will not be released to be hand carried by the parent. Academics records, report cards, transcripts, and all other information relative to a student are held until all financial obligations are met.

### **Smoking/Drugs/Alcohol**

**Trinity Episcopal School is a smoke free environment. There are no designated smoking areas on campus. No smoking will be allowed by students, parents, faculty, staff, or visitors. This extends to all co- and extra-curricular activities held on or off campus.**

From time to time, Trinity Episcopal School may serve alcohol for school sponsored adult functions. However, students are not to be present at such activities.

No alcohol, tobacco, or controlled substances are to be consumed by the students, teachers or chaperones while on any school trip.

### **Child Abuse and Child Neglect**

Texas state law requires Trinity Episcopal School's staff to immediately report any suspected neglect, sexual, physical, or emotional abuse. Without hesitation, a confidential report will be made **directly** to the Texas Department of Family and Protective Services within 24 hours. This will not include any school advisory to the family. Any member of the Trinity School Family may contact the State Licensing Office at (903) 233-5237. Anyone who suspects child abuse and/or neglect is encouraged to contact the child abuse Hot-line at 1-800-252-5400; or the Texas Department of Family and Protective Services website at [www.dfps.state.tx.us](http://www.dfps.state.tx.us).

### **Volunteers and Requirements of Safeguarding God's Children**

Safeguarding God's Children is a code of Conduct adopted by the Episcopal Diocese of Texas to help the church create safe environments for children and youth and for those who minister to them.

As a mission of Trinity Episcopal Church, our school falls under these provisions which at times require parents and others to attend a training session which will help them protect our students.

There are three categories a person or volunteer may fall under which will determine whether or not that person is required to attend a training session. The school strongly recommends that every parent attend this eye opening training as it provides information every parent should know. Please contact the school office for training dates and times.

Category 1 – Those who “**Regularly** Work With or Around Children or Youth” – all teachers, staff and any other paid employees, or full-time volunteers of the school fall into this category and are required to attend a training session and are subject to all the background checks and requirements of the Safeguarding God’s Children policy.

Category 2 – Those who “**Occasionally** Work With or Around Children or Youth” – Persons who supervise or assist with supervising students (other than their own children) in any school program or function, generally no more than three times per year or for one program or activity (other than overnight activities) fall into this category and are required to attend a training session and are subject to all the background checks and requirements of the Safeguarding God’s Children policy.

Category 3 – Those who are “**Exempt**” – Parents who assist no more than six times per year with a program in which their child is enrolled, including providing transportation, are exempt from the training and background check requirements.

Training refers to the program “Safeguarding God’s Children”. No other training is acceptable, and there are no exceptions.

### **Registered Sex Offender Policy**

In an effort to provide the security and protection necessary and in keeping with the mission of Trinity Episcopal School and the standards of the Diocese of Texas, Trinity Episcopal School Board of Directors’ policy prohibits an adult registered sex offender from being present in any school building, on school grounds, in any school vehicle or at any school related activity (whether on or off campus); or loitering on a public way within 500 feet of school property, when persons under the age of 18 are present unless the offender is a parent or guardian of a student attending the school and the parent or guardian has received prior approval by the Head of School or Board of Directors to attend mandatory parent meetings where academics, discipline, or other student issues are to be addressed regarding his/her child. If permission is granted, the Head of School or the President of the Board of Directors shall provide the details of the offender’s upcoming visit to the Head of campus. The Head of School or designee, who is a certified employee, shall supervise a sex offender whenever a person under the age of 18 is present. As circumstances warrant, the Board of Directors shall take appropriate action in enforcement of this policy, and shall develop and enforce rules and procedures in implementing this policy.

### **Gang-Free Zone**

Under the Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to gang-related criminal activity and/or engaging in organized criminal activity are subject to harsher and/or increased penalty. Included in the locations where certain gang-related criminal activity is now prohibited are licensed day care centers such as the Trinity Episcopal School Pre-K school.

## **EXTENDED ENRICHMENT Policy**

Extended Enrichment (EE) is Trinity Episcopal School’s after-school program. It is offered for the convenience of Trinity Episcopal School families. It is an opportunity for supervised and instructed extra-curricular activities after school. The program offers activities for enrichment, study, and play. EE is staffed by Trinity Episcopal School faculty, specialty course teachers, college students and other trained personnel.

Enrollment is limited to students attending Trinity Episcopal School’s regular school program. Enrollment is open to all ages, PreK – 8<sup>th</sup> grades, on the days the child is scheduled for academic

classes and is actually present that day. PreK children should arrive at school no later than 9:30 a.m. in order to attend the EE program that school day.

A student may be enrolled on a part-time, drop-in, or full-time basis. Part-time students are students who stay for EE one to four days per week each month on a regular basis. Drop-in care is for parents who wish to send their child to the EE program once in a while or whose days vary weekly. When possible, please register on Monday of each week for drop-in services, letting the office know which days in the week the child will stay for EE. If there is a change in plans, please contact the office as soon as practical. This enables the school to plan enough materials each day. Drop-in students will take part in the regularly scheduled EE activities

EE is a sign-up activity only. Parents who need to conference with their child's teacher after school must make other arrangements for their child or arrange for their child to "drop-in" for EE.

Part-time and full-time pre-K EE students are asked to supply a mat and a crib size sheet or light blanket and a small pillow, for rest time. These will be sent home on Fridays for laundering. Label the mat, blanket or sheet, and extra clothes with your child's name.

### **Car Pool for EE**

Final pick-up time from EE is 5:30 p.m. daily. Children may be picked up at any time from the program. All children pay the same fees regardless of pick up time. **Parents who are late picking up their children will receive one verbal warning. After the initial warning, parents who are late will be charged a late fee of \$1.00 per minute in addition to the regular EE fee.**

Students should be signed out from the office by 5:30 p.m. Please come in and sign out your children.

## **COMPUTER RESOURCES**

To prepare students for an increasingly technological society, TES provides technology for instruction purpose. TES computer technology includes iPad instruction, computer workstations, applications, databases, library catalog, online resources, Internet access, email and other technologies designated for use by students. Use of the resources is restricted to students working under a teacher's supervision and for approved purposes only. With this educational opportunity comes responsibility. It is important that students and parents read the TES Acceptable Use Guidelines for Technology. Students and their parents will be asked to sign an agreement regarding use of these resources. Violations of this agreement may result in withdrawal of privileges, school disciplinary action, and civil and/or criminal prosecution.

Students and their parents should be aware that e-mail and other electronic communications using TES computers are not private and will be monitored by TES staff and are subject to Opens Records requests.

So that we can inform parents of our expectations with regard to use of our computer resources, and so that parents are clear about their responsibilities, students must have a parent /guardian acknowledge these guidelines through signing the Student Handbook.

## **Trinity Episcopal School Network**

A network is provided for students and staff to carry out their assigned work, conduct research, and communicate with others. Access is given with the understanding that use will be appropriate, legal, and considerate of others. Users are expected to exhibit responsible behavior on the network, just as they are in face-to-face encounters, and to honor the usage policies set forth herein. School conduct codes apply to network use, and students are held accountable for unacceptable network use, relying on these codes as guidelines.

Network administrators may review files and communications to maintain system security and integrity, and school officials may examine users' files and communications when situations warrant.

## **Internet and E-mail**

Access to the Internet and e-mail are increasingly essential to complete research and other assignments and for effective communication. Users should be aware that some materials accessible via the Internet and e-mail might contain items that are inaccurate, illegal, or offensive to some people. While every effort is made to monitor the Internet usage of all students, parents/guardians are ultimately responsible for conveying values and standards to follow when using the Internet and all members of the Trinity community should exercise good judgment and adhere to the guidelines set forth herein when using the Internet. Teachers will use their best efforts to thoroughly discuss appropriate methods of researching controversial topics with their students, in order to avoid accidental retrieval of unacceptable materials.

Staff and students are given storage space (folders) on the computer network. Staff may access an e-mail account to be used for school business. Storage for both files and e-mail may be limited at the discretion of Trinity Episcopal School.

Users are prohibited from installing, storing or using unlicensed software on Trinity Episcopal School computers. Transmission of such software over the Trinity Episcopal School network is prohibited. Any installation of software should be cleared through the Head of School. The introduction of data or programs which in some way endangers computing resources or the information of other users (e.g., a computer worm, virus, or other destructive program), or which infringes upon the rights of other users (e.g., inappropriate, or not in the keeping with the educational goals and mission of Trinity Episcopal School) is prohibited.

Recognizing that computers and networks are limited resources, users must use them efficiently.

Individuals may not attempt to circumvent security systems or to exploit or probe for security holes in any network or system, nor may individuals attempt any such activity against other systems accessed through Trinity Episcopal School's facilities. Execution or compilation of programs designed to breach system security is prohibited unless authorized in advance.

Users should respect the integrity of files and data and must refrain from modifying or copying files/data of other users without their consent.

## **Web Publishing**

Our School's website is a public face to the world and a significant educational tool. Materials posted to the website are published under the direction and at the discretion of the Head of School and the Webmaster. Student work as well as images of the students taken in the course of school activities may be published from time to time unless notification is given to the school pursuant the photo and video policy.

**User Agreement**

By signing the Student Handbook each user and parent/guardian acknowledge that he/she has read, understands, and agrees to abide by the conditions of use of the school's computer network resources.

**RESPONSIBILITIES OF STUDENTS AND PARENTS****Information**

It is required that each student and parent of Trinity Episcopal School be familiar with the policies and practices of the school. Any questions or concerns regarding the policies and practices contained in this handbook may be directed to the Head of School. This handbook has been prepared to serve as a guide to school officials, students, and parents. We believe that if the contents of this handbook are known and the guidelines followed by all, the school will function smoothly and efficiently. We also believe that this harmonious operation will result in increased academic achievement and a greater degree of satisfaction for all.

Enrollment in Trinity Episcopal School is a privilege. Students who are enrolled in the school and their families must obey all rules continually and consistently. Parents will be asked to withdraw students who repeatedly violate school policies. We believe that it is the responsibility of the parents and students to be fully informed of the policies delineated in this handbook. Lack of knowledge of a particular policy will not excuse a student from the responsibility of obeying it. We recognize that the handbook is imperfect and silent on some issues that may arise. In cases of disagreement about a particular interpretation of a school policy, the Head of School will render decisions that she deems fair and in the best interest of both student and school.

## SIGNATURES OF PARENT AND STUDENT

We acknowledge by our signatures below that we have received a copy and/or have acquired a copy via the school's website, read the Trinity Episcopal School Parent/Student Handbook in its entirety, and agree to be bound by its terms and conditions. We understand that this handbook has been designed and approved by the Head of School and the School Board to provide guidelines for academic activities, the citizenship of students and parents, the computer/network/internet policy, and other functions and operations of Trinity Episcopal School.

We understand that this handbook describes and delineates the Trinity Episcopal School's Christian philosophy, policies and practices. We also understand that not every contingency can be delineated and that the Head of School and/or the School Board will render final decisions. We understand that we may contact the Head of School for any questions or concerns we have regarding the policies and practices contained in this handbook.

We understand that compliance with the Parent/Student Handbook is a condition to our child's continued attendance at Trinity Episcopal School.

Further, we make every effort to:

- 1) Comply and abide by the terms and provisions contained in the Parent/Student Handbook;
- 2) Work with our child to make sure that he or she understands the terms and provisions of the Parent/Student Handbook;
- 3) Assist the school administration, teachers, and staff in helping to educate our child in mind, body, and spirit in keeping with the love and teaching of Jesus Christ, our Lord and Savior;
- 4) Assist the administration, teachers and staff in helping to maintain a well-disciplined loving environment where all may grow in the knowledge and love of the Lord.

\_\_\_\_\_  
Print Name of Student

\_\_\_\_\_  
Print Name of Teacher

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date