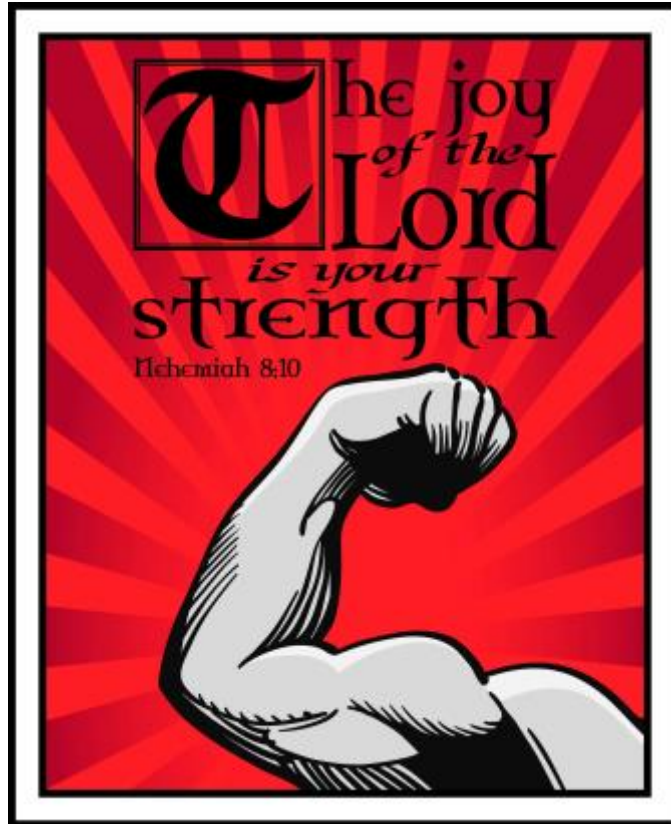


TRINITY EPISCOPAL SCHOOL

Family Handbook

2016-2017



Trinity Episcopal School

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Trinity Episcopal School 2016-2017 School Calendar

August 2016		1	2	3	4	5	6	<u>August:</u> 4 K3 Parent Orientation 8-9 Teacher's In-Service (no school) 8 Back to School Night 5:30-6:30 pm 10 First day of school 24 School Picture Day <u>September:</u> 2 Teacher In-service Day (pupil free) 5 Labor Day (no school) <u>October:</u> 11 Parent/Teacher Conferences (pupil free day) 14 End of 1st nine weeks (42 days) 14 Teacher In-service Day (pupil free) 28 Fall Festival <u>November:</u> 1 Late start staff meeting-Students arrive 9:30 15 Thanksgiving Luncheon 22 Grandparents Day, Noon dismissal, No ESC 23-25 Thanksgiving Holidays 28 Teacher In-service Day (pupil free) <u>December:</u> 12 Early Learning Nativity 16,19,20 Middle School Mid-Terms 21 Lessons & Carols, Noon dismissal, No ESC 21 End of 2nd Nine Weeks (46 days) <u>January:</u> 9 Teacher In-service Day (pupil free) 10 Students return 16 MLK Jr. Holiday - No School 17 Open House for New & Returning Families <u>February:</u> 3 Teacher In-service Day (pupil free) 17-20 Midwinter Break <u>March:</u> 2 Noon dismissal for parent conferences 10 End of 3rd nine weeks (44 days) 13-17 Spring Break 20 Teacher In-service Day (pupil free) <u>April:</u> 14-17 Easter Break (no school) 18 Late start staff meeting-Students arrive 9:30 22 Academic Meet at Trinity 25 State of the School Meeting 6:30 pm 25-27 ITBS testing <u>May:</u> 2-4 ITBS testing 8 Late start staff meeting-Students arrive 9:30 22-24 Middle School Finals 26 8th Grade Graduation 9:00 am
	7	8	9	10	11	12	13	
	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	
	28	29	30	31				
September 2016					1	2	3	
	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	
	25	26	27	28	29	30		
October 2016							1	
	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
	30	31						
November 2016			1	2	3	4	5	
	6	7	8	9	10	11	12	
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	
	27	28	29	30				
December 2016					1	2	3	
	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	
	25	26	27	28	29	30	31	

For Grading Purposes

Nine Weeks Begins	Ends	Days
1st August 10	October 14	45
2nd October 17	December 21	44
First Semester Total		89
3rd January 10	March 10	40
4th March 20	May 26	47
Second Semester Total		87
Total Instructional Days		176

	Instructional Days
	Holidays
	Late Start or Early Dismissal
	Staff Development Days
	School Events

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,

Mike Brown
Head of School

Introduction to Trinity Episcopal School

Mission

Trinity Episcopal School instills the highest academic standards within a Christian environment. We emphasize the total development of each child: spiritual, moral, intellectual, social, emotional, and physical. We believe education is a shared responsibility of the student, family, school, and community. Our success in this mission will build lifelong, confident learners who have the tools necessary for success in a changing world.

Vision

Establish Trinity Episcopal School as a premier educational institution emphasizing high academic standards, spirituality and personal development of each student.

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 ourselves 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. Parents are welcome to attend any of our services. Weekly worship services will be held Monday, Wednesday and Thursday at 8:05 a.m. and Fridays at 3:00 p.m. in Trinity Episcopal Church. The K3 AM and K4 classes join us every Wednesday. The K3 PM class will join us on Friday afternoon. The service is approximately 30 minutes in length. ***All K3 AM and K4 students are to be dropped off at the lower school campus on Moody Street on Wednesdays. The K3 PM class should be picked up at the lower school campus on Moody Street on Fridays.***

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.*

**Or at the discretion of the Head of School upon consultation with the attending teacher.*

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, gender, gender identification, sexual orientation, national origin, or disability. 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.

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. Our Admissions office is here to serve you.

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 \$125 application fee. Each child is also assessed for classroom readiness (fees will apply.) We will be happy to assist you with scheduling this assessment. Letters of Recommendation and transcripts are also required.

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

Statement on Diversity, Inclusion and Equity

The best education occurs in a school comprised of students, teachers, and families drawn from diverse socio-economic backgrounds, cultures, races, religions, and sexual orientations. Trinity Episcopal School has a larger public purpose to matriculate, educate, and graduate students who have been historically under-represented in independent schools.

A diverse school community alone is not enough. While the work of diversity and community always has been a part of Trinity's mission, we seek to build on this commitment by striving to create a truly inclusive school: one where students and adults are welcomed and supported, and where their faces, voices, and experiences are reflected and valued. We believe that the work of inclusion is a responsibility held by all and done for all, person to person.

Trinity Episcopal School is committed to providing every student an equal opportunity to participate and thrive in the academic and co-curricular programs.

Trinity Episcopal School gives definition to this vision of a diverse, inclusive and equitable community by encouraging and valuing:

1. **Equitable Access to School's Programs and Practices:** We implement programs and practices that provide equal access and enable all students to thrive academically, athletically, socially, and emotionally.
2. **Inclusive Teaching and Learning:** We examine and revise our curriculum and teaching practices as necessary to ensure that we are effective in reaching every student. We train our teachers to recognize and to understand the range of needs and learning styles among our students, and to hone their skills in building and sustaining an inclusive classroom.
3. **Personal Expression and Experience:** We affirm the uniqueness of each individual and value individual ways of existing in the world. We are committed to understanding how personal, cultural, and historic aspects of identity contribute to and enrich our school community.

Trinity Episcopal Church and 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, Dr. Richard D. Partney in 1998, and Jay Foreman in 2000. Mike Brown joined Trinity in 2011.

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, 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 Association of Independent Schools (NAIS), of which Trinity is a full-standing member. Trinity is also a full standing member of the National Association of Episcopal Schools (NAES).

Quick Glance: Key Facts About Trinity Episcopal School

292 students

32 faculty members

26 staff and administrators

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:

- **Back to School Night Parent Orientation (August 8, 2016)** - Pertinent information is shared about the school and its operation.
- **Birthday Books** – This is a long-standing tradition at Trinity Episcopal School. A wish list of books can be found at the website Bound To a Stay Bound (www.btsb.com/sosl/trinityepiscopal) for purchase by a parent or friend to honor their child and Trinity. Please order the book about a month before your child's birthday, as it takes some time for shipping. When the book comes in, the book is presented to the birthday child during their library class time the week of their birthday. A special nameplate honoring the special event is made during the time of order by the parent or friend. After presentation, the book will be placed on the library shelf for all students to read and enjoy.
- **Book Fair** – This event is held each year the week before Grandparent's Day 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 Episcopal School PTO to benefit students.
- **Grandparents' and Special Friends Day (November 22, 2016)** – Held the Tuesday before Thanksgiving, Grandparents' and Special Friends Day is a celebration of our Trinity Family. Grandparents are invited to attend a program in their honor, visit their grandchild's classroom, and feel a part of the educational mission at Trinity.
- **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 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.
- **\$10,000 Night (November 10, 2016)** – 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.
- **Annual Giving** – Tuition and fees cover only a part of the cost of a Trinity education. Most of the remainder comes from charitable contributions, primarily the annual giving campaign. The campaign presents an opportunity for parents, friends, and community to show appreciation for what they have gained from their association with the school.

SCHOOL GOVERNANCE

Trinity Episcopal School is governed by an independent Board of Directors made up of between 10 and 18 members. The Board has five 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's Role

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.

2016-2017 Trinity Episcopal Board of Trustees

Officers & Executive Committee

President
Wendy McHaney

Secretary
Andrea Hicks

President Elect
Jace Jones

Treasurer
Kench Konally

Board of Trustees

Jamie Gilliam
Alfred Kopecky
Jennifer Adams
Jim Kee-Rees, Rector

Stephanie Schuckenbrock
Tenna Thompson
Lelani Valdes
Richard Weischwill

Ex-Officio Members

Mike Brown, Head of School
Susan Hall, Sr. Warden at Trinity Church

Duane Roth, Parish Administrator
John Stansell, Vestry Representative

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 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 Head oversees the academic course of study and supervision of faculty. He or she is directly involved in student concerns and academic progress, and has direct responsibilities for supervision of teachers and recommending retention and termination of faculty.

The ***Assistant Head of School*** works under the head of school and leads teachers and administrators in creating an environment conducive to learning. He or she maintains congruency between the school's mission statement and all student activities. Additionally, he or she supports the teaching staff by developing professional growth programs, identifying students with attendance issues or disciplinary problems and addresses those issues with parents to create a positive outcome. This role supervises various campus programs and serves as a liaison between administrators and student organizations, such as the National Junior Honor Society.

The ***Business Office Manager*** is responsible for risk management and all financial operations of the school including bookkeeping and financial analysis.

The ***Director of Admissions/Registrar*** is responsible for the admission and matriculation process.

The ***Director of Development and Marketing*** is responsible advancement activities, including constituent relations (parent relations, alumni relations, marketing, and communications), a critical part of the internal marketing of what the school does. Development'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 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 Extended School Care*** is responsible for all aspects of the school's after school programs and summer care programs.

The ***Food Services Coordinator*** is responsible for maintaining the school lunch program.

The ***Librarian*** is responsible for the daily operations of the school library, including the purchase of new print and electronic materials, cataloging of materials, and the coordination of volunteers in the library.

TRINITY ACADEMIC POLICIES

STUDENT ATTENDANCE

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 normal school day to be counted present. Excessive tardies and/or absences will result in consultation with administration. There is no difference between excused and unexcused absences; an absence is an absence.

Students who are tardy or absent must provide a written explanation upon their return from a parent which explains the nature of the tardy or absence. After three consecutive days of absence, a doctor's note will be required for re-admittance.

If a child becomes sick during the day, parents or legal guardians may be required to pick up the child from school. The Parent/Guardian must sign a "sick child" document when picking up the sick child from school. The document states that contagious children (fever, vomiting, etc.) must not return to school until well or at least until 24 hours has passed. Many times, children are sent home sick one day only to return the next day, still ill.

Accumulated Absences

Consistent school attendance supports academic and personal well-being. Personal absences often cause a student to fall behind academically. If a student has more than ten absences during the school year, the student's family will need to meet with the Asst. Head of School or other school administrator to discuss consequences of continued truancy.

Participation in Extracurricular Activities After an Absence

Students participating in elective extracurricular activities such as sports, banquets, field trips, 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. Athletes are required to attend school the day following a sporting event. Any student who misses school the next day without a written excuse, will result in reduced playing time in the next game.

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. In support of this code of conduct, Trinity has developed the following Academic Honor Code for middle school students.

Middle School Academic Honor Code

At Trinity Episcopal School, students are expected to maintain high moral and ethical standards. Students should respect themselves, other students, staff members and the school. Christian principles governing behavior weave throughout the school's curriculum, in the classrooms, on the playing fields, and in ways that students represent the school in the larger community. To enhance our understanding of these fundamental principles, each Middle School student is required to sign and abide by the following tenets contained in the Middle School Honor Code:

- I will be honest in all my work and my interactions with people. Cheating and plagiarism are unacceptable. I will not cheat on a test or on a school assignment by using the words or ideas of another person. I will complete all my assignments to the best of my ability.
- I will be honest in statements and actions. Lying about any action is unacceptable, regardless of circumstances.
- I will respect the physical and emotional feelings of everyone in the school community.
- I will respect the property of others. I will not take the property of another person unless I have permission. I will not damage, use improperly or destroy the property of another person or of the school.

Middle school students will sign the following pledges on tests, quizzes, projects and papers to signify their adherence to the honor code:

I have neither given nor received help on this test (or paper or project), nor have I witnessed a violation of the honor code.

If a student witnesses a violation of the honor code, they should notify the teacher who gave the assignment or Mr. Elkins. They can also write a note on the assignment in question in place of the above honor code pledge.

Cheating

The following will be considered cheating:

- Copying another student's answers on a test or quiz, with or without their permission

- Sharing questions from an exam with another student who has not yet taken the exam
- Copying another student's answers on a homework assignment
- Copying some other student's work and claiming it as your own
- Allowing another student to copy your work or giving your work to them to turn in as their own
- Use of electronic devices for unauthorized sharing of information.

Plagiarism

Plagiarism is a form of cheating. The following will be considered plagiarism:

- Buying or downloading a paper from the internet and turning it in as your own
- Turning in another student's work, with or without that student's knowledge, as your own.
- Copying any portion of another's work without proper citation.
- Paraphrasing ideas and language from a source without proper citation.

Consequences for Cheating or Plagiarism

1. The student will receive a zero for the homework or assessment. A student will not be allowed the opportunity for make-up of any kind.
2. Teachers will notify parents/guardians of the offense.
3. A conference may be held with the student, teacher and an administrator.

Consequences for other violations of the Honor Code

Other violations of the honor code including lying, stealing or harming another person or property will be handled according to the existing discipline policy.

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 nor 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.

Differentiated Instruction

Differentiated instruction may include physical or environmental changes and behaviors that are generally referred to as good teaching practices; in addition, the teacher will employ sound professional judgment.

Examples of these strategies and practices may include:

- Occasional extended time, as needed
- Modified environment, preferential seating
- Reducing /minimizing distractions, cooling-off period
- Varied teaching approaches (visual, auditory, multi-sensory), individual or small group, demonstrating/modeling, visual cues, use of manipulatives, pre-teaching, graphic organizers
- Directions given in small, sequential steps, copying from book
- Positive reinforcement, concrete reinforcement, check for understanding, study guides, before/after school tutoring

Formal accommodations are made for students for whom a diagnosis concerning learning differences has been made. These accommodations are specified and updated at the beginning of each school year in a meeting attended by faculty and parents. During the course of the year, this learning plan may be modified, as needed, through additional parent/teacher observation and communication.

STUDENT DISCIPLINE

At all school activities, including those occurring during non-teaching hours, members of the Trinity's community are expected to contribute positively to the teaching and learning process, to respect authority, to respect each person's dignity, to honor the rights and property of others, and to participate reverently in the worship of the community.

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.**

Middle School Discipline Guidelines:

Every middle school student must bring their planner with them to every class. If a student breaks a rule or is misbehaving in class, that student will be asked to write in their planner what behavior needs to be changed. If there is a continuing pattern of misbehavior documented in the student's planner, the teacher will enter a note about the behavior in Renweb, generating a parent email. After three notes in Renweb from any teacher, the student will be issued an afterschool detention.

Good Conduct**General Code of Conduct:**

1. To respect the integrity and dignity of all members of our community.
2. Be on time with materials and homework when school begins.
3. Participate positively in the classroom, on the play yard, during field trips, and in all school activities.
4. Follow classroom rules and the rules of each specialty teacher.
5. Wear the school uniform, following the guidelines of the school.

Daily Rules:

1. Courteous behavior is always expected.
2. Quiet, reverent participation is required during chapel and when entering or leaving the church.
3. Cooperate with and behave for all staff.
4. Chewing gum is not allowed.
5. Inappropriate or profane language is not allowed.

Lunch Time:

1. Eat only at the lunch tables. Remain seated until you have finished eating your lunch and have been dismissed by an adult.
 2. Pick up your own trash and throw it away in a trash can.
 3. Courteous behavior is expected on the playground during all recesses.
 4. Follow instructions of all adult staff.

Unacceptable Behaviors

1. Damage another person, stuff, or environment
2. Dishonesty – lie, cheat on assignments/projects/tests, steal
3. Disrespect of another student, teacher, or visitor
4. Disruptive behavior anywhere or anytime.

The following are some examples of these unacceptable behaviors:

1. Not contributing positively to the teaching and learning process.
 - Disruptive behavior
 - Uniform infractions
 - Cheating and plagiarism, e.g. downloading information and submitting such details as your own work, submitting another's work as your own, sharing/borrowing another's homework assignment - homework is an individual effort unless specified otherwise by a faculty member.

2. Not respecting authority.

- Failure to follow directions of Trinity's faculty and staff
- Responding discourteously

3. Not respecting the rights and property of all members of the Trinity community

- Taunting, teasing, intimidating or threatening language or behavior
- Racial, ethnic, or sexual slurs, obscene or vulgar language or behavior
- Theft or unauthorized "borrowing"
- Physical, sexual, verbal, or emotional aggression
- Vandalism of personal property
- Vandalism of the campus

4. Not participating reverently in the worship of the community.

- Tardiness to chapel
- Disruptive behavior entering, during, or exiting chapel

Consequences of Unacceptable Behavior

Unacceptable behaviors may have the following consequences:

- Parental Notice/Discipline Advisory
- Detention
- Parent Conference with administrative designee and involved staff members to determine appropriate interventions.

Parents are expected to support the behavioral goals of the school at home, to express daily interest in the student's progress, and to implement the environmental changes needed to facilitate such progress.

If a middle school student receives two advisory notes they will serve a 60 minute detention.

If three advisory notes are received, parents must come in for a conference.

Solutions to serious and/or repetitive problems will be sought in a conference with the Head of School or Dean of Students and the parents.

Consequences of Serious Behavioral Violations

Suspension

Suspension is a serious disciplinary measure. It is intended as an instructional tool to indicate to an offending student that certain behaviors put him/her at risk of expulsion.

Students who are suspended from school for any reason will be required to make up all missed work. They may suffer natural academic consequences and will be given no special consideration during the time of suspension.

Suspending a student recognizes that she/he has breached the good faith of the community through such action as the use of physical or psychological force, insulting or discriminatory language, scholastic or other dishonesty, or the repeated practice of lesser offenses. It provides an opportunity to reflect and gain perspective on the situation, and to decide whether the student is ready to renew a commitment to the philosophy and policies of the school.

In all cases, the school expects parents to support administrative decisions administration believes they have reasonably taken. If parents cannot support such actions, it is better that they find another educational institution for their child since partnership rests on mutual support. Separation from the school would be without prejudice and without legal liabilities on either party.

The Head of School approves suspension if it is deemed necessary. Suspended students and their parents will confer with the Head of School or administrative designee before the student re-enters into the rights and privileges of the school.

Expulsion

If a student displays conduct or exhibits an attitude that is in opposition to the philosophy and policies of the school, Trinity reserves the right to dismiss her/him at any time during the school year. A student may be expelled from school for:

- Possessing drugs, weapons, or alcohol.
- Stealing or destroying school or personal property.
- Consistently inappropriate and/or disrespectful verbal or physical behavior toward faculty, staff or fellow students.
- An act of insubordination or disobedience.
- Parent's refusal to honor conditions of Enrollment Contract, including parent failure to cooperate with school staff, philosophy, and/or policy.

Grading

The RENWEB Administrative Program is used to report grades. The outcome of grading should show that every student learns how to learn and learns as much about the subject taught as is individually possible.

Grades for K5 – Grade 2

Grading in K5 – 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

Core Subjects

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

Non-Core Subjects

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

Non-Core subject grading should be all encompassing. Grades should be a reflection of a student's performance and conduct.

Reteaching/Retesting Policy:

For 3rd-5th grade: Test grades less than 70 will be retaught and an opportunity for a retest or test corrections will be given. The highest grade that can be attained on the retest or corrections will be a 70. Teacher discretion can be used on an individual basis for chronic failing grades. This does not apply for daily or homework grades.

For 6-8th grade:

Middle School will only retest if the class average is below the norm for that particular subject. The whole class will be retested, with the exception of students who scored 100% or higher. The higher of the two grades will be taken.

RenWeb

Parent-teacher communication is the key to keeping students accountable for their grades. Trinity Episcopal School uses a secure web server called RenWeb 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 (RenWeb). 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 RenWeb, 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. Too much assistance outside of class may not give a clear picture of students’ understanding.

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.

Homework Policy

Please know that your child will write all homework assignments, test dates and other reminders in his/her planner and will bring this with them each day. RenWeb is available for parents to check homework assignments and grades. This is the “go to” place to keep up with homework and grades. Please let us know if you have questions.

Teachers stress proper behavior at school so that every child has the opportunity to succeed. Independence and responsibility are exhibited daily as students complete and turn in assignments on time. If assignments are not turned in on time, these point deductions will result:

Lower School: Each day an assignment is late, including homework, ten points will be deducted. After the third day, parent contact will be made.

Middle School:

20 first day late

50 second day late

100 third day late and work must still be completed and turned in.

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.

Absences

A student who is absent will be required to make up all work. If a student is absent one day, upon returning to school he/she should be prepared for all tests and homework assigned prior to the absence.

For each day absent, student work will be provided on the following day. Teachers will consult with their absentees on an individual basis about their make-up work. A teacher may choose to withhold assignments until instruction can be provided. Students with multiple-day 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.)

Planned Absences: If a planned absence is greater than five school days, parents must arrange to meet with the child's teachers beforehand regarding assignments.

Outdoor Education

This is a mandatory school program and is an integral part of the required curriculum. Students in grades four through eight are required to participate. Academic objectives are developed for the students on these trips, and there are many opportunities for students to learn about themselves and the groups with which they work. Faculty members accompany the students on the trips to aid in teaching and supervising roles.

REPORT CARDS/PROGRESS REPORTS

K-3 and K-4 receive reports bi-annually.

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.

Parents are encouraged to view RenWeb for updates at any time. 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 will be for those students who have A's in all core classes. "A/B" Honor Roll is for those students who have A's and B's in all core classes. A majority of A's is not required to be on the A/B Honor Roll. Grades are calculated to the hundredth place are not rounded for honor roll.

Honor Roll recipients will continue to be honored in chapel every nine weeks. Additionally, the specials teachers will honor one elementary and one middle school student each nine weeks.

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 one to two weeks depending on the grade level and attention span of the children. Results are communicated to parents during fall conferences.

SERVICE HOURS

Service to others is an integral part of the educational experience at Trinity. Students are expected to seek opportunities, both as a group and independently, to serve in our school and community. A minimum of ten hours of service is required each school year for middle school students; this must be documented and submitted to homeroom teachers.

Car Line

Please make sure that your carline decal is visible. Some cars have placed the decal in places that are not easily visible. Please make sure the decal is not in the tinted part of your windshield. If you do not have a carline decal, please contact Sheryl Sevier at ssevier@tecvictoria.org. Please use the oval shaped reusable decals that were provided for you.

If you choose to pick up your child on foot, please park away from the carline and stand in a single file line on the sidewalk on the right side of the school doors. Please have your carline numbers in hand and easily visible so that our "caller" can see them. This process helps ensure the safety of your child. Lastly, please refrain from gathering around the doors so that your children can exit safely and help us by speaking quietly so that the "caller" can address any questions to you quickly and easily.

Please refrain from parking across the street from the carlines in order to prevent children from having to cross the street while there are a large amount of cars moving. Once all the cars have been addressed, the children will be walked over to extended school care located in the Middle School building.

Please observe the following routes for dropping off or picking up your child.



Car Line Etiquette

Here are a few things each of us can do to help improve the flow and safety of our carline.

- Please pull up as far as you can in line, to allow those behind you to do the same.
- Parents should not get out of the car in car line. If you want to get out, please park in an area away from car line and walk your child into school.
- We ask that you do not allow your children to get out/in your car until you are in front of the building.
- When driving in a school zone, cell phones are not to be used and speed restrictions are to be observed.
- Parking across the street and allowing your child to cross the street alone, should not be allowed.
- Plan to leave your house a bit earlier to avoid the last minute rush for morning drop-off.
- Do not park in the middle of the street or in front of the car line...this causes many issues relating to safety.
- If using a car seat and want to utilize car line, please make sure it is on the back passenger side of the car.
- Have students ready for school versus trying to put shoes, belts, or ties on in car line.
- Please have your car line decal placed on the top right passenger side of your windshield.

Parking

Due to the addition of classrooms in the parking lot, we have adjusted the parking around the school.



Tardiness

It is expected that students will arrive at school each day in a punctual manner. Students will be considered tardy if they are not in the classroom by 8:00 a.m. on each school day. In Middle School, students are tardy to class if they are not in their seats and prepared for class when each class begins.

Consideration for 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.

The consequence for tardy arrival is as follows:

- Three tardies in a nine-week period will result in a consequence such as thirty minutes of after-school detention with the classroom/homeroom teacher, or in a manner appropriate for that grade level.

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

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

All students have the option to receive periodic classroom help from 7:30-7:45 a.m. and 3:45-4:00 p.m. from full-time Trinity teachers at no charge upon request.

Guidelines for assistance with current teachers:

- All assistance before or after school must be prearranged (by either the teacher or a student/family) at least 24 hours in advance with the teacher.
- Students seeking assistance in the morning must arrive on-time. Tutoring will take place from 7:30-7:45 a.m., or 3:45 – 4:00 p.m. unless prearranged.
- This tutoring service is for students having difficulty with a specific concept. This is not long term tutoring.
- Outside of these hours, teachers may offer after school tutoring for an additional compensation. The following guidelines outline the tutoring policy.
- Requests for tutoring will be managed by emailing Katherine Limoges at klimoges@tec victoria.org.
- All tutoring offered at Trinity will have a fee of \$35 per hour.
- Fees for tutoring being held at Trinity will be billed and collected through the business office.
- It is the responsibility of the teacher to keep accurate records of their tutoring sessions and turn these into the business office at the end of each month.
- Tutoring will be done between the hours of 4:00-6:00pm.
- Tutoring will be held in a room with the door open to ensure Safeguarding of God's children compliance.

- It is in the best interest of the teacher to avoid tutoring their current students, but since Trinity has limited teachers per specialty or homeroom class, all tutoring requests of students by the specialty or homeroom teacher will be at the discretion of the headmaster.
- If Trinity is unable to fulfill a tutoring request within the parameters above, the names of teachers who provide private tutoring will be distributed. Trinity will provide names and contact information, but will not be an integral part of the process. If a teacher prefers their name and contact information be withheld, it is their responsibility to communicate this to the business office.

TRINITY OPERATIONAL POLICIES

EXTENDED SCHOOL CARE

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

No ESC is provided when there is a noon dismissal.

Each child joining the extended care program must register so that we may have the appropriate staff available to safely care for your child. There is a single \$25 registration fee assessed to each child attending the before and/or ESC program.

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

Students in the K-3 PM class are supervised by the ESC staff beginning at 3:45 p.m. or any school day between 7:00 a.m. and noon.

Students in the K-4 are supervised by the ESC staff beginning at 12:00 p.m. Lunch is served immediately upon their arrival to ESC, so please plan to pack a lunch or pre-order a hot lunch (see LUNCHES.)

Students in K-5 are supervised by ESC staff beginning at 3:40 p.m.

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

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

The cost of the ESC Program is a daily rate of \$12. For cases of the occasional “running late” pick up from school, there is a “grace period” for all students before charges are assessed. If it is concluded that this “grace” is abused routinely, charges may apply.

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

BEFORE SCHOOL CARE

This service is available for the K-3 AM class through 8th Grade from 7:00 a.m. to 7:45 a.m. in the Parish Hall. Family members must escort young students to the parish hall during this time. There is no charge for this service. Before School Care for the K-3 PM class is from 7:45 – 12:00 p.m. and the cost is a daily rate of \$12. The K-3 PM class is allowed to attend ESC from 3:30-5:30 p.m. on the same day they attended before school care without paying an additional daily rate of \$12.

BIRTHDAYS

Sharing a birthday in God's house is a very important part of each child's life. Special prayers are given for the child during worship. Summer birthdays are celebrated in May and August. K3-5th grade children may celebrate their day with their classmates in their classroom during their snack period, lunch, or at another time coordinated with the classroom teacher. 6th-8th grade children should coordinate birthday celebrations with their advisor.

Children do not exchange birthday gifts at school. Party invitations may not be issued at school unless everyone in the class is included. Gathering for a child's party may not take place at school unless all the students in that grade level are included. This may include the entire class, unless having an all boy/girl gathering. Children's birthday or other personal celebrations are not to be combined with any classroom celebration. All parties are to be coordinated through the classroom teacher, room parents or other teacher-designated parent.

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

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.

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

Trinity Episcopal School welcomes students of all faiths, or no faith at all. Daily chapel services are an integral part of life in our Trinity family. All students are required to attend chapel

services in order to grow as children of God. We will work with families to modify a student's chapel duties in accordance with their family's spiritual beliefs.

Trinity offers worship services for K3 - 8th grade. The service is approximately 30 minutes in length. Monday, Wednesday and Thursday we will meet in the church sanctuary for chapel at 8:05. Friday chapel begins at 3:00 p.m. Parents are welcome to attend any of our services.

Tuesday chapel will be held in the classrooms allowing students to participate in a more in-depth grade appropriate Sacred Study of the week's scripture. We will begin at 8:05 with a communal prayer and follow with the Sacred Study.

K3 AM and K4 attend chapel on Wednesdays. ***All K3 AM and K4 students are to be dropped off at the lower school campus on Moody Street on Wednesdays.*** K3 PM will attend chapel on Friday afternoons.

Eucharist, or communion, 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 quietly in their seats during Eucharist.

DISMISSAL TIMES

K-3 AM	11:30 a.m.	Grades K5 – 5	3:30 p.m.
K4	12:00 noon	Grades 6 – 8	3:44 p.m.
K-3 PM	3:30 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 that 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 that defines 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 that 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.
- Sweatshirts should not be worn to Wednesday chapel services.
- “Blingy” jeans should not be worn as it scratches wood furniture, Church pews, etc.
- Hair should be neat, clean, and a natural color. If hair becomes a distraction or hinders sight, students will be asked to have his/her hair cut.
- No undershirts may be worn under the school uniform that is visible.
- Particular uniform guidelines indicate that **items must coordinate with the school colors. School colors are red, white, navy blue, gray, dark green, black, and light blue (for middle school only).**
- Jewelry should not cause a distraction (teacher discretion).
- Backpacks should not be brought to any chapel service.
- Student must wear athletic shoes for PE (closed toe and heel, rubber sole) and not distract (for example, no heeies or blinking lights) contain any vulgarity, words, or graphics that are inappropriate in a Christian environment. Please be cautious of shoes with large tread gaps that get playground rocks stuck inside and scratch floors. Sperry shoes are not acceptable for PE. Socks must be worn with the shoes.
- 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***.
- Casual Fridays – Students are able to wear plain, full-length blue jeans (no tears or embellishments) on Fridays along with a Trinity spirit shirt, Outdoor Ed or Trinity trip shirt (from this school year). Shirts must be tucked in and worn with a belt.
- Free Dress or Themed Days - On occasion, students will be given a “free dress” or a “themed dress” day. This does not mean “sloppy” 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, tobacco products, or display vulgar, obscene, or suggestive messages. No spaghetti straps, tight-fitting, sheer clothing, backless tops or inappropriate t-shirts or bare midriffs are permitted. Clothing may not be gang-related.

Dress Code Policy Violations

Adherence to the Dress Code is expected at all times.

The following steps will be taken for Dress Code violations.

- First Offense – Parents will receive an email warning stating the violation and reminding them of the policy.
- Second Offense – Parents will receive an email warning stating the violation and the student will be required to wear chapel dress on Friday of that same week. If the violation occurs on a Friday, they will wear chapel dress on Monday of the following week.
- Third Offense – Refer to administration for appropriate discipline depending on the situation.

Trinity Episcopal School Uniforms

Trinity uniforms are available from two vendors.

Available locally:

Melvins Menswear
6320 N. Navarro
Victoria, TX 77904
361.575.2698

Available online:

Land's End
www.landsend.com
School # 900145392
800.963.4816

	Regular Uniform	Wednesday Chapel Uniform
K3, K4, K5 Girls	Monogrammed dark green or white polo shirt; plaid skirt (with blue, black or white shorts underneath skirt), navy blue skort, navy blue elastic waist shorts, or navy blue elastic waist pants; solid colored socks, tights, or leggings that coordinate with	White shirt with peter pan collar, long- or short-sleeved; plaid skirt or plaid jumper (with blue, black, or white shorts underneath skirt); navy blue girls' tie; solid colored socks, tights, or leggings that coordinate with plaid colors (black,

	plaid colors (black, navy blue, white, red, or dark green); hair accessories that coordinate with plaid colors (black, navy blue, white, red, or dark green); rubber-soled shoes with a closed toe and heel suitable for physical education. Trinity sweatshirts, fleeces, sweater vests, cardigans, oxfords, and sweaters are allowed.	navy blue, white, red, or dark green); hair accessories that coordinate with plaid colors (black, navy blue, white, red, or dark green); rubber-soled shoes with a closed toe and heel suitable for physical education. Trinity sweater vests, cardigans, and oxfords are allowed.
K3, K4, K5 Boys	Monogrammed dark green or white polo shirt; navy blue elastic waist shorts or navy blue elastic waist pants; navy blue, white, black, or gray socks; rubber-soled shoes with a closed toe and heel suitable for physical education. Trinity sweatshirts, fleeces, sweater vests, cardigans, oxfords, and sweaters are allowed.	White oxford shirt, long- or short-sleeved; navy blue elastic waist shorts or navy blue elastic waist pants; plaid tie; navy blue, white, black, or gray socks; rubber-soled shoes with a closed toe and heel suitable for physical education. Trinity sweater vests, cardigans, and oxfords are allowed.
Grades 1-5 Girls	Monogrammed dark green or white polo shirt; plaid skirt (with blue, black or white shorts underneath skirt), navy blue skort, navy blue shorts or navy blue pants (pleated or flat front); solid colored socks, tights, or leggings that coordinate with plaid colors (black, navy blue, white, red, or dark green); hair accessories that coordinate with plaid colors (black, navy blue, white, red, or dark green); rubber-soled shoes with a closed toe and heel suitable for physical education. Trinity sweatshirts, fleeces, sweater vests, cardigans, oxfords, and sweaters are allowed.	White shirt with peter pan collar, long- or short-sleeved; plaid skirt or plaid jumper (with blue, black, or white shorts underneath skirt); navy blue girls' tie; solid colored socks, tights, or leggings that coordinate with plaid colors (black, navy blue, white, red, or dark green); hair accessories that coordinate with plaid colors (black, navy blue, white, red, or dark green); rubber-soled shoes with a closed toe and heel suitable for physical education. Trinity sweater vests, cardigans, and oxfords are allowed.
Grades 1-5 Boys	Monogrammed dark green or white polo shirt; navy blue shorts or navy blue pants (pleated or flat front with belt loops); brown or black belt; navy blue, white, black, or gray socks; rubber-soled shoes with a closed toe and heel suitable for physical education. Trinity sweatshirts, fleeces, sweater vests, cardigans, oxfords,	White oxford shirt, long- or short-sleeved; navy blue shorts or navy blue pants (pleated or flat front with belt loops); plaid tie; black or brown belt; navy blue, white, black, or gray socks; rubber-soled shoes with a closed toe and heel suitable for physical education. Trinity sweater vests, cardigans, and

	and sweaters are allowed.	oxfords are allowed.
Grades 6-8 Girls	Monogrammed navy blue, light blue, or white polo shirt; plaid skirt (with blue, black or white shorts underneath skirt), khaki skirt, khaki shorts or khaki pants (pleated or flat front); solid colored socks, tights, or leggings that coordinate with plaid colors (black, navy blue, white, red, or dark green); hair accessories that coordinate with plaid colors (black, navy blue, white, red, or dark green); rubber-soled shoes with a closed toe and heel suitable for physical education. Trinity sweatshirts, fleeces, sweater vests, cardigans, oxfords, and sweaters are allowed.	White shirt with peter pan collar, long- or short-sleeved; plaid skirt or plaid jumper (with blue, black, or white shorts underneath skirt); navy blue girls' tie; solid colored socks, tights, or leggings that coordinate with plaid colors (black, navy blue, white, red, or dark green); hair accessories that coordinate with plaid colors (black, navy blue, white, red, or dark green); rubber-soled shoes with a closed toe and heel suitable for physical education. Trinity sweater vests, cardigans, and oxfords are allowed.
Grades 6-8 Boys	Monogrammed navy blue, light blue, or white polo shirt; khaki shorts or khaki pants (pleated or flat front); brown or black belt; navy blue, white, black, or gray socks; rubber-soled shoes with a closed toe and heel suitable for physical education. Trinity sweatshirts, fleeces, sweater vests, cardigans, oxfords, and sweaters are allowed.	White oxford shirt, long- or short-sleeved; navy blue shorts or navy blue pants (pleated or flat front); plaid tie; black or brown belt; navy blue, white, black, or gray socks; rubber-soled shoes with a closed toe and heel suitable for physical education. Trinity sweater vests, cardigans, and oxfords are allowed.

Melvins is the sole vendor of plaid skirts and boys' and girls' ties. Land's End is the sole vendor of monogrammed fleeces. When ordering online from Land's End, the dress code guidelines are listed when individual items are selected.

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 7:45 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. This is not a time for parent conferences or casual conversation.

If requesting to pick up your child during the day, please pick up K5-5th grade students in the lower school office and K3, K4, and 6-8th students in the middle school office. If picking up children in multiple grades, please pick up at the youngest child's office.

Each family is assigned a "carpool number." This number is printed on a window sticker and should *be displayed in the RIGHT HAND CORNER OF YOUR VEHICLE WINDSHIELD BENEATH ANY TYPE OF TINTING 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.

If you park in the parking lot to pick up your lower school child, please wait next to the front school door with your carpool number and we will call your child.

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. 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.

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 St.

Friday Chapel Change: On Friday afternoons, please PICK UP your K-3 PM child at the Lower School, 1504 N. Moody St.

GRADES K-5 – 4th

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

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

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

GRADES 5 – 8

Drop Off for fifth grade and middle school children will be at the western entrance on N. Moody Street. Middle school students can be picked up from the same location, however 5th grade may be picked up in front of the middle school. Cars are expected to approach the entrance north to south. As congestion dictates, the line of cars waiting to approach the entrance will extend around the corner onto Guadalupe Street.

If you need to get out of your car, please park in the middle school parking lot on San Antonio Street. Please do not enter until car pool has concluded.

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, if applicable.**

A uniform is required for all students on field trips unless written notice to the contrary is given. Cell phones, iPods, or any “smart” device are not allowed on field trips unless given prior permission by the school.

FINANCIAL INFORMATION

Information concerning all financial matters comes from our school business office. If you have specific questions about your financial situation, please call Patty Wallace in the business office at 361.573.3220 ext. 212 or email pwallace@tec victoria.org.

LUNCH

Lunch is served daily in the Trinity Parish Hall located in the Lower School building. Students sit by grade in designated areas, up to eight students per table. Parents and teachers are asked to encourage proper table manners, use of utensils and appropriate lunch conversation. Parents are invited to come and have lunch with their students. Students are not allowed to use electronics during this time.

All students are welcome to bring a lunch from home. Microwaves are available for Grades 3-8 and the student is responsible for cleaning the appliance in cases of leaks and spills. Soft drinks are not allowed so please DO NOT send them with your child. Students may purchase snacks to be consumed during snack time or after school.

Hot lunches are available through a pre-order system on RenWeb. Lunches are ordered approximately two weeks from the beginning of each month. All lunches must be ordered and paid through RenWeb. *Please note, deadlines are strictly enforced and there will be no refunds/cancellations.*

A salad bar is available daily for purchase. It can be ordered using the lunch menu or ordered that day. Both a hot lunch and a salad bar can be purchased together.

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. Items include pickles, chips, yogurt, fresh fruit, soup, water, juice, milk and desserts. Payments can be made by cash or by a Student Lunch Card. These are the two options that are available. Students may NOT charge to their student account. This is what the Student Lunch Card represents, and you will be notified when the balance runs low. The only exception to this is: if the student does not have a Lunch Card and has no food for lunch, food will be provided and charges will go on student account. After 8:00 AM, students may not call parents for a forgotten lunch. Parents are welcome to drop off a lunch at a designated table outside the Lower School office.

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, wipe tables and sweep remaining trash from their table. All students are required to participate.

LIBRARY

The school library is open at particular times during the week. K3-5th grade 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.

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 unlabeled items will be turned over to Friends for cleaning and resale monthly.

SNACKS

All students may bring a healthy snack to enjoy during a scheduled break in the classroom. Snack drinks will be available for purchase for early learning children.

Office Hours

The school office is open for business from 7:30 a.m. to 4:00 p.m., Monday through Friday, during the school year. In the summer, the school is open from 9:00 a.m. to 2:00 p.m., Monday through Thursday. The office may be closed for a small period of time during 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 entering any campus during the day must check in at the office.

PARENT - TEACHER CONFERENCES

Conferences to discuss a student's progress, needs, and goals will be scheduled with parents in the first nine weeks and as needed throughout the school year. Parents are welcome to ask for extra conferences. We do ask, however, that parents call, email, or send a written request for a conference with the teacher before coming. Teachers are on campus 30 minutes after dismissal times 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.

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 with prior arrangement with the teacher. Please see BIRTHDAYS for more information.

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. All payments, except tuition, can be played online using RenWeb. Tuition can be paid in the business office or through FACTS. Please secure payments in an envelope that includes your child's name and purpose of the payment and simply drop the payment by the office. 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 Manager.

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 remain 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. 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 or teacher email.

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, except for those in after school sports. If a student has a cell phone at school during school hours it must be turned off and kept in their homeroom classroom. Student athletes are required to keep their cell phones turned off after school and before practices. The time between the end of school and the start of practice is to be used to change clothes, get a snack and do homework. Students found using their cell phones will be confiscated and returned at the end of practice. 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. Trinity Episcopal School, nor its employees, is not responsible for lost, stolen, or damaged cell phones.

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.

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. Children under the age of 8 who are less than 4'9" tall are required by state law to sit in an approved car seat or booster seat.

Copies of a valid driver's license and car insurance must be on file in the school office before children are transported. As expiration dates on these documents vary by individual, updated copies are needed before each field trip using private vehicles. 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.) 2016-2017 Trinity uniforms are available both online and locally. Older Trinity uniforms as well as uniforms featuring the seal logo should not be worn. New uniforms can be purchased online at www.landsend.com (Trinity is school #900145392) and a portion of the proceeds benefits the school. Locally, uniforms can be purchased from Melvins in the Whispering Creek Shopping Center located at 6320 N. Navarro (phone: 361.575.2698). Plaid items, such as ties, skirts, and jumpers can only be purchased from Melvins.

The Trinity Parent Teacher Organization also operates a Used Uniform Closet where items can be purchased for \$5 each. Please speak with the school office for details.

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. It is not a time for conferencing or casual conversation. Parents on campus for lunch, a conference or meeting need to check in with the office. The office will contact the appropriate teacher, administrator, or staff member. We ask that parents please do not join children on the playground.

WEBSITE AND FACEBOOK

Trinity Episcopal School maintains a website – www.tecvictoria.org and Facebook site - <https://www.facebook.com/Trinity.Episcopal.School.Victoria>. We make every effort to update the School calendar, post events and information, and send out an electronic newsletter weekly during the school year.

TRINITY FINANCIAL POLICIES

FINANCIAL AID

The goals of the Tuition Assistance Program at Trinity Episcopal School

1. To allow the school to remain financially sound;
2. To strengthen the school's commitment to students whose parents have made a commitment to the school;
3. 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 *FAST Financial Aid for School Tuition* in Lincoln, Nebraska, to evaluate a family's need. A confidential FAST application must be completed by parents, detailing the family's current financial situation and estimating the income and taxes for the next year. FAST 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 Financial Aid Committee considers a family's aid application once FAST has indicated the review and analysis of the application is complete (the application is typically marked "verified.") **At all times, information submitted by applicants is kept confidential.**

Awards are determined by the Financial Aid Committee in a series of meetings beginning in early Spring. Parents are notified of the financial aid amount by phone or 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 FAST recommendations regarding each family who applies. Trinity's calculated parental contribution may differ from FAST's 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.

ParentsWeb

The ParentsWeb system is accessible 24 hours a day, seven days a week, from any computer with internet access at www.RenWeb.com. This system allows a current snap shot of a child's progress. Access to the system is available via a link on our website (RenWeb.) 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.

PAYMENT DUE DATES AND LATE FEES

Families owing fees to the school (field trips, lunches, student activities, and extended school care) can be paid on RenWeb or in either office at the school. Payments are due within 30 days of the invoice date. Payment may be made by cash, check, or credit card (MasterCard, Visa, Discover or American Express.) Please note that a 2.75% administration fee will be added to the total invoice when paying by credit card at the school, but will not be incurred when paying on RenWeb PayNow. Tuition payments MAY NOT be paid through RenWeb PayNow. Please check RenWeb on a regular basis to obtain new charges and current balances.

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 45 days in arrears in tuition payments and/or their student account 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 FACTS. FACTS works with Trinity to provide tuition management services that make education more affordable. Through this program, you can pay tuition and fees over time, making it easier to afford a quality education for your children. All families pre-qualify for this plan. There is a short online enrollment required along with service fees paid to FACTS and Trinity. The number of payments will depend on the option you select. An electronic funds transfer is required to make your payments.

Options for tuition payment include:

Full payment: Full tuition is paid July 1. Tuition insurance is optional.

Two-payment plan: Two payments: Tuition is paid in two equal installments - July 1 and December 1. There is a one-time \$60 processing fee. Tuition insurance is required.

Ten payment plan: Tuition is paid in ten monthly installments from July 1 through April 1. There is a one-time \$193 processing fee. Tuition insurance is required.

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 FINANCIAL ARRANGEMENTS

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

STUDENT ACCOUNTS

Accounts will be established for every enrolled student to cover routine and unexpected expenses that occur throughout the year (ex.: school lunches, field trip fees, after school care, library fines.) Please check RenWeb regularly for the most recently applied charges and account balances.

TUITION AND FEES

Trinity Episcopal School seeks students from diverse backgrounds and from families who are committed to make education a first priority. The School's independence from state and federal governments provides opportunities to deliver 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. Trinity offers financial aid to qualifying families as a way to make private education realistic for your family. Financial aid applications are available through FAST.

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, Discover, or American Express.)

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. Insurance is required when the tuition is not paid in full by July 1.

TUITION REFUNDS

Enrollment, as specified within the ENROLLMENT CONTRACT, may be canceled by the parents or guardians in writing, without penalty (except forfeit of the enrollment fee) prior to June 1. If enrollment is canceled after June 1, parents or guardians financially responsible for the student are obligated to pay the full annual charges 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. Please see tuition refunds above, for more information.

FILING A COMPLAINT

If you have a formal complaint or believe that you have been subjected to or have observed any form of unlawful harassment, provide a complaint, written, to the Head of School.

If the object of your complaint is the Head of School, you should submit the complaint to Wendy McHaney, President of the Board of Trustees, who can be contacted at wrmchaney@yahoo.com.

You should report your complaint as soon as possible. Your complaint should be specific and should include the names of individuals involved and the names of any witnesses.

TRINITY'S POTTY TRAINING DISMISSAL POLICY

All students attending Trinity must be potty trained, which includes #1 and #2. Trinity is not licensed to change diapers and must abide by the rules and regulations set by SAES. In the event a child has a #2 accident, a representative for the family will be called to come and change the child. In the event that a child continues to go #1 or #2 in his/her pants, it will be determined that he/she is not adequately potty trained and he/she will be dismissed from Trinity. It shall be known that tuition insurance requires 14 consecutive days of attendance before they will accept a claim for tuition reimbursement, and Trinity will not be responsible for allowing adequate attendance if a child is not potty trained. Each case will be handled individually and final decisions will be made by the head of school.

The conditions listed below are in the best interest of the student and are necessary to prepare the student for coursework expectations and/or continued enrollment throughout the contract year.

- Must be potty-trained (#1 and #2) prior to attending Trinity. This includes the following:
- Must be able to communicate with teachers, expressing the need to go.
- Must be able to independently pull underwear and pants/skirts/skorts up and down.
- Must be able to wipe independently when using the restroom for both #1 and #2.
- If wearing a belt, child must be able to undo and redo the buckle independently.

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 of illegal substances and/or alcohol by its employees, contractors, and students of, and while on school property, at school functions, in the course of the school day, or while supervising students.

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 and health folders with them during any emergency drill for the purpose of taking roll and ensuring that all children are safely with the class.

FIELD TRIP CHAPERONE GUIDELINES

A field trip is an organized, pre-paid event planned for the students in a specific grade level. The number of attendees is pre-arranged for each trip. Additional children cannot be accommodated.

All parents attending a field trip will serve as a chaperone. Chaperones will be required to attend *Safeguarding God's Children* training, if applicable by the diocesan guidelines.

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

Read, sign, and return 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 or as documents are renewed.

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.

Refreshment stops are not allowed, unless pre-planned by the teacher. 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.

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HEAD LICE

Trinity Episcopal School adheres to a strict policy of no lice and no lice eggs (nits). Students may return after they have been properly treated and no lice or nits can be found in the hair. 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 Ren Web.

Illness

Parents should not send sick children to school. A child should be free of fever (less than 100°), vomiting and/or diarrhea for twenty-four (24) hours before returning to school without medication.

If your child has had antibiotics administered, the student should have received a minimum of 24 hours worth of antibiotics and be fever free.

If a child becomes ill at school and cannot attend class, parents will be called to pick up their child.

When to Return to School After an Illness

Please note: Children should not be sent to school until they have been fever-free (without fever reducing medication) for 24 hours.

Students should not be sent to school with these health problems:

- Fever of 100.0 F or greater without fever reducing medication.
- Repeated vomiting or diarrhea in the past 12 hours.
- Pink Eye: red, itchy eyes with green or yellow discharge but NO allergy symptoms.
- Head Lice: active infestations of lice.
- ANY illness when the child is not able function normally in the classroom without pain/discomfort. Such illnesses may include but not limited to: severe sore throat, excessive cough, headache, earache, or stomachache.
- Injuries or surgical procedures that require narcotic medication prior to or during the school day.

Call your child's physician or the school nurse if there is a question as to whether a student needs medical attention or may attend school with an illness or injury.

Children infested with Head Lice will be checked before returning to class.

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 in the case of special health situations or 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, they 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 there 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 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. Children under the age of 8 who are less than 4'9" tall are required by state law to sit in an approved car seat or booster seat.

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.

Copies of a valid driver's license and car insurance must be on file in the school office before children are transported. As expiration dates on these documents vary by individual, updated copies are needed before each field trip using private vehicles. 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 instrument.

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 annually. 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.

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 first report of failing grades will come at the end of the first full 2 week period of the school year. After the first two week period, the athletic Director will inform the coach of each sport, at two week intervals, any students whose grades have fallen below 70 or an "NI" in a non-academic 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 period, he/she may practice with the team but will not be allowed to dress out with the team or be on the bench/sidelines. Grades will be reassessed on a week to week basis.

Students participating in any after-school sports program will be expected to be in attendance at school for the full day on which the game or tournament occurs. If the event 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. Athletes are required to attend school the day following a sporting event. Any student who misses school the next day without a written excuse, will result in reduced playing time in the next game.

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 case of an emergency, the day following the missed practice. Students participating in after-school extra-curricular activities that conflict with school practices, will be reviewed on an individual basis by the coach, athletic director and the head master. 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 2016-2017, 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. Additional fees will apply. Contact Fran Edwards for more information.

COFFEE WITH MIKE

At Trinity, our desire is to have open lines of communication between the parents and the school. To foster this kind of communication we have established "Coffees with Mike" at 8:00 a.m. and Brown Bag Lunch with Mike at 12:00 p.m. to accommodate those who cannot make it in the morning. Both meetings are informal gatherings in the Parish Hall and Parlor where you can engage in open-ended conversations, ask questions, share stories, and get to know other parents. Other key administrators, teachers, or board members may join on occasion as well. In addition to the normal open agendas, these meetings are occasionally organized around a particular theme or directed toward particular grade levels. We hope everyone can join us for this

unique opportunity. Coffee and light refreshments will be provided.

Truly, “Coffee with Mike” and “Brown Bag Lunch with Mike” is one of the best ways to get to know the Head of School and to get a sense of what is on his mind and on the minds of other parents.

FRIENDS OF TRINITY EPISCOPAL SCHOOL PTO

The Friends of Trinity Episcopal School PTO 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.

Our utmost goal is that parents and guardians join together with faculty and staff to empower and enrich the Trinity educational program for all students.

Traditionally, the Trinity PTO has provided academically enriching programs. Our students enjoyed Louie the Lightning Guy and Dinosaur Dan. Julian Franklin demonstrated the marvels of math and science, and Lillian Sikorski with Dorothy O’Connor from the Pet Adoption Center taught the students about taking care of pets.

Trinity Fall Fest is a celebration made possible, in part, by raffle ticket sales your PTO receives. This fun-filled night often featured a zip-line, mechanical bull rides, bouncy houses, hay rides, train rides, food and fellowship! Fall Fest also provides an opportunity for Trinity clubs and organizations to safely raise funds by selling food items such as snow cones (NJHS), hamburgers and hotdogs (Sports Booster Club), and cake walks (Spanish Club). Fall Fest is memorable “gift” from our PTO to Trinity families.

Recognizing academic excellence, PTO partners with Trinity by contributing funds to the National Junior Honor Society for initiation of members and officers, NJHS pins, a reception, and end of the year awards.

The PTO also encourages creativity and academic enrichment by helping teachers bring ideas to life in the classroom. If a teacher has a special academic project or classroom need, he or she is encouraged to submit a request to the PTO, and we usually can help meet the request. We also organize the Room Parent program and assist them in helpful ways.

Each month PTO assists Room Parents in hosting a teachers and staff appreciation luncheon for 50-60 people, and helping supervise the students while the teachers enjoy their meal. This is one of the most “looked-forward-to” events of each month for our dedicated teachers and staff. Because of this we are very excited about the new PTO fee this year. Knowing the funds

are in place for these special luncheons and for the Teacher's Appreciation gift, the Room Parent can plan free of financial worry.

Please join the Trinity PTO. Monthly meeting times and locations will be announced in the weekly newsletter and on our website. Your gifts and talents are both welcomed and needed. Together we can help foster understanding and reinforce the excellent educational program Trinity Episcopal School offers our precious children. Your participation will make a positive difference this year.

FUNDRAISERS

Trinity Episcopal School relies on annual gifts as well as parent-directed fundraising efforts (Trinity PTO) 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 Directors 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.

STUDENT COUNCIL

The Student Council is composed of student representatives from grades 4–8.

The purpose is to give every student 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 many service projects each year. The 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.

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

To be eligible for membership in this chapter, the following requirements must be met.

New Members

- Students must have completed one semester at Trinity Episcopal Middle School
- Students must have a cumulative average of 90.0 in all core subjects and at least an “S” in all non-core subjects at the end of the previous semester
- Students may not have more than two *Notices of Concern* regarding behavior/and or academics in the previous semester
- If a student is suspended and/or receives two detentions in previous semester, they are ineligible for membership during that school year.
- Students must complete 20 hours of community service each calendar year.

Transfer Students

- If you were a member in your previous school, you will be admitted into Trinity Episcopal School’s chapter with a written letter from prior school’s advisor saying you are in good standing.
- You must maintain a cumulative average of 90.0 in all core subjects and at least an “S” in all non-core subjects.
- Students must have twenty hours of community service per calendar year; any hours you earned prior to your transfer will count as long as your previous school documents them.

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.