

Trinity Episcopal Day School
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Parent Handbook
2025-2026

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INTRODUCTION

This handbook is provided to the parents and students to offer guidelines and information concerning the policies of Trinity Episcopal Day School. While every attempt has been made to be as thorough as possible, some situations may arise which are not covered by this handbook, in which case the School administration will act in the best interest of the students and the school and in accord with the general principles of this handbook.

NON-DISCRIMINATION STATEMENT

As an Episcopal School, Trinity Episcopal Day School upholds the baptismal covenant *to respect the dignity and worth of every human being*. Accordingly, Trinity Episcopal Day School admits students of any race, religion, color, national and ethnic origin and accords to them all the rights, privileges, programs and activities generally made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, and scholarship programs, athletic or other school-administered programs.

MISSION

Trinity Episcopal Day School provides the foundation for academic excellence in a Christian environment, nurturing the whole child.

PHILOSOPHY

Trinity Episcopal Day School is a nurturing academic community created as an outreach of Trinity Episcopal Church. The school provides an exceptional and comprehensive education in a Christian atmosphere. Tolerance and mutual respect guide our every effort.

Our goal is to build a sound educational foundation in a secure, child-centered environment. We combine traditional teaching methods with progressive teaching techniques.

Our focus is the spiritual, social, emotional, physical and academic development of each student.

MOTTO

".... nurturing the whole child."

CHILDREN'S CREED

I believe in God above,
I believe in Jesus' love.
I believe the Spirit too,
Comes to teach us
what to do.
I believe that I can be,
Kind and loving, Lord like thee.

FACULTY AND STAFF

STAFF

Rector	Father Peter Wong
Interim Head of School	Elena McPeak
Admin Assistant	Dana Flynn
School Nurse	Katie Huelsbeck
Finance Director	Kamrun Naher
Development Director	Taylor Pearce
Plant Manager	Yeika Williams
Technology Coordinator	Christopher Capone

FACULTY

PreK3	Kristen Caillias & Meredith Emick Kristen Fryday & Rachel Webre Shannon Slaughter & Ainsley Shulte
PreK4	Madeline Howard & MacKenzie Wright-Cooper Carol Wilfert & Kappy Leota Caitlin Boudreaux & Jeanne Dauzet
Kindergarten	Dottie Cameron Delania Boudreaux & Tracey Rathcke
1st Grade	Gwen Jewell
2nd Grade	Linda Brown
3rd Grade	Laurie Taylor
4th Grade	Meg May/Courtney Barish/Alisha Hudman
5th Grade	Meg May/Courtney Barish/Alisha Hudman
Librarian/ Social	Mikel McClure
Thinking/Maker Space	
Director of Extended Care	Alisha Hudman
Art	Amy McRae
Music	Kay White
Physical Education	Andy Smothermon
Religion	Katie Huelsbeck
Spanish	Laura Latil

COMMUNICATION

FACTS

Each Trinity family has a unique Renweb/FACTS login. When a new family applies for online admissions, their Renweb/FACTS account is opened. Please use this login to check Renweb/FACTS for updates. The 3rd – 5th grade teachers use Renweb/FACTS to update grades. Renweb/FACTS is also used for parent email communication and for parent email or text alerts in case of an emergency. Families will also receive monthly financial statements for tuition and/or incidentals (lunch, hourly aftercare, etc.) from Renweb/FACTS. Trinity's District Code for Renweb/FACTS is TE-LA.

Parent Newsletters

All families will receive weekly email communication on Sundays from the Head of School. The newsletter will contain important information for families regarding upcoming events and schedule changes, as well as school highlights, curriculum information, etc. Please contact the school office if you are not receiving these weekly updates.

TEACHER COMMUNICATION

Trinity classroom teachers send weekly newsletters to parents electronically on Sunday evenings. These newsletters include important reminders, changes and updates. Please read this communication to stay current on information related to your child. For daily communication, teachers use either email or Seesaw. Parents are asked not to text teachers.

SCHOOL POLICIES/PROCEDURES

POLICY STATEMENT

Trinity Episcopal Day School is owned and operated by Trinity Episcopal Church. The school, a not for profit organization, began in 1948 as a nursery school and since that time has grown to include a preschool and six elementary grades. Trinity is governed by a Board of Trustees, which establishes, oversees, monitors and is otherwise responsible for the policies of the school. The Board parish serves as a Council of the Church with Trustee appointments approved by the Church Vestry. The school governance policies are determined by the Board of Trustees. The Head of School is responsible for administering and carrying out school policies for the daily administration of the school as well as policies and directives of the Board.

Trinity Episcopal Day School is a nurturing academic community created as an outreach of Trinity Episcopal Church. The school provides an exceptional and comprehensive education in a Christian atmosphere. Tolerance and mutual respect guide our every effort.

The mission of Trinity Episcopal Day School is to provide the foundation for academic excellence in a Christian environment, nurturing the whole child.

The goal is to build a sound educational foundation in a secure, child-centered environment, combining traditional teaching methods with progressive teaching techniques.

The focus is the spiritual, intellectual, social, emotional and physical development of each student.

Trinity is a developmentally appropriate school which provides a quality education without regard to race, color, creed, national origin, handicapping condition, or ancestry.

Trinity Episcopal Day School is accredited by the Southwestern Association of Episcopal Schools.

INTERRUPTION OF SCHOOL OPERATIONS; UNFORESEEABLE EVENTS

If any unforeseeable event or situation prevents the School from being open to the students or causes the permanent or temporary closing of the School, or otherwise adversely affects, limits, or precludes the School from remaining open or otherwise being able to maintain normal operations, the School may need to suspend, modify, or otherwise adjust the School's policies in the best interests of the School, students, and employees. Unforeseeable events and situations that may require such measures include but are not limited to: natural disasters (for example, floods, earthquakes, hurricanes, severe weather events); epidemics, pandemics, public health emergencies, quarantines, and other similar events; war, terrorist acts, civil unrest, and other public acts of violence or acts of violence at or toward the School; government actions or orders; shortages of power, supplies, infrastructure, or other essential services or products; any other acts beyond the School's reasonable control, including any force majeure, acts of God, or similar or dissimilar events. In such a situation or event, it may become necessary in the judgment of the School to change the dates of operation and/or delivery of instruction, including but not limited to remote learning, extending the School's active term into periods that normally are considered vacation periods, and/or closing or shortening the school term/year. If any such situation or event occurs, costs for operating the School are fixed for the entire school year and will therefore not be prorated or adjusted. If any such situation or event occurs, the entire tuition for the full academic year and all fees and incidental expenses incurred remains due and payable, and the School is under no obligation to refund any portion of the tuition, fees or expenses for the academic year.

CHILD PROTECTION POLICY

In compliance with the Louisiana Children's Code, Trinity Episcopal Day School will follow all mandatory reporting requirements related to suspected cases of child abuse and/or neglect. Reports of abuse and/or neglect are investigated by the Louisiana Department of Children and Family Services.

DISCIPLINE POLICY

Reinforcement of positive behavior is the foundation of our discipline method. This, along with techniques outlined in the Responsive Classroom curriculum, will most commonly be used for behavior redirection at Trinity. Students are required to follow school rules (Be Safe, Actively Listen, Be Kind, Be Responsible). Should a student's behavior continue to be disruptive in the classroom, parents will be notified.

Cruel, severe, unusual, or unnecessary punishment shall not be inflicted on children. No corporal punishment is used. When a child is removed from the group for disciplinary reasons, they will never be out of sight of a staff member. No child will be deprived of snacks, meals or any part of meals for disciplinary reasons.

The policy below will be followed if a child is involved in major offenses that involve fighting, disrespect of adults and peers, stealing, vandalism, immoral behavior, or disruptive conduct. Consequences will occur as follows:

Warning Prior to the first offense a child *may* be issued warnings, depending on the severity of the offense. The student will be sent to the Head of School for a Discipline meeting. Parents may be notified.

First Offense Meeting with the Head of School and parents notified. Privileges withheld to be determined by the Head of School.

Second Offense Second meeting with the Head of School and parents notified. Privileges withheld to be determined by the Head of School.

Subsequent Offense Child receives suspension. Upon a suspension, the child and both parents must attend a conference with the Head of School for the child to be re-admitted to school. (Discipline at the discretion of the Head of School).

For additional Discipline Offenses, the Head of School may bring information before the Board of Trustees for further action (including expulsion).

Serious offenses may result in immediate suspension or expulsion.

DRUG POLICY

In order to protect the students, faculty, and staff members of Trinity Episcopal Day School from exposure to chemical substances, including illegal drugs, alcohol and prescription medication, the Board of Trustees has adopted the following policies: **Alcohol/Illegal Drugs**

If alcohol/illegal drugs are found on a Trinity student, the following procedures will be followed:

1. Head of School may call appropriate law enforcement agency to notify of student possession.
2. Head of School contacts parents/guardians and informs parents of the occurrence and schedules a mandatory parent conference with the Head of School and Rector.
If parents do not attend the conference, an immediate expulsion of the child may occur.
3. Suspension (3-5 days) and/or expulsion may occur as a result of the offense.
4. Family counseling may be required.
5. Offense will be reported to the members of Trinity Episcopal Day School Board of Trustees.
6. In the event of a second offense, expulsion may occur.
7. Re-admittance to the school, after an expulsion, may be considered on a case-by-case basis by the Head of School.

Prescription Drugs

1. No prescription or non prescription drugs may be in the possession of students attending Trinity Episcopal Day School. This includes cough drops.
2. Procedures for administering prescription drugs are found in the Medication Policy of the School Handbook.

HARASSMENT & THREAT OF VIOLENCE OR HARM POLICY

Trinity Episcopal Day School, as a school within the Episcopal Diocese of Louisiana, adheres to the Church's instructions that all students, parents, teachers, and staff shall be treated with respect and dignity. Harassment and/or threats of violence and harm are prohibited. The prohibition set forth in the policy applies to all people engaged in school related activities and shall include, but not be limited to all students, part-time and full-time employees, volunteers, teachers, consultants, as well as clergy, and lay personnel.

All forms of sexual harassment, physical harassment, verbal harassment, and written/electronically communicated harassment is expressly denounced and prohibited. By way of example only, and not by way of limitation, the following conduct shall not be tolerated by Trinity Episcopal Day School.

Sexual Harassment- Shall include any unwelcome sexual advance, request for sexual favor, or other verbal or physical conduct of sexual nature where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic success or achievement of any other nature;
- Submission to or rejection of such conduct by an individual is used as the basis for decision affecting the student;
- Such conduct has the purpose or effect of unreasonable interference with the student's school performance or the creation of an intimidating, hostile, or offensive school environment.

Verbal Harassment- Includes derogatory remarks, jokes or the use of slurs, or belligerent or threatening words spoken to another.

Physical Harassment- Includes any unwanted or unwarranted physical touching, contact, assault, obstruction, or intimidating interference with reasonable schoolwork or movement.

Trinity Episcopal Day School shall treat all reports of harassment or threats of violence seriously and shall address the reported conduct by taking immediate steps to identify and investigate all such incidents. Further, the School shall communicate to all parents and children the school policies in a format consistent with the principles set forth herein.

In the event of a reported incident of harassment, violence or threat thereof, the administration of the School shall immediately document the report. Appropriate action will be taken by Trinity Episcopal Day School in response to reported incidents of harassment, violence or threats of violence. Incidents which are determined to be factually based shall result in immediate remedial and/or disciplinary action including suspension or dismissal in the case of students, and up to and including dismissal in the case of teachers, staff and others.

ANTI-BULLYING POLICY

Trinity Episcopal Day School prohibits acts of bullying. It is our belief that a safe and civil environment is necessary for students to learn and achieve high academic standards. We also believe, as part of our mission, that it is crucial to provide an environment that is conducive to the positive emotional, social and spiritual development of our students. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate acts of bullying is expected of our students, as well as administrators, faculty, staff, parents and volunteers.

Harassment or bullying is defined as any act (including a gesture or written, verbal, graphic, or physical act, including those transmitted electronically) that is reasonably perceived as being motivated by an actual or perceived characteristic of another (such as race, gender, sexual orientation, and mental/physical disability) and is directed at another student. Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. Many times “bullying” is a repeated behavior; other times it is a single event. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally and excluding someone from a group on purpose. This act directly interferes with the student’s educational programs or activities, or, because the act is reasonably perceived to be so severe by the student, it causes mental or emotional distress or fear of physical harm.

Trinity Episcopal Day School expects students to conduct themselves in a manner that is consistent with their developmental level, maturity, and demonstrated capabilities with regard for the rights of other students, faculty, and staff. Trinity Episcopal Day School prohibits both active and passive support for acts of bullying.

PARENT POLICY

Parents of children at Trinity Episcopal Day School agree to uphold our name in the community. Parents are expected to act courteously towards all faculty, staff and other families associated with Trinity Episcopal Day School. There will be zero tolerance for any threats, harassing phone calls, emails, or any other form of derogatory communication. This includes social media.

GRIEVANCE PROCEDURE

It is an administrative policy that if at any time during the school year a parent has concerns regarding their child’s progress, whether academically and/or behaviorally, these concerns must first be brought to the attention of the child’s teacher. At this time the parent and teacher will work together to resolve problems that may be occurring. Further resolution of the problem may then be brought to the attention of the Head of School.

SICKNESS AND INJURY

Please do not send children to school who are obviously sick and could be contagious. Children who have been home sick must be fever-free, 100.4° or below, for **24 hours** without the aid of medication before returning to school. If any student has a fever or is throwing up, the parents will be contacted and asked to pick up the student.

In the event of a minor injury, a child will be given an ice pack, Band-Aid, etc. If the injury appears significant, or if the child is extremely distressed, Trinity's School Nurse may contact parents. In the case of bump to the head, parents will be notified. If the injury appears life-threatening or seems to require immediate treatment, the school will call 911 and parents will be contacted.

MEDICAL INFORMATION

IMMUNIZATIONS: An immunization record for each student entering Trinity must be in the school office. This form may be obtained at the pediatrician's office or at the Health Unit.

All first-time entering students enrolling in Louisiana schools will be required to have received three (3) doses of Hepatitis B vaccine, 4 DPT, 3 -Polio (last DTP and Polio after 4th birthday), and 2 MMR. For the purpose of Louisiana R.S. 17:170, this will also include students who are new first-time enrollers into the state's school system in grades 1 through 5; for example, students who are coming from another state into the Louisiana school system for the first time.

COMMUNICABLE DISEASE POLICY: It is the responsibility and obligation of any person in the school community (including faculty, staff, parent, guardian or student) to report immediately to the Head of School any health condition that may call for separation or isolation or other special measures to protect the health of other persons.

Allergies and Nut Awareness Policy

We have students in our school with life-threatening food allergies that can result in anaphylaxis. This is a medical condition that causes a severe and sometimes life-threatening reaction to specific foods.

The policy will be managed by:

- Parents and caregivers. All Trinity families are requested NOT to send food to school that contains nuts. This includes, but is not limited to, peanut butter, almond butter and nutella
- Students being encouraged NOT to share food.
- Students who have an Auvi-Q or EpiPen that stays on campus and have an Anaphylaxis Emergency Action Plan will not be permitted to purchase school lunch. These students will be required to bring their own lunch from home.
- Students being encouraged to wash hands before and after eating.
- Faculty supervising eating at lunchtime. When teachers notice nut products being brought into the school by a student, that student's lunch will be discarded in a secured bag and the student will be given an alternate lunch. The student's school account will be charged for lunch. A notice will be sent home in the student's lunchbox letting their caregiver know that a nut product was found in their lunch.
- Faculty being made aware of students and staff who have anaphylactic responses, including nut allergies.
- Faculty participating in first aid training in understanding and dealing with Anaphylaxis (severe allergic reactions) as the need arises.

- Parents and caregivers being requested NOT to send boxes that have previously contained nut products, e.g. cereal boxes, muesli bars with nuts, biscuits.

The policy will be promoted by:

- Parents and caregivers being informed via weekly newsletters from Faculty and Head of School several times throughout the year, and via the Student/Parent Handbook.
- Parents and caregivers being reminded via form letter prior to a student’s birthday and any school event or holiday where outside treats may be brought into school.
- New families to the school community being informed via the Enrollment Information Package.
- Trinity Episcopal Day School’s Board of Trustees being informed and ratifying the policy.
- Faculty being reminded of their duty of care and provided with training opportunities.
- Students being informed via teachers.

Management of Students with Food Allergies

Students who have been identified by a doctor as having anaphylaxis as a result of a food allergy will be required to submit to the school an Anaphylaxis Emergency Action Plan.

Clear instructions as per the health care plan are distributed in the:

Class folder handed out at the beginning of the year

Substitute teachers’ information folder – clearly identified in red

Aftercare duty folders – clearly identified in red.

Auvi-Q and Epipens are stored in the front office under each child’s name in a clearly identified cabinet.

Auvi-Q and Epipens are checked periodically to ensure they have not expired.

All faculty are trained in First Aid and CPR.

Trinity Episcopal Day School acknowledges that due to food processing practices it is impractical to eliminate nuts or nut products entirely from an environment where there is food. Many food packaging labels include the phrase “may contain traces of nuts.” Foods with packaging labels that contain the phrase ‘may contain traces of nuts’ are acceptable. Thus, we are a Nut “Aware” School. Snacks provided daily by Trinity Episcopal Day School to students could possibly have a packaging label that states “may contain traces of nuts.”

Please be aware that outside food/candy may be brought in during special events/holidays (Valentine’s Day, Halloween, Mardi Gras, Teacher Appreciation week, etc). Trinity families are reminded of our Nut Aware policy throughout the year. As a campus that shares space with Trinity Church, our Allergy and Nut Aware policy will be enforced during school hours and in spaces occupied by students.

MEDICATION POLICY

- A. Children are not allowed to have medication in their possession on the school grounds. This includes cough drops.
- B. All medications that must be taken at school must be delivered to the school office by a parent in corresponding prescription container. A Trinity Medication Form must be completed by the parent and must be on file in the school office.
- C. At the beginning of each school year and anytime there is a change in medication, a new form should accompany the new prescription.

HEAD LICE

In order to prevent or eradicate head lice, communication between home and school is essential. Parents are required to inform the school immediately if they detect lice on their children. Children should receive treatment with no indication of live lice or nits before returning to school. Parents of other children in the grade affected will be informed of the occurrence, and the school will take appropriate action with sanitizing and cleaning the classroom.

BATHROOM POLICY

At Trinity, we believe that fostering independence is an important part of early childhood development. As such, **all students must be fully independent in their bathroom abilities.**

Trinity students must be able to use the restroom independently (pull-ups are not an option in PreK). Trinity requires children to be self-sufficient in all aspects of bathroom use and asks that families reinforce a child's ability to undress, wipe, flush, and redress, as well as wash hands. Staff may assist children with clothing fasteners, if needed, but cannot assist with wiping. Most children learn to urinate independently before they master pooping independently. Students must be able to do both by the start of school.

Trinity Episcopal Day School understands that young children have accidents from time to time. However, if accidents occur on a frequent basis, parents will be required to meet with the teacher and school administration to develop an action plan to address the situation. This may include keeping the child home temporarily to work on toilet training, consulting a doctor to rule out medical causes, or meeting with the school to discuss enrollment.

A child is independent in their bathroom needs who can do the following:

1. Recognize the need to use the toilet.
2. Tell the adult they need to use the restroom BEFORE they have to go. Students should be able to use words to indicate their need to potty in advance of an accident.
3. Have the dexterity to pull down their underwear and pants and get them back up with minimal assistance.
3. Use the toilet independently (including wiping) and accurately with all waste going in the toilet.
4. Get on/off of the toilet by themselves and flush.
5. Wash and dry hands.
6. Postpone going if they must wait for someone who is in the bathroom to finish or if they are away from the bathroom.

ADMISSIONS

APPLICATION/ADMISSIONS

All applications are submitted via Trinity's school website. The application fee is \$150.00. This one-time application fee is nonrefundable. Students entering PreK 3 must be three years of age by September 30 of that

school year; PreK 4 students must be four years of age by September 30th and so on. All students must be *fully independent in their bathroom needs* prior to the beginning of school.

The application process includes submission of the online application, a readiness assessment completed by a Trinity teacher and a Teacher Recommendation from prior school or daycare (if applicable). All completed applications are reviewed by the Admissions Committee for admission approval. Admitted students are provided with a contract for enrollment by the Director of Enrollment. A completed enrollment contract and deposit must be submitted to reserve a spot for the academic year.

WITHDRAWAL PROCEDURE

1. Trinity Episcopal Day School enrollment contracts are binding.
2. Parent informs the Head of School in writing of the student's intent for withdrawal.
3. The student will be removed from active student rolls.
4. Student records, including but not limited to report cards and transcripts, will only be released if payment of tuition and other fees is current.
5. Parents moving out of the Baton Rouge area may be released from the enrollment contract. All tuition or other fees paid prior to the date of withdrawal are nonrefundable. Questions regarding a contract release due to relocation should be directed to the Head of School. The final decision is made by the School Board.
6. When a withdrawal occurs following the death of a parent, the surviving parent may be released from an enrollment contract executed prior to the death of the parent.
7. When a withdrawal request is determined by the Rector to be pastoral in nature, the family may be released from an enrollment contract.
8. Any deviation from this procedure will require communication with the Board of Trustees.

CURRICULUM

Trinity's preschool curriculum philosophy uses a developmentally appropriate approach. We recognize that young children learn best through play. We use a language-rich, hands-on environment that encourages them to explore and discover through project-based learning. We also use the Handwriting Without Tears Curriculum and Foundations in PreK 3 and PreK 4.

Trinity's kindergarten curriculum integrates Reading, Language Arts, Social Studies, Math, and Science. Our program takes into account a child's social, emotional and cognitive needs and challenges each student through daily activities. Whole group, small group and differentiated instruction in our language arts program address topics such as letter and sound recognition and sight words. Our math program uses numerous manipulatives to make learning meaningful and fun. Social Studies is integrated into our Language Arts Program. Our science curriculum ensures many opportunities for hands-on activities.

Trinity's first through fifth grades prioritize creativity, critical thinking, communication, and collaboration. Our reading program includes a variety of literary genres in which students apply the corresponding weekly vocabulary. This program (The Wit & Wisdom Suite) also provides English units that include grammar and

mechanics, phonics, and writing skills. Our Math program (Eureka Math) incorporates higher order thinking skills, hand-on activities, and educational games. Our Science program (Mystery Science) encourages students to explore Life, Earth, and Physical Science principles. Students are able to spend several hours per week in our Science Lab. Our Social Studies program encourages student engagement in the history of our country and the world at large with our highly interactive program.

In addition to these subjects, Trinity also offers Religion, Social Living Spanish, Music, Art, Movement/Physical Education, and Library. Technology is integrated throughout the Trinity curriculum. Our students are 1:1 with iPad and keyboards in grades 1 – 5.

REPORT CARDS/GRADING SCALE/TESTING PROGRAM

Report cards are sent home each nine-week period for grades K – 5. Progress reports are sent home mid-quarter. Students in grades PreK receive report cards each trimester. Trinity uses a 10-point grading scale when applicable.

Standardized Testing

The ERB Comprehensive Testing Program is administered in 3rd - 5th grades each spring. Trinity receives student results and shares them with parents.

GRADE SCHOOL HOMEWORK

Homework may be assigned in grades 1 - 5 grades Monday through Thursday nights. The amount and content will be at the discretion of the teacher. Class work will be sent home weekly. All work should be signed by parents and returned to the teacher. Assignments may be given in advance for extended vacations or out-of-town trips. Assignments may be completed upon the student's return.

Spirit Days

Trinity celebrates Trinity Spirit Day weekly. On Fridays, students may wear Trinity Spirit shirts (may be purchased through the school) with uniform bottoms to school.

PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences are held in the fall and late winter for all students. Other parent/teacher conferences will be scheduled as necessary.

RELIGIOUS EMPHASIS

Trinity Episcopal Day School has Monday Morning Prayer each week and a Chapel service every Thursday. We celebrate Holy Eucharist with grades 1 – 5 during Chapel. Religion class is taught at each grade level.

CLASSROOM PROCEDURES

Outside Therapists/Tutors

Students may receive therapy/tutoring from outside providers as space at Trinity allows. Students may not miss Chapel, Morning Prayer, Religion, or core subjects (ELA, Math, Science, Social Studies) to receive therapy/tutoring. Student's therapist/tutor should contact the child's teacher to schedule their services.

THE SCHOOL DAY

7:25 a.m. – 7:50 a.m. - Early Care Carpool Drop-off (optional)

7:50 a.m. - 8:10 a.m. - Arrival (Carpool or Walk-up Gate on School side)

8:10 a.m. - Student is tardy and parent must escort student to office to check in

3:10 p.m. - School Departure (Carpool or Walk-up Gate on Church side)

3:15 p.m. – 5:30 p.m. – Aftercare (optional)

ATTENDANCE

State of Louisiana Compulsory Attendance Law mandates that students cannot be absent more than **10 unexcused days for an academic year**. Any student with 11 or more unexcused days can be retained in their current grade. An excused absence requires documentation from student's physician.

TARDIES

Class begins 8:10 a.m. Please make every effort to have your children arrive on time for school. If you arrive after 8:10 a.m., you must accompany your child to the school office to sign them in to school.

CHECK OUT BEFORE 2:50 p.m.

If a child must be picked up early, please do so by 2:50 p.m. A parent or person listed on the student's approved pick-up list must provide a photo ID to sign a student out of school. School sign-out takes place in the school office.

BIRTHDAY PARTIES

If a child is celebrating a birthday, a snack for the class may be sent to school to be served at snack or lunch. All snacks must adhere to Trinity's Allergy and Nut Aware Policy. Birthday party invitations may be given out at school if the entire class is invited or if all the boys or all the girls in a class are invited.

FIELD TRIPS

Commercial transportation will be provided by the school for all field trips. Parents are encouraged to attend as chaperones but may need to provide their own transportation. A signed permission slip must be on file for each student attending the field trip. Siblings may not attend field trips.

Volunteer Chaperones

- Volunteer chaperones are responsible for the discipline and safety of students when the teacher is not available. (Teacher may not be with each group on a tour, etc.)
- No siblings may go on field trips.
- Parents must complete “Safeguarding God’s Children” Boundaries training when serving as a chaperone. Training is available online. <http://website.praesidiuminc.com/EnrollNow>
Enter the registration code: edola504
- No possession or consumption of alcoholic beverages will be tolerated prior to or during field trips.

FOOD/LUNCH PROGRAM

Snacks

A morning and afternoon snack is served daily to PreK3, PreK4 and Kindergarten students.]Please alert the office and the teacher of any allergies your child may have. If your child has a severe allergy you may be asked to provide their snacks.

Lunch

An optional hot lunch program is provided daily by Piccadilly for all students. Your child may be enrolled in this program **by semester** and billed monthly. This semester commitment is our agreement with Piccadilly. Whole White or 2%t White is provided daily. Students may choose to bring lunch from home in lieu of purchasing school lunch. If students forget their lunch, parents will be contacted to bring the lunch. Please note the following restrictions for students who bring their lunches to school:

1. Lunches must be in alignment with Trinity’s Allergy and Nut Aware policy. This includes baked goods.
2. No refrigeration is available.
3. Milk may be purchased at the school by the semester and billed accordingly.
4. Students may not bring soft drinks, candy, or glass bottles for lunch.

HOMEROOM PARENT REPRESENTATIVE

A Homeroom Parent Representative is selected for each classroom. They will be in charge of coordinating class sponsored events and assisting the teacher as needed. Class sponsored events are an opportunity for parents to get involved in school activities. We appreciate and encourage parent involvement.

School Closures

Parents will be notified by Parent Alert text and email through Renweb/FACTS of any school closure due to weather. A notification will also be placed on the school website at www.trinityschoolbr.org. Makeup days will be announced by the administration if necessary.

Notice of school closures for reasons other than weather will be announced through Parent Alert text and/or email. In the case of extended school closure, Trinity may shift into Distance Learning. Students will be expected to continue schoolwork at home.

SCHOOL SUPPLIES

School supplies for all students, including nap mats and book bags for PreK3 and PreK4, are provided by Trinity Episcopal Day School. Students in grades K – 5 are required to purchase a book bag of their choice. Rolling book bags (not suitcase type) are permitted, but discouraged, due to classroom storage limitations.

EXTENDED CARE

All Trinity students are enrolled in Extended Care

- Philosophy:** The purpose of the Trinity Episcopal Day School Extended Care Program is to provide the option of before and after school care. The goal of the program is to provide a healthy and secure environment for children attending the school. It is the intent of the program to offer a safe and fun atmosphere after the structured school day.
- Policies:** All policies and procedures for the school also apply to the Extended Care program.
- Discipline:** The supervisors use positive reinforcement and praise to encourage good behavior. When disciplining students, consistency and fairness are used to maintain a happy and healthy environment. Re-directing children to more appropriate activities and use of a “calming area” are examples of methods used for minor infractions. No corporal punishment is used. If major behavior disruptions occur, parents are contacted. School discipline policies listed in the handbook are applicable to Extended Care.
- Personnel:** Elena McPeak, Head of School
Alisha Hudman, Director of Extended Care
Extended Care Workers
- Hours:** 7:25 a.m. – 7:50 a.m. Early morning drop-off available.
3:15 p.m. - 5:30 p.m. Extended Care available.
- Hourly/Flexible:** Call office by 3:00 p.m. to make changes in your child’s normal schedule.
- Holidays:** See calendar for dates and follow school instructions for registering for holiday care through online sign-up.
- Activities:** Students are given time to do homework and time to play. Outdoor games and activities are encouraged. Indoor games and toys are also available on rainy days and at other times. Toys from home are not allowed. A snack is provided.
- Departure:** Students must be picked up and signed out by 5:30 p.m. A charge of \$15 per family per 15-minute interval will be billed to incidental accounts for a late pickup.

TRANSPORTATION

EARLY ARRIVAL

Students who have signed up for Early Care must be dropped off in carpool and may arrive as early as 7:25 a.m. Early Care is available until 7:50 a.m. A semester fee is billed in September and January. This option requires a semester commitment. In special circumstances, families will be given a daily drop in option for a fee of \$5.00/family/day with approval from the office.

MORNING ARRIVAL

Carpool Cars will line up on Cherrydale pointing towards Hyacinth. Cherrydale may be accessed from Perkins Road or Marigold (4 way stop). No one may access the line from Morning Glory. Please be careful not to block residential driveways. Cars will turn into the parking lot at the driveway closest to the school building. When exiting, all cars must then proceed left to Hyacinth. Do not release your child from the car until an adult is on duty. No children are permitted to walk across the parking lot. If you arrive after 8:10 am, park your car and escort your child into the school office for late arrival check in.

If you would like to walk up to drop off your student, you may park on Morning Glory or Cherrydale and escort them to the security gate by the only (South Gate).

AFTERNOON CARPOOL DEPARTURE

Carpool numbers will be assigned by the office. This number must be displayed on the front windshield of the vehicle that will most often pick up your student from school. Additional carpool number stickers may be purchased from the school office for \$10.00 each.

Carpool Cars will line up on Cherrydale pointing towards Hyacinth. Cherrydale may be accessed from Perkins Road or Marigold (4 way stop). No one may access the line from Morning Glory. Please be careful not to block residential driveways. Cars will turn into the parking lot at the driveway closest to the school building. When exiting, all cars must then proceed left to Hyacinth.

If you would like to park and walk up to pick up your child, you may park on Morning Glory Avenue or Cherrydale and wait for your child at the security gate by the music room. You must have a photo ID with you to pick up your child from the walk-up gate. There will be a list of students with permission to exit by walk up with the staff member on duty. Please do not approach the carpool area/breezeway to pick up your child. Please communicate with your child's teacher if you would like this "walk up gate" option.

No children will be permitted to walk through the parking lot.

For the safety of all:

Schools are designated a *No Cell Phone Usage Zone*, this includes the carpool circle.

- **All students must exit their car on the driver's side.**
- **Students must stay inside the vehicles at all times, students are not permitted to hang out of vehicle windows or sunroofs.**
- **Parents are responsible for unbuckling their child's car seat.**

EMERGENCY EVACUATION

In the event of an emergency or disaster that requires evacuation of the school premises, all students will be escorted by the faculty and staff to Perkins Road. Parents will be able to pick up their children at that location.