



2026-2027
FAMILY HANDBOOK

Trinity Episcopal Day School
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trinityschoolbr.org
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WELCOME

Dear Trinity Families,

Welcome to a new school year at Trinity Episcopal Day School. We are grateful to partner with you in the education and care of your child. Trinity is a joyful Episcopal school community where children are known, nurtured, and challenged, and where strong relationships between school and home help each child grow academically, socially, emotionally, and spiritually.

This handbook provides guidelines and important information concerning the policies, procedures, routines, and expectations of Trinity Episcopal Day School. While our school community is rooted in faith, care, belonging, and partnership, clear expectations help us maintain a safe, respectful, productive, and joyful learning environment for all students.

We ask all parents and guardians to read this handbook carefully and become familiar with its contents. The guidelines included here are intended to support the effective operation of the school and to promote consistency and understanding among students, families, faculty, and staff. While every attempt has been made to be as thorough as possible, no handbook can address every situation that may arise in the life of a school. In situations not covered by this handbook, the school administration will act in the best interest of the students and the school, and in accordance with the general principles of this handbook.

Trinity Episcopal Day School reserves the right to interpret, revise, update, or depart from the policies and procedures in this handbook when individual circumstances or the best interests of the school, its students, faculty, staff, or community require it. Any updates or changes will be communicated to families as appropriate.

Enrollment at Trinity reflects a shared commitment between the school and each family. We are grateful for the trust you place in us and for the opportunity to walk alongside your child during these important years of growth and discovery. If you have questions about any policy or procedure, please contact your child's teacher or the school office.

We look forward to a wonderful year together.

Elena McPeak
Head of School

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.

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.

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.

ACCREDITATION

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

FACULTY AND STAFF

Rector	Fr. Peter Wong
Interim Head of School	Elena McPeak
Administrative Assistant	Dana Flynn
Development Director	Taylor Pearce
Director of Enrollment	Kyra Reed

PreK 3	Kristin Caillais & Brittany Pearce Kristen Fryday & Rachel Webre Shannon Slaughter & Ainsley Schulte
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PreK 4	Madeline Howard & MacKenzie Wright-Cropper Carol Wilfert & Kappy Leotta Caitlin Boudreaux & Jeanne Dauzat
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Kindergarten	Dottie Cameron Delania Boudreaux Tracey Rathke
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1st Grade	Gwen Jewell
2nd Grade	Linda Brown
3rd Grade	Tim Meeks
4th Grade	Laurie Taylor
5th Grade	Meg May

Librarian	Mikel McClure
Art	Amy McRae
Music	Callie Ancelet
Physical Education	Carolyn Williamson
Religion	Kay Heath
Spanish	Laura Latil

COMMUNICATION

FACTS

Trinity uses FACTS as its student information and financial management system. Each Trinity family has a unique FACTS login that allows them to access their family portal. The FACTS Family Portal is a secure, centralized platform designed to keep parents connected to their child's education. It provides unified access to academic tracking (3rd-5th grade) and comprehensive financial management. FACTS is also used for parent email or text alerts in case of an emergency. Trinity's District Code for Renweb/FACTS is TE-LA.

A family directory with contact information for students can be obtained through the FACTS Family Portal. Participation in the school directory is the discretion of each family. Information contained in the school's online directory should remain private and not be shared externally for general distribution or used for solicitation.

PARENT NEWSLETTER

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. 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. Seesaw does have a messaging platform and parents are asked to use Seesaw messaging and not to text teachers.

Teachers are with students throughout the day and are not always available to check and respond to email. Please allow 24 hours for a response, though in most cases, responses will come sooner. If the issue needs immediate attention, such as a change of dismissal plans, parents should contact the school office.

EMERGENCY COMMUNICATION

In the event of a school emergency or weather closure/delay, parents will be notified by email. If the emergency requires immediate notification, FACTS text alert will be used and social media platforms updated accordingly.

DIVORCE OR SEPARATION

When a child's parents are divorced or separated, it is the school's policy to include both parents in the school directory and to provide equal access to all student mailings, including report cards, and activities to both parents, unless the school is served with a certified written court order to do

otherwise. The school will not take either parent's side or become involved in visitation, custody, or similar matters involving the student.

BACKPACK MAIL

Each student has a take-home folder. Teachers use this folder to send home important forms, documents, etc. Please review the take-home folder with your child regularly.

SOCIAL MEDIA

Follow Trinity on Instagram ([instagram.com/trinity_episcopaldayschoolbr/](https://www.instagram.com/trinity_episcopaldayschoolbr/)) and Facebook (<https://www.facebook.com/trinityepiscopal>) to see fun snapshots of daily life and learning at Trinity.

WEBSITE

Trinity's website (trinityschoolbr.org) provides general information about the school, including the school calendar, Parents Guild & volunteer opportunities, monthly lunch menu, school blog and much more.

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

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

INTERRUPTION OF SCHOOL OPERATIONS; UNFORESEEABLE EVENTS

If any unforeseeable event or situation prevents Trinity from being open to the students or causes the temporary closing of Trinity, we 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 Trinity; government actions or orders; shortages of power, supplies, infrastructure, or other essential services or products; any other acts beyond Trinity'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 Trinity to change the dates of operation and/or delivery of instruction, including but not limited to remote learning, extending Trinity'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 Trinity 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 remain due and payable, and Trinity 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:

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. The Head of School may call the appropriate law enforcement agency to notify of student possession.

2. The 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 AND 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.

ACCEPTABLE USE POLICY

Trinity believes in the safe and careful use of technology. In compliance with the Children’s Internet Protection Act of 1999, Trinity monitors the online activities of students while connected to the school’s network through the use of a content filtering system to prevent access to inappropriate matter or harmful information. Campus Internet use is monitored so that users making

inappropriate choices are blocked or redirected toward productive use in accordance with school guidelines.

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. Harassment of any kind can result in parents being banned from school events and/or student expulsion from school.

GRIEVANCE PROCEDURES

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.

UNIFORM POLICY

Pre-K & Kindergarten Girls

- Navy polo dress
- Plaid dress with Peter Pan collar
- Plaid jumper with or without Peter Pan blouse
 - Navy, black, or plaid bloomers/shorts must be worn underneath and should not extend below the hemline
- Plaid skort, shorts, pleated skirt, or navy shorts worn with:
 - White or Kelly green banded or tucked polo
 - White Peter Pan blouse
 - Trinity branded t-shirt
- Solid navy, black, or white tights or leggings may be worn under dresses in the colder months
- Tennis shoes or closed-toe shoes with no laces; no boots

Grades 1-5 Girls

- Navy polo dress
- Plaid jumper with or without a white Peter Pan blouse
 - Navy, black, or plaid bloomers/shorts must be worn underneath and should not extend below the hemline.
- Plaid skort, shorts, or pleated skirt worn with:
 - White or Kelly green banded or tucked polo
 - White Peter Pan blouse
- Solid navy, black, or white tights or leggings may be worn under dresses in the colder months

- Spirit shirts may be worn each Friday with uniform bottoms.
- Tennis shoes only; no boots

Pre-K & Kindergarten Boys

- Navy pants or shorts with an elastic waist (no cargo styles) worn with:
 - White or Kelly green logo polo
 - Trinity branded t-shirt
- Tennis shoes or closed-toe shoes with no laces; no boots

Grades 1-5 Boys

- Navy pants or shorts (no cargo styles) worn with:
 - Black, navy, or brown belt
 - White or Kelly green logo polo
 - Shirts must remain tucked in
- Tennis shoes only; no boots
- Spirit shirts may be worn each Friday with uniform bottoms.

General Uniform Guidelines

- Hair should be neat and a natural color
- Analog watches are permitted
- Stud earrings only
- Small necklaces may be worn but must remain underneath the uniform for safety
- Makeup is not permitted
- Artificial fingernails are not permitted
- Socks must be solid white or navy
- Trinity logo sweatshirts, fleeces, and white or navy cardigans may be worn in classrooms and Chapel.
- Trinity logo sweatsuits may be worn when the temperature is below 50°F between October and March
- Sweaters, jackets, and outerwear of any color may be worn outdoors only and may not be worn in classrooms or Chapel.
- Fifth-grade class t-shirts and sweatshirts may be purchased through Trinity and worn daily with uniform bottoms.

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.

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 will 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.

ALLERGIES AND NUT AWARENESS

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. To reduce the risk of exposure we request the following:

- Students who keep an Auvi-Q® or EpiPen® on campus and have a current **Anaphylaxis Emergency Action Plan** on file are required to bring lunch from home and may not purchase the school lunch.
- Students are expected to wash their hands before and after eating.
- If a student brings a food item containing nuts to school, the item will be removed and discarded in a secured bag. The student will be provided with an alternate lunch, and the student's school lunch account will be charged accordingly. A notice will be sent home to the student's parent or caregiver informing them that a nut product was found in the student's lunch.
- Faculty and staff are informed of students and employees with severe allergies, including anaphylactic reactions to nuts.
- Faculty and staff participate in first aid training that includes recognizing and responding to anaphylaxis and other severe allergic reactions.
- Parents and caregivers are asked not to send food or containers that have previously contained nut products (e.g., cereal boxes, granola bar wrappers, or cookie packaging).
- Parents and caregivers receive reminders of the school's allergy policies through the Parent & Student Handbook and periodic school communications.

- Prior to birthdays, classroom celebrations, holidays, or other events involving outside treats, parents and caregivers receive reminders regarding approved food items.
- New families are informed of Trinity's allergy policies during the enrollment process.
- Trinity Episcopal Day School's Board of Trustees reviews and approves the school's allergy policy.
- Faculty members are reminded of their duty of care and provided with ongoing training regarding allergy awareness and emergency response.
- Students receive age-appropriate instruction from their teachers regarding allergy awareness and the importance of helping maintain a safe school environment.

MANAGEMENT OF STUDENTS WITH FOOD ALLERGIES

Students who have been identified by a doctor as having anaphylaxis as a result of a food allergy are 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 and Aftercare duty folders. Auvi-Q and EpiPens are stored in the front office under each child's name in a clearly identified cabinet.

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

Any student with a condition that might require medical treatment from the school is required to have a signed State of Louisiana Medical Form. Students with illnesses such as asthma, food or insect allergies, diabetes, or seizure disorders are required to have the emergency treatment forms signed by a licensed physician and the parent /guardian.

All medication that is to be administered to the student at school must be given to the office by the parent in the pharmacy-labeled bottle. The State of Louisiana Medical Form must be signed by the physician and the parent giving the school permission to dispense the medication. The name of the medication, side effects and directions for administration should be clearly written on the form. Students are not allowed to drop off medications with the office or be in possession of any medications at school. This includes cough drops.

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.

EMERGENCY PROCEDURES

Trinity has a detailed, comprehensive plan for dealing with emergencies at school. The plan is reviewed annually and faculty are trained on these procedures. The school community prepares for possible emergencies by conducting drills (fire, inclement weather, lockdown) during the year. These

drills provide students with the opportunities to practice important emergency procedures and reduce uncertainty or fear in the event of an actual emergency.

On occasion, Trinity may need to close due to unexpected circumstances such as inclement weather. The school will make every effort to make decisions in a timely manner, allowing families to make necessary arrangements. Notification of closings will be sent through email, website, social media, and local news.

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 given an exact location and set of collection procedures to pick up their children.

SECURITY CAMERA POLICY

Trinity supports using video cameras throughout the school to enhance safety and security. Our goals are to promote and foster a safe and secure teaching and learning environment for students and staff, to ensure public safety for community members who visit or use our school property, and to diminish the potential for personal and school loss or destruction of property. Security camera recordings will be viewable in each building by authorized designees only. Video recording is limited to public areas inside and outside of the building and does not include private areas such as bathrooms.

Please note: We respect the privacy of all school's children, parents, and staff. Our 24-hour video surveillance system/security cameras are for internal purposes only.

CAMPUS SECURITY

Trinity works in partnership with the Baton Rouge Sheriff's Department. A security officer is on campus each day from 7:30-3:30 and for special events, such as Trunk-or-Treat, that take place after regular school hours.

VISITORS

All gates on campus are locked during the school day. Those seeking entry during school hours must buzz an intercom system at the walk-in gate. You will be asked to state your name and your reason for coming onto campus. Upon entering through the gate all visitors must proceed to the school office to receive a visitor's badge. This badge is to remain on, in a visible location, for the duration of your visit. Upon leaving, visitors should check-out at the front office.

WEAPON AND FIREARM-FREE ZONE

Louisiana prohibits anyone from carrying a firearm, openly or concealed, on school property, at a school-sponsored function, or in a "firearm-free zone" (which includes a school campus, an area within 1,000 feet of a school campus, and inside a school bus).

All students, staff, parents, visitors, and contractors are strictly prohibited from possessing weapons, including firearms and explosives, anywhere on school property or off campus while attending a

school event. The prohibitions apply regardless of whether any legal license has been issued to the possessor. Anyone possessing or using a weapon will be asked to immediately surrender the weapon if safe to do so and or the necessary authorities will be called to disarm said device.

ADMISSIONS

APPLICATIONS

All applications are submitted via Trinity's school student information system and include a one time, non-refundable application fee. 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.

Trinity seeks to enroll children who will best benefit from our warm and nurturing academic setting. The admissions process is designed to assess readiness and predict the success of applicants while providing families and students an opportunity to explore the mission and goals of the school.

Trinity admits students without regard to race, color, religion, gender, sexual orientation, gender identity, national or ethnic origin, or disability, or any other legally protected category. It does not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity, national or ethnic origin, or disability, or any other legally protected category.

RE-ENROLLMENT

Re-enrollment occurs annually in January. Families are provided a two-week timeframe for completing the enrollment process. Priority enrollment is extended to current families in good financial and academic standing. Families that do not secure their child's place for the following academic year may be placed on a waitlist and enrollment extended to a waiting applicant.

Trinity enrollment contracts are binding once completed. Occasionally, it is necessary to withhold or rescind a student's re-enrollment contract for academic or disciplinary reasons. In most cases, students who have had their re-enrollment contract withheld are given the opportunity to improve with close monitoring and reevaluation throughout the remainder of the year.

WITHDRAWAL PROCEDURE

Trinity Episcopal Day School enrollment contracts are binding. In the event that a family chooses to withdraw their child from school, the family should inform the Head of School in writing of the student's intent for withdrawal.

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.

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.

When a withdrawal request is determined by the Rector to be pastoral in nature, the family may be released from an enrollment contract.

Student records, including but not limited to report cards and transcripts, will only be released if payment of tuition and other fees is current.

CUSTODY AND PARENT RELATIONS

When parents are separated or divorced, Trinity requests parents file the most recent court orders specifying access to the student, student records, and school officials as well as possession and visitation with the office. The school's copy must contain the judge's signature and the date signed. A parent must give to the school a copy of any special legal considerations that affect the students. The school has no ability to monitor custody issues of separated or divorced parents and asks that both parents work together for the best interest of their child without involving the school in the role of intermediary. Parents that are unable to work together and attempt to involve the school may be asked to withdraw their child from the school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

Parents should acknowledge that, when the school and/or its employees are called as witnesses or are otherwise involved in legal proceedings, the school may incur significant expenses, including compensation for and school employees required to participate, the compensation of their replacements, and attorneys' fees and other costs. Parents should agree that any fees, expenses, or costs incurred by the school related to legal proceedings related to the student or parents automatically will be charged to the student's bill and will be due under the same terms as tuition and fees.

STUDENT RECORDS

A student's school records are confidential and are protected by federal and state law from unauthorized inspection or use. A cumulative record for each student from the time the student enters the school until he or she withdraws or graduates. This record moves with the student from school to school.

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 14 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, 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

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.

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. Take home folders should be reviewed regularly by parents and returned to school. Assignments may be given in advance for extended vacations or out-of-town trips. Assignments may be completed upon the student's return.

GRADE PROMOTION

Trinity recognizes that the emotional, social, physical, and educational growth of students will vary and that students should be placed in the educational setting most appropriate to their needs at the various stages of their growth. It is the policy of Trinity that each student shall be moved forward in a continuous pattern of achievement and growth that corresponds with his/her own development and the academic standards established for each grade and core subject.

Students are promoted to the next grade level when they have demonstrated mastery of all minimum grade-level academic expectations and have maintained satisfactory conduct and attendance. Failure in one subject area may require attendance in an approved summer program to demonstrate content mastery.

Repeated failures in a particular academic area may result in non-promotion and dismissal. Promotion decisions are at the sole discretion of the faculty and school administration.

PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences are held in the fall for all students. Spring conferences are 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.

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.

ACADEMIC ACCOMMODATIONS AND PSYCHOEDUCATIONAL EVALUATIONS

Trinity Episcopal Day School is committed to supporting students with documented learning differences and other educational needs within the scope of the School's program, staffing, and resources.

Parents who wish to request academic accommodations should provide the School with a complete and current psychoeducational evaluation prepared by a qualified professional. The evaluation should include relevant assessment results, diagnoses when applicable, and specific recommendations for school-based accommodations.

Upon receiving an evaluation, Trinity will:

- Review the evaluation and recommended accommodations.

- Consult with the student's parents, teachers, and other appropriate professionals.
- Consider the student's demonstrated needs within Trinity's educational setting.
- Determine which accommodations the School can reasonably and consistently provide.
- Develop or revise a written accommodation plan, when appropriate.
- Review the student's progress and the effectiveness of approved accommodations periodically.

Recommendations contained in an outside evaluation are considered carefully but are not automatically adopted. The School retains the authority to determine which accommodations are appropriate and reasonable within its curriculum, instructional approach, available personnel, facilities, and resources. Trinity is not required to provide an accommodation that would fundamentally alter its academic program, modify essential learning expectations, create an undue burden, or compromise student safety.

Approved accommodations are intended to provide access to instruction and allow a student to demonstrate learning; they do not guarantee a particular grade, level of achievement, promotion, or admission to another program. Accommodations generally do not include modifications that substantially reduce grade-level expectations unless specifically approved by the School.

Parents are responsible for arranging and paying for outside evaluations, therapies, tutoring, or specialized services unless otherwise agreed to in writing. Updated documentation may be requested when a student's needs change, when additional accommodations are sought, or when the existing evaluation no longer adequately reflects the student's current functioning.

Evaluations and accommodation records will be treated as confidential student information and shared only with employees who need the information to support the student. Parents should submit evaluations and accommodation requests to the Head of School or designated student-support coordinator.

CLASSROOM PROCEDURES

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.	School day begins. Student arriving after 8:10 are considered tardy and a parent must escort student to office to check in
2:50 p.m.	Latest time for early-checkout
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

Trinity values student attendance; each day is a crucial part of a student's education. Every classroom is a community, and the community functions best when its members are present. Arriving on time and staying until the end of the school day are beneficial to each student and to the class as a whole.

In accordance with the Louisiana Department of Education regarding attendance, students cannot be absent more than **10 unexcused days for an academic year**. If a student exceeds 10 days, he or she may not meet the criteria to advance to the next grade. Students with chronic attendance problems and/or chronic tardiness or excessive early check outs, regardless of the reason, may be asked to withdraw from school.

EXCUSED ABSENCES:	UNEXCUSED ABSENCES:
• Illness or medical (must provide a doctor's note once exceeding three days) • Medical appointments (e.g. Orthodontist) Please make every effort to schedule these outside of school hours • Religious observance • Family emergency or bereavement • All excused absences must be communicated with the school front office and a student's homeroom	• Skipping school • Personal appointments (e.g., hair, nails, etc.) • Family vacation • If no communication is made with the school front office, the absence is unexcused

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.

Excessive tardiness not only impacts the student that is late, but it also disrupts the other students and the learning environment. Therefore, we expect students at Trinity to arrive on time. This means that students should be on campus no later than 8:10 in order to join their class for morning meeting.

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 or parent volunteer drivers will be provided by the school for field trips. If a parent volunteers to drive children, they must provide proof of insurance, a valid drivers license and have written consent from the parents of passenger students.

Parents are encouraged to attend field trips as chaperones but will 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

Commercial transportation or parent volunteer drivers will be provided by the school for field trips. If a parent volunteers to drive children, they must provide proof of insurance, a valid drivers license and have written consent from the parents of passenger students.

Parents are encouraged to attend field trips as chaperones but will 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.

BATHROOM POLICY (EARLY CHILDHOOD)

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.
4. Use the toilet independently (including wiping) and accurately with all waste going in the toilet.
5. Get on/off of the toilet by themselves and flush.
6. Wash and dry hands.
7. Postpone going if they must wait for someone who is in the bathroom to finish or if they are away from the bathroom.

FOOD/LUNCH PROGRAM

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. Students in 1st - 5th grade are welcome to bring a snack as teachers provide students with a daily break for snacks if they would like.

An optional hot lunch program is provided daily by Piccadilly for all students. Students may be enrolled in the lunch program **by semester** and are billed monthly. Whole White or 2% white milk 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.

SPIRIT DAYS

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

Additional spirit days and/or free dress will occur during the year and communicated by teachers.

PARENTS' GUILD AND HOMEROOM REPRESENTATIVES

At Trinity Episcopal Day School, we believe that a strong partnership between home and school is essential to a child's success. All parents and guardians are automatically members of the Trinity Parents' Guild, an organization dedicated to strengthening our school community through fellowship, volunteerism, and support of students, faculty, and staff.

Throughout the school year, the Parents' Guild provides opportunities for families to become involved in the life of the school by assisting with special events, faculty and staff appreciation, community-building activities, fundraising initiatives, and other volunteer opportunities. Whether you have a few hours or can serve throughout the year, your involvement makes a meaningful difference and helps strengthen the Trinity community.

Each classroom has one or more **Homeroom Parent Representatives** who serve as a liaison between the classroom teacher, the Parents' Guild, and classroom families. Homeroom Parent Representatives help coordinate class celebrations and teacher appreciation efforts, communicate volunteer opportunities, and assist with classroom needs as requested by the teacher. They also help foster a welcoming and connected classroom community throughout the year.

Serving as a Homeroom Parent Representative is a wonderful way to become involved at Trinity while supporting both the teacher and fellow families. Parents interested in serving or volunteering in other capacities are encouraged to complete the annual Parents' Guild interest form distributed at the beginning of each school year.

Trinity is grateful for the time, talents, and generosity of our parent community. Together, we create a welcoming, supportive environment where our students, faculty, and families can thrive.

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.

LOST AND FOUND

All articles found will be taken to the lost and found area. If the items have name labels as required, they will be returned. 'Lost & Found' items without labels will remain in lost and found for 30 days. Items remaining unclaimed for 30 days will be donated.

OUTSIDE EMPLOYMENT OF FACULTY MEMBERS

Should a parent decide to employ a Trinity Episcopal Day School faculty or staff member for tutoring or babysitting, the arrangement is considered a private agreement between that

individual and the parent. Trinity cannot be expected to monitor private arrangements and agreements with school employees. Trinity assumes no liability whatsoever, including but not limited to liability for any claims against its employees related to private business arrangements with families or the employee's actions in any such arrangement.

EXTENDED CARE

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. Students enroll in Extended Care on a semester basis but all students can utilize the drop-in.

All policies and procedures for the school also apply to the Extended Care program. 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.

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.

Students must be picked up from Extended Care by 5:30 p.m. A charge of \$1 per family per minute will be billed to incidental accounts for a late pickup.

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. Early Care is billed on a semester basis. 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 walkup 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 unattended.

- **Schools are designated a *No Cell Phone Usage Zone*, this includes the carpool circle.**
- **All students must exit and enter 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 and buckling their child's car seat.**