

Trinity Episcopal Day School
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www.trinityschoolbr.org



Student – Parent Handbook
2016-2017

INTRODUCTION

This handbook is provided to the parents and students to offer guidelines and information concerning the policies and procedures 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 interests 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 strives to uphold 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, 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 a well-rounded 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 and physical 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.

2016-2017
Faculty and Staff

Cooper L. Knecht..... Interim Head of School
Dana Flynn..... Administrative Assistant
Debbie Cotten Business Manager
Sarah Lloyd..... School Secretary
Brooke Johnson Development Director

Three Year Olds.....Erin Guillory & Shannon Slaughter
Four Year Olds Madeline Howard, Graham Miller & Darlene Stolfus
Kindergarten Lynda Burnett & Dottie Ruiz
1st Grade..... Gwen Jewell
2nd Grade..... Jennifer Schilling
3rd Grade Morgan Ginn
4th Grade Gail Miller
5th Grade Francie Guskay
Librarian & Director of Extended Care Leslie Smith
Art..... Sue Skillman
Computers..... Pat Mackey
Music Nick Stanley
P.E. Meg May
Religion..... Amy McRae
Resource Teacher Kim Musgrove
Spanish..... Laura Latil
Teacher Aides..... Brandi Boyce, Judi Boyce, Cherise Delahoussaye,
Kristen Fryday, Lisa Mitchell, and Kyra Reed
Rector..... Reverend Sharon Alexander
Chaplain..... Reverend Ashley Freeman
Physical Plant Manager Lee Mehrhoff

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SCHOOL POLICIES

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 establish, oversee, monitor and are otherwise responsible for the policies of the school. The Board shall serve at the pleasure of the Rector of the parish and shall be regarded as a Council of the Church. The basic policies are determined by the Board of Trustees. The Head of School is responsible for administering and carrying out the policies and directives of the Board and for the daily administration of the school.

Trinity Episcopal Day School is a nurturing academic community created as an outreach of Trinity Episcopal Church. The school provides a well-rounded 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.

Accreditation of all work done at Trinity is assured by the fact that all staff members must fully qualify in terms of state requirements. Also, scholastic standards exceed requirements set by the Louisiana State Department of Education. Trinity Episcopal Day School is also accredited by the Southwestern Association of Episcopal Schools and the National Association of Episcopal Schools.

Class size is determined by the Board of Trustees and adjustments shall be made as determined by the administration and the Board.

Child Protection Policy

As stated in Section 1R.S.14:403, Trinity Episcopal Day School will follow mandatory reporting of suspected cases of child abuse or neglect. A copy of the statute can be obtained in the school office. Any suspected abuse and/or neglect of a child in a child care center must be reported in accordance with Louisiana Revised Statutes 14:403. Report of mistreatment of children coming to the attention of the Office of Community Service –Child Protection Services will be investigated.

Discipline Policy

It is felt that reinforcement of positive behavior is the greatest aid in diminishing undesirable conduct. Behavior modification techniques are used within the classrooms. Parents will be notified if a child's behavior requires special attention for minor offenses.

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, he should never be out of sight of a staff member. No child shall be deprived of meals or any part of meals for disciplinary reasons.

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

Warning	Prior to the first offense a child may be issued one warning, depending on the severity of the offense. The student will be sent to the Head of School for a Discipline Referral. At this time a warning will be issued to the student and parents will be notified of the occurrence.
First Offense	Child informed by teacher and Head of School; and parents notified. Privileges withheld to be determined by the Head of School. (Discipline Referral completed)
Second Offense	Child informed by teacher and the Head of School; and parents notified. Privileges withheld to be determined by the Head of School. (Discipline Referral completed)
Subsequent Offenses	Child receives suspension. (K-5th grade) 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 any child receiving five or more Discipline Referrals, the Head of School may bring information before the Board of Trustees for further action. (including expulsion) Serious offenses may result in immediate suspension.
Tardies	Parents are notified after 3 and 6 tardies. (K-5th grade) Students may not be tardy more than six times per semester. After the sixth tardy, a conference with the Head of School will take place. From that point, if the student continues to be tardy during that semester, the Head of School will follow the Discipline Offense Calendar listed above.

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 will call appropriate law enforcement agency to notify of student possession. (Only if law mandates.)

2. Head of School contacts parents/guardians and informs parents of the occurrence and schedules a mandatory parental conference with the Head of School, Rector, and Board of Trustees president (or designee.)

If parents do not attend the conference, an immediate expulsion of the child may occur.

3. Suspension (3-5 days) and/or expulsion (for remainder of the school year) 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 Board of Trustees.
8. Trinity Episcopal Day School will offer yearly classroom drug awareness presentations in grades K-5 in an effort to educate the students.

Prescription Drugs

1. No prescription drugs may be in the possession of students attending Trinity Episcopal Day School.
2. Procedures for administering prescription drugs are found in the current school handbook. (See Medication Policy.)
3. If a student is found to have medication in his/her possession with the intent to distribute or consume without school authorization, the Alcohol and Illegal Drug Policy will apply.

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, religious 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 — Shall include derogatory remarks, jokes or the use of slurs, and shall include belligerent or threatening words spoken to another.

Physical Harassment — Shall include an unwanted or unwarranted physical touching, contact, assault, obstruction, or intimidating interference with reasonable school work 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 policies of the Board of Trustees 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 complete an incident 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 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 harassment or 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 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, 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. 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. The faculty and staff should encourage students to support other students who are subjected to bullying.

Parent Policy

As a parent of a child at Trinity Episcopal Day School you agree to uphold our name in the community. Parents are 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. Complaints should first be directed to the classroom teacher. After that it is appropriate to contact the Head of School.

Parental Use of Social Media

Widespread use of social media is now the norm for parents. Parents are asked to remember, however, that the best way to address a problem is for you to communicate directly with the appropriate teacher or head of school.

Posting complaints or concerns on your own page will not help address the problem. Negative comments about members of the school community are disruptive and inappropriate.

The school maintains a Facebook page which frequently provides updates on school activities or depicts events on campus. It is the school's practice not to identify children with last names on the Facebook page.

Please keep in mind that many parents do not wish their children to be identified online. Parents are encouraged to identify children by only first names. Before "tagging" pictures, parents should make sure that such practice is welcome. Likewise, parents who prefer not to have their children tagged or otherwise identified should communicate that with their fellow parents.

Grievance Procedure

It is an administrative policy that if at any time during the school year a parent has concerns regarding his/her 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. In the event that the parent feels that further action is necessary, the parent may request a hearing of the Board of Trustees.

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 for 24 hours before returning to school. If a child becomes sick at school, he or she will be sent to the office. If the student has a fever or is throwing up, the parents will be contacted and asked to pick up the student. In other cases the parents will be given the option of picking up their child or having him or her returned to class.

Playground and P.E. mishaps are part and parcel of school life. In the event of minor injury, a child will be sent to the office for an ice pack, Band-Aid, etc. If the injury appears to require possible treatment or if the child is extremely distressed, the parents will be called and asked what they want to do. In the event of a serious injury which clearly needs immediate medical attention, parents will be called at once; if the injury appears life-threatening or seems to require immediate treatment and parents cannot be contacted, the school will call 911 for an ambulance.

Medical Information

IMMUNIZATIONS: A doctor's 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. 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.

MEDICAL ADMIT: A child arriving after 8:25 a.m. will be considered a medical admit in lieu of a tardy if the child has been to a physician and has appropriate documentation.

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 CHRONIC MEDICAL CONDITIONS: All parents are asked to inform the school of any allergies or chronic medical conditions at the beginning of the year. The homeroom teacher will generally contact parents for more information about the allergies or conditions and will create a treatment/management plan if necessary. If emergency medication (such an epi-pen) needs to be kept at school. All requirements regarding medication indicated in the section below must be followed.

FOOD ALLERGIES: Many students suffer from a variety of food allergies. Please be especially sure to let the school know of food allergies. The school will review all emergency data sheets and will make a Master Allergy List for staff and post as appropriate. Food allergy information will be communicated to parents of the other children in the class as appropriate. If you have been informed of a food allergy in your child's class, please be especially mindful of that that need when preparing any kind of food to send for the whole class.

Because peanut and tree nut allergies are particularly prevalent and create possibilities of cross-contamination, the school has taken extra measures to protect students' health. Every reasonable effort is made to protect students with food allergies and to prevent cross-contamination, but it is important for students and families to have made appropriate plans in case of allergic reactions. The following protocol have been adopted to protect our children with peanut/tree nut allergies. Lunches from home are not to have peanuts/tree nuts in them. No bake goods with peanut or tree nut ingredients should come to school as classroom treats. Many processed foods and baked goods many come from facilities where there is a possibility of trace exposure to peanuts/tree nuts. The risk such items poses vary greatly with individual children. Please consult with your teacher before bringing treats to school in order to determine whether products with trace exposure can be brought to a classroom.

LICE: Head lice are an unpleasant but not uncommon experience for young children. In order to prevent or eradicate them, communication between home and school is essential. Parents are requested to inform the school immediately if they detect lice on their children. Such children should receive treatment before returning to school. Parents of other children in that grade will be informed of the outbreak, but not identify of any persons with lice. If the school becomes aware of an outbreak of lice, it may be necessary to examine all children in that class. In keeping with the recommendations of the Center for Disease Control, students will be allowed to remain at school for the day, but the parents will be informed that they must receive treatment before returning to school. The school will make every effort to keep parents appropriately informed and to take any necessary steps with regard to cleaning carpets, etc.

Medication Policy

- A. As a general principle, medications are not to be given at school.
- B. Children are not allowed to have medication in their possession on the school grounds. Teachers and others in authority have the right to take the medication from the child and contact the parent for appropriate information.
- C. Prescription medications that must be taken at school must be delivered to the school office by a parent and must be in the original container with the prescription label. The Trinity Medication Form must be signed by the parent.
- D. The following will be required for the above exception:
 - 1. School medication form (located in the back of the handbook) filled out with parent's signature.
 - 2. The medication should be brought to school by the parent in the container in which was delivered to him by the person selling or dispensing the same. Unlabeled medications will not be given at school. This includes prescription and non-prescription medicine.
 - 3. At the beginning of each school year and anytime there is a change in medication, a new form should accompany the new prescription.
 - 4. Non-prescription drugs will be given to children if accompanied by a completed medication form indicating the name of the medication, dosage, time to be administered and the length of time the medication is to be administered.
 - 5. Students **may not** carry medication with them at school except with the approval of the Head of School in special circumstances (e.g. insulin for diabetic students)

Trinity Episcopal Uniform Policy

Updated 7/2016

	Girls	Boys
Preschool	- Plaid dress with white collar (purchased at School Time or Inkas) - Plaid jumper with or without white peter pan blouse (no other shirt can be worn under jumper) - Plaid or navy bloomers/soffee shorts (can be purchased at school) should always be worn with jumper or dress - Navy/white tights may be worn on cold days (must be full length tights/leggings) - Trinity logo sweatshirt (purchased through school) with navy pants - Socks – Solid white, grey or navy - Shoes – Tennis shoes that do not tie (no lights)	- White or Grey logo polo shirt with navy bottoms (pants or shorts) – no cargo shorts/pants - Trinity logo sweatshirt (purchased through school) with navy pants - Pants/shorts should have elastic waist - Socks – Solid white, grey or navy - Shoes – Tennis shoes that do not tie (no lights)
Kindergarten – 5th Grade	- Plaid jumper with or without white peter pan blouse (no other shirt can be worn under jumper) - Plaid or navy bloomers/soffee shorts (can be purchased at school) should always be worn with jumper - Navy/white tights may be worn on cold days (must be full length tights/leggings) - White logo polo with banded bottom with plaid skort or shorts (shirt MUST have banded bottom - girls wear only white shirts and not grey) - Trinity logo sweatshirt (purchased through school) with navy pants - Socks – Solid white, grey or navy - Shoes – Tennis shoes (no lights) 5th graders only 5th grade class t-shirt (purchased at school) with plaid shorts/skorts 5th grade sweatshirt (purchased at school) with navy pants	- White or Grey logo polo shirt with navy bottoms (pants or shorts) – no cargo shorts/pants - Kindergarten boys can wear Pants/shorts with elastic waist (no belt required with these) - Trinity logo sweatshirt (purchased through school) with navy pants - Belt required – black, blue or brown - Socks - Solid white, grey or navy - Shoes – Tennis shoes (no lights) 5th graders only 5th grade class t-shirt (purchased at school) with navy pants or shorts 5th grade sweatshirt (purchased at school) with navy pants
All Students	- Analog watches are allowed - Stud earrings only (girls only) - No other jewelry allowed - Hair bows must be solid dark green, navy blue, white or plaid (Special occasion bows may be worn on Oct.31, Nov. 18, Dec. 12-16, Feb.14, March 17, and April 10-13.) - Grey logo sweatshirts and grey logo fleece jackets (both purchased at school) are the only cold weather clothing items that can be worn in the classroom - Sweaters/Jackets/Outwear can be of any color to be worn outside	

Stores that carry Trinity Episcopal Day School Uniforms are:

Inka's, School Time and Young Fashion

ADMISSION

Application/Admission

All applications are submitted via the school website. The application/screening fee is \$125. This application fee is **not refundable**. **Students entering three-year-old preschool must be three years of age by September 30.** All preschool students must be **potty trained** prior to the beginning of school. Students entering kindergarten must be five years of age by September 30. Students who are presently enrolled in State Approved Pre-K or Kindergarten programs may move into the next grade level regardless of established entrance ages.

First time applicants for admission to Trinity will be screened. Test scores, report cards and teacher recommendations are required. Acceptance into the program will be based on the ability of the child to work on or above his/her grade level. In the case of a child whose work is below grade level or who has other difficulties, each child will be considered individually. The application fee also covers the screening process.

It is expected that all children attending Trinity Day School remain on grade level or above. If a child were to have difficulty in certain areas, the faculty and administration would make every effort to assist in diagnosis and to alleviate the problems within the classroom. If the problems were to persist beyond our areas of expertise, recommendations for further alternatives would be given to parents.

Following a screening of the applicant consideration of acceptance is in the order as follows:

1. Brother or sister of student currently enrolled in Trinity.
2. Trinity Church communicant in good standing. (A communicant in good standing is defined as being an active church member and being a giver of record.)
3. Child of Trinity alum.
4. All other applicants.

Contracting Procedure

October	Registration begins for new students.
January	Contracts sent to currently enrolled students in January for next school year.

The contract is binding upon signing. (Full tuition due if contract is breached.)

Withdrawal Procedure

1. Parent contacts Head of School in writing to inform her of student's withdrawal. Date of receipt of withdrawal notice will determine date of withdrawal.
2. Files removed from current files.
3. No documents will be given on this student unless full payment of all tuition and other fees is received.
4. No further information released to parent unless full payment of all tuition and other fees is received.
5. Any deviation from this procedure will require communication with the Board of Trustees president.

6. 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 non-refundable.
7. Upon the death of a parent, the surviving parent may be released from an enrollment contract executed prior to the death of the parent. All tuition or other fees paid prior to the date of withdrawal are nonrefundable.

Collection Procedures

Procedures to be enforced are as follows:

1. If any sum is outstanding for more than thirty (30) days, Trinity may preclude the student from returning to Trinity until the account is brought up to date.
2. If any sum is outstanding for more than sixty (60) days or if Parent is delinquent in paying installments due under this contract more than twice in the course of a school year, Trinity, may declare the entire Contract Amount due immediately and Trinity may preclude the student from returning Trinity until the entire balance is paid in full.
3. If on the last day of school, any balance remains, Trinity may withhold student documents (including but not limited to report cards, standardized test results and cumulative files) in the school office until full payment is received in cash or with certified funds.
4. If any sum is outstanding under this contract for more than ninety (90) days, Trinity may declare the entire Contract Amount due immediately and turn this contract over to an attorney for collection. If any contract is turned over for collection, Parent agrees to pay the sum of Twenty-five (25%) of the amount owing as attorney fees. Parent also agrees to pay all other costs (including court costs) incurred in any collection proceeding. The rights provided to Trinity under this paragraph are cumulative and not sequential. Trinity may pursue any or all of them which may be applicable under the terms of this agreement, without first pursuing any others and/or simultaneously pursuing the others.

TRINITY EPISCOPAL DAY SCHOOL

2016 – 2017

Tuition Fee Schedule

<u>PAYMENT IN FULL PLAN (No Interest):</u>		
	<u>Oldest or Only Child</u>	<u>Siblings (5% discount)</u>
	<u>PreK3 - 5th</u>	<u>PreK3 - 5th</u>
Due with Contract	\$ 850	\$ 807
Pay Balance in Full on July 1, 2016	<u>\$7,637</u>	<u>\$7,255</u>
Total Annual Tuition	\$8,487	\$8,062

<u>OPTIONAL MONTHLY PAYMENT PLAN (With 6% Interest):</u>		
	<u>Oldest or Only Child</u>	<u>Siblings (5% discount)</u>
	<u>PreK3 - 5th</u>	<u>PreK3 - 5th</u>
Due with Contract	\$ 850	\$ 807
Monthly Payment beginning July 1, 2016	<u>\$ 870</u>	<u>\$ 826</u>
Total Annual Tuition (including interest)	\$8,680	\$8,241

Application Fee (\$125) - One time non-refundable fee paid with on-line application.

Technology Fee for PreK3 – 5th Grade (\$300 per year) – This money is dedicated solely for the purchase and upkeep of computer hardware and software at Trinity and the education of our faculty and staff on the use of these resources.

Tuition (See payment plans above) – One tenth of the tuition is due with the Enrollment Contract as a non-refundable deposit, with no interest added. The remaining balance may be paid in full on July 1, 2016 with no interest added, or may be paid in 9 monthly installments beginning July 1, 2016 through April 1, 2017 (excluding January 2017) with 6% interest added to declining balance. Monthly statements will be sent home with the student on the first of each month. Extended care fees will be included on the statement beginning in September. See back of sheet for extended care fees.

Lunch Fee – An optional hot lunch program will be offered on a per semester basis. Amount to be determined prior to the start of school.

Late Fee (\$25.00) – Will be billed to your account if payment is not received by the 10th of each month.

Service Charge (\$25.00) – Will be billed to your account for each NSF check.

Financial Aid – Applications will be available beginning November 1 through our website at www.trinityschoolbr.org.

CURRICULUM

The preschool is designed to offer age appropriate developmental activities. The PK3 and PK4 programs use the Creative Curriculum. Each student is challenged at his/her own level. Students experience whole group activities, as well as various learning centers including art, blocks, home living, writing and listening. Children are able to progress at their own rates, thus making learning an enjoyable experience.

The emphasis in the kindergarten through fifth grade curriculum is placed on reading, since it is essential to all other subjects. Other areas covered include mathematics, language arts, social studies, science, science lab and technology. In addition to these subjects, Trinity also offers Spanish, music, art, physical education, religion and library. Computers are also an integral part of the curriculum with each classroom being equipped with computers.

Textbook series, used in second through fifth grades, are as follows:

Reading Harcourt Brace

Mathematics Everyday Mathematics

Language Houghton Mifflin/Modern Curriculum Press

Spelling Houghton Mifflin/Educators Publishing Service

Science Lab Learner by Cognitive Learning Systems

Social Studies Harcourt Brace

Technology Techworks by TCM

Report Cards/Grading Scales/Testing Program

Reports cards are sent home each nine week period for PreK-5th grades. Progress reports to parents are sent by teachers as needed.

Grading Scales

PreK 3 and PreK 4

GP = Good Progress

ES = Emerging Skill

NI = Needs Improvement

Kindergarten/First Grade

S = Satisfactory

NI = Needs Improvement

U = Unsatisfactory

NA = Not Applicable

Second Thru Fifth Grade

A = 100 - 94 S = Satisfactory

B = 93 - 86 NI = Needs Improvement

C = 85 - 77 U = Unsatisfactory

D = 76 - 70 NA = Not Applicable

F = 69 – BELOW

Standardized Testing

Standardized testing is done in 2nd - 5th grades.

Grade School Homework

Homework will be assigned in the 1st-5th grades on Monday through Thursday nights. The amount and content will be left up to the discretion of the teacher. Class work and graded papers will be sent home every **Wednesday** in all grade school classes. All work should be signed by the parents and returned to the teacher by **Friday**. If a student is absent from school, the parent may request assignments.

No assignments will be given in advance for vacations or out-of-town trips. Assignments may be completed upon the student's return. The last Wednesday of every month is Family Fun Night. There will be no homework assigned this night.

Parent/Teacher Conferences

We encourage parent-teacher conferences. We want parents to be informed on all phases of our school program. Teachers will always be available to talk with parents when prior arrangements have been made. Please email your child's teacher to make an appointment that is convenient for both of you..

Religious Emphasis

Trinity Episcopal Day School believes strongly in the importance of a religious emphasis in the school program. In addition to offering weekly Eucharist services with the Trinity Church clergy and school staff, Christian education classes are taught at each grade level. Further, it is felt that the sense of love and caring for the students by faculty and staff is a vital part of Trinity Episcopal Day School.

CLASSROOM PROCEDURES

The School Day

7:55 a.m.-8:20 a.m. — Arrival (Carpool)

8:20 a.m. — Student is tardy and parent must escort student to office to check in.

2:45 p.m. — PreK Departure

3:05 p.m. — K-5th grade Departure

Attendance

Students are tardy after 8:20 a.m. and must be escorted to office to check in.

Attendance at school is crucial for sound learning to take place. State law mandates a minimum number of days for student attendance in order for a child to be promoted to the next grade level. A student can only be excused for absences beyond the minimum requirement if it is for medical reasons and can be documented by the child's physician. If a child is going to miss school for non-medical reasons, parents should pay careful attention to state attendance regulations. When a child is absent from school, a written note from the parent should accompany the child on return. A call directly to the school office on the day of the absence is encouraged.

Students are tardy after 8:20 a.m. and must be escorted to office to check in.

If a child is dropped off after morning carpool has ended, the carpool driver must accompany the child into the school office to notify us of the arrival. This is for the child's safety. Late arrivals will designate a tardy. Tardies will result in discipline procedures (See Tardies).

Check Out before 2:30

Early check out is strongly discouraged. It is disruptive to classes. If a child must be picked up early, please do so by 2:30 p.m. A parent must stop by the school office to sign out the student and he/she will be called to the office. If a parent must go to the child's classroom, he or she must check in at the office and obtain a visitor's pass. It is recommended that doctor's appointments etc., be scheduled after 3:15 p.m. Checking out early to avoid the carpool line is not allowed.

Classrooms are locked at 3:05 p.m. Children may not return to their classrooms after class hours.

Inclement Weather

Please follow the directives given by the **East Baton Rouge Parish School Board** concerning the closing of school due to bad weather conditions. Parents will be notified by One Call and email when school closes. A notification will also be placed on the school website at www.trinityschoolbr.org. Updates will also be posted on RenWeb. Contingency days will be used if school closure occurs due to bad weather. Days will be announced by the administration if necessary.

School Supplies

PreK3 students — The school will provide a nap mat and book bag.

PreK4 students — The school will provide a book bag. Students must provide their own blanket for nap time. (Plastic mats are provided)

K-5th grade students — School supplies are provided. Students must provide their own backpack.

Each grade school student will be required to have a book bag of his/her choice. Rolling book bags (not suitcase type) are permitted but discouraged, due to classroom storage limitations.

Food/Lunch Program

Preschool

A morning and afternoon snack is served daily with juice. Please alert the office and the teacher of your child's allergies, if any.

Grade School

An optional hot lunch program is provided daily for Pre-K to 5th grade students. Your child may be enrolled in the program by semester and billed in the months of September and January or billed monthly. White Whole, White lowfat and lowfat chocolate milk is provided daily. School lunch is provided by Piccadilly.

Please note the following restrictions for students who bring their own lunch to school:

1. No refrigeration is available.
2. Milk may be purchased at the school by the semester.

3. Students may not bring soft drinks, candy, glass bottles or fast food items for lunch.

In the case of milk or food allergies, a written note from the child's physician must be provided in the office annually.

All parents in the school (one per family) are encouraged to serve in the lunchroom a minimum of two times per year per child.

Field Trips

School field trips are encouraged by the administration. Commercial transportation will be provided by the school for all field trips. Parents are encouraged to attend as chaperones but should provide their own transportation. In order for a child to go on such trips, the following procedures must be adhered to:

Students

1. A signed permission slip must be on file for **each** trip.
2. Preschool students must wear **Trinity T-shirts** on all field trips.

Volunteer Chaperones

1. No possession or consumption of alcoholic beverages will be tolerated prior to or during field trips.
2. Volunteer chaperones will assist with the supervision of students while at field trip site.
3. 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.)
4. No siblings may go on field trips.
5. **Appropriate Chaperone form must be completed before trip.**

Homeroom Mothers/Fathers

A Homeroom Mother/Father is selected for each classroom. He/she will be in charge of coordinating class parties, assisting the Parents' Volunteer Guild Hospitality Committee when needed, coordinating the Parents' Volunteer Guild activities, and assisting in teacher requests for assistance. Please understand that this procedure will work only if every parent volunteers to do his/her fair share when called upon. Otherwise, activities will have to be cancelled.

Birthday Parties

If a child is celebrating a birthday, a snack for the class may be sent to school and will be served at morning snack time for preschoolers and at lunch for grade school students.

Birthday party invitations may be given out at school **only if** the entire class is invited or if all the boys or all the girls in a class are invited. Please send several extra invitations in case of new student arrivals.

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 relaxing atmosphere after the structured school day.
Policies:	The Reference Handbook includes all policies and procedures for the school. All school policies are also followed for the Extended Care Program. It is also the policy of the school to report any suspected cases of child abuse and/or neglect.
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 “time-out” are examples of methods used for minor infractions. No corporal punishment is used. If major problems occur, parents are contacted. Also, all school discipline policies listed in the handbook are applicable to Extended Care. (See Discipline Policy)
Personnel:	Leslie Smith, Director of Afternoon Extended Care Lynda Burnett, Director of Early Morning Drop Off Cooper Knecht, Interim Head of School 6 Extended Care Workers
Hours:	7:30 a.m. - 8:00 a.m. Early morning drop-off available. 3:00 p.m. - 5:30 p.m. Extended Care available.
Hourly/Flexible:	Call office by 2:00 p.m. See Extended Care Fee Schedule for hourly rate.
Holidays:	See calendar for dates
Daily Schedule:	3:00 p.m. School dismissal/outdoor play/homework 5:30 p.m. Dismissal
Activities:	Children who are enrolled in the Extended Care Program after 3:00 p.m. are given time to do homework, as well as, time to play. Outdoor games and activities are encouraged, thus providing a relaxing, well-supervised afternoon. Indoor games and toys are also available on rainy days and at other times. Toys from home are not allowed.
Extended Care Requirements:	Each student must have on file: 1. Child Information Form 2. Physician’s Report

- Departure:** Students must be picked up and signed out by 5:30 p.m. A charge of \$15 per 15 minute interval will be billed upon late arrival. A voucher will be signed by Extended Care personnel and parent at that time in order to assess the charge.
- Billing:** Monthly bills will be emailed home by the first of each month and payable on or before the 10th.
- Telephone:** School Office: 387-0398 before 3:00 p.m.
In the event of the office being closed, please call the extended care telephone for extended care changes (225- 270-7734)
- Federal Tax I.D. Number:** 72-0460812

TRINITY EPISCOPAL DAY SCHOOL

2016 – 2017

Extended Care Fee Schedule

Registration Fee	\$45.00
Monthly Schedule 3:00 p.m. – 5:30 p.m. (M-F).....	\$135.00/month
Flexible/Hourly Schedule	\$4.00/hour
Early Morning Drop Off	\$100.00/sem.
Holidays (full day minimum)	\$40.00/day
Late Departure	\$15.00/15 minutes

Explanation of Extended Care Fees

Registration Fee – Yearly fee per student to attend extended care.

Monthly Schedule – Students may attend extended care each day at a set rate.

Flexible/Hourly Schedule – Students may attend extended care on a flexible schedule and be billed hourly.

Early Morning Drop Off – Students may be dropped off between 7:30 a.m. and 7:55 a.m. for a semester fee billed in September and January.

Holidays – Extended care is available on certain school holidays from 7:30 a.m. to 5:30 p.m. Advance sign-up is required and parent will be billed for the full day @ **\$40.00** per day, regardless of attendance. Parents must provide a lunch for their child on these days.

Late Departure – If a parent arrives after 5:30 p.m., \$15 per 15 minute interval per child is charged.

TRANSPORTATION

Student Departure Policy

If a parent or designated driver arrives to pick up a child for departure from Trinity Episcopal Day School and the adult appears to be incoherent, intoxicated, or has a smell of alcohol, the teacher or supervisor in charge will take appropriate steps to assure the safety of the child. These steps may include providing alternative means of transportation, calling a spouse, and in more difficult cases, calling the local police. Further steps may include, but are not limited to; not allowing the adult in question to attend field trips and/or notifying the parents of the children who may ride in carpool with the adult in question.

Trinity Episcopal Day School strongly recommends that no child be placed in the front seat of a vehicle which possesses passenger-side air bags. While enforcement and/or compliance with this recommendation rests solely with each individual driver, we would appreciate your assistance in conforming with this recommendation.

Emergency Dismissal

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 the Trader Joe's parking lot on Perkins Road. Parents will be able to pick up their children at that location.

Carpool Instructions for the Morning Arrival

Transportation is primarily handled by means of parent carpools. All students need a carpool number. Carpool numbers will be assigned by the office. Numbers will be sent home on the first day of school. **Please hold carpool number so that it is visible to the carpool attendant. Do not place carpool number on the dash as it is not visible to the carpool attendant. Please do not release your child from the car until an adult is on duty.**

As you know School Zones are "No Cell Phone Usage Zones" and you can get a ticket.

Carpool line is a No Cell Phone Usage Zone Too!

Parents should all drive through the carpool line. If you would like to park and walk up, you make park on **Morning Glory Avenue** and enter the school via the security gate by the music room. (Church side of the school campus). You may walk down the sidewalk, pick up your child in the carpool line and then exit the school campus via the Morning Glory side. No children will be permitted to walk through the parking lot. This is a safety matter.

After School Pickup

After school pickup is different for the PreK-3/PreK4 students than the K-5th grade students. Please refer to your carpool number tag that you will get the first day of school for the afternoon instructions. Parents should all drive through the carpool line. Please do not walk up to get children from the carpool line and do not get children from the rear of the breezeway. No child will be permitted to leave the school campus through the parking lot. This is a safety concern. There are too many cars driving through the lot at 3:00 p.m. Students that are not picked up by 3:15 p.m. will be placed in Extended Care and billed accordingly.

Carpool Instructions

1. **Cars will access our school parking lot from Cherrydale only.** Cars will line up down Cherrydale towards Perkins Road. Cherrydale may be accessed from Perkins Road or Marigold (4 way stop). Please be careful not to block residential driveways. **No one may access the line from Morning Glory.** Cars will turn into the parking lot at the driveway closest to the school building. When exiting the parking lot, cars will exit using the driveway closest to the playground. **All cars must then proceed left to Hyacinth.**

Students arriving or departing in mini-vans with one side door and students in the front seat will be getting out on the parking lot side and escorted around the front of the vehicle by the duty teacher.

2. Please use the transportation map on the back of your carpool number for student drop off and departure.

Trinity Parent Club

The Trinity Parent Club is an organization of parents established to assist the school in its mission as set forth by the Board of Trustees. The TPC provides assistance to the school through parental involvement, working directly with the Head of School. The TPC may raise money for the benefit of the school and any such project conducted in the name of the school shall have the prior approval of the Board of Trustees such approval shall set forth the nature of the project.

Camp Theodore

(Makes us a year round institution)

Trinity Episcopal Day School is in session from August till May each year. When June comes around a camp is offered through the end of July. Trinity Episcopal Day School hosts a day camp each summer. Weekly theme sessions are planned with extended care available before and after camp. Enrollment procedures begin in early spring. Trinity students are given a window for first registration during early spring. After that time, non Trinity students will be accepted.

Trinity Episcopal Day School Medication Form

TO: Cooper Knecht, Interim Head of School

DATE: _____

Please give my child, _____, the following medicine at school:

Prescription #: _____ Name of Medicine: _____

Amount of Dosage: _____ Time to be given: _____ Dates to be given: _____

I accept the rules of the school concerning the giving of medicine, including the following:

1. Medicine prescribed by a physician, must be in the original labeled bottle/package indicating the name of the medicine, the dosage amount and the time the medicine is to be administered. This prescription container must be brought to school by an adult with the prescription label showing,
2. Non-prescription medication will be administered to students if this form includes the name of the medication, amount to be administered, time of the dosage and duration (if known.)
3. The school and its employees are not to be responsible for any unintentional mistake or oversight in giving my child medication as directed by a physician and parent.

It is necessary that the above medicine be given during school hours.

Parent Signature

Trinity Episcopal Day School Medication Form

TO: Cooper Knecht, Interim Head of School

DATE: _____

Please give my child, _____, the following medicine at school:

Prescription #: _____ Name of Medicine: _____

Amount of Dosage: _____ Time to be given: _____ Dates to be given: _____

I accept the rules of the school concerning the giving of medicine, including the following:

1. Medicine prescribed by a physician, must be in the original labeled bottle/package indicating the name of the medicine, the dosage amount and the time the medicine is to be administered. This prescription container must be brought to school by an adult with the prescription label showing,
2. Non-prescription medication will be administered to students if this form includes the name of the medication, amount to be administered, time of the dosage and duration (if known.)
3. The school and its employees are not to be responsible for any unintentional mistake or oversight in giving my child medication as directed by a physician and parent.

It is necessary that the above medicine be given during school hours.

Parent Signature

2016-17 Academic Calendar

August 10 - 12, 2016	Faculty/Staff In-Service Days
August 15, 2016	Parent Meeting/Orientation – 8:30-9:30 a.m. (Parents meet in the church Students in classrooms – NO uniforms)
August 16, 2016	First day for students (ALL 1 st -5 th grade students) PreK & K students – BOYS only
August 17, 2016	PreK & K students – GIRLS only 1 st -5 th grade – all students
August 23, 2016	Curriculum Night - parent meeting 6:00-7:30 p.m.
August 25, 2016	1 st School Chapel & “Backpack Blessing” 8:25 PreK (Chapel Every Thursday) 8:45 K-5 th grade Eucharist
September 5, 2016	Labor Day Holiday – No School & No Extended Care
September 7, 2016	Individual school pictures
September 7, 2016	Class Picnic PreK & K @ City Park 5:30-7:30 p.m.
September 14, 2016	Class Picnic 1 st – 5 th grade @ City Park 5:30-7:30 p.m.
September 15, 2016	Open House 8:30 a.m. – 1:00 p.m. & 5:30 p.m. – 7:00 p.m.
September 29, 2016	Group pictures and make up school pictures
October 9, 2016	Day School Sunday @ Trinity Church
October 14, 2016	End of 1 st Quarter
October 20, 2016	Conference Day – no school for students – Extended Care Available
October 20-21, 2016	Fall Break (Extended Care on Thursday only)
October 28, 2016	Trunk-or-Treat/Under the Oaks 5:30 p.m. – 8:30 p.m.
November 11, 2016	EARLY RELEASE DAY -Teacher In-Service in P.M.
November 21-25, 2016	Thanksgiving Holiday
November 21-22, 2016	Extended Care Available
December 2, 2016	Movie Night and Book Fair Opens
December 5 - 9, 2016	Book Fair
December 14, 2016	Christmas Market
December 16, 2016	Christmas Pageant 9:00 a.m. (EARLY RELEASE DAY)
December 19, 2016- January 2, 2017	Christmas Holidays
December 19, 20, 29, 30, 2016	Extended Care Available
January 2, 2017	Teacher In-Service & Extended Care Available
January 3, 2017	Students Return
January 10, 2017	End of 2 nd Quarter
January 16, 2017	School Closed – MLK Holiday – No Extended Care
January 23 -27, 2017	ERB Testing 2 nd -5 th grades
February 15, 2017	Open House
February 20 -24, 2017	Teacher Appreciation Week
February 23, 2017	PreK4 Mardi Gras Parade



2016-17 Academic Calendar

February 27 – March 3, 2017	Mardi Gras Holiday
March 2 - 3, 2017	Extended Care Available
March 16, 2017	Annual School Musical & Senior Reunion
March 17, 2017	Grandparents' Day @ 9:00 a.m. (EARLY RELEASE DAY)
March 17, 2017	End of 3 rd Quarter
April 10 - 13, 2017	Spelling Bee Week (Monday 2 nd grade, Tues 3 rd , Wed 4 th , Thurs 5 th)
April 14 – 21, 2017	Easter Break
April 20 – 21, 2017	Extended Care Available
April 27 - 28, 2017	Art Show Days
April 29, 2017	Gala @ EBR Main Library on Goodwood Boulevard
May 5, 2017	Science Fair (4 th & 5 th grade)
May 15-19, 2017	5 th grade trip to Washington D.C.
May 18 -19, 2017	Kindergarten Plays Ruiz (May 18 th) and Burnett (May 19 th)
May 22, 2017	Final School Chapel
May 23, 2017	Awards & Showcase Day
May 24, 2017	PreK Splash Day & Final Day of School for PreK
May 25, 2017	Splash Day for K-5 th grade
May 26, 2017	Last Day of School (K-5th) & 5th grade Graduation (EARLY RELEASE)
May 30, 2017	Contingency Day

School Day Schedule:

7:30	Early Drop off
7:55-8:15	Carpool
8:15	School begins
2:45	Preschool Dismissal/Carpool
3:05	Kindergarten-5 th grade Dismissal /Carpool

Holiday Extended Care Dates:

November 21 - 22
 December 19, 20, 29, 30
 January 2
 March 2 - 3
 April 20 – 21

*Parents/Staff will be notified of any additions, changes or updates *

