TRINITY

EPISCOPAL DAY SCHOOL

"...Nurturing the whole child."

Parent Handbook
2022-2023

Trinity Episcopal Day School
3550 Morning Glory Ave.
Baton Rouge, LA 70808

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Introduction

Mission Statement

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 His Spirit too,
Comes to tell me what to do.
I believe that I can be kind and good,
Dear Lord, like Thee.

Non-Discrimination Statement

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

2022-2023 Faculty and Staff

Administration

Head of School	Marsha Palmer
Curriculum Director	Lori Foy
Development Director/Admissions	Erin Guillory
Finance Director	Brandt Edwards
School Secretary	Sarah Lloyd
School Nurse	Sarah Keating
Rector	Father Peter Wong
Administrative Assistant	Dana Flynn
Technology Coordinator	Kathryn Nastasi
Communications Coordinator	Kwon Choi
Physical Plant Manager	Ariel Anderson
Physical Plant Manager Assistant	Aaron Boyce
Extended Care Director	Kamrun Naher Madhobi

Teaching Faculty and Assistants:

Pre-K3	Kristen Caillais
	Meredith Monk
	Kristen Fryday
	Judi Boyce
	Shannon Slaughter
	Kyra Reed
Pre-K4	Madeline Howard
	Kappy Leotta
	Graham Miller
	Carol Wilfert
	Darlene Stoltzfus
	Kate Cangelosi
Kindergarten	Dottie Cameron
	Tracey Rathcke
	Jennifer Schilling
	Jeanne Dauzat
1st Grade	Gwen Jewell
	Lynda Burnett
2nd Grade	Hannah Weber
	Keya Bhaumik
3rd Grade	Meg May
4th/5th Grade	Taylor Pearce

Extra-Curricular Faculty:

Academic Support/Writing Lab	Catherine Farrar
Art	Katie Goodlife
Librarian/Writing Lab/Social Thinking	Mikel McClure
Music	Jena Vangjel
Physical Education/Movement	Bethany Linton
Religion	Amy McRae
Spanish	Laura Latil
STEAM	Alexis Lassetter

Admissions

Application/Admissions

All applications are submitted via Trinity's school website. The application/screening fee is $150.00. This one-time application fee is nonrefundable. Students entering PreK3 must be three years of age by September 30th of that school year. *All preschool students must be fully potty trained prior to the beginning of school.* Students entering kindergarten must be five years of age by September 30th. 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.

Withdrawal Procedure

1. Parent(s) contacts the Head of School in writing to inform them of the student's withdrawal. Date of receipt of the withdrawal notice will determine the date of withdrawal.
2. The student will be removed from active student rolls.
3. Student records, including but not limited to report cards and transcripts, will only be released if payment of tuition and other fees is current.
4. 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 release due to relocation should be directed to the Head of School. The final decision is made by the School Board.
5. 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.
6. When a withdrawal request is determined by the Rector to be pastoral in nature, the family may be released from an enrollment contract.
7. Any deviation from this procedure will require communication with the Board of Trustees.

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 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.

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 accredited by the Southwestern Association of Episcopal Schools and the National Association of Episcopal Schools.

Child Protection Policy Statement

In compliance with the Louisiana Children's Code, Trinity Epsicopal Day School will follow all mandatory reporting requirements related to suspected cases of child abuse and/or neglect. A copy of the applicable law can be obtained from the school office. 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. Parents will be notified if a child's behavior requires special attention.

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

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

Warning:

Prior to the first offense a child *may* be issued one warning, depending on the severity of the offense. The student will be sent to the Head of School for a Discipline meeting at which time a warning may be issued to the student and the parents will be notified of the occurrence.

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 readmitted to school. Discipline will be 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 drugs may be in the possession of students attending Trinity Episcopal Day School.
2. Procedures for administering prescription drugs are found in the Medication Policy of the Parent Handbook.

Harassment & Threat of Violence or Harm Policy

Trinity Episcopal Day School, as a school within the Episcopal Diocese of Louisiana, adheres to the Church's instructions that all students, parents, teachers, and staff shall be treated with respect and dignity. Harassment and/or threats of violence and harm are prohibited. The prohibition set forth in the

policy applies to all people engaged in school related activities and shall include, but not be limited to all students, part-time and full-time employees, volunteers, teachers, consultants, as well as clergy, and lay personnel.

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 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 in the case of students, and up to and including dismissal in the case of teachers, staff and others.

All forms of sexual, physical, verbal, and written/electronically communicated harrassment 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

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 making 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

Verbal harassment shall include derogatory remarks and/or jokes, the use of slurs, or belligerent or threatening words spoken to another.

Physical Harassment

Physical harassment includes any unwanted or unwarranted physical touching, contact, assault, obstruction, or intimidating interference with reasonable schoolwork or movement.

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 emotion, 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, 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 among school aged children that involves a real or perceived power imbalance. This behavior is repeated over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally and excluding someone from a group on purpose. This act directly interferes with the student's educational programs or activities, or, because the act is reasonably perceived to be so severe by the student, it causes mental or emotional distress or fear of physical harm.

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

Parent Policy

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

Toilet Training Policy

All students at Trinity Episcopal Day School must be toilet trained before attending. All students wear underwear (wearing "pull ups" is not allowed). We understand that even toilet trained children will occasionally have accidents. By definition, "accidents" are unusual incidents that happen infrequently. In some circumstances, the teacher will help children change their clothes, encouraging independence as much as possible. Parents may be contacted to change their child's clothes.

Grievance Procedure Policy

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

Sickness and Injury Policy

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* 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 significat, or if the child is extremely distressed, Trinity's School Nurse may contact parents. If the injury appears life-threatening or seems to require immediate treatment, the school will call 911 and parents will be contacted.

If two or more students in a class are diagnosed with a common childhood illness such as COVID, Flu, Strep, Impetigo, etc., within 48 hours, the parents of all students in that class will be notified via email.

Medical Information Policies

Trinity Episcopal Day School will align with recommendations made by the Center for Disease Control and Prevention (CDC) and the Louisiana Department of Health (LDH) for all applicable issues.

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.

Medication Policy

As a general principle, medications are not to be given at school. However, we recognize there are some instances where the administration of medication is necessary.

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

Head Lice

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 the grade affected will be informed of the outbreak. The school will make every effort to keep parents appropriately informed and to take steps with regard to cleaning carpets, etc.

Allergies and Nut Awareness Policy

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

What is Anaphylactic Shock?

An Anaphylactic reaction is a very severe and sometimes life threatening reaction that occurs when some people are exposed to particular products eg peanuts, dairy, eggs, fish and sesame seeds to name a few.

How is Anaphylactic Reaction Treated?

All children who have an anaphylactic reaction have an Anaphylaxis Emergency Action Plan that we also use at school to ensure the most effective treatment is provided for any of the children concerned. This will involve administering an adrenaline injection, giving antihistamine and calling an ambulance.

Why are we a nut aware environment?

We currently have children who have anaphylactic reactions to nuts. These reactions can be triggered by contact, ingestion and inhalation. We ask that school families assist us in minimizing the risk of exposure of these children to nuts by not sending foods to school that contain nuts.

Policy and Purpose:

Therefore, in order to raise awareness regarding the severe allergies and to protect and provide a safe learning environment for all members of the Trinity Episcopal Day School community, the Board of Trustees have adopted the following policies to be a nut-aware school. [1]

The policy will be managed by:

1. Parents and caregivers. All Trinity families are requested **NOT** to send food to school that contains nuts. This includes, but is not limited to, peanut butter, almond butter and nutella.
2. Students being encouraged **NOT** to share food.
3. Students who have an Auvi-Q or Epipen that stays on campus and have an Anaphylaxis Emergency Action Plan will not be permitted to purchase school lunch from Piccadilly. These students will be required to bring their own lunch from home.
4. Students being encouraged to wash hands before and after eating.
5. Faculty supervising eating at lunchtime. When teachers notice nut products being brought into the school by a student, that student's lunch will be discarded in a secured bag and the student will be given a Piccadilly lunch. The student's school account will be charged for lunch. A notice will be sent home in the student's lunchbox letting their caregiver know that a nut product was found in their lunch.

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[1] 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.

6. Faculty being made aware of students and staff who have anaphylactic responses, including nut allergies.
7. Faculty participating in first aid training in understanding and dealing with Anaphylaxis (severe allergic reactions) as the need arises.
8. Parents and caregivers being requested **NOT** to send boxes that have previously contained nut products, e.g. cereal boxes, muesli bars with nuts, biscuits.

The policy will be promoted by:

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

Students who have Food Allergies will be managed by:

Students who have been identified by a doctor as having anaphylaxis as a result of a food allergy will be required to submit to the school an Anaphylaxis Emergency Action Plan. The Anaphylactic Shock Procedure Plan as per the health care plan are distributed in multiple locations including: class folders handed out at the beginning of the year, class folders handed out at the beginning of the year, substitute teachers' information folder (clearly identified in red), and aftercare duty folders (clearly identified in red). Auvi-Q and Epipens are stored in the front office under each child's name in a clearly identified cabinet. Auvi-Q and Epipens are checked periodically to ensure they have not expired. Additionally, all faculty are trained in First Aid and CPR.

Library Selection Policy

Mission Statement

The goal of the Trinity Episcopal Day School Library is to provide students with opportunities to read for pleasure and information, to encourage their natural curiosity and to teach them the skills to satisfy that curiosity as enthusiastic and discerning content users and creators. To that end, the Librarian will instruct students in the use of tools, information technologies, and a wide range of learning resources, print and digital, at varying levels of difficulty with diversity of appeal and representing different points of view. The Librarian will strive to support and collaborate with teachers, working to cultivate in students the ability and desire for lifelong reading and learning.

Selection Criteria

The Librarian is responsible for the evaluation and selection of all library resources. Materials are evaluated and selected based on the following criteria:

- Favorable reviews in the literature of reputable professional organizations recognized for their objectivity and wide experience including but not limited to School Library Journal, Kirkus Reviews, and Science Books and Films.
- Needs of collection based on circulation data.
- Suggestions from faculty and students.
- Validity, appropriateness, and timeliness of material maintaining diversity of appeal and representing different points of view.
- Quality and variety of format.

Weeding Guidelines

Materials are weeded based on the following criteria:

- No longer meets the selection criteria.
- No longer meets the needs of collection based on circulation data - underused materials are weeded.
- Condition of material - badly worn or damaged materials are weeded and only replaced if still of education value based on selection criteria.
- Timeliness - outdated materials are weeded.
- Repetition of material.
- Superseded editions.

Contested Material

The library subscribes to the philosophy as expressed in the American Library Associaten's Library Bill of Rights (see appendix).

Information Reconsideration:

When material is contested, the school librarian shall try to resolve it informally by explaining to the complainant the goals of the school library, the selection criteria, and the qualifications of those persons selecting the material.

Formal Reconsideration:

If a complainant still wishes to contest the material, the complainant must personally obtain a copy of the school's "Request for Reconsideration of Library Resources" form (see appendix), which is kept in the school library. The form shall be fully completed, signed, and dated by the complainant and filed with a copy for the library. The material in question will not be pulled from the library collection during the reconsideration time.

Procedure For Handling Complaints:

All complaints to staff members shall be reported to the head of school. If the complaint is not resolved informally, the complainant fills out the "Request for Reconsideration of Library Resources" form. Complainant's reconsideration form will be shared with the Head of School. The Head of School may attempt to contact the complainant to discuss the complaint and try again to resolve the complaint informally by explaining the philosophy and goals of the school and library.

Reconsideration Committee:

Upon receipt of a completed reconsideration form, the matter not yet resolved, the principal will convene a committee of five to consider the complaint. This committee shall consist of the Head of School, the Librarian, a Board of Trustees representative, and Parent representative. The committee will meet to discuss the material in question and prepare a report on the material, containing the committee's recommendations on the disposition of the matter.

Instructions for the Reconsideration committee:

- Keep in mind the principles of the ALA Library Bill of Rights.
- BAse your decisions on these broad principles rather than on defense of individual materials.
- Freedom of inquiry is vital to education in a democracy.
- Thoroughly study all material referred to you and read available reviews.
- Passages or parts should not be considered out of context.
- The values and faults of the material should be weighed against each other and opinions based on the material as a whole.
- A decision is to be made no more than four weeks after the request was filed.
- The HEad of School will present the decision of the committee to the complainant.
- A member from the m=committee will meet with the complainant, if the complainant desires, with a written report with majority and minority opinions and explain the reason for the decision.

Appendix

Access to Resources and Services in the School Library: An Interpretation of the Library Bill of Rights (2014)

The school library plays a unique role in promoting intellectual freedom. It serves as a point of voluntary access to information and ideas and as a learning laboratory for students as they acquire critical thinking and problem-solving skills needed in a pluralistic society. Although the educational level and program of the school necessarily shapes the resources and services of a school library, the principles of the Library Bill of Rights apply equally to all libraries, including school libraries.

ALA's Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.
I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939. Amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; and January 23, 1980; inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Date: _____

Trinity Episcopal Day School
3550 Morning Glory, Ave.
Baton Rouge, LA 70808
This form is due back to the library within 30 days or it becomes invalid.

OBJECT OF CHALLENGE:

Title of Material:

_____

Author(s):

_____

Publisher: _____ Copyright Date: _____

INITIATOR OF CHALLENGE:

Name:

_____

Address:

_____

Phone

( ) - _____ - _____

Email:

_____

Do you represent:

- ☐ Yourself
- ☐ An organization or group.

If yes, name: _____

An organization or group _____ Name_____

COMPLAINT RESPONSE (Please comment on each question)

1. Have you been able to discuss this material with the teacher or librarian who ordered, used or assigned it? Yes _____ No _____
   Please explain:

2. Who brought this material to your attention?

3. Was the material selected as part of a class assignment or for recreational use?

4. Have you been able to determine a student's response to this material? If so, what responses did the student(s) make?

5. What do you understand to be the general purpose for using this material?

6. Does the general purpose for the use of this material, as described by the librarian or teacher seem suitable to you? Yes _____ No_____ Please explain:

7. To what do you object? Please be specific. Cite pages, parts, illustrations, etc.

8. Did you read, listen to or view the material in its entirety? Yes _____ No _____
   Please explain:

9. In what way do you think material of this nature is not suitable in a school library?

10. What do you find positive about this material?

11. Are you aware of reviews of this material? If so, please list findings.

12. Do you have other comments concerning this request?

Trinity Uniform Policy 2022-2023

	Girls	Boys
Pre-K	• Navy Polo dress (available at School Time) • Plaid Dress with peter pan collar • Plaid Jumper with or without white peter pan blouse • Bloomers/shorts should always be worn with jumpers/dresses. Undershorts should not hang below the hemline of jumpers/dresses. • Plaid skort with banded knit logo shirt or blue Trinity PreK t-shirt (available at Trinity) • Elastic waist plaid shorts with blue Trinity PreK t-shirt (available at Trinity) • Solid navy or white tights or leggings may be worn on cold days • Trinity Logo Sweatshirt (available at Trinity) • Trinity Logo Fleece (available at School Time) • Socks – solid white or navy • Shoes – Tennis shoes that do not tie • Navy or white cardigan sweater may be worn over uniform	• Navy pants or shorts with elastic waist (no cargo pants or shorts) • White, green or gray logo polo shirt or blue Trinity PreK t-shirt (available at Trinity) • Trinity Logo Sweatshirt (available at Trinity) • Trinity Logo Fleece (available at School Time) • Socks – solid white or navy • Shoes – Tennis shoes that do not tie
Kinder - 5th	• Navy Polo dress (available at School Time) • Plaid Dress with peter pan collar (Kindergarten only) • Plaid Jumper with or without white peter pan blouse • Plaid skort, pleated skirt, or walking shorts • Bloomers/shorts should always be worn with jumpers/dresses. Undershorts should not hang below the hemline of jumpers/dresses. • White or green banded jersey shirt with logo (must be worn with skirt, skort or walking shorts) • Solid navy or white tights or leggings may be worn on cold days • Trinity Logo Sweatshirt (available at Trinity) • Trinity Logo Fleece (available at School Time) • Socks – solid white or navy • Shoes - Tennis shoes • Navy or white cardigan sweater may be worn over uniform **5th Graders Only:** 5th Grade Class t-shirt and sweatshirt will be provided by TEDS and may be worn with with plaid skort, walking shorts, skirt or jumper	• White, green or gray logo polo shirts with navy bottoms (pants or shorts) • Navy pants or shorts (no cargo pants or shorts) • Kindergarten boys may wear navy pants or shorts with elastic waist (no belt required) • Trinity Logo Sweatshirt (available at Trinity) • Trinity Logo Fleece (available at School Time) • Belt – Navy, black or brown • Socks – solid white or navy • Shoes – Tennis shoes **5th Graders Only:** 5th Grade Class t-shirt and sweatshirt will be provided by TEDS and may be worn with navy pants or shorts
All Students	• Hair should be of natural color and appropriate length • Analog watches are allowed • Stud earrings only • Logo sweatshirts (purchased at school), gray fleece (available at School Time), and navy or white cardigan sweaters may be worn in classroom/Chapel • Sweaters, jackets, outwear of any color may only be worn outside	

Trinity Episcopal Day School uniforms are available for purchase at Inka's, School Time and Young Fashions.

Tuition Fee Schedule 2022-2023

PreK3 – 5th Grade

PAYMENT IN FULL PLAN (No Interest)		
	Oldest or Only Child	Siblings (5% discount)
Due with Contract	$ 1,040	$ 990
Pay Balance in Full on August 1, 2022	$ 9,360	$8,910
Total Annual Tuition	$10,400	$9,900

SEMI-ANNUAL PAYMENT PLAN (No Interest)		
	Oldest or Only Child	Siblings (5% discount)
Due with Contract	$ 1,040	$ 990
Amounts Due in August and December	$ 4,680	$ 4,455
Total Annual Tuition	$10,400	$ 9,900

Optional Monthly Payment Plan (With 6.5% Interest)		
	Oldest or Only Child	Siblings (5% discount)
Due with Contract	$ 1,040	$ 990
Pay Balance in Full on August 1, 2022	$ 9,360	$8,910
Total Annual Tuition	$10,400	$9,900

Additional Information

Application Fee

One time non-refundable fee of $150 paid with online application.

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 August 1, 2022 (with no interest added), paid in two semi-annual payments in August 2022 and December 2022 (with no interest added) or may be paid in 9 monthly installments beginning August 2022 through May 2023 (excluding January 2023) with 6.5% interest added to declining balance. Monthly statements will be emailed from FACTS. Extended care fees will be included on the statement beginning in September. See the next page for extended care fees.

Lunch Fee

An optional hot lunch program will be offered on a per semester basis. The amount will be determined prior to the start of school.

Lost/Damaged Books Fee

A fine of $15/book will be charged to your account for any library books reported lost, damaged beyond repair, or unreturned after 60 days. The fine will be refunded to you once the book is found and returned to the school library.

Financial Aid

Applications will be available through FACTS (RenWeb). Families are welcome to apply at any time.

Extended Care Fee Schedule 2022-2023

Monthly Schedule
3:15 p.m. – 5:30 p.m. (M-F).....$160.00/month

Flexible/Hourly Schedule……..……..$5.00/hour

Early Morning Drop Off…….$125.00/semester

Flexible Early Drop-Off by the day…….$5.00/morning

Holidays Care (full day minimum).....$45.00/day

Late Departure …….....$15.00/15 minutes

Explanation of Extended Care Fees

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 7:25 a.m. and 7:50 a.m. for a semester fee billed in September and January or for a daily rate of $5.00.

Holidays – Holiday Care is available on many school holidays from 7:30 a.m. to 5:30 p.m. Sign-up is required in advance and parents will be billed for the full day @ *$45.00* per day, regardless of attendance. Parents must provide lunch for their child on these days.

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

Federal Tax I.D. Number – 72-0460812

Curriculum

Pre-K3 & Pre-K4 Curriculum

Here at Trinity, research informs our belief that a project based approach to learning is the most developmentally appropriate and beneficial mode of learning for young students. Hence, our curriculum centers around project based learning. In PreK3, project based learning is supported by *Handwriting Without Tears*, a program that ensures our students receive the foundational skills of letter formation, letter and word spacing, and differentiating between capital and lowercase letters. In PreK4, project based learning is supported by *Fundations*, a component of our school-wide English Language Arts curriculum, that supports students' phonemic awareness, and emerging understanding of the alphabetic principles of letter-sound association and alphabetical order. Fundations also provides the foundation of manuscript letter formation. The development of these early literacy skills lead to word recognition and reading.

Additionally, based on training by Rice University's School Literacy and Culture Department, our teachers at Trinity utilize narrative writing and dramatization to strengthen students' early literacy, writing, and oral language skills.

PreK school days are enveloped by a Christian spirit where our students are loved, honored and nurtured. You will often hear the Children's Creed, Lord's Prayer or Love Chapter being sung in our hallways and our teachers guiding children to love God and to treat others the way that they want to be treated.

Kindergarten - 5th Grade Curriculum

Our English Language Arts curriculum is anchored by *Wit & Wisdom (W&W)*. This comprehensive program includes complex texts and provides a framework system for inquiry to help students build rich levels of knowledge on the topics that they study. Deep knowledge and the questioning spirit of the program helps to create successful readers and writers. In Kindergarten through third grade, the Wilson Language curriculum, *Fundations,* complements *W&W* by providing multi-sensory instruction on the foundations of reading and writing such as phonemic awareness, phonics, spelling, high frequency words, handwriting, and reading fluency. Finally, in Kindergarten through second grade, *Geodes* is a small group instructional tool that aligns with the topics studied in *W&W* while giving the students opportunities to work on their decoding and word recognition skills that they are learning in *Fundations*.

Math Expressions is our math curriculum. This program emphasizes a deeper understanding of how math works rather than memorization and rote practice. When students understand how and why numbers work, they are able to use a thoughtful and informed approach to solving problems. Teachers use a variety of online resources to complement *Math Expressions* including, *IXL* and *Reflex Math*.

Our science curriculum is *Mystery Science*. This phenomenon based program involves hands-on experiments where students solve real world problems. The real life nature of the activities are exciting and engaging while also challenging the students to find solutions and communicate their findings. A few examples of the topics covered include, Invisible Forces, Animal Traits and Survival, and Energy, Energy Transfer, and Electricity.

Our Social Studies textbook *Social Studies Alive!* is one of several resources that teachers use to create our Social Studies curriculum. The Louisiana State Social Studies Standards are the guidepost for the topics covered. In Social Studies students develop their knowledge of U.S. and world history, begin to understand and appreciate the civic principles that underlie our system of government, and learn about both physical and human geography. In fourth and fifth grade, students write arguments related to social studies topics.

Social and Emotional Curriculum

Here at Trinity, we use the school-wide *Responsive Classroom* approach to fulfill our mission of nurturing the whole child. According to the Center for Responsive Schools, *"Responsive Classroom is a student-centered, social and emotional learning approach to teaching and discipline. It is comprised of a set of research and evidence-based practices designed to create safe, joyful, and engaging classroom and school communities for both students and teachers. Schools and teachers that adopt the Responsive Classroom approach focus on (1) creating optimal learning conditions for students to develop the academic, social, and emotional skills needed for success in and out of school, and (2) building positive school and classroom communities where students learn, behave, hope, and set and achieve goals."* (Center for Responsive Schools, 2018)[2]

Religion Curriculum

In Religion classes at Trinity, we focus on a curriculum called *Godly Play*. *Godly Play* is a method of leading children onto a path of spiritual development, using storytelling, wondering dialogue, and creative play. Because children are born with a strong spiritual connection to God, *Godly Play* values rich Christian language to help children continue growing in their relationship with God. *Godly Play* is about connecting the story of God's people with our own life experiences.

During class, students sit in a circle on the carpet and experience a biblical story. They watch and listen as sacred stories, liturgical stories and parables are told by the story tellier. Natural wooden figures, felt pieces, golden parable boxes, and a large "desert box" filled with sand, are some of the many materials that accompany the stories. Students then wonder together with open-ended questions and responses. Afterwards, they have time to thank God by creating personal meaning from the story through artistic expression.

Goldy Play offers time for children to slow down and come close to God alongside their peers in a loving, Christian environment.

Report Cards

Report cards are sent home each nine-week period for grades K-5. Progress reports are sent home mid-quarter to students in grades 2-5. Pre-K students receive report cards each trimester. The first trimester report card is a narrative report which emphasizes students' social emotional development. The second and third trimester report cards include a skills checklist in the following areas of development, social emotional, gross and fine motor, literacy, and math.

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[2] Center for Responsive Schools. (2018, July). *The Responsive Classroom Approach*. Responsive Classroom. Retrieved August 11, 2022, from https://www.responsiveclassroom.org/wp-content/uploads/2018/07/RC-Approach-Handout.pdf

Grading Scale

Pre-K

T = On Target

D = Developing

N = Needs Improvement

TBA= To Be Assessed

Kindergarten and First Grade

T = Target

D = Developing

N = Needs Improvement

TBA = To Be Assessed

Second through Fifth Grade

A = 100 - 90

B = 89 - 80

C = 79 - 70

D = 69 - 60

F = 59 - Below

S = Satisfactory

NI = Needs Improvement

U = Unsatisfactory

NA = Not Applicable

Standardized Testing

The Comprehensive Testing Program (CTP), published by the Educational Records Bureau (ERB), is administered in 3rd-5th grades each spring. When results are received, scores will be shared promptly with parents.

Grade School Homework

Homework may be assigned in 1st-5th grade classrooms Monday through Thursday nights. The amount and content will be at the discretion of the teacher. Assignments may be given in advance for extended vacations or out-of-town trips or may be completed upon the student's return.

Spirit Day/Family Fun Night

Once a month, Trinity celebrates a Trinity Spirit Day and Family Fun Night. On this day students may wear Trinity Spirit shirts (may be purchased in the school office) with appropriate bottoms (including jeans) to school. That evening there will be no homework and often a local restaurant may "give back" to Trinity a percentage of Trinity sales. On this homework-free night, families are encouraged to spend time together.

Parent/Teacher Conferences

Parent/Teacher Conferences are held in October (10/12) and January (1/27) for all students. Other parent/teacher conferences will be scheduled as necessary.

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.

School 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 Church Side*)

8:10 a.m. - Students are tardy and parent(s) must escort students to the office to check in.

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

3:10 p.m. - 5:30 p.m. - Aftercare *(optional)*

Attendance

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

Tardies

Class begins at 8:10 a.m.. Please make every effort to have your child(ren) 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 into school.

Checkout Policy

If a child must be picked up early, please do so by 2:45 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.

Transportation

For the safety of all:

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

Early Arrival

Students who have signed up for Early Care must be dropped off in carpool and may arrive as early as 7:25 a.m.. Early Care is available until 7:55 a.m. A Semester fee billed in September and January. This option requires a semester commitment. In special circumstances, families will be given a drop in option for a fee of $5.00/family/day.

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 Church/Music Room only (North 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 $5.00 each.

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

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

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

Emergency Evacuation

In the event of an emergency or disaster that requires evacuation of the school premises, all students will be escorted by the faculty and staff to *Trader Joe's* on Perkins Road. Parents will be able to pick up their child(ren) at that location.

Field Trips

Commercial transportation will be provided by the school for all field trips. *In order for a child to go on such trips, a signed permission slip must be on file for each trip*. Parents are encouraged to attend as volunteer chaperones. In order to be a volunteer chaperone, parent(s) must:

a. Complete "Safeguarding God's Children Boundaries" training when serving as a chaperone. Training is available online at http://website.praesidiuminc.com/EnrollNow. Enter the registration code "edloa504".
b. Provide their own transportation to and from the field trip.
c. Assist with the supervision of students while at the field trip site.
d. Be responsible for the supervision of the students when the teacher is not available (*Teacher may not be with each group on a tour, etc.*).
e. Not to possess or consume alcoholic beverages during the field trip.

Note: No siblings may go on field trips.

School Closures

Trinity may follow 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 Parent Alert text and email through the Renweb/FACTS. A notification will also be placed on the school website at www.trinityschoolbr.org. Make up days will be announced by the administration if necessary.

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

Food/Lunch Program

Snacks

A morning and afternoon snack is served daily to PreK3, PreK4 and Kindergarten students, and may be served to students in grades 1-5. Again, please alert the office and the teacher of any allergies your child may have.

Lunch

An optional hot lunch program is provided daily for Pre-K - 5th grade students. Your child may be enrolled in this program *by semester* and billed monthly. This semester commitment is our agreement with Piccadilly. For your child(ren)'s own safety, children with a severe food allergy are not permitted to opt into the Piccadilly lunch program. Whole white, Low-Fat White and Low-Fat Chocolate milk is

provided daily. Students may choose to bring lunch from home in lieu of purchasing school lunch. If this option is chosen, these students will only be given a Piccadilly lunch in case of an emergency. Please note the following restrictions for students who bring their lunches to school:

1. *Trinity is a nut-aware campus. This includes peanuts, tree nuts and coconuts. Lunches from home are not to have peanuts/tree nuts in them. No baked goods with peanut or tree nut ingredients are permitted at school.*
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.

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. 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.

Homeroom Parent Representative

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

Interruption of School Operations; Unforeseeable Events

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

Extended Care

Philosophy

The purpose of Trinity Episcopal Day School Extended Care Program is to provide the option of before and after school care. The goal of the program is to provide a healthy and secure environment for children attending the school. It is the intent of the program to offer a safe and fun atmosphere after the structured school day.

Policies

The Parent Handbook includes all policies and procedures for the school. All school policies are also followed for the Extended Care Program.

Discipline

The supervisors use positive reinforcement and praise to encourage good behavior. When discipling students, consistency and fairness are used to maintain a happy and healthy environment. Redirecting 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 problems occur, parents are contacted. Also, all school discipline policies listed in the handbook are applicable to Extended Care (See Discipline Policy).

Hours

7:25 a.m. - 7:55 a.m. Early morning drop-off available.
3:10 - 5:30 p.m. Extended Care available.
Note: Students not picked up and signed out by 5:30 p.m. will be charged $15/15 minute interval.

Hourly/Flexible

Call the office by 3:00 p.m. to make changes in your child's normal schedule.

Holidays

See calendar for dates and follow school instructions for registering for holiday care through online sign-up.

Activities

Students are given time to do homework and time to play. Outdoor games and activities are encouraged. Indoor games and toys are also available on rainy days and at other times. *Note: Toys from home are not allowed.* A snack is provided for all Extended Care students.

TRINITY

EPISCOPAL DAY SCHOOL