RESPECT

COMPASSION

INTEGRITY

INSPIRING HEARTS, ENGAGING MINDS

HOLY
TRINITY
EPISCOPAL
SCHOOL

INSPIRING HEARTS, ENGAGING MINDS

PARENT AND STUDENT HANDBOOK

2022 - 2023

www.hteshouston.org

Revised July 2022

ABOUT THIS HANDBOOK

The policies in this handbook are to be considered as guidelines. Holy Trinity Episcopal School, at its option, may change, delete, suspend or discontinue any part or parts of the policies in this handbook at any time without prior notice. Any such action shall apply to existing as well as future families and employees. No one other than the Head of School, or, by resolution, the Board of Directors may alter or modify the policies in this handbook.

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Head of School's Welcome

Dear Holy Trinity Families,

Thank you for joining us for the 2022-2023 school year. We are honored to partner with you during these important and formative years. It is truly a great time to be a Titan!

Holy Trinity offers a unique opportunity for your child to establish the foundation for living an educated and meaningful life. This includes more than just being academically prepared. It also means being socially aware, emotionally mature, and spiritually grounded. As a result, our faculty and staff are tasked with providing more than just an excellent academic experience. A Holy Trinity experience is rooted in strong relationships and requires a commitment to doing the emotional labor necessary to support each student.

Over the past few years, HTES has undergone a significant transformation and managed exceptional challenges. However, even as our school has evolved, the core of what we are and why we exist has not changed. Holy Trinity exists to make the world kinder and smarter by educating children in the Lake Houston area. We are a "people place" where children who love to learn can safely engage in their development with teachers who know and appreciate them as individuals.

To those of you who have returned from last year, thank you. To the new families who have joined our community, welcome. The 2022-2023 school year promises to be fun, exciting, and filled with promise.

You have made a great choice for your child.

With gratitude,

Troy P. Roddy, Ph.D.
Head of School

Introduction to Holy Trinity Episcopal School

Mission, Vision, Philosophy, and Purpose

Mission

Holy Trinity Episcopal School's mission is to prepare students for higher education and a meaningful life experience through a program emphasizing academic excellence, spiritual development, and social responsibility.

Vision

Within a diverse community that values each individual as a child of God, we seek to nurture the truth-seekers and leaders of tomorrow. The school has as its foundation the faith and tradition of the Episcopal Church and its historic commitment to the ministry of education.

Philosophy of Education

- We recognize each child as a unique creation of God.
- We are committed to discovering, nurturing, and developing each child's individual gifts, while guiding the child toward the maturity necessary to manage his or her own learning.
- We actively seek a diverse student body and welcome children of all races, cultural backgrounds, and religious faiths.
- We maintain a program of financial assistance aimed at helping applicants who, except for inability to pay full tuition, would otherwise qualify for full enrollment.

Statements of Purpose

- A caring community of learners where teachers, as well as students, are continually seeking opportunities to learn, to discover, to be the change they want to see in the world.
- Student learning is the central driving force behind all that we do.
- A safe, caring, nurturing community in which every student has the opportunity to learn and grow intellectually, socially, and spiritually, while developing their God given talents in a challenging, individualized, and positive setting.
- Classrooms in which students are actively engaged in meaningful tasks which have been thoughtfully designed to facilitate student exploration.
- A community where teachers thoughtfully and collaboratively design aligned assessments to identify the achievements and areas of support necessary for individual students, so as to give effective feedback that will facilitate improved student learning.
- Classrooms that foster curiosity, where students and teachers independently seek answers to essential questions and reflect on their own learning in an effort to develop the enduring

understandings and creative problem skills necessary to solve problems personally, within a community, and globally.

- A community that encourages respect, service, love of lifelong learning, cooperation of teachers, parents, and students to exceed our established expectations.

History of Holy Trinity Episcopal School

In early 1994, a group of parents and other interested people in the Atascocita-Kingwood area met to discuss plans for a superior quality private school for northeast Harris County within the discipline and care of the Episcopal Church. Contact was made with the two Episcopal churches in the area, Christ the King Episcopal Church of Atascocita and Good Shepherd Episcopal Church of Kingwood, with favorable response and interest. Initial visits were made to other Episcopal schools within the Diocese of Texas to discuss operations, problems, and possible obstacles. The Bishop of Texas was notified of the plans, and the Diocesan office was kept informed of each step in the process. The enterprise was incorporated that year as Holy Trinity Episcopal School of Greater Houston, Inc. Independent School Management of Wilmington, Delaware, was retained to conduct a market and feasibility study. Their findings were very encouraging and, in early 1995, the corporation received designation as a 501(c) (3) entity by the IRS. A strategic planning retreat refined the plans further and identified the steps necessary to bring the project to fruition. In January, 2005, the school moved to its present location on 79 acres facing Lockwood, one block off Beltway 8. Today, Holy Trinity Episcopal School is the only NAIS member school in the Lake Houston area. We serve students beginning at 3 years old through 5th grade.

The Episcopal Church and School Connection

The Episcopal Church in the United States is a community of 3 million members. The National Association of Episcopal Schools reports that approximately 160,000 students are enrolled in Episcopal schools.

Episcopal schools are faithful to the highest demands of both the Episcopal Church and the educational communities. Committed to integrating the rigorous academic challenge of an exemplary liberal-arts education with effective spiritual enrichment, Episcopal schools have grown rapidly throughout the United States. These schools take the form of preschools, boarding schools, and day schools serving students through 12th grade.

With the tradition of inclusion and open inquiry, Episcopal schools recognize the religious pluralism of this country and welcome students of all creeds to their programs. Responsible, innovative classroom teaching and chapel services reflect a respect for each family's choice, while providing meaningful experiences within the Episcopal traditions of liturgy, worship, and stewardship. Episcopal schools affirm the spiritual dimension of learning that values both faith and reason.

Holy Trinity Episcopal School seeks both to practice and to teach the enduring values and verities of the Judeo-Christian tradition. Accordingly, the entire school community meets regularly for chapel, and religious education is taught. Students and teachers are not excused from these school-wide traditions.

Administration of the School

The School's Board of Directors is responsible for the effective governance of Holy Trinity Episcopal School. The Board of Directors approves the School's policies and employs the Head of School, its sole employee, to implement its policies, the mission of the School, and all aspects of its daily operations. The Head of School directs an administrative team with different areas of responsibility within the School and is an ex officio member of the Board and attends all meetings and committee meetings.

In addition to the Head of School, the administrative team consists of:

- The Assistant Head of School who assumes the Head of School's responsibilities in his absence. Additional responsibilities include overseeing student activities, property management, and partnering with the Head of School on matters related to business and operations.
- The Business Manager who assumes the responsibilities of the financial and business matters of the school.
- The Director of Technology and Plant Operations who assumes the responsibility of overseeing all technology infrastructure, hardware, software, and maintenance, as well as maintaining all physical plant operations, repairs, and maintenance.
- The Director of Enrollment management is responsible for all operations related to the retention of current students and the enrollment of new students.

The Head of School hires all faculty and staff, directs the management of the facility, creates and implements the yearly budget with the Business Manager, creates appropriate policies, oversees and reviews admissions policies, oversees accreditation, directs curriculum planning, and works with community agencies to assure adherence to safety and licensing requirements. The Head of School also meets with and directs parent organizations within the School. Holy Trinity Episcopal School is a nonprofit educational organization designated by the IRS as a 501(c) (3).

Accreditation

Holy Trinity Episcopal School is accredited by the Southwestern Association of Episcopal Schools. More information can be found at www.swaes.org.

The school is also a member of the following organizations:

- National Association of Episcopal Schools (N.A.E.S)
- The National Association of Independent Schools (N.A.I.S.)
- Houston Association of Independent Schools (H.A.I.S.)

Admissions and Enrollment Management

Holy Trinity Episcopal School seeks to enroll students of all races, colors, national and ethnic origins, and economic backgrounds. The school does not discriminate on the basis of religion, race, color, national origin, or financial status. Tuition assistance is available through the FACTS application available online and recommended to qualified applicants who are unable to pay full tuition.

Through the admission process, Holy Trinity Episcopal School opens its program to the community. The purpose of the admission process is to assure students entering Holy Trinity Episcopal School have a successful and happy school experience. The school seeks those students whose educational, social and emotional needs match what the school offers.

- Candidates are evaluated based on standardized achievement tests (depending on grade level), teacher recommendations/assessment, observation, and, often, a family interview with the Head of School.
- Candidates visit their prospective classroom where faculty members observe and evaluate the student's suitability for Holy Trinity Episcopal School.
- All past student records/transcripts and teacher evaluations are received and reviewed.
- Once the candidate's admission file is complete, the Head of School, Director of Enrollment Management, and relevant faculty jointly review the application and make the admission decision.

Re-enrollment

Re-enrollment each year is not automatic. Re-enrollment is reserved for students who have shown good work, effort, and appropriate behavior. If the school is unable to meet the needs of a family or student, the school reserves the right to not issue an invitation to return the next year. Re-enrollment typically begins within the first quarter of the new calendar year and is not complete until registration fees are paid for that enrollment period and the Head of School has issued approval.

Withdrawal from School

If the withdrawal is voluntary, the parents should provide a letter to the Head of School indicating the date of and reason for withdrawal. The student's academic records may not be released until all school property has been returned to the school and all financial obligations associated with the student have been met in full. Students who have withdrawn and wish to return must reapply through the standard admission process. Per the contract, students who are withdrawn must pay tuition for the year unless the Head of School has made an exception for extreme circumstances.

Overdue Accounts Policy

The intent of the Overdue Accounts policy is to reduce the schools over 30-day receivables balance by motivating the prompt settlement of overdue amounts. Overdue accounts increase the school's cost of doing business by increasing its use of credit and administrative overhead associated with collections.

Policy

Late Fees

Fee assessment of $25.00 for each unpaid invoice will be assessed on the 5th calendar day after the due date of said invoice.

Suspension of Services

Tuition: If tuition payment is 30 days or more in arrears and no acceptable financial arrangement has been approved, in writing, by the school's business office, services to all students associated with an overdue account are subject to suspension. Suspension of services will be at the sole discretion of the Head of School.

Extended Care, After School and extracurricular programs: If payments are 30 days or more in arrears, attendance in these programs is subject to suspension. Suspension of services will be at the sole discretion of the Head of School.

Repeated delinquencies will result in a meeting with the Head of School and potential required prepayment of fees.

Records

No diploma will be awarded or official transcript, grades or other such record be issued for any student associated with an overdue account.

Procedure

The responsible party will be notified that services have been suspended and that the student will not be allowed to be "dropped-off" at the school. Should students associated with the overdue account be dropped off, the students will stay in the business office or other area designated by the Head, and the responsible party will be notified to return to pick up the students.

Authority

Approved by the Board of Directors 8/26/2008 (revised 7/29/2015)

Medical Requirements

A Certificate of Participation Medical Record must be completed for each student during the enrollment/re-enrollment process for each academic year. Students may not be allowed to attend class until proof of the required immunizations described below is on file in the school office by the school's published date.

Immunization Requirements

The Texas Department of State Health Services requires students to have immunizations for Diphtheria, Tetanus, Pertussis, Polio, Measles, Mumps, Rubella, Hepatitis A and B, Varicella, and Meningococcal. Physicians will be aware of the age, dosage and frequency requirements for these immunizations and information may be found at the Texas Department of State Health Services immunization web page at www.dshs.state.tx.us/immunize/school. Proof of proper immunization from the family physician must be submitted to the school. This includes any updates from previous records the school already has on file. Texas law provides for vaccine exemption for reasons of conscience. Download the immunization FAQ from the Texas Department of State Health Services web site to learn more about obtaining such an exemption. Upon enrollment, parents will be required to provide a current record of all state-required immunizations. If a family has a medical or conscientious objection exemption from the immunization requirements, the notarized conscientious objection form or the medical exemption from the student's licensed, treating physician, must be filed with the school. If an outbreak or suspected outbreak of any vaccine-preventable disease occurs, any student who for whatever reason is not immunized, may be excluded from school and all school-related activities.

Day-to-Day Procedures

Hours of Operation

School Office Hours (Main phone number answered)	7:30 a.m. - 4:00 p.m.
Titan Academy Morning Care	7:15 a.m. - 7:45 a.m
Arrival (Students to classes)	7:45 a.m. - 8:15 a.m.
School Day Hours	8:15 a.m. - 3:30 p.m.
Titan Academy After Care	4:00 p.m. - 6:00 p.m.

The school day commences promptly at 8:15 a.m. Students can begin arriving at 7:15 a.m. Titan Academy Morning Care is available for students arriving between 7:15 - 7:45 a.m. Any student who arrives before 7:45 a.m. must go to Titan Academy Morning Care. Instructions for bringing your child to before care will be located at the school entrance.

The school day ends at 3:30 p.m. Unless a student will be participating in the Titan Academy Aftercare or other supervised after school activity, he or she should be picked up by 4:00 p.m. Any child not picked up by 4:00 p.m. will be checked into the Titan Academy Aftercare Program at the parent's expense. Fees for after school care accrue beginning at 4:00 p.m. Students will only be released to a parent or legal guardian. Release of a child to anyone other than the child's legal guardian requires advance written permission by the child's legal guardian. Instructions for picking up a student from after school care will be located at the entrance to the school.

School staff members will be stationed at designated areas during morning and afternoon carpool to greet/dismiss students, assist them in getting to/from class, and for general supervision of student safety. School staff members are directed to refrain from visiting with parents and students in the drop-off/pick-up areas so attention will be focused on student safety. Staff members will be happy to schedule appointments to answer questions or concerns, but their primary concern during drop-off/pick-up is student safety.

Parents are reminded that cell phone use while driving in the parking lot is prohibited. If you need to use your phone, please park in a designated spot first.

Parents are responsible for the supervision of their children once students are released by the School. As a safety measure for all of our children, students may not remain on school property, including the playground, without the direct supervision of an adult.

Cancellation of Classes or School Closure

When it becomes necessary to cancel classes or close the School as a result of inclement weather or an emergency, families will be contacted by the Parent Alert System via text and/or email. When possible, decisions on School closings will be made by 6:00 a.m. by the Head of School. Days lost to inclement weather closings will be made up on a case-by-case basis at the discretion of the Head of School.

Delayed Day

Inclement weather may result in a delayed start to the school day. When a delayed start is announced, the start of the school day will be 10 a.m. unless otherwise announced. Families will be contacted by the Parent Alert System via text and/or email.

Attendance

Regular attendance is an integral component of the learning process. Parents should ensure their student arrives at school on time and is able to remain at school for the full school day.

Absence Due to Illness

For specific details concerning COVID-19, please see Holy Trinity Episcopal School's Guide for Managing COVID-19 2022-2023 Edition.

Students who have fever (100˚ or above), diarrhea, or who are vomiting must be kept at home. Students with these symptoms will be sent home, if at school. Students may not return to school until they are fever, diarrhea, and nausea-free. Students should be fever-free for 24 hours before returning to school. Please provide a note for the office on your child's return. Faithful observance of this rule will help to avoid relapses and the spread of illness to others.

Students who have been determined to have head lice while at school will be sent home. Students must not return to school until she or he has been treated and all nits have been removed. Students must be checked at the school front office before he or she is allowed to come back to school. The school has a "No Nit Policy" which means all eggs must be removed.

Elective Absences and Early Departure

Early departure from school or absence for travel or any other discretionary purpose is discouraged. Please use the school-year calendar to plan travel and other activities to avoid unnecessary absences. Teachers are not required to prepare work assignments or alternatives in advance. The policy for missed work due to absences applies.

Return-to-School

Parents should notify the School Office before 8:30 a.m. if their student is absent. When returning to school after an extended absence due to illness (either full or partial day), the student should bring a Doctor's note to the School Office, signed by the doctor, explaining the absence.

Early Departure

When early departure from school is unavoidable, parents or their approved designees must come to the School Office in person to sign out a student. Students will only be released to parents or those persons who have been pre-approved, in writing, by the parent.

Tardiness

It is ultimately a parent's responsibility to ensure his/her student arrives at school on time. Tardiness is disruptive and results in the loss of valuable teaching and learning time. The school day begins promptly at 8:15 a.m. If you arrive after 8:15 and/or the duty staff are no longer outside, please park and escort your child to the entrance. We will make a note of your arrival time and help transition the student to class.

Missed Work

Students must make up all work missed due to tardiness or absence. Students absent one day should check RenWeb or with their teacher(s). For longer absences, parents should contact the School Office to arrange to pick up assignments and books. For each day absent, students have a day to make up the work.

Excessive Absence

Students in grades K through 5 who are absent for 8 days or more during a semester or 16 days or more during a school year are in jeopardy of not being invited to enroll the following year. Families in this situation may be required to meet with the Head of School to discuss how to resolve the attendance challenge and how to make sure the student is prepared to move forward to the next grade. If the absences are caused by documented health challenges, the school will endeavor to partner with the family to resolve the matter in a way that minimizes the potential negative effect on the student.

Exclusion from Extracurricular Activities

Students must report to school by 9:30 a.m. to be eligible for participation in any school sponsored after school enrichments, sports, or other official school activities. Students arriving after 9:30 a.m. must have special permission from the Head of School to participate in any school activities for that day. Students who leave school early may not be eligible to participate on that same day. Ultimately, in situations involving the potential for exclusion from extracurricular activities, the Head of School makes the final determination.

Playground Expectations

Children on the playground must be supervised by an adult at all times. Students are expected to use playground equipment in the manner for which it is intended. Playground surfaces and equipment should be respected and treated with utmost care and concern. Expectations for student behavior are the same outside as they are inside the building.

Lunch

HTES does not offer a food service program. Students are expected to bring their own lunch, snacks, and a water bottle. Families are strongly encouraged to provide food and drink options that promote a healthy lifestyle and independence. The school also does not provide microwave oven usage for students. Families are asked not to send food that requires the use of a microwave oven to school.

Student Progress, Withdrawal and Re-enrollment Standards

Report Cards

Report Cards are available to parents online via the family portal in ParentsWeb. In some cases, report cards may be printed and sent home, but, generally, HTES hopes to eliminate unnecessary printing on campus. In the event an outstanding balance exists on a student's account, the Business Office will hold the report card until all outstanding balances on the account are paid in full.

Promotion/Retention

To be promoted to the next grade, students in grades that issue percentage/letter grades must earn a passing final grade (70) in all core subjects (Language Arts, Math, Social Studies, and Science). Students failing one or more core subjects are in jeopardy of not being invited to re-enroll the following year. Teachers will notify parents of any student at risk of failing any core subject so that a plan may be worked out to address the student's needs. Students failing one or more core subjects may be required to undertake special assignments, HTES approved summer classes, or to repeat the current grade level.

Student promotion in earlier grades where percentage/ letters are not used is determined by consistent demonstration of the skills and behaviors necessary for success in the next grade. This determination is made by teacher observations and reports and in consultation with the Head of School.

Probation

Students may be placed on probation for disciplinary, attendance, or academic reasons. The terms of any probation will be explained when it is imposed; however, probation implies a problem exists that requires immediate attention and correction if the student is to continue his or her education at Holy Trinity Episcopal School.

Academic Policy and Procedure

Tutoring

Students having academic difficulty or who are failing a subject may be required to participate in tutoring outside regular school hours. The school will notify parents of this requirement should it arise.

Homework

The purpose of homework is to reinforce learning by practicing skills presented in class, studying for tests, preparing for projects, and reading for practice and pleasure. Learning new skills is not given as homework. Parents should help students plan homework time wisely. This planning helps students develop a self-directed approach to learning.

Weekend and holiday homework is discouraged, but may be necessary under certain circumstances, such as catching up on missed work or completion of a project.

Generally, homework increases as students get older. Typically, the time needed to complete homework increases over time from about 10-15 minutes in our lower grades to about a little over an hour in our upper grades.

Please note that these are general expectations and that on any particular night, time spent on homework may vary.

Students with Learning Differences

Holy Trinity Episcopal School's mission includes providing students with the curriculum and skills necessary for success in college. Occasionally, a student qualifies through professional evaluation to receive certain accommodations for learning disabilities or differences. When students are identified as needing support to meet their learning needs, the school will work collaboratively with parents to implement recommended and reasonable accommodations. While being sensitive to these students' needs, Holy Trinity Episcopal School reserves the right to limit the specific recommended accommodations.

To qualify for accommodations, a student must have been professionally diagnosed by a certified professional whose credentials are appropriate to the learning difference. Psychoeducational testing must be updated every three years. If testing is new or updated, an appointment must be made with the Head of School and teacher(s) for a parent conference. Each year as the student is placed with new teachers, parents and the school must ensure the teachers are acquainted with the student's approved accommodation(s).

Parents must keep the school current concerning professional recommendations and updated testing. At

the end of each academic year, the school will assess whether Holy Trinity Episcopal School can adequately accommodate the needs of the student or whether that student would be better served in a different school setting.

Including Kids

Including Kids at Holy Trinity Episcopal School is a school within a school. Established in the fall of 2012 as a result of a pilot program during the 2011-2012 school year bringing special needs students to the campus of Holy Trinity Episcopal School. Students in this program participate in worship, socialization, lunch, PE, and fine arts programs. In addition to specials curriculum (Art, Music, PE, Spanish, Technology), students with the direction of his or her own Including Kids teacher are exposed to academic coursework that is appropriate for them. Each student enrolled in Including Kids at Holy Trinity Episcopal School is selected into the program based on assessments at Including Kids, Inc. A student must apply through Including Kids by contacting (281) 852-0501 or at admissions@includingkids.org. More information can be found at www.includingkids.org.

Including Kids is the only provider of ABA (Applied Behavioral Analysis) services permitted to operate on campus during the school year.

Appearance and Dress Code

Whether on or off campus, a student's appearance reflects on him or herself, as well as on Holy Trinity Episcopal School. Therefore, it is important that students are always dressed and groomed appropriately, whether on campus or attending off-campus, school-sponsored events.

While management of student grooming is largely a parental matter, the School has a legitimate interest in requiring proper dress and good personal grooming from every student. Because a student's personal appearance can disrupt or distract from the learning environment, the School has adopted specific standards. Although a very personal matter, poor hygiene can be a distraction among students.

Uniforms

Holy Trinity Episcopal School has a uniform dress code. Uniforms are required for all students and are purchased online through Tommy Hilfiger.

- www.globalschoolwear.com
- HTES school ID: HOLY09

Each student is required to have two uniforms, dress and standard. The dress uniform will be worn every Tuesday. The standard uniform is required for all days on which the dress uniform is not required except for days sanctioned by the school as out-of-uniform days.

Uniform Infractions

Students are expected to be in uniform during school unless there is an authorized out-of-uniform day or permission granted to be out of uniform. The Head of School has the final decision on any out of uniform questions.

Students who are out of uniform may face disciplinary action. In addition, parents may be notified of the infraction and could be asked to bring the proper uniform to school.

Out-Of-Uniform Days

From time to time, the school will designate out-of-uniform days when students will be permitted to wear non-uniform clothing. Students may also opt to be out-of-uniform on their birthdays. If a student's birthday falls on a weekend or holiday, the student may take an out-of-uniform day on the school day closest to his/her birthday. Students with summer birthdays may take their out-of-uniform day six months in advance of their actual birth dates. A student may not be out-of-uniform on days that dress uniforms are required unless it is his or her actual birthdate. Students may take only one birthday related out-of-uniform day a year.

Appropriate Non-Uniform Dress

The following guidelines apply to personal appearance when uniforms are not required or appropriate. Students dressed inappropriately are subject to disciplinary action. Inappropriate dress is determined ultimately by the Head of School. Students may NOT wear the following:

- Tight-fitting spandex or similar clothing.
- Mesh or see-through clothing.
- Clothing that exposes the midriff, back, or that is unnecessarily revealing.
- Clothing with political, controversial, or offensive text or graphics.
- Any clothing or adornment that violates the general appearance guidelines.

Dress-Up Occasions

Students are allowed to wear holiday themed dress on specific holidays throughout the year. Student dress must be appropriate for the occasion. Dresses should not be revealing (i.e. too low-cut, show midriff, have cut-outs, etc.) Length of garments must not be shorter than allowed by the uniform dress code. Students not wearing holiday themed dress must wear the complete uniform.

Field Trips Dress Code

Standard uniforms are required for field trips unless otherwise notified. Students not dressed appropriately may not participate in field trips.

General Guidelines for Uniforms

- Shoes with socks must be worn at all times.
- Each item of clothing should be clearly marked with the student's name.
- Belts must be worn if there are belt loops.
- The waistband on pants, skirts, and shorts must be no lower than the top of the hipbone.
- Modesty shorts should always be worn under skirts/jumpers.
- Skirts may not be rolled up at the waist or pinned up above the required length.
- Open-toed shoes, clogs (Crocs, etc.), boots, or high heels of any kind are not permitted.
- Only plain white undershirts may be worn with uniform shirts.
- Undergarments should not be visible.
- No body piercing ornaments, other than stud earrings for girls, are permitted.
- Jewelry must be discreet and tactful.
- Tattoos, permanent or temporary, are not permitted.
- Hair should be neat, clean, and well kept.
- Hair may be colored, but only natural hair colorings are permitted.
- Boys' hair must be above the collar, ears, and eyes.
- Students are asked not to wear perfume or cologne to school or bring any spray grooming products for use at school, due to allergy concerns.
- Nails will be clean and neatly trimmed.
- Students may not wear head coverings of any kind in the building.
- Students may only wear school sanctioned head coverings when representing the school.
- In extremely cold weather, coats from home may be worn. *Any exceptions to the general appearance guidelines must be pre-approved by the Head of School.

Girls' Uniform Guidelines

EC (3K, 4K, and Kindergarten) - 3rd Grade Girls

Standard Uniform

Top Options	Bottom Options	Outerwear Options	Other
Navy or Red Polo (long or short sleeve) w/school logo or Navy or Red Polo Dress w/school logo	Khaki Shorts or Pants (not required if wearing the Polo Dress) or Khaki Skirt or Skort	Navy or Heather V-Neck Sweater, Cardigan, Polar Fleece Jacket, or V-Neck Sweater Vest *Logo Optional*	Socks or tights Clean athletic shoes Brown leather belt (as needed)

Chapel Uniform

Tops	Bottoms	Outerwear	Other
Medium Blue Oxford Button Down Blouse (long or short sleeve) or Cap Sleeve Pinpoint Oxford Blouse w/ school logo	Plaid jumper	Heather Cardigan (Required in 2nd and 3rd quarter. Optional in 1st and 4th quarter) *Logo Optional*	White knee socks, white mid-ankle socks or white footed tights/leggings Clean athletic shoes

4th and 5th Grade Girls

Standard Uniform

Top Options	Bottom Options	Outerwear Options	Other
Navy or Red Polo (long or short sleeve) w/school logo or Light Blue Polo (long or short sleeve) w/school logo - 5TH GRADE ONLY Option!	Khaki Shorts or Pants or Khaki or Plaid Skirt or Skort	Navy or Heather V-Neck Sweater, Cardigan, Polar Fleece Jacket, or V-Neck Sweater Vest *Logo Optional*	Socks or tights (white, grey, black, or navy Clean athletic shoes Brown leather belt (as needed)

Chapel Uniform

Tops	Bottoms	Outerwear Options (Required in 2nd and 3rd quarter. Optional in 1st and 4th quarter)	Other
Medium Blue Oxford Button Down Blouse (long or short sleeve) w/ school logo	Plaid Skirt or Skort	Navy Blazer w/school logo or Heather Cardigan *Logo Optional on sweater option*	White knee socks, white mid-ankle socks or white footed tights/leggings Low heeled, closed-toe dress shoes in brown, black, or navy.

Boys' Uniform Guidelines

EC (3K, 4K, and Kindergarten) - 3rd Grade Boys

Standard Uniform

Top Options	Bottom Options	Outerwear Options	Other
Navy or Red Polo (long or short sleeve) w/school logo	Khaki Shorts or Pants	Navy or Heather V-Neck Sweater, Cardigan, Polar Fleece Jacket, or V-Neck Sweater Vest *Logo Optional*	Socks (white, grey, black, or navy) Clean athletic shoes Brown leather belt (not needed with elastic waist pants or shorts)

Chapel Uniform

Tops	Bottoms	Outerwear	Other
Medium Blue Oxford Button Down Shirt (long or short sleeve) w/ school logo	Khaki Pants (shorts may be worn in the 1st and 4th quarter)	Heather V-Neck Sweater or Sweater Vest (Required in 2nd and 3rd quarter. Optional in 1st and 4th quarter) *Logo Optional*	Socks (white, grey, black, or navy) Clean athletic shoes Brown leather belt (not needed with elastic waist pants or shorts)

4th and 5th Grade Boys

Standard Uniform

Top Options	Bottom Options	Outerwear Options	Other
Navy or Red Polo (long or short sleeve) w/school logo or Light Blue Polo (long or short sleeve) w/school logo - 5TH GRADE ONLY Option!	Khaki Shorts or Pants	Navy or Heather V-Neck Sweater, Cardigan, Polar Fleece Jacket, or V-Neck Sweater Vest *Logo Optional*	Socks (white, grey, black, or navy) Clean athletic shoes Brown leather belt

Chapel Uniform

Tops	Bottoms	Outerwear Options (Required in 2nd and 3rd quarter. Optional in 1st and 4th quarter)	Other
Medium Blue Oxford Button Down Shirt (long or short sleeve) w/ school logo	Khaki Pants	Navy Blazer w/school logo or Heather V-Neck Sweater or Sweater Vest *Logo Optional on sweater option*	Socks (white, grey, black, or navy) Dress shoes (brown, black) Brown leather belt

Conduct and Discipline

Jurisdiction of the School

Students are under the jurisdiction of the school when they are on school property, attending school-sponsored functions and events, or being transported to or from school-sponsored functions and events. Although students are not under school jurisdiction at other times, respect for the essence and reputation of Holy Trinity Episcopal School requires students to display proper and ethical behavior at all times. This includes internet and networking sites and communication usage in words and graphics. Failure to do so may result in action by the school up to and including separation from school.

Conduct

Holy Trinity Episcopal School has adopted the following as the standard by which all students of the school community should govern themselves. In all circumstances, students are expected to exercise self-control, show respect, and conduct themselves with civility, responsibility, and an awareness of the safety and worth of others in the community.

The Titan Way

Related to expected conduct is the Titan Way. The Titan Way is how we refer to our core values in action. Those values are Respect, Compassion, and Integrity. Educating students to an age appropriate understanding of these values helps provide a foundation upon which we can engage in how to become good citizens and leaders in our community.

Behavioral Expectations

Behavior that brings discredit or embarrassment upon oneself, demeans others, or damages the reputation of the school is not acceptable. In addition, students are expected to:

- Adhere to the policies of Holy Trinity Episcopal School
- Follow the directives of faculty and staff
- Arrive on time for classes, Chapel, and other appointments
- Act responsibly, with concern for both their own safety and that of others
- Respect the learning environment, personal property, school property and the school grounds
- Be prepared for and enthusiastically participate in classes
- Maintain appropriate decorum as they move through the school
- Verbal, physical, or cyber bullying will not be tolerated. Failure to meet this expectation may have serious consequences for the student, up to and including dismissal from the school.

Language

Students will not use profanity, put-downs, sexually suggestive or graphic words, make derogatory or inflammatory comments, or speak in any manner that is hurtful, disrespectful, or unkind. Verbal bullying will not be tolerated.

Harassment and Hazing

Any form of harassment or hazing (including sexual harassment) is unacceptable and absolutely prohibited. Sexual harassment may include any unwelcome action, which is sexual in nature or implication. All students are expected to refrain from any behavior or conduct which could be interpreted as harassment or hazing. Students are obligated to report instances of harassment and hazing directed toward themselves or another person. Such reports may be made to any person of authority at the school.

Bullying

The school defines bullying, including cyber-bullying, as unwanted or aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems. Therefore, bullying of any form will not be tolerated. Incidents of bullying that may occur shall be reported immediately to the Head of School. All reports will be taken seriously, will be investigated, and disciplinary action will be taken as deemed to be appropriate. When an incident of bullying is reported, the source of the report will be kept confidential to prevent repercussions.

Academic Dishonesty

Academic dishonesty is any form of cheating or plagiarism which results in students giving or receiving unauthorized assistance in an academic exercise or receiving credit for work which is not their own. Academic dishonesty is a behavioral issue and may also have a negative effect on academic performance. As such, it is considered an act of misconduct and is subject to disciplinary action. The following acts of misconduct are acts of academic dishonesty:

- Cheating—intentional use or attempted use of unauthorized materials, information, collaboration or aids.
- Fabrication—intentional and unauthorized falsification or invention of information or citation.
- Plagiarism—representation of another person's ideas, words, or statements as one's own without acknowledgment.
- Facilitation—knowingly helping or attempting to help another commit academic dishonesty.

This is not an exhaustive list of all acts of academic dishonesty, but is intended as a guide. Disciplinary action, if needed, will be determined by the Head of School in consultation with the teacher involved.

Items Prohibited at School

In general, students should bring to school only those items needed to support the educational process. Items that might cause damage, injury, or distraction should not be brought to school. Unless specifically authorized by the proper authority, the following are prohibited on school premises:

Types of Prohibited Items

- Weapons of any kind
- Unauthorized medications of any kind
- Possession of anything at the school or a school function that is a violation of the law

Cell Phones

Children in grades 3 and younger are not allowed to bring cell phones to campus without advanced permission from the Head of School.

Cell phones that are brought to school, but must be turned off and kept in a safe place during the entire school day unless otherwise directed by school personnel. Cell phones in sight or ringing during the school day are subject to confiscation.

If parents need to contact their student(s), they are encouraged to do so through the school office at (281) 459-4323. In emergency situations, the school will determine if it is appropriate for students to use cell phones. The school assumes no liability or responsibility for lost, stolen, or damaged cell phones.

Acceptable Use of Computing Resources

The use of various computing resources is an integral part of the curriculum at Holy Trinity Episcopal School. Computing resources refers to computing, communications, and electronic storage devices including but not limited to; computers, telephones, facsimile machines, interactive whiteboards, etc. and their features and software. This includes resources that are used by the student on school premises or that are connected or attached in any way to facilities provided by or reflected on the school.

Acceptable Use Policy

With the use of technology, including the Internet, Intranet, hardware and software, Holy Trinity Episcopal School is expanding learning access for students, staff, and parents. With this opportunity comes the responsibility for appropriate use.

Electronic Network Use Guidelines

The operation of technology relies heavily on the proper conduct of the users. Every user has the responsibility to respect and protect the rights of every user in our community. HTES users are expected

to act in a responsible, ethical and legal manner, in accordance with the missions and purposes of the networks they use on the Internet and with the laws of Texas and the United States. School computer systems are for use by authorized individuals only. Any unauthorized access to these systems is prohibited and is subject to criminal and civil penalties. Use of any other network or computing resources must be consistent with the rules appropriate to that network. All network users are expected to use moral and ethical guidelines in making appropriate decisions regarding network use. Use of the school network is not a right, but a privilege, and inappropriate use will result in cancellation of that privilege, disciplinary action, and/or prosecution. Prior to participation, a potential network user will receive information pertaining to the proper use of the network and sign a user agreement. School administrators will decide what constitutes inappropriate use of the network and their decision is final. Violations will be dealt with in accordance with the HTES Student Code of Conduct policy or employee handbook code of conduct, or local, state or federal law. This unacceptable conduct includes, but is not limited to:

- Using the network for any illegal activity
- Transmitting material in violation of any federal, state, or local law or school policy
- Violating software copyright or other contracts
- Using school technology for financial or commercial or personal gain
- Degrading or disrupting equipment or system performance
- Vandalizing hardware
- Vandalizing the data of another user
- Wastefully using finite resources
- Unauthorized use of school resources, including hardware (ie. Digital camera, projector, etc.) and printers for reasons other than school assignments and activities
- Gaining unauthorized access to resources or entities
- Invading the privacy of individuals
- Using someone else's username and password
- Placing of unlawful information on a system
- Using for political lobbying
- Intentionally accessing pornographic, inappropriate, or unauthorized material either directly or by proxy
- Intentionally bypassing school network systems and/or policies
- Intentionally transmitting viruses that may result in the loss of recipients' work or systems
- Chain letters or any type of use that would cause congestion of the networks or otherwise interfere with the work of others
- Installing software onto computers without appropriate approval

Warranties

HTES and joint providers of the network make no warranties of any kind, whether expressed or implied, for the services provided. HTES will not be responsible for any damages suffered while using the system. These damages include, but are not limited to, loss of data, delays, non-deliveries, service interruptions caused by the system, or service interruptions caused by errors or omissions of the user. HTES specifically disclaims responsibility for the accuracy or quality of information obtained through Internet

connections.

Security

Security is a high priority. Due to the number of users, computer security cannot be made perfect, and it is likely that a determined user could access computer resources for inappropriate purposes or that an inquisitive user could encounter unacceptable material. Identified security problems should be reported to a system administrator or appropriate teacher immediately and not shared with other users. Attempts to log on as another user may result in cancellation of user privileges. Any user identified as a security risk will be denied access to the system.

Privacy

Students should expect no right to privacy with regard to their use of computing resources regardless of whether the use is school related or personal in nature. All use of computing resources is subject to monitoring, recording and inspection by Holy Trinity Episcopal School. Students are explicitly prohibited from using passwords, encryption, or other techniques that would deny authorized access to computing resources or hinder enforcement of this policy. The school reserves the right to defeat any such hindrance without notice and by any expedient means.

Risk and Responsibility

Use of the internet and technology is an integral part of Holy Trinity Episcopal School's curriculum. All students are expected to use the Internet for their academic course work and enrichment. The internet enables students to explore thousands of libraries, databases, and bulletin boards as well as exchange information with other students throughout the world. However, families should be aware that offensive, harmful, and illegal material is also accessible through the internet. While technology-based mechanisms are employed in an effort to restrict both accidental and deliberate exposure to inappropriate material, these mechanisms are fallible. Holy Trinity Episcopal School teaches students to be responsible users of the internet.

Vandalism

Vandalism is defined as any deliberate attempt to harm or destroy data or property of another user or HTES, the Internet/Intranet, or other networks. This includes the creation of or the uploading of computer viruses to the Internet/Intranet or host site and destruction of hardware. Vandalism will result in cancellation of user privileges.

Harassment

Harassment is defined as targeting another person, group, or organization to cause distress, embarrassment, injury, unwanted attention or other substantial discomfort. Personal attacks or other

actions to threaten, intimidate, or embarrass an individual, group or organization are prohibited. Users of the HTES Network are expected to respect the rights of others to have freedom from harassment or intimidation.

Installing Software

Use of computer software is governed by copyright laws and network configurations. Care must be taken to avoid copyright violations and disruptions of the network related to incompatible or corrupted software; therefore, installation of any program or application onto any computer with access to the HTES electronic network must be approved by the Director of Technology or the Head of School.

Monitoring

The information networks are "public places" and user actions are visible to others on the network. HTES has the right to monitor network use to ensure that the network continues to function properly for all of its users. Anyone using electronic networks expressly consents to such monitoring. Monthly reports of Internet use are generated and shared with campus administrators. Prosecution and/or termination of user privileges can occur without warning.

Network Safety Policy

It shall be the responsibility of all HTES staff to educate, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and The Protecting Children in the 21st Century Act.

Use of the Internet and other telecommunication activities must be in support of education and research that is consistent with the educational goals, objectives, and policies of HTES.

All network users are expected to use moral and ethical guidelines in making appropriate decisions regarding Internet use. Use of the Internet is not a right, but a privilege, and inappropriate use will result in cancellation of that privilege. Prior to participation, a student will receive information pertaining to the proper use of the Internet and sign a user agreement. School administrators will decide what constitutes inappropriate use of the Internet direct electronic communications. Their decision is final.

In the classroom, student access to and use of the Internet will be under teacher direction and will be monitored as any other classroom activity; however, it is impossible to control all materials on a global network and users may encounter inappropriate information. Even with filtering HTES cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals, and policies of the school.

Each school computer with Internet access shall have a filtering device or software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or to any material deemed harmful to minors as defined by the federal Children's Internet Protection Act and as determined by the Superintendent or designee.

With access to computers and people all over the world, there may be some material or individual communications which are not suitable for school-age children. HTES views information gathered from the Internet in the same manner as other reference materials identified by the schools. Specifically, the school supports resources that will enhance the learning environment with directed guidance from the faculty and staff.

Publishing

Students may have the opportunity to participate in electronic publishing. When student work or images are published on school web pages, only the student's first name and last initial will be used. No personal or identifying information will be published on pages that are not password protected. Any information about HTES students or activities, even if hosted on outside servers, should follow HTES web posting policies. The school respects the rights of parents to restrict their children from publishing on the Internet and will secure parent permission for the current school year. Parents will be required to sign a form if they choose to deny having student work, pictures, and/or the student's name to appear on the Internet/Intranet.

Distance Learning

Students may have the opportunity to participate in distance learning activities including virtual field trip connections with entities such as zoos, museums, universities, and government agencies. Classes may also participate in point-to-point connections with other classrooms and around the world or multi-point conferences connecting many classrooms. In a distance learning environment, the teacher and students' voice, physical presence and participation in classroom activities will be transmitted to other distance learning sites. These events may or may not be recorded.

Digital Citizenship

Digital citizenship can be defined as the norms of appropriate, responsible behavior with regard to technology use. It will be expected of all students/faculty/staff to follow and adhere to these guidelines.

Looking after yourself by:

- Choosing online names that are suitable and respectful.
- Only inviting people you actually know in the real world to be your friends in the online world.
- Only visiting sites that are appropriate and respecting the rules that websites have about age. Some sites are only for adults. If you wouldn't feel comfortable showing the website to your parents or grandparents, then it's inappropriate.
- Setting your privacy settings so that only the people you know can see you and your personal information.
- Using passwords that are hard to guess and keep these secret.
- Only putting information online that is appropriate and posting pictures that are suitable. Not everyone seeing your profile or pictures will be friendly.
- Always reporting anything that happens online which makes you feel uncomfortable or unhappy.

- Talking to trusted adults, like your parents and teachers, about your online experiences. This includes both the good and the bad experiences.

Looking after others:

- By showing you care by not flaming (sending hurtful or inflammatory messages) other people, or forwarding messages that are unkind or inappropriate.
- By not getting involved in conversations that are unkind, mean, or bullying.
- By reporting any conversations you see that are unkind, mean, or bullying. Imagine if the things being written were about you. If you would find them offensive then they are inappropriate.
- Some websites are disrespectful because they show people behaving inappropriately or illegally – or are racist, bigoted, or unkind. Show your respect for others by avoiding these sites. If you visit one by accident, close it and tell your teacher or an adult.
- Show respect for other people's privacy by not trying to get into their online spaces without invitation, by not stalking them, or copying their pictures.

Looking after property:

- By not stealing other people's property. It's easy to download music, games and movies, but piracy (downloading media that you have not bought) is just the name given to stealing online.
- By not sharing the music, movies, games, and other software that you own with other people.
- By checking that the information you are using is correct. Anyone can say anything on the web, so you need to check that the research is correct by using reliable sites. When in doubt ask your teacher or your parents.
- By looking after other people's websites, acting appropriately when visiting them, not making changes or vandalizing them, and reporting any damage that you find.

Basic principles

- I will use the facilities for the purpose they were intended. My posts, comments, and content will have an educational focus.
- I will respect and protect myself and others by ensuring that the content I add to my website shows me, my peers, the school, and the wider community in the best light and perspective.
- I will not endanger myself or my peers by posting material that could put me or them at risk.
- I will moderate all comments posted on my blog. I will remove comments that are inappropriate or could cause offense to other people
- I will ensure that the material I upload does not violate anyone's intellectual property and I will acknowledge the source of my materials.
- I will, in all matters, conduct myself as a young adult acting in a moral and ethical manner.
- I will always report abuse or inappropriate behavior to safeguard my safety and the safety of my peers and community.
- I understand that all material published is not private and is subject to view by a wide range of people, including members of the school as well as the wider community.

Violation of the Law

Students must obey the law. Violating the law, intentionally or unintentionally, is a serious matter and can result in immediate dismissal from school as well as criminal prosecution. The law requires the school to report certain violations to enforcement agencies. Decisions concerning disciplinary consequences for such violations will be made by the Head of School and will be commensurate with the nature and severity of the incident. In all cases, immediate corrective action will be taken and the student expected to make restitution and, to the extent possible, mitigate the criminality of the incident (i.e. written apology, payment for the cost of removing graffiti, replacing stolen items, etc.) The offenses specifically addressed on the next page are not all-inclusive, but are intended to be representative of offenses and their disciplinary consequences.

Disciplinary Action

Generally speaking, we expect children to make mistakes. Helping them understand how consequences are a part of our actions, HTES works to provide logical consequences based on the age and developmental stage of each child. Logical consequences fall, basically, into three categories.

1. Loss of privileges.
2. "If you break it, fix it."
3. Time and space to reflect and make amends.

The type of logical consequence applied is based on the judgment of the staff member involved, as well as, the age and developmental stage of the child. In some situations, more than one consequence may be necessary.

In addition, and in an effort to ensure the consistent application of discipline, the school has established the following guidelines. However, the school realizes the impracticality of applying these guidelines blindly to every situation. As every case requires prudent assessment and judgment, disciplinary decisions will be made in conjunction with these guidelines, tempered with the professional judgment of school personnel. Acts of misconduct are categorized into the following four levels of offenses:

Level I – Teacher Directed: Offenses which generally occur in the classroom and can be corrected by the teacher

- Violations of classroom rules established by the teacher
- Cheating/copying the work of another student
- Refusal to cooperate or participate in classroom assignments
- Unexcused tardiness to class
- Failure to bring required materials to class
- General misbehavior including, but not limited to, eating in class, horseplay, excessive noise, and violations of campus dress codes
- Failure to deliver and return notes/communications to parents

- Loitering in unauthorized areas (halls, outside, etc.)

Level II- Administrative Intervention: Offenses which are more serious in nature and a continuance of Level I misconduct

- Repeated/continuation of acts described above
- Leaving the class and/or school grounds without permission or supervision
- Truancy
- Inappropriate display of affection
- Posting or distribution of unauthorized materials on school grounds
- Failure to follow rules on field trips or other extracurricular activities
- Altering/destroying school documents or forgery of parent's name on documents
- Participation in activities by groups such as gangs or cults
- Violation of dress code
- Cafeteria disturbances
- Disruptive behavior on school trips
- Other acts of misconduct set by the Head of School

Level III – Suspension: Offenses which seriously disrupt the educational process in the classroom, the school and/or at school related activities, or a continuance of repeated Level I or II misconduct.

- Chronic/repeated acts as described above
- Fighting
- Interfering with school authorities
- Misuse of technology as stated in the Electronic Network Use Guidelines above

Level IV – Expulsion for Serious Offenses: Offenses which include those for which a student may be expelled under state law and continued serious or persistent misbehavior which violates Holy Trinity Episcopal School's previously communicated written standard of conduct.

- Chronic/repeated acts as described above
- Theft under $750.00
- Possession of a weapon
- Smoking
- Failure to adhere to the terms of a behavior contract
- Sexual harassment, sexual misconduct
- Possession, use, or sale of any substance defined as a controlled substance
- Possession, use, or sale of alcoholic beverages on school grounds

Internet and Social Media Policy

Approved by Board - May 2016

Expanding Our World and Protecting Our Values

As an organization with a commitment to quality of education and the safety of our students, as well as

the preservation of our outstanding reputation as a school, the standards for appropriate online communication at Holy Trinity Episcopal School are necessarily high. While we respect the right of students, employees, alumni, and other members of our community to utilize the variety of social media options available, we must insist that the following standards be met by our employees and volunteers at all times, as well as by parents, students, alumni, and all other users who participate in Holy Trinity-sponsored sites.

Social Media Comments and Participation Policy

Comments to Holy Trinity-sponsored sites or social media sites are welcomed and encouraged. To promote respectful discussion within this forum, we request that you be courteous and productive and avoid comments that are profane, obscene, offensive, sexually explicit, inappropriate, inflammatory or otherwise objectionable. For the privacy of users and their families, please assume that all postings to Holy Trinity -sponsored sites will be publicly available on the Internet and therefore publicly accessible without limitation or protection of any kind. Please consider how much personal information to share, with the understanding that this information may be linked to your name and published on the internet.

By posting a comment or other material to Holy Trinity-sponsored sites as outlined above, users give Holy Trinity the irrevocable right and license to exercise all copyright, publicity, and moral rights with respect to any content you provide, which includes using your submission for any purpose in any form and on any media, including but not limited to: displaying, modifying, reproducing, distributing, creating other works from, and publishing your submission. Holy Trinity reserves the right to review all comments before they are posted, and to edit or delete them if, in Holy Trinity's sole judgment, they might be construed as detrimental to the School and its students or to any specific student. Holy Trinity further reserves the right to reject or remove comments for any reason, to determine in its sole discretion which submissions meet its qualifications for posting, and to remove comments for any reason, including but not limited to our belief that the comments violate this policy. Any submissions that fail to follow this policy in any way or are otherwise irrelevant will be removed. We also reserve the right to amend this policy from time to time in our judgment to address issues that may arise and changes in our operations or the law.

In posting material on Holy Trinity-sponsored sites, you agree not to:

- Post material that Holy Trinity determines is threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile towards any individual or entity.
- Post phone numbers, email addresses or other confidential information of students, faculty, or any other person other than yourself. If you choose to post your own contact information for any reason, please be aware that the information will be available to the public and is, therefore, subject to misuse.
- Post material that infringes on the rights of Holy Trinity or any individual or entity, including privacy, intellectual property, or publication rights.
- Post material that promotes or advertises a commercial product or solicits business or membership or financial or other support in any business, group or organization except those which are officially sponsored by Holy Trinity, except in designated areas specifically marked for this purpose.
- Post chain letters, post the same comment multiple times, or otherwise distribute "spam" via the

Holy Trinity-sponsored site.
- Allow any other individual or entity to use your identification for posting or viewing comments.
- Post comments under multiple names or using another person's name.

Holy Trinity reserves the right to do any or all of the following:

- Ban future posts from people who repeatedly violate this policy. We may affect such bans by refusing posts from specific email addresses or IP addresses or through other means as necessary.
- Remove or edit comments at any time, whether or not they violate this policy.

User agrees to indemnify and hold harmless Holy Trinity Episcopal School, its affiliates, directors, employees, successors and assigns against any damages, losses, liabilities, judgments, causes of action, costs or expenses (including reasonable attorneys' fees and costs) arising out of any claim by a third party relating to any material user has posted on HTES-sponsored sites. By posting a comment or material of any kind on a Holy Trinity-sponsored site, the user hereby agrees to the policy set forth above.

Creating and Maintaining Official Holy Trinity Social Networking Sites

All "official" Holy Trinity social networking sites must be approved by the Head of School and should adhere to the following standards:

- Logos and graphics used on the site must be consistent with the branding standards and usage guidelines of the school;
- Sites that accept comments or postings by anyone other than the site administrator must be diligently monitored to ensure that the information displayed fits within school guidelines and is appropriate to the subject matter of the page;
- Students should not be expected to utilize the site as the only source of important information since student access to social networking sites is restricted on the school network.

Student Use of Social Media

First and foremost, students are encouraged to always exercise the utmost caution when participating in any form of social media or online communications, both within the school community and beyond. Students who participate in online interactions must remember that their posts reflect on the entire HTES community and, as such, are subject to the same behavioral standards set forth in the Student Code of Conduct. In addition to the regulations found in the Student Handbook, students are expected to abide by the following:

- To protect the privacy of Holy Trinity students and faculty, students may not, under any circumstances, create digital video recordings of Holy Trinity community members either on campus or at off-campus events for online publication or distribution.
- Students may not use social media sites to bully other Holy Trinity students.
- Students may not use social media sites to publish disparaging or harassing remarks about Holy Trinity community members, athletic, or academic contest rivals, etc.

- Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the School.

Failure to abide by this policy, as with other policies at Holy Trinity, may result in disciplinary action as described in the Student Handbook, or as determined by the Head of School.

Parent Involvement

Parent involvement is an expected and essential part of the educational experience at Holy Trinity Episcopal School.

Field Trips

The primary responsibility of parent volunteers on field trips is to stay with the students in their care during the field trip. Volunteers who provide transportation for field trips must have a copy of their driver's license and be in compliance with all requirements therein, and a current proof of insurance on file in the School Office prior to the trip. All vehicles used to transport students to or from sponsored events are properly licensed, currently inspected, and otherwise are in all things legally equipped for operation on public streets and highways.Volunteers may not bring siblings and are required to have taken Safeguarding God's Children training.

Volunteering

Parents of children at Holy Trinity Episcopal School are partners in their children's education by volunteering when possible to support school activities. The Titan Parent Association (TPA) supports the school in achieving excellence in academics, service, and spiritual development by coordinating volunteer activities for the school. TPA activities include: school events, classroom holiday parties, major school fundraisers (Fall Festival and Spring Gala), and school marketing events in the community. All volunteers must comply with the following Safeguarding God's Children requirements.

Safeguarding God's Children Volunteer Requirements

All volunteers who work with or around students must participate in Safeguarding God's Children training and receive certification.

Visiting the School

To minimize classroom disruptions, parents should refrain from unscheduled classroom visits. Items brought to the school for a student during the school day should be taken to the School Office.

Student Services

Chapel and Religious Education

All students are required to attend Chapel services as scheduled for their specific grade levels. Parents are cordially invited to attend any of these services. All participants who are eligible for communion in their own church may receive communion at our Chapel service. Students not receiving communion may, instead, choose to receive a blessing during the service. All students at Holy Trinity Episcopal School receive Religious Education.

Medication

All medications of any kind must be brought to the school by a parent/guardian. Students may not have medication of any kind on their person or in their locker, lunchbox, backpack, or anywhere for which they are responsible.

Over the Counter Medication

A small supply of frequently used over-the-counter medications such as Tylenol, Benadryl, Advil, Sudafed, antacids and antibacterial ointments is maintained at the school. The school may administer OTC medications to students only if parents have authorized the school to do so in writing on the student's current-year OTC consent form.

Prescription Medication

If a student must receive prescription medication while at school, the administration of the medication must be supervised by school personnel. Students must not bring the medication to school. The medication must be hand delivered by a parent to the School Office in the original container bearing the child's name and dosage information. The parent must provide a signed Consent for Administration of Prescription Medication form before the medication may be administered.

Outreach and Service

Service projects are an important part of education at Holy Trinity Episcopal School. Each class will participate in a variety of projects throughout the year. The goal is to build a lifelong habit of service to others.

Personal Items, Valuables, and Money

Students are strongly discouraged from bringing valuable items including jewelry, electronics, or

significant amounts of money to school. The school assumes no responsibility for the loss of such items.

Titan Academy and Enrichment Program

Titan Academy and Enrichment Programs are offered to students in 3K through 5th grade for an additional cost. The before-school program provides adult supervision beginning at 7:15 am for families who need to drop off children before our official arrival time of 7:45 am The after-school program is available to families with students in grades 3K through 5th grade needing daily or part-time after school care. The program includes snack time, outside recreation, homework time for older students, or informal inside activities for younger children. Extended Care hours are from 4:00 - 6:00 pm. Enrichment Programs are also available during the school year. Space is limited, so students have to be registered in advance in order to secure a spot in any of the enrichment programs. It will be at the discretion of the Program Director to cancel and/or request early pick-up due to bad weather.

Fundraising

Fundraising is vital to the ongoing quality of the school and its programs. Families are asked to support the school's fundraising activities to the extent each is able to do so. The school raises additional funds through the following fundraising activities.

The Titan Fund

The Titan Fund is our annual giving campaign that asks for gifts and pledges of support from parents, school employees, and friends of the school. The importance of a successful Annual Giving program cannot be understated—100% participation from parents, Board members, and faculty and staff not only demonstrates united support for the school but also provides vital sustaining funds for the annual budget. The Titan Fund is launched annually and pledged amounts may be paid throughout the year.

Fall Festival

The annual Fall Festival usually occurs in late October/early November. This carnival event is a great opportunity for family fun. Funds raised from ticket and vendor sales are applied to a specific capital need for the school as determined by the event committee.

Gala

The Annual Gala is held in the spring. Parents, employees, and friends of the school are invited to attend the formal event which includes dinner, dancing, and silent and live auction events. The Gala is a wonderful opportunity to socialize while raising funds for the school.

Grants

While the annual giving campaign and Gala raise general operating funds for the school, the school also makes applications to foundations and companies for monetary grants for specific capital needs such as equipment and facilities. If you are aware of granting organizations that the school might approach, please contact the school.

Matching Funds

Holy Trinity Episcopal School is a tax exempt organization as defined in section 501(c)(3) of the Internal Revenue Code and may be eligible for matching gifts from your employer. If your employer has a matching gifts program, please ask your HR department if it applies to your gift to Holy Trinity Episcopal School. In addition, some companies may match funds for volunteer hours.

Other fundraising opportunities for school organizations and special trips may also arise during the academic year. If you have any questions regarding fundraising, please contact the Head of School.

Facilities and Safety

Parking Lot Safety

To help ensure the safety of our students, drivers should be extra vigilant while driving through the parking lot. The use of portable electronic devices is prohibited. It is against the law for drivers to use cellphones in school zones. To avoid distraction, we also ask drivers not to carry on conversations with passengers while in the parking lot. During morning drop-off and afternoon pickup, please observe the traffic flow illustrated on the Campus Map and Parking Lot Traffic Flow diagram.

Lockers and Student Storage Space

Students may be provided a locker or classroom space in which to store school supplies and required personal belongings. Students are responsible for the content and condition of his or her locker or storage area. Each teacher may establish guidelines as to when these spaces may be accessed. Students may appropriately decorate the inside of their lockers but may not use pens, pencils, paint, or markers. Students should not deface the locker in any way. Magnetic tape may be used to hang pictures inside the locker. No regular tape or other sticking medium may be used inside lockers. Students may not leave open food or drink in lockers. Students should have no expectation of privacy concerning their locker and school personnel may enter lockers at any time. Only locks provided by the school can be used to lock lockers.

HTES Community Expectations

It is the philosophy of Holy Trinity Episcopal School that we enroll not just students, but whole families. Both school and family must participate fully in the academic, spiritual, social, and physical education of the children for whom they are mutually responsible.

As an Episcopal school, Holy Trinity embraces the values of character, tolerance, and intellectual curiosity. We strive for justice and peace among all people and to respect the dignity of every human being. We are called to show forth God's love and grace in all that we do. The administration, faculty, staff, and Board of Directors of Holy Trinity Episcopal School will model these values for our students in all aspects of our daily lives. Reinforcement of these values, both at home and in the school environment, is critical.

Holy Trinity Episcopal School students are to be polite and respectful at all times, to show concern for the welfare of others, and to conduct themselves in an appropriate manner. If we expect this of our students, we also expect this of the adults in our community. Faculty, staff, parents, and trustees are to embrace the same code of conduct while on school property, attending school-sanctioned events, or accompanying students off-campus. Graciousness, humility, and self-control are expected at all times. Arrogance, rudeness, and bullying are not acceptable and will not be tolerated. Further, parents are not to reprimand students other than their own children while on campus unless that student is engaging in behavior that could bring immediate harm to the child or anyone else present.

When parents choose to enroll their child in Holy Trinity Episcopal School, they agree to embrace the school's mission; to share its core values; to support its curriculum, faculty, and staff; to follow its rules; and to abide by its decisions. Trust and mutual respect are the underpinnings of any effective parent/school relationship. For matters large and small, the proper channel to raise an issue or register a complaint is to go to the most direct level first, i.e., to the teacher, coach, or staff member most closely related to the issue and capable of addressing it. If not satisfied at that juncture, a parent should contact the Head of School. Any decision of the Head of School is final. We encourage parents to discuss their concerns with faculty and staff through appropriate channels, and we welcome debate of the issues, but we insist that this be done courteously, in a spirit of respect and humility, with a willingness to listen to and learn from one another. Efforts to undermine the authority of relevant decision makers will be seen as counterproductive and inappropriate.

We believe that a positive and constructive relationship between Holy Trinity Episcopal School and a student's parents or guardians is essential to the fulfillment of the School's mission. Thus, Holy Trinity Episcopal School reserves the right not to continue enrollment or not to re-enroll a student if Holy Trinity Episcopal School reasonably concludes that the actions of a parent or guardian would make such a positive, constructive relationship impossible, or otherwise seriously interfere with Holy Trinity Episcopal School's accomplishment of its educational purposes.

HTES Grievance Process

A grievance is a complaint by a parent about any aspect of the curriculum, procedure, policies or operation of the School as well as relationships with the Head of School, Board of Directors, other parents, teachers, other employees or students. The grievance should be one that lies within the power of School management to resolve. The aim of the grievance procedure is to enable parents to have grievances heard and addressed in a timely, orderly, and appropriate manner. It is intended that grievances should be settled quickly and fairly, and that all persons involved take the process seriously and respectfully.

Stage 1 - If parents have a concern with a classroom situation, they are required to first contact their child's teacher to discuss the matter. This contact can take the form of an email, phone call, or a written note. The teacher will attempt to resolve the problem with either an email, phone call, a written response, or a conference. If the problem cannot be resolved in this manner, then either the parents or the teacher may request that a conference be scheduled with the Head of School. Should there be no satisfactory resolution of the concern at this informal stage, the formal grievance process described below should be followed.

Stage 2 - The parent should personally present the grievance to the Head of School, either orally or in writing or both. The Head of School should normally meet with the parent to hear the grievance and attempt to give a response, either interim or final, within seven days, or as soon thereafter as reasonably practicable under the circumstances. The initial response of the Head of School will be to develop a plan to address the problem and to encourage the parent to continue to work with the teacher for a satisfactory resolution. If the grievance is not resolved to the parent's satisfaction within 30 days of the formal complaint, the parent may appeal the grievance to Stage 3. If the parent's grievance is against or involves the Head of School directly, the parent may skip Stage 2 and begin the grievance at Stage 3.

Stage 3 - The parent should personally present the grievance to the President of the Board of Directors, either orally or in writing or both. If the President and the parent cannot resolve the complaint within seven days of the initial presentation of the complaint to the President, the President should schedule a hearing for the parent before the full Executive Committee. The Executive Committee should hear the complaint within 30 days of the receipt of the grievance complaint by the President of the Board of Directors. If the complaint is not resolved to the parent's satisfaction by the Executive Committee, the parent may appeal the committee's decision to the Board of Trustees for resolution under Stage 4.

Stage 4- The parent should personally present the grievance to the President of the Board of Trustees, either orally or in writing or both. If the President and the parent cannot resolve the complaint within seven days of receipt of the complaint by the President, it shall be the prerogative of the President to schedule a hearing before the full Board of Trustees at a special or regular meeting of the Board. In either event, the decision made at Stage 4 by the full School Board shall be final.

Hearing Procedure- Stage 1 and 2 shall be conducted informally between the parent and the Head of School. Stages 3 and 4 hearings shall be conducted under such guidelines and procedures as shall be promulgated by the hearing panel. Prior to the beginning of the hearing, the hearing panel shall advise all parties of the procedure that it intends to follow.

If a time limit or deadline for action provided herein falls on a Saturday, Sunday, or on a school holiday or national holiday, such time limit or deadline for action shall be extended to the next school day during the school year or to the next regular business day during the summer recess.

Parents should recognize that answers to some complaints may be obtainable only by reference to others outside of the School and that grievance resolution could be delayed beyond normally expected time limitations. At any stage of the grievance process, the parent may be accompanied by a friend, attorney, or other advisor. Likewise, the Head of School, Executive Committee, or Board of Trustees may, at any stage of the grievance procedure, seek the advice of, and be accompanied by the School Chancellor or other attorney or appropriate advisor.

Parent and Student Handbook Acknowledgement

Please sign and return this acknowledgement page to the school office by August 19, 2022.

Student (Full legal name) : _____

DOB (mm/ dd/ yyyy): _____ / _____ / _____

I (Responsible Party) have read and accept for myself and the student identified above (Student) the information, guidelines and policies set forth in this Holy Trinity Episcopal School Parent and Student Handbook, including but not limited to the Acceptable Use Policy, the Internet and Social Media Policy, and the Community Expectations Policy. I understand that the handbook is available on the school's web site and that it may be amended during the school year. I understand and acknowledge that it is my responsibility to remain aware and knowledgeable of changes in the school's guidelines and policies throughout the school year as may be reflected in the handbook posted online.

_____

Responsible Party Acknowledgement (Parent(s), legal guardian(s) or others financially responsible for the Student)

Printed Name: _____ Printed Name: _____

Signature: _____ Signature: _____

Date: _____ Date: _____