



TRINITY
PREPARATORY SCHOOL

***Student
Handbook***

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Dear Students and Parents,

I trust you have had a good summer and are looking forward to the beginning of the upcoming academic year. Reading the updated Trinity Preparatory School Handbook signals the transition from summer to fall.

This handbook describes what it means to be a member in good standing of the Trinity Prep community and facilitates communication campus-wide. This handbook is required reading. By enrolling in Trinity Prep, you have agreed, in principle and in practice, to abide by the policies of this handbook. Familiarity with Trinity programs, policies, and procedures should help us all have a great school year.

If you have any questions, please do not hesitate to contact your adviser or the deans of students.

Sincerely,

A handwritten signature in blue ink that reads "Byron M. Lawson Jr." The signature is written in a cursive style with a large, sweeping 'B' and a long, trailing flourish at the end.

Byron M. Lawson Jr.
Head of School

***You are expected to read this handbook carefully.
By enrolling in the school, you agree to abide by the policies as specified herein.***

The School reserves the right to interpret the content of this Handbook, including the rules and regulations governing the academic and non-academic conduct of students. This Handbook is not a contract, nor is it intended to be so construed. Our School reserves the right to modify and/or amend the content of this Handbook at any time during the year. If any written modification or amendment is made to this Handbook, a copy of such modification or amendment will be distributed to students and parents.



Mission

Our mission is to develop individuals who will excel in college and in life, contribute to their communities, lead in a changing society, and grow spiritually.

Core Values

In support of our mission, we reaffirm our commitment to these four core values:

Trinity Family

Our community values traditions, respects the dignity of each member of the Trinity family, and is safe, caring, and supportive.

Educational Excellence, both Academic and Extracurricular

We are committed to encouraging passionate engagement and providing challenging programs, exemplary instruction, and meaningful guidance.

Leadership and Character Development

Our school promotes leadership, ethical behavior, and personal responsibility and reinforces the highest standard of character and honor.

Faith and Spirituality

We affirm the spiritual dimension of life and sustain a community where all are encouraged to explore and deepen their own faith.

Our Vision

Our vision is to be a top college prep school in the nation, built on a foundation of tradition and excellence while embracing the promise and challenge of the future.

Honor Code

I will maintain my self-respect.
I will not lie, cheat, or steal,
or tolerate anyone who does.

Quick Reference Extensions

The e-mail address for any Trinity Prep employee is that person's last name plus first-name initial plus [@trinityprep.org](mailto:trinityprep.org)

Academic support services (MS)	Jennifer Hencken	321.282.2582
Academic support services (US)	Sarah Hill	321.282.2565
Activities (US)	Kyle McGimsey	321-282-2429
Activities (MS)	Georgia Parker	321-282-2457
Address/phone change	Jason Marshall	321-282-2559
Admission director	Catherine McWhorter	321-282-2545
Admission administrative assistant	Lucy Carney	321.282.2519
Assistant admission director	Victoria Johnston	321-282-2523
Marketing and communications	Jon-Paul Wimer	321-282-2580
Alumni and advancement assistant	Taylor Schaeffer	321.282.2577
Advisory (US)	Christine Hempsted	321-282-2541
Advisory (MS)	Rylan Smith	321-282-2564
Associate head of school	Dennis Herron	321.282.2505
Athletic hotline		321-282-5433
Athletic trainer	Jeff Feroglia	321-282-2572
Athletic director	Dave Langdon	321-282-2533
Assistant athletic director	Rita Kienle	321.282.2538
Athletic administrative assistant	Bonnie Kelly	321-282-2536
Attendance	Elizabeth Hunt	321-282-2424
Business office	Jeff Ambrose	321-282-2525
Assistant controller	Karen Cary	321-282-2540
HR director	Laura Kimbrough	321-252-2546
Business office associate	Lori Mills	321-282-2548
Chaplain	Rev. Richard Towers	321-282-2510
Director of college counseling	Lester Johnson	321.282.2575
College counselors	Maya Lupa	321.282.2584
	Mary Donohue	321.282.2549
	Danielle Houston	321.282.2588
College counseling administrative assistant	Gloria Fry	321-282-2511
Director of learning and instruction	Stephanie Dryden	321.282.2563
Guidance counseling (US)	Christine Hempsted	321-282-2541
(MS)	Rylan Smith	321-282-2564
Library/overdue books	Reba Gordon	321-282-2542
Library clerk	Connie Milander	321-282-2531
Middle school division head	Jason Dowdy	321-282-2543
Middle school dean of students	Jeff Wilson	321-282-2571
Middle school administrative assistant	Linda Rizzo	321-282-2512
Nurse	Kelly White	321.282.2568
Pool	Rocco Aceto	321-282-2558
Registrar/Scheduler	Tracey Watson	321-282-2547
School calendar	Nicole Baker	321-282-2521
Security	Michael Keating	321-282-2578
Swim team billing	Anne Marie Stricklin	321-282-2579
Technology department.	Denise Musselwhite	321-282-2507
Data and web services manager	Jason Marshall	321-282-2559
Instructional design specialist	Natalie Galed	321.282.2550
Helpdesk specialist	Don McClenathan	321-282-2504
Director of network services & support	Chad Griffith	321-282-2552
Helpdesk technician	Andy Gonzalez	321-282-2576
Transcripts	Tracey Watson	321-282-2547
Tuition assistance (admission)	Catherine McWhorter	321-282-2545

Upper school division head	Pat Mulloy	321-282-2513
Upper school dean of students	Kelly Aull	321-282-2537
Upper school administrative assistant	Jean Olin	321-282-2535

Governance

Trinity Preparatory School is governed by a self-perpetuating Board of Trustees which delegates the management of the school program to the Head of School. The board's primary functions are the following:

- Establishment of the philosophy, mission, broad goals and plans, and policies of the school;
- Employment and evaluation of a Head of School to operate the school within those goals and aims;
- Preservation and enhancement of the assets of the school, including the buildings, endowments, and regular income.

Accreditation and Memberships

Trinity Prep is accredited by the Florida Council of Independent Schools (FCIS) and is a member of the National Association of Independent Schools (NAIS), National Association of Episcopal Schools (NAES), Central Florida Episcopal School Associations (CFESA), National Association for College Admission Counseling (NACAC), Secondary School Admission Test Board (SSAT), Education Records Bureau (ERB), Central Florida Association of Non-Public Schools, Cum Laude Society, National Honor Society, Council for the Advancement and Support of Education (CASE), and the Florida High School Athletic Association (FHSAA).

Academic Policy

Graduation requirements

To receive a diploma and have a final transcript sent to a college or university, a senior must do the following:

- Complete all academic requirements;
- Complete any disciplinary consequences;
- Attend senior breakfast, commencement rehearsal, baccalaureate, and commencement;
- Have all school bills paid in full.

Subject	Credits required	Recommended (highly-selective colleges)
English	4	4
World Language	2	3 or 4
Social Science	4.5	4
Mathematics	3	4
Science	3	4
Fine Arts	1	
Physical Education	.5	
Life Management Skills	.5	
Computer	.5	.5
Electives	3	
Total	22	

Students in grades 9 and 10 are expected to take six courses for credit each year. Students in grades 11 and 12 are encouraged to take six courses; they must take a minimum of five courses for credit each year. Students must take two consecutive years of the same world language in grades 9-12 to receive credit.

Withdrawal requirements

To have a final transcript sent to another academic institution, a student must do the following:

- Complete all academic requirements;
- Complete any disciplinary consequences;
- Fill out a withdrawal form
- Fill out a transcript/grade release form
- Have all school bills paid in full

Course enrollment

Some classes may have limited enrollment due to the nature of the course. Registration for electives: students in grades 12 and 11 have priority; students in grades 10 and 9 may register on a space-available basis. Only courses with sufficient enrollment will be offered. Courses not identified as semester courses are full-year courses.

Advanced Placement courses

Advanced Placement (AP) is a nationally standardized program of college-level courses and exams for secondary school students. Those taking an AP course must successfully complete the AP exam in May. Failure to do so may result in sitting for a final exam in that course and loss of AP designation on the student's transcript. Seniors are required to attend their AP classes for one additional day after the exams for a review of each exam. Underclassmen are required to attend the AP classes for the duration of the school year to complete the coursework.

Academic program

Graduation requirements, curriculum, and descriptions of course offerings are explained in the curriculum guide found on the Trinity Prep website (www.trinityprep.org). Additional copies are available in the middle and upper school offices.

All courses taken for graduation credit must be taken at Trinity Prep, except in the case of student transfers. Upper school sequential courses (i.e. Algebra 1 or a first/second year of world language) and graduation requirements (health & wellness and computer) taken in middle school will be listed on the student's final transcript with a grade and credit; however, the grade will not be computed into the cumulative upper school GPA, nor will the credit be counted towards graduation requirements (except for health & wellness and computer). The middle school language will not be listed on the transcript if a student changes languages when he/she moves to upper school.

Grading

The final grade in a semester or full-year course, which appears on the transcript, is used to calculate the cumulative GPA. Full-year course grades are an average of the two semester grades. The weighted GPA is computed by adding .5 for AP courses and .33 for Honors courses. The grading system is as follows:

	Regular	Honors	AP	GPA
A+	97-100	94-100	92-100	4.33 points
A	93-96	90-93	88-91	4.0
A-	90-92	87-89	85-87	3.67
B+	87-89	84-86	82-84	3.33
B	83-86	80-83	78-81	3.0
B-	80-82	77-79	75-77	2.67
C+	77-79	74-76	72-74	2.33
C	73-76	70-73	68-71	2.0
C-	70-72	67-69	65-67	1.67
D+	67-69	64-66	62-64	1.33
D	63-66	60-63	58-61	1.0
D-	60-62	57-59	55-57	0.67
F	Below 60	Below 57	Below 55	0.

Academic recognition

Students with an unweighted semester GPA of 3.67 and no grade below an A- are recognized on the Head of School's List. Those with an unweighted 3.0 and no grade below a B- are recognized on the Honor Roll. All courses will be counted in the GPA. The academic recognition assembly is held at the end of the school year.

Honor societies also provide academic recognition: National Honor Society, Junior National Honor Society, Cum Laude Society, Spanish Honor Society, French Honor Society, Latin Honor Society, and Mu Alpha Theta.

National Honor Society: Membership is open to qualified students in grades 10-12 who have attended Trinity Prep for a minimum of one full year. To be eligible, students must have earned a 3.5 unweighted cumulative GPA. Students must complete an application. NHS induction is held each fall.

National Junior Honor Society: Membership is open to qualified students in grades 8-9 who have attended Trinity Prep for a minimum of one full year. To be eligible, students must have earned a 3.5 GPA during their 7th and/or 8th grade year. Induction is held each fall.

Cum Laude Society: Membership is open to the top 20% of the senior class although the top 10% may be inducted at the end of their junior year. To be considered, a student must have been enrolled at Trinity Prep for at least three semesters. Only grades earned at Trinity Prep are used in computing the top 20%; this calculation is done at mid-year; however, grades are reviewed at year-end to ensure the appropriate profile is maintained.

French Honor Society: Membership is open to upper school students in French II or above who have achieved a 3.67 cumulative average or above in all French classes and an overall 2.67 GPA or above. The induction ceremony is held in April.

Latin Honor Society: Membership is open to students in Latin III or above who have a 3.67 average for the first three quarters of the year in their Latin course. Students are inducted each year that they qualify in April.

Spanish Honor Society: Membership is open to students in grades 10-12 in Honors Spanish III or above who have achieved a 3.5 cumulative average in upper school Honors Spanish courses (Honors Spanish II and above) in addition to an overall 3.0 GPA or above. Qualified candidates may also be required to participate in an interview with the sponsor and current officers. Society members must complete service hours each year and continue the study of Honors Spanish to maintain active membership. The induction ceremony is held in February.

Mu Alpha Theta: Membership is open to students who have completed Algebra I, Algebra II, and Geometry and are enrolled in an advanced math course. Candidates must have achieved a 3.33 in math honors courses or a 4.0 in regular math courses. Members must attend all meetings, participate in all Florida Math League competitions, and volunteer as peer tutors. Induction is held each fall.

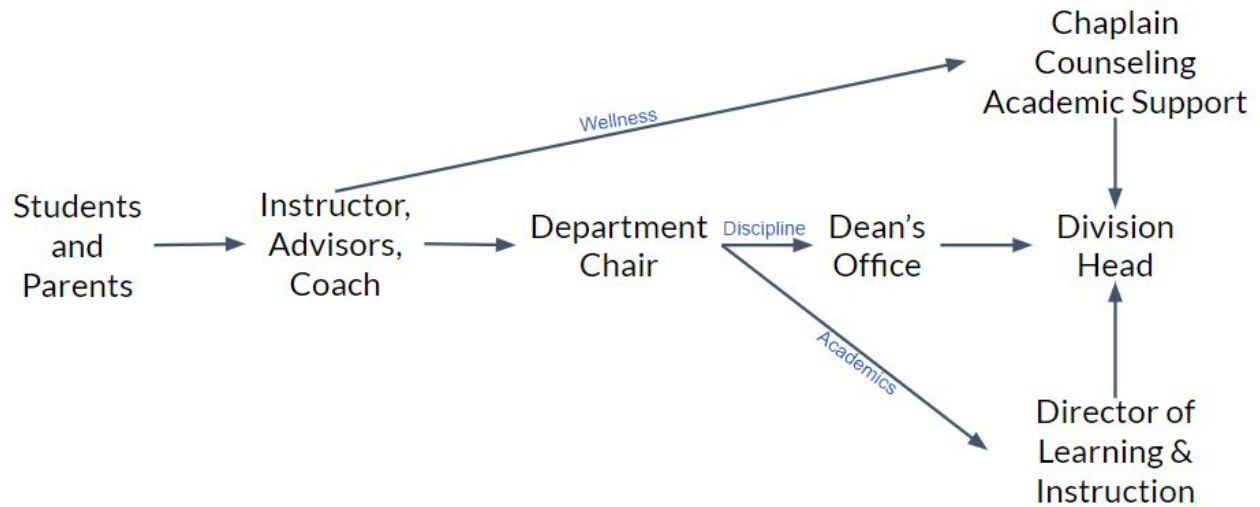
The senior with the highest cumulative average (unweighted) in grades 10-12 is recognized as valedictorian. The student with the second-highest average is the salutatorian. To be eligible for these awards, a student must attend Trinity Prep during grades 10-12; this calculation is done after posting of final grades at the conclusion of senior year.

National Honor Society, Cum Laude Society, valedictorian, and salutatorian are the only honors recognized during the commencement ceremony.

Parent/school communication

We believe the quality of education a young person receives is dependent upon the home environment as well as the school environment. If the expectations are consistent in and out of school, the student will develop more rapidly and with more self-confidence. With this in mind, we invite and expect parental involvement in the school community. The best interest of students should always be the primary concern of parents and educators. In order to avoid conflicts and misunderstandings that result in confused messages to students, we have structured the school community to help ensure open lines of communication among faculty, students, and parents.

The faculty and administration sincerely appreciate the long tradition of parental support. Parents need to know that their views concerning the welfare of their own children in particular, and the school in general, are always welcome. If parents have any specific concerns, suggestions, or critiques, they are strongly encouraged to bring them to the attention of the school in the following order: teacher, coach, adviser; department chair or athletic director; director of learning and instruction; division head; associate head of school; head of school.



- Parents Nights are held in the first month of school and provide parents an opportunity to meet the advisers and teachers, visit classrooms, and hear plans and expectations for the school year.
- Advisers will be the liaison and an important first point of contact for families
- Individual parent conferences may be arranged by contacting the teacher. If you wish to meet with more than one teacher, contact the advisor.
- Report cards with interim and semester grades are posted after each grading period ends. Comments from each teacher accompany the interim reports.
- Grades are available on the school's learning management system (LMS).
- The LMS is used to communicate class assignments, projects, and tests.
- Report cards/progress reports are held in the business office until all library materials and athletic equipment/uniforms have been returned and school bills are current.

Academic information

Homework

Homework is designed to make more efficient use of in-class time and to help develop students' ability to work independently. Students in middle school can expect an average of two hours of homework nightly. Students in upper school can expect three hours of homework nightly. Because study habits and course loads differ, the time required for satisfactory completion of assignments may vary.

Homework over holidays

Homework will not be assigned during or due immediately upon return from the following holidays: Labor Day, Thanksgiving, Christmas, MLK Day, winter break, spring break, and Easter.

Test scheduling

Each academic department is assigned specific testing days each quarter. Unless a student is taking more than one course within a discipline, he/she should have no more than two tests on any day. Quizzes may be given at any time. **NOTE: Tests may also be given on the block schedule days, Wednesday and Thursday; teachers will coordinate using the middle and upper school test calendars.**

Test returning

Realizing the importance of teacher feedback as students work to hone their skills and comprehension of the subject matter, teachers will return graded material according to the following guidelines:

- Quizzes—one to two days
- Tests—one to two weeks
- Short papers/compositions—two weeks

- Projects/critical analysis/research papers—three weeks
- The retention of tests by students varies according to the division and/or the curriculum area. Students are informed at the beginning of the school year whether or not they may keep their papers and/or tests. Parents can go over test results by making arrangements with the teacher.

Semester exams in grades 7-12

Comprehensive semester assessments are given in all core and some elective courses at the end of each semester. They count as 20% of the semester grade in upper school courses (this includes middle school courses included on the upper school transcript) and 10% in middle school courses. Students are expected to take their assessment during the assigned test period. Only in rare instances (i.e., family emergencies, national competitions) will students be allowed to reschedule their exams. Parents must call the division head or director of learning and instruction to request these arrangements.

Senior policy

- The last day of classes for all seniors is the last day of AP exams.
- Seniors in AP courses are required to attend the AP class the day after the exam for a discussion/review.
- Seniors are exempt from final exams in year-long courses if they meet the following criteria:
 - B average;
 - no semester average lower than a B-; and
 - no more than 10 absences first or second semester (number does not include school-sponsored absences). If absences are due to extenuating circumstances [i.e., prolonged illness], the decision is made at the discretion of the dean of students.
- A senior who receives a grade below B- for the semester or whose grade drops below C- during the year may be required to attend study hall in lieu of having a free period.
- Final exams for all other seniors are the Thursday and Friday during the second week of AP exams. Students with conflicts will make arrangements with the teacher for an alternate exam time.
- Seniors are required to be in attendance only for designated senior activities the last week of classes.

Study period

Study period is a designated time when all teachers are available to answer students' specific questions and/or review with them. Students who have questions or who are experiencing academic difficulty may ask assistance from teachers during study period from 2:48-3:15 p.m., Monday through Thursday.

When a cumulative grade average is below a C- or when a teacher feels attendance is necessary, a student may be assigned to study period. In these cases attendance is mandatory, and failure to attend may result in disciplinary action.

Tutoring

To avoid a conflict of interest, teachers are not permitted to tutor students currently enrolled in their classes. Peer tutoring is arranged by the coordinator of academic support services and is available through the Spanish National Honor Society, Latin Honor Society, Mu Alpha Theta (math), and the National Honor Society.

Policy regarding papers

Prior to final submission for grading, students in grades 7-12 must submit all essays, critical analysis, research papers, or other written assignments as directed by the teacher to Turnitin.com and provide originality reports to the teacher with the final paper. Papers without such documentation will not be accepted. The assignment will be considered late, and appropriate penalties for late work will be assessed.

Policy regarding study aids

One of our primary goals is to help students become independent thinkers. To accomplish this goal, we provide students with a variety of writing opportunities, reading experiences, and class discussions designed to improve analytical and critical thinking skills. It is important for students to understand how to use study aids and resources ethically in each of their courses, and they should consult with their teachers on their efficacy.

Standardized testing

Standardized testing is an important component of Trinity Prep's program. Students and their parents receive specific information regarding which tests are available, deadlines for application, and dates of administration.

Students in grades 6 and 8 take the Comprehensive Test Program IV (CTP IV). Students in grade 7 who meet the requirements of the Duke University Talent Identification Program (TIP) may take the Scholastic Assessment Test (SAT) or American College Test (ACT) to qualify for Duke's summer program. During the school year, parents will receive information regarding these programs.

All sophomores take the Preliminary Scholastic Assessment Test (PSAT) as practice for taking it in the junior year, when it becomes the qualifying test for the National Merit Scholarship program. Juniors and seniors take the SAT and/or the ACT, and they may also take AP tests and/or SAT subject tests.

Academic probation

A student is considered for academic probation based on the semester or final grade if he/she has a GPA below 1.67, has two or more grades below C-, or is failing one or more classes. Students considered for academic probation are evaluated by the academic review committee. Final decisions regarding probation are the responsibility of the division head. Parents of those considered for probation are sent a letter explaining the committee's decision and recommendations.

Academic probation may also result in the loss of privileges (athletic, social, extra-curricular, parking, senior). A student on probation must improve his/her academic record by the end of the next semester in order to return the following semester.

Fails/Incompletes

If a student fails a course required for graduation, he/she must re-take it or do summer work. In the second instance, a D- is the highest grade that can be achieved and reported on the transcript. The academic review committee determines how the minimum standards for a failed course will be met. A grade of incomplete is allowed only in cases of extreme hardship (illness, death in the family), and the student must complete the work satisfactorily for a grade within a specified period of time. Upon completion of make-up work, the report card and transcript will be updated to reflect the grade earned.

Dropping/adding classes

Any changes made after classes begin must follow these guidelines:

Students who make the decision to drop a course within the first two weeks of the term must obtain permission from their parents and the teacher.

A student who withdraws from a class after the first two weeks will have a WP or WF (withdrawn/passing or withdrawn/failing) recorded on his/her transcript and must have permission from the director of learning and instruction.

A decision to add a course must be made within the first two weeks. The student is responsible for making up all work missed.

If a student is considering a schedule change, he/she should discuss it with the scheduler or director of learning and instruction and fill out a schedule-change form that can be acquired from the registrar. Within a department, a shift from one level to another may occasionally be made after the drop/add period when initiated by the teacher.

Summer course work

Students receive graduation credit for courses taken in Trinity Prep's summer school; the grades are computed in their GPAs. Courses taken at another institution may be added to students' transcripts as enrichment courses with prior approval from the director of learning and instruction. Grades from these courses do not count toward graduation credit and are not averaged into a student's GPA.

Student assistants

Upper school students may volunteer as assistants in any office or department or with an individual teacher during their unassigned periods. They will receive community service hours. Requests and assignments must be made through the scheduler's office.

College counseling

Trinity Prep provides substantial assistance to students and their parents in the college selection process. Our program seeks to help students and parents understand the entire admission process as well as to help focus students and parents regarding each student's abilities, interests, and needs in applying to appropriate colleges. An annual college night program is held each year. By attending these programs over a period of years, parents become quite knowledgeable about college opportunities and requirements. Much more information is available through the college counselors and on the "parent resources" tab on the website and Canvas.

Attendance Policy

Trinity Prep believes that the classroom experience cannot be duplicated. Every student is expected to be at school every day, on time and prepared, except in the case of illness, family emergency, religious holiday, or a school-sponsored event. Students are permitted a maximum of ten non-school-sponsored absences each semester from any class. After the tenth non-school-sponsored absence from any class, written verification or documentation will be required.

Absences

Parents are to call the school at 407-671-4140 and press 2 for the attendance coordinator or submit an attendance request via the parent portal by 8:30 a.m. if their child will be absent or tardy. Voicemail messages may be left 24 hours a day on Ext. 424. Please include the reason for the absence or tardiness in your message. Parents will receive a text or phone call if they have not contacted the school.

In order to participate in after-school practices or events, a student must be in school the entire school day of the practice or event. The only exceptions to this policy include medical appointments, religious commitments, school-sponsored field trips, and pre-arranged college visits. Written verification may be required.

School-sponsored absences

These are absences due to school-sponsored events, such as athletic competitions or field trips, and are excused. To be eligible to attend a school field trip, students must provide written permission from a parent/guardian and must be in good standing in academics, attendance, and behavior. School rules and policies will be observed at all times during a school-sponsored trip.

Non-school-sponsored absences: These absences may be excused or unexcused.

Excused absences

- personal illness
- illness in the immediate family requiring the student to be at home
- death in the family
- religious holidays
- school-sponsored events
- absences due to an approved trip (school or personal)

Make-up work for excused absences

Work missed due to an excused absence that is not pre-arranged must be made up in a reasonable amount of time that takes into account the nature and duration of the absence. Work assigned well before the absence may not be given further extensions. Refer to the school's and teachers' policies and procedures for the consequences of not meeting the deadline. Students are responsible for making arrangements with their teachers and advisors for make up work. Students not turning in work on the agreed upon date may be assigned a 10% per day penalty on the grade.

Make-up work for pre-arranged absences

Trinity Prep expects that students and parents will plan trips during school vacations. If a family chooses to have the student miss school for a trip, a completed pre-arranged absence form, available online or in the division offices, must be submitted for approval by the dean of students, and must be signed by all that student's teachers 24 hours before the absence. All work missed is due the day of return unless prior arrangements have been made with the teacher(s).

Make-up tests

Students absent on the day of a quiz or test are to make it up immediately upon return to school. If a student is absent only on the day before a test, he/she may be required to take the test with the class. Students absent during the class period of a test or quiz, but who are in attendance for the remainder of the day, must take the test/quiz that afternoon; this takes precedence over other after-school activities. All upper school make-up tests are given during after-school testing from 3 to 3:45 p.m., Monday through Friday. A student who fails to make up a test in after-school testing when assigned may have 10% per day deducted from the grade earned. Students who have a pattern of absences will be subject to review.

Unexcused absences

Unexcused absences occur either from excessive absence or when a student cuts classes. In either case, the student may not be permitted to make up work, and disciplinary action may result, to include academic penalties. Students are required to attend assigned study period, chapel services, assemblies, and special programs.

Excessive absences

Any student with 10 non-school-sponsored absences during a semester may be required to bring a doctor's excuse for each subsequent absence or have approval from the division dean of students. Additionally, the student may also have their case reviewed to determine appropriate steps. Otherwise, the absence will be unexcused. Chronic illness and family emergency will be considered during this process on an individual basis.

Tardy policy

Because punctuality is important, students are held accountable for being on time to school, to all classes, and to assemblies and scheduled meetings. Students should arrive at school by 7:45 a.m. Homeroom/advisory begins promptly at 7:50 a.m. Students who arrive after 7:55 should report directly to the receptionist with a doctor's note or a written explanation signed by a parent/guardian. A student who is habitually tardy may face the following consequences:

- Warning
- Lunch detentions
- After-school detentions
- Saturday detentions
- Parent conference
- All-day detention or suspension

Leaving campus during the school day

Except for seniors, students may not leave campus during the school day without an attendance request submitted from the parent via the parent portal or a phone call to the attendance coordinator. Underclassmen may be excused to go off-campus for lunch only with their parent(s) or relative(s) or in association with a school commitment. Parents should attempt to schedule appointments after school. Recurring medical appointments should be rotated so the student does not always miss the same class.

School-sponsored trips

School-sponsored trips are arranged by the faculty and administration of Trinity Prep exclusively for Trinity Prep students. Chaperones and students are covered by the school's insurance. All policies described in the Student/Parent Handbook are in effect during school-sponsored trips. Students are required to utilize transportation provided by the school to and from a school-sponsored trip. Ride shares, cabs, and other forms of transportation are not allowed. Written permission must be obtained for any exceptions to this rule. Annual school-sponsored trips include the following:

- 6th grade—Ebenezer Alive!

- 7th grade—Pathfinder
- 8th grade—Camp Kulaqua
- 9th grade—High Rocks
- 10th grade—Canterbury Retreat
- Senior retreat
- Athletic trips to away games
- Debate/Forensics trips
- Class day trips (i.e. Busch Gardens, Shakespeare Theatre)
- Choral and instrumental music trips

Non-school-sponsored trips

Non-school-sponsored trips are offered by individual Trinity Prep employees through travel agencies or tour operators. These trips are scheduled to minimize conflict with the normal school year, usually taking place during vacations, and are not planned, organized, or insured by Trinity Prep. Only currently enrolled TPS students are eligible to participate in these educational tours. Parents should carefully review and evaluate the tour, its schedule, and insurance coverage before committing to a trip. More information is available from the sponsoring teacher. The school does not offer any “graduation” trips for seniors.

Computers and Technology

Overview

Trinity Prep is a technology-rich learning community. Students and faculty have access to the latest in relevant educational technologies. Two fixed state-of-the-art computer labs housed in the technology area of the Student Resource Center are dedicated to the extensive computer science curriculum. Immersive technology is used in collaboration with Stanford University and the Malone Schools Online Network, offering students and faculty access to unique educational opportunities. The one-to-one laptop program requires every student in grades 6 through 12 to bring a laptop to school each day. Students have access to a high-speed wireless network, an extensive catalog of [scholarly online databases](#), and a variety of cloud-based services. All classrooms are equipped with the latest in digital projection equipment.

Responsible/Ethical use policy

This policy applies to ALL digital devices students bring and use at school, including, but not limited to, smart devices. Violations of this policy may result in Level One or Level Two consequences as outlined in the Student Behavior Expectations section of this handbook.

Technology use guidelines

The school’s technology infrastructure/network provides opportunities to enhance student learning with a variety of technology tools and services. Its purpose is in support of education and research consistent with the academic objectives of the school. The use of Trinity Prep’s computers, network, and internet access is a privilege. Students are required to be logged into the school’s network when utilizing any digital device on campus. The following guidelines help individual technology users understand Trinity Prep’s expectations for responsible use.

Being a good digital citizen

The way we use technology tools to communicate information has a powerful effect on our learning community. Responsible use will lead to better, more effective learning while irresponsible use will diminish it.

Communication

- **Derogatory, disparaging, belittling, obscene, or otherwise inappropriate email exchanges, instant messages, digital images, or web postings, including those sent from home, may be considered cyberbullying and are prohibited.**
- **Cyberbullying, defined as online activity which subjects a student to insults, taunts, or challenges, is prohibited and falls under the bullying policy outlined in the “Student Behavior Expectations” section of the student handbook.**
- **Be aware that anything posted on the internet is permanent.**

Digital rights and responsibilities

- Forgery or attempted forgery of email messages or other electronic documents is prohibited.
- Reading, deleting, copying, or modifying any electronic documents of other users is prohibited.
- All research used for academic work must be properly cited, including information from the internet.
- All users must adhere to all copyright laws with regard to software or internet-based information. Appropriate copyright use information and resources are available in the library.

Privacy and security

- In order to respect the privacy of community members, technology users may not use another person's ID or password.
- Accessing another person's accounts in any form is not allowed.
- Use networks responsibly, and only use those networks which you have legal access to.
- Avoid posting personal information about yourself or others, including listing phone numbers, addresses, locations, etc.

Communication tools

Each teacher has specific policies regarding the use of technology in the classroom. These policies should be followed at all times.

- The primary purpose of Trinity Prep's G Suite domain is for school-related communication that serves the teaching and learning objectives of the school.
- Students may not send an email (or "spam") to a class, an entire grade level, or any group within the school without prior approval.
- Students may use age-appropriate collaboration tools to communicate responsibly with peers.

Software

Technology users may not install software on school-owned computers without appropriate authorization.

Internet

The internet should be used for academic work and research in support of educational work consistent with the academic objectives of the school.

The following activities show responsible use of the internet:

- Researching (properly citing research and/or resources found on the internet to avoid plagiarism)
- Communicating
- Web-based learning applications
- Responsible social networking in support of educational goals
- Educational learning networks

Unacceptable use:

- Accessing, storing, sharing, or displaying information that is inconsistent with Trinity Prep's mission, including but not limited to pornographic materials, vulgarity, gambling, militant/extremist material, hate speech, etc.
- Any attempt to harm, alter, or destroy school technology equipment or materials, the data of another user, or network services provided via the school's internet access.
- Accessing another user's account and/or misrepresenting another's identity.
- The use of Trinity Prep's network, internet access, and/or devices (school-owned or personal) during academic times for **non-academic purposes** including, but not limited to, gaming, chatting, and/or social networking.

Monitored use

Do not assume that any electronic files, materials, or communications on your computer or the school's systems are confidential. Trinity Prep reserves the right to inspect all devices and/or electronic files on campus and will take

appropriate action where necessary as outlined in the student handbook. The school filters inappropriate content on campus by category (mature content, alcohol and drugs, pornography, etc.) and by individual website, as needed, sites are routinely reviewed. When deciding whether or not to block a site, we consider its value in the context of the maturity and developmental level of the students.

Canvas, Learning Management System (LMS) and myTPS portal

Trinity Prep maintains an LMS service called Canvas for use by students and parents to access faculty-generated course content (grades, assignments, due dates, calendars, notes). The LMS is used routinely by faculty to communicate with students and parents. Account activation instructions and information are distributed to new students and parents in August. All students and parents are required to activate their accounts and maintain current email addresses. Should you have any questions relating to the use of the LMS, please contact Trinity's help desk at helpdesk@trinityprep.org.

All enrolled Trinity Prep families are provided a myTPS portal username and password. The [myTPS portal](#) provides current families access to the following resources:

- Annual online enrollment
- Student class schedule
- Parent organizations
- Calendar of events
- Searchable online student/parent directory
- Carpool lists, class rosters by grade, and printable student directory
- Online demographic updates (email, phone, address, emergency contact)
- Trustee portal (for trustees only)

Frequently asked questions (FAQs)

Can we Purchase software or laptops through Trinity Prep?

Trinity Prep does not sell laptops. Trinity Prep students are entitled to a free version of Microsoft Office 365. For more information visit [Parent Resources](#), then Technology for more information.

How do I collaborate with other students on projects?

Online collaboration between students is encouraged for group assignments, using G Suite@TrinityPrep. Students should only share documents to collaborate on assigned group projects; any other online sharing may constitute a violation of the honor code.

How do students store electronic files to Trinity Prep's Network?

Every student on campus has a G Suite@TrinityPrep account to be used as their digital locker. Electronic files should be stored to the student's G Suite Docs account exclusively.

If I have questions related to the school's technology or G Suite@TrinityPrep account, whom do I call?

Students or parents with questions related to the school's technology or network resources should contact the technology department by email at helpdesk@trinityprep.org or by phone at 407-282-2576.

May I bring a laptop to school?

[Required digital devices](#) should be brought to school by students in grades 6-12 after the successful completion of the required one-to-one online orientation course. Students are expected to log in to the network with their laptop computer.

What kind of internet access do we have?

Trinity Prep provides FILTERED internet access to all students. You may receive a disallowed message on some websites. Information sent and received through Trinity Prep's network is secured and may be monitored for appropriate use, as deemed appropriate by the administration.

What software is required for my student?

Students are encouraged to use G Suite to create, store, and share documents. For more information about recommended and required software visit [Parent Resources](#), then Technology.

What happens to the data stored in a student's G Suite account after graduation?

Student accounts remain active for one school year after graduation. On July 31 the next year, the student's G Suite account is decommissioned. Students are informed and encouraged to use [Google's Takeout Service](#) to archive their electronic information prior to the deletion of their account.

G Suite, network, and printing

Every student is assigned a network account and a **G Suite** account. The **G Suite** account provides access to a Trinity Prep email account, the LMS (Canvas), storage, and other collaboration tools. Information is available in the [Parent Resources](#) area of the school's website. Account information is provided to new students at the beginning of the school year and can also be obtained from the help desk if forgotten. Printing on campus is discouraged; however, we provide several printing kiosks on campus located in the library, and in Brokaw Hall.

Website

Trinity Prep maintains a website at www.trinityprep.org. The site provides an easy-to-use navigation bar for quick access to the most important school information, including up-to-date school event information, the school's calendar, a faculty and staff directory, division information, forms, and much more. There is also a comprehensive search feature located on each page of Trinity Prep's website to help website visitors find the information they need.

Student Behavior Expectations

Trinity Preparatory School, an Episcopal affiliate school, is mission-driven to support learning and the appropriate social development of adolescents and pre-adolescent students. Any activity that does not support the development of students in these areas will be considered for exclusion from campus in whole or in part.

We expect students to be responsible and considerate and make every effort to help further their sense of responsibility for themselves and the entire Trinity family. When a student enrolls at Trinity Prep, he/she automatically becomes a representative of the school in the community. Therefore, every student should behave at all times in ways that will honor themselves and the school and that are respectful of others. This is especially true at school-sponsored activities, where all school rules of conduct and responsibilities still apply.

Student conduct off campus or during vacation periods which reflects a disregard for the norms of social behavior expected of a Trinity Prep student (including, but not limited to, violations of rules stated in this handbook) may, at the school's discretion, subject that student to suspension or expulsion.

Disciplinary Action

Any student who does not follow our behavioral expectations can expect to receive appropriate consequences for his/her actions as determined by the dean of students and/or division head. Proper authorities may be notified in the event of illegal activity on the Trinity Prep campus or in connection with a school-sponsored event. Rule violations are assigned consequences categorized in two levels, based upon the severity and circumstances of the incident. Students in leadership positions who commit behavioral infractions may lose their leadership position in addition to having their behavioral consequence increased.

(Please note that in all detentions, students may be required to do work detail.)

Level One consequence:

- Break detention(s)—served on the date and time assigned
- Lunch detention(s)—served on the date and time assigned
- After-school detention(s)—served on the date assigned, from 3:15 to 4:15 p.m.
- Saturday detention—served on the date and at the location assigned, from 9:00 a.m. to 12:00 p.m. The student must be in dress code.

- All-day detention—served on the date assigned from 7:50 a.m. to 2:45 p.m. The student may not participate in any extracurricular activities on the day assigned. The student is responsible for taking tests and completing all work that would normally be done in class.
- One-day suspension—served out of school on the date assigned. The student may not participate in any extracurricular activities on that day and is responsible for all work missed. A subsequent suspension may result in Level Two consequences.

Level Two consequence:

- Two or more days suspension—served out of school on the date assigned. The student may not participate in any extracurricular activities on those days and is responsible for all work missed. A subsequent suspension may result in expulsion.
- Disciplinary probation is a warning of possibly not being invited back for the next academic year or expulsion. Probation may result in the loss of privileges (athletic, extracurricular, social, parking, senior).
- **Expulsion—permanent dismissal of a student from Trinity Prep.** A student is subject to expulsion for serious misconduct as described in this handbook or for conduct that, in the judgment of the head of school, is detrimental to the safety or well-being of others at school. An expelled student is not allowed to be on campus or attend any school-sponsored event.

The honor code

I will maintain my self-respect.

I will not lie, cheat, or steal, nor tolerate anyone who does.

Honesty/dishonesty

Honesty is a core value and is expected in all aspects of Trinity Prep life. Dishonesty in any form, including stealing, lying, cheating, falsifying notes, copying, or plagiarizing, is inconsistent with school standards. Dishonesty is considered a fundamental breach of our community's expectations. **A student's dishonesty in connection with an investigation of misconduct will compound the disciplinary response, regardless of the severity of the original misconduct.**

Academic dishonesty

Any kind of academic dishonesty is a serious offense. Cheating and plagiarism are forms of academic dishonesty. Plagiarism is the presentation of the words, ideas, concepts, images, or works of another as one's own. Material (in whole or paraphrased) taken from a primary or secondary source without following standards of conventional attribution, and/or without appropriate reference citation, is considered to be plagiarized. The concept of plagiarism is explained and discussed in all grades, and thus the student is well qualified to make the necessary judgment to avoid erroneously representing someone else's work as his/her own. Cheating is obtaining (or attempting to obtain) something by dishonest or deceptive means. The division head, dean of students, department chair, and honor council handle questions of academic dishonesty. Examples of academic dishonesty include, but are not limited to, the following:

- Possession or use of unauthorized notes or tests or copying answers from another during a test, quiz, or exam.
- Plagiarism.
- Copying homework or other papers or allowing yours to be copied; working together on problems or making editorial suggestions on a paper is a good learning process, but you may not lend or make use of another's work.
- Unauthorized exchange of information.
- Possession or use of cell phones or other unauthorized electronic devices (i.e. tablets or web-capable watches) during tests, quizzes, or exams.

Lying

A student who provides information known to be untruthful to a member of the faculty or other school authority at any time is subject to Level One or Level Two consequences.

Stealing

Taking another person's property or work, whether it is in a locked or secured location or not, is strictly forbidden without the owner's permission. Students who steal are subject to serious disciplinary action, including Level One or Level Two consequences.

Honor Council

The honor code and honor council were established to create an atmosphere of optimal learning and trust. The honor council consists of upper school students elected each year by their peers. In cases of suspected honor code infractions or violations, an upper school student should expect to appear before the honor council with his/her advisor, which makes a recommendation to the division head regarding appropriate consequences.

Breaches of the honor code

Breaches of the honor code are classified as infractions or violations, based upon the severity and circumstances of the incident. A student who breaks the honor code may be subject to the following action(s):

Honor code infraction: for most first-time breaches of the honor code (depending upon the circumstances of the incident)

- Level One disciplinary consequence;
- A grade of 0 or F assigned to the assignment or test in question; and/or
- Loss of eligibility for academic honors that semester and year.

A SECOND HONOR CODE INFRACTION MAY RESULT IN AN HONOR CODE VIOLATION.

Honor code violation—second honor code infraction, or a very serious or willful breach of the honor code

- Level Two disciplinary consequence
- All academic consequences listed above under honor code infraction, plus:
- Expulsion from honor societies;
- A senior with an honor code violation may lose the privilege of participating in commencement or may be expelled

A SECOND HONOR CODE VIOLATION MAY RESULT IN EXPULSION.

Alcohol/drugs/tobacco/vape pens/controlled substances/paraphernalia

Any student who possesses, sells, consumes, or is under the influence of any of the above at school or at school-sponsored events is subject to serious disciplinary action, including Level One or Level Two consequences.

Weapons

Students may not bring to school any weapon or any object that could be considered a weapon. Pocket knives, firecrackers, matches, and/or lighters are not permitted. Violators are subject to serious disciplinary action to include Level One or Level Two consequences.

Search and substance testing policy

In order to protect the health and safety of our community, Trinity Prep reserves the right to search automobiles, any school property (including lockers), and any personal property in a student's possession on campus or at school-sponsored activities. Trinity Prep also reserves the right to test students for drugs and/or alcohol. **Refusal of a student to undergo testing or to cooperate fully with any of these tests is also a violation of our policy and may result in expulsion.**

Threats

Threats that endanger others will be handled in the following ways:

- The student will be suspended immediately, subject to a full investigation of the threat;
- The parents of the student being threatened will be informed;
- The student will undergo an independent psychological evaluation to assess his/her stability;
- The student will return to school only when the psychological evaluation assures that the health and safety of Trinity students and faculty are not at risk;
- The student will be subject to Level Two consequences.

Harassment

Students are expected to treat each other with dignity and respect and are entitled to freedom from any kind of personal harassment. No form of harassment will be tolerated, whether it is related to, but not limited to, race, religion, nationality, language, physical appearance, gender, sexual orientation, and/or physical and/or mental capacity. Harassment is defined as unwelcome, harmful behavior towards another person. This behavior must be annoying, bothersome, and/or physically, emotionally, or academically injurious to be considered harassment. Harassment can take the form of, but is not limited to, physical contact or verbal, written, or computer/cell phone generated remarks, gestures, innuendos, gossip, symbols, or photos in or out of school.

Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to touching, pinching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions, and body contact.

All concerns relating to harassment should be reported to the division dean of students immediately.

Students who harass are subject to serious disciplinary action which may include Level One or Level Two consequences.

Bullying

Bullying is defined as conduct which subjects a student to insults, taunts, or challenges, whether verbal, written, or physical in nature, which is likely to intimidate or provoke a violent or disorderly response from the student being treated in this manner. Bullying may involve clique behavior, hazing, threats, or violence. Such behavior extends beyond actions that target those groups protected by anti-discrimination legislation, including but not limited to sex, race, creed, color, religion, disability, sexual orientation, and/or national origin. All concerns relating to bullying should be reported to the division dean of students immediately and may result in Level One or Level Two consequences.

Student decorum

Students are expected to be respectful and polite to all members of the Trinity Prep community. Disrespectful behavior such as insubordination, rudeness, or inappropriate comments (verbal or written) is unacceptable. Classroom conduct that results in repeated disruptions to the learning environment reduces the effectiveness of the classroom experience. Students who exhibit these behaviors will be subject to Level One consequences.

Language

Students and parents are prohibited from using profane, obscene, bigoted, or other types of offensive language or gestures on campus or at school-sponsored events. Students using offensive language or gestures may be subject to Level One or Level Two consequences.

Displays of affection

Students are prohibited from inappropriate displays of affection or other explicit behavior on campus or at school-sponsored events. Violators will be subject to Level One or Level Two consequences.

Fighting, physical aggression, and rough play

Students who fight on campus will be suspended from school. Rough play or physical aggression may result in injury to students and may damage clothing and property. Such activity is subject to Level One or Level Two consequences.

Care for school environment

Because we are a community, we do not tolerate vandalism, litter, or other unsightly and unhealthy abuse of the environment. Willful abuse or destruction of property is grounds for Level 2 consequences, and parents may be held responsible for the cost of repairs.

Students must take responsibility for maintaining a clean and orderly place to work and to relax during the school day. Trash receptacles are available throughout the campus. Students are to clean up their lunch trash, whether

they eat in the Trinity Grille or on the grounds. Those found littering will face Level 1 consequences. If the amount of lunchtime litter on campus becomes significant, the privilege of eating outside the Grille will be suspended.

Out of bounds

During the school day, students are to stay where they can be supervised. No one is allowed lakeside or in the woods except when accompanied by a teacher. Underclassmen are not allowed in the parking lot during the school day. Seniors may go to their cars when leaving campus during free periods or lunch. Violations of this policy may result in Level One or Level Two consequences.

Repeated misconduct

Students who continually violate the behavioral policies set forth in this handbook exhibit a disregard for the expectations of a Trinity Prep student. Such behavior may result in Level One or Level Two consequences.

Other items

Skateboards, rollerblades, playing cards, video games, and video game players are not permitted on campus. Students may have cell phones in their possession at school but must ensure that they are turned off and put away during classes, study halls, assemblies, and chapel. Violations of this policy will result in the confiscation of the above-mentioned items and subject a student to Level One consequences.

Gum

Students are not allowed to chew gum on campus.

Computer/technology

All persons using the school's computers, the school's computer systems, or personal computers on school property or over the school's systems are required to abide by the rules set forth in the Computers and Technology section of this handbook. Failure to do so will result in appropriate disciplinary action determined by the administration. All computers should be used in a responsible, ethical, and legal manner. Violations of the guidelines may result in the revocation of access privileges and Level One or Level Two consequences.

Cell phones

Use of personal cell phones or other internet-capable devices (i.e. Apple watch) on campus is a privilege, and students using them are required to abide by the rules set forth in this handbook. All cell phones should be used in a responsible, ethical, and legal manner. Sending offensive text messages, picture mail, or other inappropriate transmissions will result in disciplinary action as determined by the administration to include Level One or Level Two consequences.

Reporting of disciplinary records

Disciplinary action is considered a part of the educational process and typically remains a confidential matter between the school, a student, and his/her parents. However, the reporting of disciplinary incidents is necessary in some cases and will be handled in the following manner:

- Middle school – A middle school student's disciplinary record does not carry forward to Trinity Prep's upper school. The only exception to this policy is a Level Two disciplinary incident in the eighth grade year, resulting in a continuing probation. If a student transfers to another school, and that school requests disciplinary records, Trinity Prep will report Level Two disciplinary incidents.
- Upper school – Many colleges and universities request information from students regarding disciplinary incidents resulting in suspension or probation. We expect students to be truthful when responding to such requests. In the same manner, college counselors will respond honestly to any requests for information made by a college or university during the application process.

Students and parents should expect that the school will officially report incidents in grades 10 through 12 resulting in Level 2 consequences to colleges and universities. An official letter concerning the misconduct will go to all colleges and universities to which the student has applied. The only exception to this policy is if the student provides documentation to his/her college counselor that the college/university does not require disclosure. The deadline for submitting this documentation will be determined by the director of college counseling.

Dress Code

Students are required to follow the dress code. Our main objective is to create a positive learning environment and standardized expectations for student apparel. The head of school and division heads reserve the right to interpret and adjust the policies as needed to meet the changing fashions. The following guidelines indicate appropriate dress.

General Guidelines

- All clothing must be clean, well maintained, modest, and of appropriate size. It needs to fit without being too tight, baggy, or revealing.
- Athletic team uniforms and other club or activity apparel may be worn according to school guidelines.
- Prohibited clothing or styles include the following: blue-jean fabrics of any color (or look-alike fabrics); camouflage clothing; off-the-shoulder tops; overalls; combat-style boots; hats; bandanas; visible undergarments; offensive (i.e. drugs, alcohol, or sexual) references/innuendos; torn or cut clothing; visible body or facial piercings (lips, tongue, nose); or visible tattoos.
- Unnatural color or distracting hair styles (to include Mohawk styles) are not allowed. Additionally, male hair should be above the collar and the eyebrows.

Girls

- Shirts or blouses with collars AND sleeves
- Sweatshirts and sweaters with a visible dress code top underneath
- Modest tops that cover the midriff when arms are raised over the head
- Solid color slacks (no jeans in any color), capris, skirts, or shorts
- No rubber or plastic shoes or shoes without backs
- No yoga pants or leggings worn as bottoms
- Dresses that follow dress-up day guidelines
- Leggings under a dress code-appropriate dress are acceptable
- No spaghetti straps or halter tops
- Skirts and shorts no shorter than a six-inch inseam

Dress-up days: On these days, girls must wear dresses, dressy pants or skirts and blouses with dress shoes. Backless or strapless dresses and tops (even with a sweater), revealing necklines, and dresses or skirts shorter than the middle of thigh are not allowed. Dress straps must be a minimum of two fingers in width.

Casual days: While attire may be more casual (i.e. denim), offensive clothing, inappropriate messages, running shorts, bare midriffs, spaghetti strap or halter tops, and strapless, off-the-shoulder or low-cut/revealing tops are not allowed. Yoga pants and leggings may not be worn as the student's pants. Dresses, shorts, and skirts must follow the length guidelines above.

Boys

- Shirts (tucked in) with collars and sleeves
- Solid-color shorts or slacks
- All shorts or slacks at the natural waistline with a belt; shorts should have a minimum of six-inch inseam and not extend below the knee
- Sweatshirts and sweaters with visible dress code tops underneath
- No earrings
- Acceptable shoes: athletic shoes, loafers, topsiders, oxfords, dress shoes and boots—all with laces tied

- No sandals

Dress up days: Slacks (no five-pocket style pants or pants with rivets), dress shirts, ties, dress shoes, and belts will be worn.

Casual days: While attire may be more casual (i.e. denim, hats), offensive clothing and inappropriate messages are not allowed. Shorts must follow the length guidelines above.

Dress code should not be an issue. Students who are not in dress code will face Level One disciplinary consequences. The school reserves the right not to admit students to class who are not in appropriate dress.

Driving and Parking

Student driving/parking

Trinity Prep drivers are expected to use care while driving to school and on campus. Safety is the school's primary concern. Driving is a privilege which carries a high degree of responsibility. Drivers should also be aware that the school is not responsible for vehicles parked on campus during non-school hours when no school-sanctioned event is scheduled. If a vehicle must be left on campus, the upper school division head must grant permission and inform security or leave a message on voicemail.

To drive and park on campus, a student must fulfill the following requirements:

- Complete a vehicle registration form;
- Sign a form indicating that he/she has read and accepts the campus driving and parking rules;
- Follow the speed limit of 10 mph in parking lots and drop-off/pick-up areas and 20 mph elsewhere;
- Enter and exit the campus in single file;
- Not pass a moving vehicle;
- Exit into the flow of traffic cautiously;
- Drive only the car(s) registered;
- Park only in the designated class areas and display the parking pass;
- Stay out of the parking lot during the school day (except for seniors, who may go to their cars only when leaving campus);

In case of an accident, report to the security guard or to the division offices, front desk, or athletic office so police can be notified and an accident report filed.

Consequences for driving violations on the Trinity Prep campus

Any student who violates any of the driving regulations will be subject to the following consequences:

- A warning issued and letter sent to parents for the first minor driving or parking violation;
- The loss of campus driving privileges for a period of not less than a week for the second minor violation;
- The loss of driving privileges for a period of not less than two weeks for three or more minor violations or any instance of recklessness.

Parent driving and parking on campus

Parent cooperation with our campus driving policies will assist in traffic efficiency and safety:

- Park in visitor parking, not in the student lot;
- Do not exceed the maximum speed limit on campus of 10 mph in parking lots and drop-off/pick-up areas and 20 mph elsewhere;
- Enter and exit the campus in single file;
- Do not pass a moving vehicle;
- Instruct your riders to go promptly to your vehicle at the close of school;
- Do not leave your vehicle unattended while you are in a carpool lane;
- Wait for your riders in the carpool lanes, always pulling forward as space becomes available, and be aware of people crossing carpool lanes;
- If you observe a student's driving violation on campus, report it to the upper school dean of students, identifying license tag, car model, and color;

- Do not drop-off or pick-up in the Maughan Administration Center parking lot or student parking lot—use carpool lanes only.

Athletics

Interscholastic athletics

Trinity Prep's interscholastic athletic program provides growth in skill development, personal fitness, leadership skills, sportsmanship, and team play through organized competitive activities. School teams are open for tryouts by all students who meet the requirements for eligibility. Interested students should read the athletic handbook available online or in the athletic office for information about more specific requirements and policies.

Eligibility

Participation in interscholastic athletics is a valuable part of the Trinity Prep experience for both middle and upper school students. Establishing eligibility for students is vital to ensuring each student is afforded the opportunity to participate.

A newly enrolled student's eligibility to participate in interscholastic athletics is determined according to the following criteria:

- A student who applies, is admitted, and enrolls during the regular admission cycle; who is wait-listed and later enrolls when a space becomes available; or who applies, is admitted, and enrolls after the regular admission cycle, prior to the start of a school year or any sports season, will be eligible to participate in all interscholastic athletics.
- A student who has participated in a sport at another school may not participate in that same sport at Trinity Prep during the same school year except under the following circumstances:
 - He/she applied prior to the start of the school year or any sports season and later enrolled when a space became available, within the first 20 days of the school year.
 - He/she moved to a new residence with the person(s) with whom he/she had been previously living and that move necessitated attendance at a different school.
 - He/she successfully demonstrates an undue hardship, approved by the Head of School or his/her designee, as a reason for a transfer to Trinity Prep
- A student who applies, is admitted, and enrolled as a transfer student at the semester, prior to the start of spring sports season, will be eligible to participate in all spring interscholastic athletics.

Academic Expectations

Academic success is the top priority for all students. In order to participate in athletics or other extra-curricular activities that involve extensive out-of-school commitments, students must meet the following criteria:

- Have a minimum C- average each semester, no more than two semester grades below C-, and no F's.
- Have a minimum C- average at the end of each school year, no more than two year-end grades below C-, and no F's.

A student who does not meet these criteria at the conclusion of a semester will be placed on extracurricular probation for the subsequent semester and subject to the following guidelines:

- The student may participate in athletics and extracurricular activities, but his/her grades will be reviewed at the interim grading period.
- If the grades at the end of the interim grading period meet the above-mentioned criteria, the student will be allowed to continue participating.
- If the grades do not meet the above-mentioned criteria, the student will be removed immediately from all athletic teams and extracurricular activities that have extensive out-of-school commitments for the remainder of the semester.

A student on extracurricular probation who meets all the above-mentioned criteria at the end of the probationary semester will be removed from probation and allowed to participate in athletics and extracurricular activities. A student on extracurricular probation who fails to meet these criteria by the end of the semester may be removed from all athletic teams or extracurricular activities for the subsequent semester.

FHSAA Academic Standards

Trinity Prep is a member of the FHSAA (Florida High School Athletic Association), and to remain eligible, a high school student must maintain a 2.0 cumulative grade-point average on a 4.0 scale at the end of each semester for all courses receiving high school credit. Students who do not meet FHSAA guidelines for athletic participation will be removed from all athletic teams until their cumulative grade point average, as determined at the end of the semester, meets the FHSAA requirement. Questions regarding FHSAA eligibility should be directed to the athletic director.

Sportsmanship

Good sportsmanship at athletic events, at home and away, is especially important. All students and parents are expected to adhere to the following guidelines for sportsmanlike conduct:

- Show respect for opponents, players, coaches, and officials at all times;
- Refrain from using inappropriate language;
- Know, understand, and respect the rules of the contest;
- Recognize and appreciate skill in performance, regardless of team.

Attendance

In order to participate in after-school practices or events, a student must be in school the entire school day of the practice or event. The only exceptions to this policy include medical appointments, religious commitments, school-sponsored field trips, and pre-arranged college visits. Written verification may be required.

General Behavioral Expectations

A student who violates any of the behavioral expectations outlined in this handbook may be restricted from participating in interscholastic athletics for a period of time as determined by the division head(s) and athletic director.

Student Life and Activities

Advisory

Each student is assigned an adviser who acts as an advocate and mentor. Time is allotted in the schedule for individual and group meetings. Academic advising, study skills, community service, and character education activities are integral components of the advisory program.

Community service

Service to the school and the community is actively encouraged. Most Trinity Prep students participate to some extent in service projects; many give substantial time to these efforts. Though these efforts are voluntary, community service hours are recorded in the chaplain's office and listed on semester report cards for upper school students.

Break and lunch

Food service is provided for the convenience of Trinity Prep's students. Students may eat in the Trinity Grille or on the grounds as long as they follow these guidelines.

Eating in classrooms is allowed only during advisory and lunch under the supervision of the teacher, or as part of a special class activity related to the curriculum.

No food or drink is allowed in the auditorium at any time; no food is allowed in hallways or unsupervised areas of buildings.

The following policies are necessary for the smooth and fair operation of the lunch and reception areas:

- Students may buy food only for themselves
- Students may not purchase food after the bell indicating the end of break or lunchtime
- Students may purchase food or be in the Trinity Grille according to the following schedule:
 - First lunch—grades 6-8
 - Second lunch—grades 9-12
- All garbage or trash in the lunch area or on campus should be disposed of properly;

- Seniors may not bring other students food from off campus;
- Students may not order food for delivery to campus.

Student Council

The upper school student council is composed of elected student officers from each class as well as officers elected by the entire school. The middle school student council is composed of volunteers. Objectives and responsibilities of the student councils include the following:

- Maintaining open communication among faculty, administration, and students;
- Providing opportunities for students to enhance the life of the school;
- Organizing student participation in the life of the community.

Student clubs and organizations

Extracurricular activities are designed to enrich students' lives by providing opportunities to pursue interests and develop leadership and friendships. Clubs meet on Fridays during the assembly period. Students must participate in at least one activity or club and may not leave campus during this time. Student Council considers applications by classes and clubs for special fundraising projects and provides assistance in coordinating scheduling of activities. The activities coordinator or division head must approve all fundraising projects.

School-sponsored social activities

The school encourages student groups to sponsor social activities. These should be scheduled with the appropriate activities coordinator at least one month in advance.

Upper school dances are usually held from 8 until 11 p.m.; middle school dances, from 7 until 10 p.m. unless different arrangements are announced. Parents are reminded to pick up their children at the scheduled time. The following rules apply for any school-sponsored social activity:

- Students may not use or be under the influence of tobacco, alcohol, or illegal drugs;
- Students may not loiter in or around cars, parking areas, or woods;
- Upper school students leaving an activity must leave campus and will not be readmitted;
- Middle school students may not leave an activity unless accompanied by an adult;
- Students may not use profanity or rude language;
- Students must dress, behave, and dance appropriately;
- Students may bring guests from other schools only if arrangements have been made with the faculty sponsor in advance;
- Students who violate any of the rules will be asked to leave, and their parents will be notified. Further disciplinary action may be taken according to school policy.

Student Safety and Emergency Procedures

Accidents

All accidents should be reported immediately to a faculty or staff member. The student will be sent to the school nurse for evaluation, and first aid will be provided as appropriate. The division head will be informed, the parents will be notified, and an accident report will be filed.

Cardiac Emergency

Trinity Prep has eight automated external defibrillators (AEDs) located in: Witmer Science Center, the Maughan Administration Center mailroom and auditorium lobby, Rich Library, Race Athletic Center, the concession/storage facilities at Hubbard Field, between Finnucan and Zimmer fields and a portable unit carried by our athletic trainer. In the event of a suspected cardiac emergency, students should notify a school employee who will follow the school's emergency procedures.

Emergency Notification

Trinity Prep has instituted a text, voice, and email system that will contact families in the event of an emergency or for the purpose of conveying important general information. We include cell numbers, home phone numbers, and

email addresses for all families. The alert system attempts to reach all the numbers entered in the system when the school sends a message.

Fire

A fire detected by a student should be reported immediately to a faculty or staff member. Students will be familiar with fire evacuation procedures through drills during the school year. In general, students and staff will exit and assemble in accordance with instructions posted in each building, classroom, and activity area. All personnel will remain in the area designated until the head of school gives instructions; students remain with their teachers (who must take roll).

Inclement Weather

In case of severe weather, Trinity Prep will communicate with our students, parents, and employees via text message and email. The school employs an audible lightning detection system at all times. Students are to follow the instructions relayed in texts and emails and in person by school employees. Trinity Prep will not necessarily follow the closing decisions of the local county schools.

Insurance

Trinity Prep students are to be covered by health insurance, and FHSAA requires that all student athletes have health insurance prior to participating in athletics. Trinity Prep provides parents the opportunity to purchase supplemental insurance coverage for its students. If parents have sufficient health and accident insurance and do not wish to purchase additional protection, they must sign a waiver and return it to school.

Emergency Contacts

In addition to parents/guardians being listed as a student's emergency contacts, please list at least one other person who could be contacted to pick up your student in the event of injury or illness in case you cannot be reached. Please ensure annually that your designee and their contact information are current.

Student Health Protocols

Illness at School

Students who become ill during the school day should request permission from the teacher to report to the school nurse. Parents or alternate emergency contacts who pick up an ill student are required to come into the reception area of the Maughan Administrative Center to sign out the ill student. The school nurse will then be called to send the student to the reception area. Students who drive to school and become ill during the school day may not leave without the school nurse or other school personnel discussing the student driving home with the student's parent/guardian. The student will need to sign him/herself out with the receptionist prior to leaving.

In case of an emergency, the school will attempt to notify parents before the student is taken to the nearest emergency room in accordance with the medical release form on file. In all cases, the parents are responsible for all expenses incurred.

General Health Guidelines for attendance

In order to maintain the wellbeing of both the student body and Trinity Prep personnel, provide a healthy environment for learning, and reduce the spread of communicable illnesses, Trinity Prep has adopted the following standard for illnesses and school attendance.

Fever

Students are not to come to or remain at school for any reason with a temperature of 100.4 or greater. Fevers of 100.4 or greater must be gone for 24 hours, without needing the use of medication, prior to returning to school.

Vomiting or Diarrhea

Students should not come to, or remain at school if they have had two (2) or more cases of vomiting or diarrhea through the day/night, unless those symptoms are part of a known/documentated medical condition and not an illness.

- You must be free of these symptoms for 24 hours prior to returning to school.

Students should not come to school if they have had one (1) episode of vomiting or diarrhea through the day/night along with a fever of any degree.

- You may return to school when symptoms subside as long as fever guidelines above are also followed.

Communicable Illnesses requiring antibiotics

Students who have a communicable illness such as strep throat, bacterial conjunctivitis (pink eye), impetigo, etc. that require an antibiotic, must be on the antibiotic 24 hours before returning to school.

Skin lesions

Open skin lesions must be covered while at school during the treatment and healing process.

Student Health Conditions

Health diagnoses and/or conditions that affect or have the potential of affecting a student while at school should be discussed with the school nurse at the beginning of the school year or at the onset of a new diagnosis.

Medication at School

Other than emergency medications, students are not allowed to possess prescription or over-the-counter medications on campus. If you wish your child to receive acetaminophen for discomfort, we must have that box check marked on the signed enrollment/re-enrollment form each year. An **Authorization for Administering Student Medication form** must be completed and signed by a parent or guardian and student if a student is to take prescribed or over-the-counter medicine at school other than acetaminophen. All medication must be in its original container when brought into the school clinic to the nurse. Parents/guardians must bring prescription medications to the school nurse with the completed form. Students may only bring over-the-counter medications to the school nurse with the completed form signed by a parent if the parent/guardian is unable. It is the student's responsibility to go to the nurse to receive medication.

Asthma inhalers and Epinephrine auto-injectors (epi-pens) will require a separate specific order form that requires a physician's signature in addition to parent/guardian and student signature. This includes students who carry their own inhaler or epi-pen since those are considered urgent or emergency medications. Medication, inhaler, and epi-pen forms are available in the clinic or online.

- Students who remain after school for extracurricular activities will be responsible for having their own emergency medications available and know how to use them, as the school clinic will be closed.

Physician Excuse for Return to School

After a student has been absent for surgery or been absent for five (5) consecutive days for illness or medical reasons, an excuse from a healthcare provider is required indicating that the student is healed and/or healthy enough to return to the school setting. Any limitations must be clearly defined.

Crutches and Other Assistive Devices at School

It is requested that a parent/guardian contact the school nurse following an injury, procedure, surgery or illness when their student requires the temporary use of crutches or other assistive device, such as a wheelchair, walker or cane. Accommodations will be assessed and discussed to determine the specific needs of each student. The student should check in with the school nurse their first morning on campus with crutches or other assistive devices.

Concussion Management

Trinity Prep recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and recreational activities and can have serious consequences if not managed carefully. Therefore, the school has adopted a concussion management policy to support the proper evaluation and management of head injuries. [That policy can be found in the TPS athletic handbook and TPS parent portal.](#) Any student exhibiting potential signs and symptoms of a concussion while participating in a school-sponsored class, extra curricular activity, or interscholastic athletic activity shall be removed from the game or activity and be evaluated as soon as possible by an appropriate health care professional. The student's parent/guardian will be notified as soon as possible. The student shall not return to school or activity until authorized to do so in writing by an appropriate health care professional. **Upon returning to school, appropriate academic accommodations, based on recommendations made by a physician or the school nurse, will be made to assist the student during the recovery period.** The school nurse will be in regular communication with the student's parent/guardian regarding physician visits and the student's symptoms and progress. The student's physician must clear the student to return to PE or athletic activity, and the School will follow FHSAA regulations for allowing student athletes to resume athletic activity.

If a student sustains a concussion at a time other than when engaged in a school sponsored activity, the School expects the parent/guardian to report the condition to the school nurse and/or division head so the school can begin the appropriate management/modifications for the student.

Immunization Forms

As required by Florida law, each Trinity student must have on file, at the beginning of the school year, a current record of immunizations on FLORIDA FORM DH680, signed by a physician. Prior to starting 7th grade, FL law requires students to obtain their T-dap immunization, and they must submit an updated immunization record on FLORIDA FORM DH680 with a physician's signature.

Services for Students with Disabilities

We understand that there may be circumstances in which a parent may request that the School provide an adjustment or accommodation for a student's medical needs or physical, mental, or learning disability. As the range of requests has grown over the years, the School believes that it is appropriate at this time to outline the School's policy and general guidelines for addressing such requests.

General Policy

In general, it is our School's policy to provide accommodations or adjustments for a student's minor needs in circumstances in which the administration determines, in its sole discretion, that doing so is within the reasonable ability of the School and/or its staff and

- will not result in a significant disruption to the teacher's ability to instruct other students, to classroom or school order and discipline,
- will not require a threat of harm to the safety of other students or employees,
- will not require a fundamental change to our educational environment or mission,
- and will not impose responsibilities on school employees for which they are not trained.

We also ask parents to realize that, given the size of our school and our available resources, we may not be able to provide all requested accommodations. To the extent we agree to provide accommodations, we may require a sharing of responsibility for the accommodation.

Request and Documentation

For any type of accommodation (including administration of medication at school), the parent must contact the School nurse (physical or injury accommodations) or divisional guidance office (academic disability accommodations) to discuss the need. The School nurse will then advise the parent of the type of medical documentation needed, which generally will state the student's diagnosis, how the condition limits the student, the recommended accommodations, and the length of time that the accommodation(s) will be needed.

Release for Communications with Physician

Sometimes, the documentation received from the physician may raise questions or be unclear as to the recommendations. For that reason, the parent(s) must sign a Release of Information form, permitting the School to contact the medical professional, when necessary. In addition, if there is any cost associated with the physician's cooperation (i.e., to answer a set of questions submitted, etc.), the parent must agree to bear the cost of such process.

Assessment of Request

Once the parent's request and medical documentation has been received by the School, appropriate persons within the administration will meet with the parents to clarify information and to discuss whether the School will be able to implement the accommodation requested. In some cases, the parent may be asked to provide (at the parent's cost) any special equipment needed, training for the school's staff, or other associated matters. In addition, the School may advise the parent that the School will allow a particular accommodation, but the full responsibility for doing so will rest with the parent.

Limitations on Requests

Please understand that the School is not a medical facility and does not have the personnel, training, or equipment to handle certain types of medical procedures best left to the student, parent, or physician. Examples of accommodations made for students include appropriate classroom locations, extended time on tests, use of computers, and/or dispensing with medication through the Clinic.

General Information

School/Campus Hours/Messages

The school day begins at 7:50 a.m. and ends at 3:13 p.m. except on Friday, when dismissal is at 2:48 p.m. The campus is open for students from 7:30 a.m. to 5 p.m. and during scheduled extracurricular functions. Students who remain on campus after dismissal should be with a faculty member or working in the library (open until 5 p.m.). Supervision, except in the library or in athletics, is not provided for students. Only in an emergency can a message be sent to a classroom during the school day. Upper school students should check the message board in Stuart Hall during the school day.

Advisory/Assembly/Chapel

Each morning the adviser takes attendance, checks dress code, and reads daily announcements. Each week students attend a school-wide assembly, a division assembly, and chapel/assembly. Chapel is an integral part of life at Trinity Prep, and attendance is mandatory. Chapel takes place each Thursday for middle and upper school students and faculty. **Please do not schedule appointments during these special programs.**

Newton Dyckman Rich Library

The mission of the Newton Dyckman Rich Library is to provide a collection that will stimulate learning, allow students to take deep dives into subject matter, and be available 24-7 whenever possible. The library serves as the school's information hub in which academic, intellectual, spiritual, and co-curricular learning and teaching may occur. Everyone is welcome; silence is not a prerequisite; and students and teachers can explore, investigate, collaborate, and connect with one another and the larger community in a vibrant and active space.

The Rich Library is regularly open from 7:30 a.m. until 5 p.m. Its holdings consist of approximately 14,000 books, magazines, newspapers, and other materials. In addition, there are 18 databases available 24-7 for all students via the Saints Search portal. Books may be checked out for three weeks and renewed if the title is not on hold for another patron. Any student with overdue library materials will have his/her report card or transcript held until all materials are returned or paid for.

Food is not permitted in the Rich Library, but drinks with a lid are allowed. Students are encouraged to do research, work on homework, or read when they are in the library. It is a working library and silence is not required, but students are expected to be respectful of others in this flexible space.

There is one group study room which seats up to 11. Use of this room is prioritized for pairs and groups of students studying together or working on a collaborative project. The room is equipped with an LCD projector; the remote control and cables must be checked out from the librarian. To use the group study room, sign up at the circulation desk. Please be prompt; at 3:15 the room will be released to anyone else wishing to use it. There is also a silent study room furnished with study carrels for individual silent study. This is the only area in the library where silence is required. Please be considerate of your fellow students when utilizing this room; there is to be no conversation or noisy distraction.

Lockers

A locker and lock are assigned to each student for securely storing books and personal articles. It is especially important for laptops to be stored in lockers when not in use. A student must use only the locker and lock assigned to him/her. The locker must remain locked when not in use. A replacement fee must be paid in the business office for any lost locks.

All lockers and school-provided locks are school property; therefore, the school reserves the right to open lockers when necessary. Students may not put stickers or marks on their lockers. Students will be billed for repair of damage on the inside or outside of the locker and may be subject to disciplinary action.

Students are to write their names on all their possessions and to take responsibility for their safekeeping. PE lockers are assigned as needed.

Lost and Found

Lost and found is located on the south side of Witmer Science Center. Small lost and found items may be held at the reception desk in the Maughan Administration Center. Students and parents should be sure that all articles of clothing and book bags have name labels. All books should have names inscribed on the title page or inside the cover. Any items not claimed in a timely fashion will be donated to charity.

Valuables

Please do not bring valuables or large sums of money to school. The school is not responsible for the loss or theft of personal items on campus. Valuables or money should be locked in the locker or brought to a teacher or the office for safekeeping. This includes phones and tablets.

Campus Visitors

Trinity Prep is a closed campus, and a student must request prior approval from the division heads before bringing a visitor on campus. Visitors are to register at the reception desk. Unregistered/unapproved guests will be asked to leave campus, or they will be reported to the police.

Lakes/Ponds/Pool

Students are not permitted to use the water facilities for any reason without faculty supervision or permission from the division head or dean of students. Watercraft may be used only with a class or extracurricular activity. Students may not play at the water's edge without permission and teacher supervision.

Sex Offender Registry

Florida statute requires schools to provide information about sex offenders. Parents, students, and employees should regularly visit the public registry to review it for individuals who may have prior criminal records and/or sex offenses. Information concerning registered sex offenders and predators in Florida may be obtained by visiting <http://www.fdle.state.fl.us>, the Florida Department of Law Enforcement Sexual Offenders database. Information may also be obtained by contacting the FDLE's toll-free number: 1-888-FL-PREDATOR (1-888-357-7332).

Parent Organizations

Trinity Parents Organization (TPO)

The TPO promotes and assists in achieving the educational and social objectives of the school. Through a variety of committees and volunteer opportunities, TPO enriches student life and helps with special projects.

Committee chairs are listed on the website. Membership dues are charged with the tuition in the August billing.

Patrons of the Arts

The object of this society of parents and friends is to foster and support the educational development of arts and culture among the Trinity Prep population. At Trinity Prep, every student is touched by the arts.

Athletic Boosters Club

School spirit is a vital part of every school. Since 1979 the boosters have encouraged this spirit by lending financial, personal, and moral support to athletic programs and facilities. The Boosters conduct a membership campaign in late summer.

School Offices/Procedures

Admission and Tuition Assistance Office

The admission office invites families to call if they have questions about admission or tuition assistance policies and procedures. If you know of families who are interested in the school, please call for admission information. Address changes should be given to the data and web services manager.

Bookstore

Book purchases are made through MBS, our online book provider. Access to the bookstore is located on our website at www.trinityprep.org.

Business Office

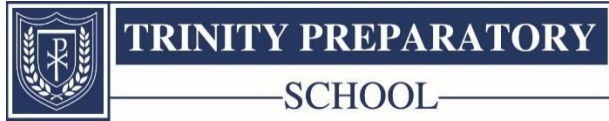
The business office is responsible for all billing, collections, accounts payable, transportation, and maintenance functions of the school. A billing statement is sent to each family at the beginning of each month for balances due and payable. Please contact the assistant controller at Ext. 548 with any billing questions. All accounts more than 30 days past due will be charged interest as per the enrollment contract.

Advancement Office

The advancement office is responsible for the advancement of the institution. Specifically, this office directs and coordinates all fundraising activities, including the Trinity Prep Fund. It is the liaison with the alumni association and coordinates all alumni functions, the golf tournament, and Grandparents' Day. This office also publishes the alumni magazine *TrinityPREP* and the annual report.

Marketing and Communications Office

This office is responsible for branding, advertising, public relations, crisis communications, the website, digital marketing, social media, editing, graphic design, photography, and videography for the school.



2019-2020 weekly testing schedule

	Monday	Tuesday	Friday
1 st Quarter	English Science	Fine Arts/PE Math	Social Sciences World Languages
2 nd Quarter	World Languages Fine Arts/PE	English Social Science	Math Science
3 rd Quarter	Math Social Science	World Languages Science	Fine Arts/PE English
4 th Quarter	English World Languages	Fine Arts/PE Math	Social Sciences Science

NOTE: Tests may also be given on the block schedule days of Wednesday and Thursday; teachers will coordinate using the middle and upper school test calendars.

Semester Exam Schedule

Fall Semester Exam Schedule, Grades 7-12

Tuesday, December 17

English
World Language

Wednesday, December 18

Science
Math

Thursday, December 19

Social Science
Conflicts

Spring Semester Exam Schedule, Grades 7-11

Tuesday, May 26

English
Math

Wednesday, May 27

Social Science
World Language

Thursday, May 28

Science
Conflicts

Spring Semester Exam Schedule, Grade 12

Thursday, May 14

Subjects TBD

Friday, May 15

Subjects TBD

BOARD OF TRUSTEES

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Vice Chair Daniel Bachrach '89

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Charles Cook
Casey Cooper '84
Roger W. Holler, III '83
Blair Hull
Maria Patricia Ilagan
Mike Kovalski '99
Deborah Taylor Langdon '78
Byron M. Lawson Jr, Head of School
Kathleen Lightsey
Kristin Milson
Lourdes O'Connor
Vipul Patel
Jim Pope
Pardis Sabetti '93
John Soapes
Sam Stark
Page Thompson
Rev. Russell Wohlever, Bishop's rep
Don Wordell
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Ex-officio Trustees

Leigh Sigman Zehnder '88 (TPO)
Stephen Schenck (Patrons of the Arts)
Carl Wilhelm (Athletic Boosters)
TBD (faculty representative)

Administrative Team

Head of School

Byron M. Lawson Jr., '16

A.B., University of Chicago

M.A., University of Illinois, Urbana-Champaign

Associate Head of School

Dennis C. Herron, '95

B.S., M.Ed., University of Central Florida

Director of Finance and Operations

Jeff Ambrose, '16

B.A., M.B.A., Moravian College

M.Ed., Lehigh University

Head of Middle School/division head

Jason P. Dowdy, '00

B.A., M.A.T, University of Washington

Director of Learning and Instruction

Stephanie M. Dryden, '02

B.A., Johns Hopkins University,

M.A., University of Arizona;

Ph.D., University of California/Irvine

Director of Human Resources

Laura Kimbrough '17

B.S., University of Florida

M.H.R., Rollins College

Mini M.B.A., Rollins College

Director of Athletics

David C. Langdon, '13

B.A., Mars Hill College;

M.S., United States Sports Academy

Director of Admission & Tuition Assistance

Catherine McWhorter, '12

B.A., Bucknell University

Head of Upper School/division head

W. Patrick Mulloy, III, '14

B.A., University of Pennsylvania

M.A., Middlebury College

Chief Information Officer

Denise A. Musselwhite '00

B.S., University of Central Florida

Chaplain

Rev. Rich Towers, '18

B.A., Houghton College

Faculty

Year denotes date of employment. Year in parentheses denotes date graduated from Trinity Prep.

- Michael J. Arney**, '10. US Science
B.A., Macalester College; M.S. Ed., The College of St. Scholastica
- Irina K. Ashcraft**, '03. US Fine Arts
B.A., B.F.A., Rezenkne University, Latvia; M.A., University of Central Florida
- Kelly Aull**, '13. US Dean of Students, US Social Science
B.A., University of Iowa; M.A., University of Iowa
- Rick Babyak**, '95. MS Physical Education
B.S., Atlantic Christian College
- Shannon Bergman**, '15. MS/US Mathematics
B.A., Furman University; M.Ed., University of Central Florida
- Brian A. Beute**, '04. MS/US Fine Arts
B.M., Cornerstone University; M.S., Southern Oregon University
- Robert J. Boerth**, '01. US English
B.A., College of William and Mary; M.A., Ph.D., University of California/Irvine
- Lenna S. Bowden**, '12. MS English
B.S., California Polytechnic State University
- Ryan S. Bowden**, '12. US Fine Arts
B.A., Brooks Institute of Photography
- Brandon S. Burmeister ('00)**, '09. US Social Science
B.A., Trinity University; M.A., University of Central Florida
- Isiah Cabal**, '18. Social Sciences
B.S., University of Central Florida; M.Ed., University of Central Florida
- Christina M. Carter**, '11. MS/US Fine Arts
B.M., Belmont University; M.Ed., University of Central Florida
- Barbara L. Clanton**, '96. US Mathematics
B.S., Princeton University; M.A., State University of New York/Stony Brook,
Ph.D., University of Central Florida
- Rita I. Daugherty**, '14. US World Languages
B.A., University of South Florida
- Amanda U. Dean**, '03. MS Physical Education
B.S., Russell Sage College
- Gene Dennis**, '19. Mathematics
B.S., University of Texas; M.S., University of Washington
- Marie DeCoster**, '18. AP Spanish
B.A., Paris X Nanterre University
- Anthony DiGiovanni**, '17. MS Mathematics
B.A. Colgate University; M.A., St. Peter's College
- Sara A. Dowdy**, '99. MS Science
B.A., University of Colorado; M.A.T., University of Washington
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