



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 as it contains useful information and will help answer some questions regarding our procedures and expectations. This handbook represents the spirit of the positive expectations of our community. We look forward to a wonderful year together!

By enrolling in Trinity Prep, you have agreed, in principle and in practice, to abide by the policies of this handbook. Familiarity with Trinity Prep 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 dean 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 long, sweeping underline.

Byron M. Lawson Jr.  
Head of School

## **Purpose of this Handbook**

This handbook was developed to answer many of the commonly asked questions that you and your parents may have during the School year. Because the handbook contains information about student rights and responsibilities, parents and students are responsible for knowing its contents. Please take the time to become familiar with the following information and keep this handbook available for your use. It can be a valuable reference during the School year and a means to avoid confusion and misunderstandings when questions arise.

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.

Students who reach 18 years of age while enrolled in the School are bound by all student and parent obligations in this handbook. Student's continued enrollment after reaching 18 years of age evidences the student's agreement with this requirement. In addition, even after the student turns 18 the School will continue to share all health/medical, disciplinary, grades, progress reports, and other information with the student's parents/legal guardians throughout the student's enrollment at the School. If you have any questions about the handbook or any of its policies, please contact your division head.

## **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.



## Statement of Expectations

At the heart of Trinity Preparatory School is a culture defined by leadership, faith, respect, integrity, responsibility, as well as our commitment to the safety and health of students. All members of the community have an obligation to know and uphold the School's values and strive to embody them in word and deed.

We therefore expect that all members of the community will:

- Respect other people and their privacy and property, both within and beyond the School.
- Treat all human beings with dignity, refraining from behavior that intimidates, insults, threatens, bullies, coerces, abuses, exploits, harasses, humiliates, or demeans, acting with tolerance, courtesy, and thoughtful regard.
- Have an open mind and heart to the views and experiences of others, creating space for all to belong and thrive.
- Support and promote a school climate that does not discriminate against any individual or group.
- Use words constructively, avoiding gossip and other inappropriate or unproductive sharing of information.
- Maintain high standards of honesty, avoiding deception, half-truths, and deliberately misleading words or behavior.
- Exemplify principles of responsibility and fairness in daily life.
- Observe safe behavior and report unsafe conditions or practices.
- Cultivate caring and compassion, seeking to serve others, both within and beyond the School.

Our School cultivates a school environment in which all members of the community feel valued and safe. Part of living our values includes every member's responsibility to support a safe school environment by refraining from harmful and unsafe behavior and reporting such behavior when observed. In addition, we prohibit all boundary crossing behavior between adults and students (as outlined in our Student/Adult Interaction and Communication Policy) and sexual misconduct (whether between students or adults and students). Adults are expected to identify and report suspicions of harassment, abuse, and sexual or other misconduct and will not engage in such behavior themselves. In addition, School employees are mandated reporters of suspected abuse, neglect, or abandonment as specified by Florida law. The School has conducted and will continue to conduct training for adults and students on these important issues and encourages all students and their parents to report any concern about boundary crossing behavior, sexual misconduct, or any other situation that impacts the safety, health, or security of any member of our community to their Division Head or the Head of School.

All adults have an obligation to model through both language and behavior the values and expectations we have as a school, being especially conscious of their actions at times and places when student can observe them. Students must be mindful of the power they have in various roles at school. They must use their roles constructively, always avoiding intimidation and abuse of authority. Older and returning students must take seriously the power of their example on younger and newer students, accepting the responsibility to model and transmit our School values.

These community standards apply to our words and behavior not only in personal interactions, but also in all forms of electronic media and communications.

All members of the community help others to develop a sense of belonging, encourage empathy and compassion, and promote an environment that is safe, kind, and inclusive. As members of this community, we acknowledge that our actions reflect not only on ourselves, but also on the School as a whole and therefore strive to live in a way that is consistent with our values.

## 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), Malone School Online Network (MSON), and the Florida High School Athletic Association (FHSAA).

## 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.

## Non-Discrimination Policy

The School admits students regardless of disability, race, color, creed, gender, sexual identity, sexual orientation, ethnic, or national origin who possess the motivation, ability, and character which would enable them to succeed in our school community to the rights, privileges, programs, and activities generally accorded or made available to students at the School and the School does not discriminate on the basis of race, color, creed, ethnic, or national origin in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

## 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.

<b>Subject</b>	<b>Credits required</b>	<b>Recommended (highly-selective colleges)</b>
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	
<b>Total</b>	<b>22</b>	

Students in grades 9 and 10 are expected to take six courses for credit each year. While 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 a 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 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](http://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 enrolls in a different language 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.

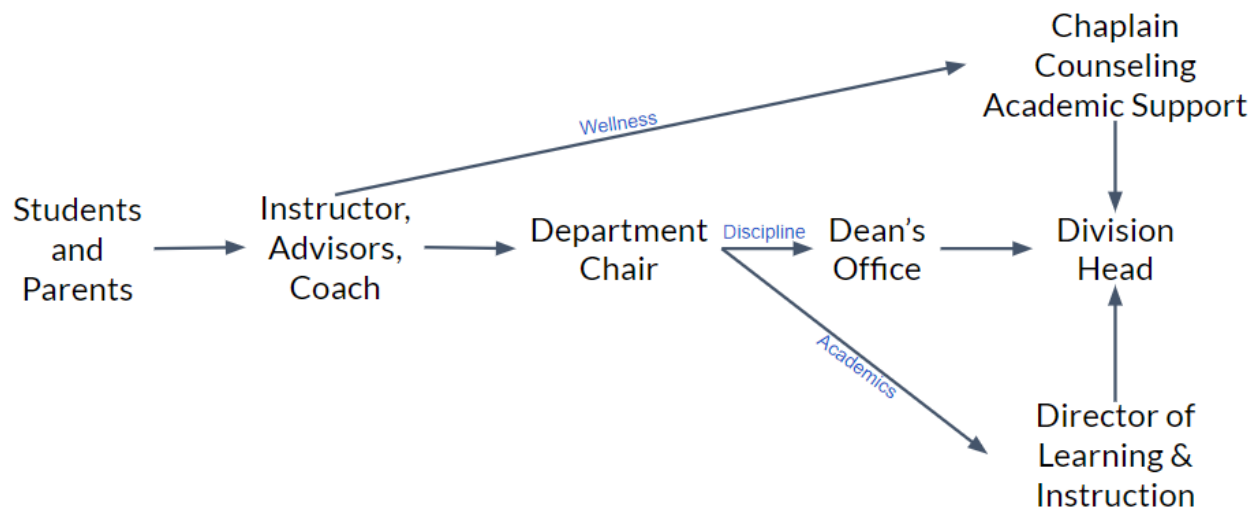
The senior with the highest cumulative average (unweighted) in grades 10-12 is recognized as valedictorian. The student with the second-highest average is the salutatorian. To be eligible for these awards, a student must attend Trinity Prep during grades 10-12; this calculation is done after posting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

Students are expected to complete assigned homework as directed and in the spirit in which it is assigned; to return homework assignments to the teacher by the designated time, and to submit homework assignments that reflect careful attention to detail and quality of work. In addition, all student work must be school-appropriate. When making videos, a PowerPoint presentation, or writing a report, students must refrain from making inappropriate sexual, drug, alcohol, violence, or cigarette/vaping references or innuendoes. Additionally, students must not ridicule others because of their disability, gender, sexual orientation/gender identity, religion, ethnic, or racial characteristics at any time.

### 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

Faculty use the testing calendar to schedule tests, papers, and major projects. 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: Teachers will coordinate during team meetings to assure that students have a balanced workload.**

### **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 during the year. 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 assessments 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 (the 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 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**

The 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 the study period.

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.

### **Re-enrollment**

A pattern of low grades, poor work habits, poor conduct, excessive absenteeism or tardiness, or the parents' failure to meet financial obligations can jeopardize a student's continued enrollment. Entrance into the next grade will be based on the classroom performance of the student, observations of the teacher, and appropriate testing.

## **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 and reviewed by the divisional office.

### **Absences**

Parents are to submit an attendance request via the parent portal by 8:30 a.m. if their child (regardless of the student's age) will be absent or tardy. If for some reason a parent is unable to submit the absence request via the parent portal they can call the school at 407-671-4140 and press 2 for the attendance voicemail box. 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. Parents of any student unable to follow the given guidelines will be notified. In severe cases, the parent will be requested to come and/or provide transportation home for the student.

### **Signing in and out**

Students who are tardy to school must check in at the front desk. **Seniors can leave campus during their free periods and lunch by checking in and out at the welcome kiosk or other designated areas.** All other students must check out at the front desk if leaving before the end of school.



## **Non-school-sponsored absences:**

### **Excused absences**

- personal illness
- illness in the immediate family requiring the student to be at home
- death in the family
- religious holidays
- absences due to an approved trip
- school-sponsored events (forensics, sports, fine arts, extracurricular, class trips, etc.)
- 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. For most absences, students can be responsible for making arrangements with their teachers for make-up work. However, students who missed a considerable amount of school should contact their advisor for help coordinating their 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 online pre-arranged absence form 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 or according to the makeup plan. 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 make-up tests are given during after-school testing from 3 to 3:45 p.m., Monday through Friday, or at a time arranged by the teacher. 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**

All other absences from school will be considered unexcused. In addition, unexcused absences occur from excessive absences or when a student cuts classes. As a result of unexcused absence, the student may not be permitted to make up work, and disciplinary action may result, including academic penalties. Students are required to attend assigned study periods, 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, which may include disciplinary consequences. 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. A student who is habitually tardy may face a level one consequence.

### **Leaving campus during the school day**

Upon completion of Senior Investiture, seniors with a completed parental permission form may check in and out of campus freely during unassigned periods, breaks, and lunch. Seniors are required to attend chapel and all other assemblies and special programs.

Students in grades 6-11, 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 division office. 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.

A student is truant if he/she is absent from school without the permission of a parent or guardian or leaves the School grounds once he/she has reported for classes without proper school personnel authorization. In case of truancy, the parent or guardian will be notified immediately and the student will be subject to disciplinary action.

### **School-sponsored trips**

School-sponsored trips are arranged by the faculty and administration of Trinity Prep exclusively for Trinity Prep students. All policies described in the Student/Parent Handbook are in effect during school-sponsored trips. Parents of any student unable to follow the policies will be notified. In severe cases, the parent will be requested to come and/or provide transportation home for the student.

Students are required to utilize transportation provided by the school to and from a school-sponsored trip. Rideshares, 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—Circle F Dude Ranch
- 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.

## **Safety**

### **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. If you are asking to see your son or daughter, please do not be offended if you are asked to show identification. This is a safety measure intended to protect your children. Unregistered/unapproved guests will be asked to leave campus, or they will be reported to the police.

### **Child Abuse Reporting**

School teachers and other personnel are mandatory reporters under the Florida child abuse reporting laws. Please understand that we must take our obligations seriously and if we assess that a situation requires it, we will make a report to child abuse authorities of situations that we reasonably suspect constitute abuse, neglect, or abandonment. Depending on the circumstances, we may not be able to communicate with parents about the report until authorized by child abuse or other authorities to do so. We ask for your understanding as we do our best to protect the children under our care.

### **Student/Adult Interaction and Communication**

Our students and adults (teachers, administrators, staff members, parents, and visitors) are expected to interact with each other in a professional and respectful manner based on mutual respect and trust with an understanding of appropriate boundaries between adults and students. Although our adults can and should be friendly with the students, becoming too friendly with each other sometimes results in confusion and anxiety.

If a student or the student's parents become aware of any adult's communications or actions toward one or more students that seem unusual, overly friendly, or otherwise inappropriate, such information should immediately be reported to the guidance counselor or administrator of the division.

Further, students and their parents should promptly notify the guidance counselor or administrator of the division if they believe an employee has engaged in any of the following prohibited behaviors or similar activities (regardless of the age of the student):

- Initiating or continuing communications with students for a non-school matter, including oral or written communications; telephone calls; electronic communications (emails, texts); social media communications, etc.
- Touching students or their clothing in non-professional ways or inappropriate places, or touching a student with aggression or in frustration;
- Making comments that are too personal (about a student's clothing, hair, personal habits, etc.);
- Giving inappropriate gifts to a student;
- Inviting a student into their home;
- Taking students off school property other than for approved field trips and school activities;
- Flirting or asking a student on a date;
- Excessive attention showed toward a particular student or students or calling or referring to students by pet names or inappropriate nicknames;
- Visiting students to "hang out" in their hotel rooms when on field trips or sporting events;
- Visiting a student in their home or another location;
- Socializing or spending time with students (including but not limited to activities such as going out for meals, movies, shopping, traveling, and recreational activities) outside of class or school-sponsored events;
- Asking students to sit on a teacher's lap;
- Telling secrets or telling the student not to tell something that's a secret;
- Swearing, making inappropriate sexual, racial/or ethnic comments;
- Inviting students to visit the employee's social networking profile or become a "friend" or "follower" on a social network;
- Telling off-color or other inappropriate jokes or stories, or showing pornography to students;
- Providing students with alcohol or other mind-altering substances; or
- Vaping, smoking, or drinking with students.

### **Sexual Misconduct**

We are committed to creating a learning environment characterized by safety, trust, and respect for all. Sexual misconduct whether between students or adults and students is contrary to the standards and ideals of our community and will not be tolerated. Sexual misconduct includes any of the following types of activities:

- Any sexual activity between students and adults (See School's Student/Adult Interaction and Communication Policy);

- Any sexual activity between age-appropriate students for which clear and voluntary consent has not been given in advance or in which consent has been exceeded;
- Any sexual activity with someone who is incapable of giving valid consent because, for example, that person is under the age of consent, sleeping, or otherwise incapacitated or impaired;
- Any act of sexual harassment, intimate partner violence, or stalking;
- Any digital media stalking and/or the recording of sexual behavior and the sharing of any recording; or
- Non-consensual sexual advances and propositions, or other undesirable verbal or physical conduct of a sexual nature. (See the School's Harassment/Bullying policy for additional information on sexual harassment).

Reports of sexual misconduct or sexual assault are taken seriously; the safety and well-being of our students are our first priority. Parents and students who become aware of any form of sexual misconduct, whether on or off campus, should immediately report the information to the appropriate Division Head or the Head of School. In accordance with Florida law, the School reports suspected instances of sexual misconduct to the Department of Children and Families.

Upon a report of student-to-student sexual misconduct, including harassment, the School will provide interim support and reasonable protective measures to support the complainant and/or the accused party and the safety of the community. Until all procedures have been completed, the complainant and the accused must avoid all unnecessary contact. If the School determines at any stage that a student poses a threat of harm or disruption to the school community, the School will take immediate action, including removing the student from School, restricting the student's movement on campus, and/or requiring third party counseling prior to the student returning to campus.

As stated elsewhere, the School expects that students will treat all persons with dignity both at School and beyond. The School reserves the right to act if it learns that a student's actions violate the School's rules and expectations, regardless of when and where the conduct occurred or who was affected by the student's inappropriate behavior.

#### **Child Safety from Sexual Offenders and Predators**

According to the National Center for Missing and Exploited Children (NCMEC), sexual perpetrators are commonly people the parents/guardians or children know, and these people may be in a position of trust or responsibility to a child and family.

Because of our concern for student safety, all employees, and those parents who volunteer for School activities with unsupervised access to our students, are screened through the School's criminal background process. Although the School performs such screenings, the School cannot attest to the background of the various parents whom their child may associate with away from School.

Parents should regularly visit the public registry to check out individuals for prior criminal records and sex offenses. Information concerning registered sex offenders and predators in **Florida** may be obtained by visiting, **the Florida Department of Law Enforcement Sexual Offenders database. Information may also be obtained by contacting the FDLE's toll-free telephone number: 1-888-FL-PREDATOR (1-888-357-7332).** To view a map of registered sex offenders living within a five-mile radius of any given address, parents should visit. To learn about additional child safety tips and links to child and internet safety sites and searches, parents should visit the **Florida** Attorney General website at.

#### **Harassment and Bullying**

The School is dedicated to fostering an environment that promotes kindness, acceptance, and embraces differences among individuals. Therefore, the School will not tolerate any type of harassment or bullying by a student, employee, or any third party (including vendors, contractors, donors, volunteers, parents, and visitors). Students should be aware that their off-campus behavior is also covered under this policy, regardless of when and where the conduct occurred or who was affected by the student's inappropriate behavior. Harassment is broadly defined to include unreasonable conduct or behavior that is personally offensive or threatening, impairs morale, or interferes with the educational environment of students and includes, but is not limited to, slurs, jokes, comments,

teasing, and other offensive conduct relating to race, religion, color, sex, gender identity, sexual orientation, national origin, citizenship, or disability. Harassment also includes sexual harassment.

Examples of sexual harassment include, but are not limited to:

- Demanding sexual favors
- Requests for pictures of a sexual nature
- Taking, sending, or posting images of a sexual nature
- Spreading lies or information about another individual's sexual activity
- Coercing sexual activity by the threat of punishment or offer of reward
- Obscene or sexually suggestive graffiti
- Displaying or sending pornographic pictures or objects
- Offensive touching, pinching, grabbing, kissing, or hugging
- Restraining someone's movement in a sexual way
- Sexual or lewd jokes, remarks, leering, whistling, brushing against the body, or other suggestive or insulting gestures or comments about another's body
- Intimidating or suggestive remarks about an individual's sexual orientation or gender identity, whether actual or implied

Examples of other forms of harassment based on race, religion, color, national origin, citizenship, or disability include, but are not limited to:

- Offensive, intimidating, or inappropriate comments, postings, or conduct relating to race, ethnicity, or color (using racial slurs, racial or ethnic jokes, comments, name-calling based on race or ethnicity, etc.)
- Offensive, intimidating, or inappropriate comments, postings, or conduct teasing or joking about another person's disability, failure to speak English clearly, religious background, clothing, or beliefs, or similar behaviors.

Bullying includes a variety of behaviors, but all involve a person or group trying to take advantage of the power they have to hurt or reject someone else. These behaviors can be carried out, physically (hitting, kicking, pushing), verbally (calling names, taunting, teasing, threatening, ridiculing, spreading rumors, etc.), electronically, sometimes called "cyber-bullying" (posting defamatory remarks or photos, sending threatening emails, creating fake profiles, taking over an account and posting as someone else), or through relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion) or emotional aggression (teasing, threatening, intimidating others).

It is the responsibility of all members of the community to ensure that their words, actions, and interactions with others always reflect the intent to promote respect and trust. Attempts to justify behavior as a "prank" or "joke" do not change its harassing or bullying nature if the object of the joke or prank is not a willing participant. Whatever the basis for the harassment or bullying, it is prohibited.

All concerns relating to harassment or bullying should be reported immediately to the division head or dean of students. We also expect that anyone, whether student, faculty, staff, or family member who witnesses or has knowledge of an incident of bullying or harassment, will report the incident to the appropriate individual identified above.

When the School administration becomes aware of harassment or bullying, the situation will be promptly investigated. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from school for serious violations, even in the case of a single expression, act, or gesture. Conduct need not meet the legal definition of harassment or bullying to violate the School's expectations for appropriate behavior and be actionable. No adverse action will be taken against any person who makes a good faith report of harassment or bullying. Retaliation in any form against anyone for making a complaint under this policy or for participating in an investigation is strictly prohibited. Any retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action.

## **Hazing**

Although we encourage students to participate in School-related athletics, clubs, associations, organizations, and other groups, the School prohibits all forms of hazing. Hazing refers to any activity expected of a student to join or to continue membership or participation in any group where the activity produces or could be expected to produce mental, emotional, or physical discomfort, injury, fright, degradation, humiliation, embarrassment, harassment, or ridicule to the student, regardless of the student's willingness or apparent willingness to participate. Hazing activities include, but are not limited to, acts of personal servitude (i.e., forced labor or service), sleep deprivation, restrictions on personal hygiene, yelling, swearing, insulting or demeaning verbal abuse, being forced to wear embarrassing or humiliating attire, consumption of vile or other non-food substances, consumption of alcohol, smearing of skin with vile substances, brandings, writing or marking on one's skin or clothes, physical beatings, paddling or other physical abuse, performing sexual simulation or sexual acts, stunts or dares that could result in physical injury or harm to a person's mental, emotional or social well-being, any act in violation of the law or School policy, and any other activity that could fall within the definition of hazing.

A student violates this policy whenever he or she engages, assists, or attempts to engage or assist in the planning or committing of any hazing activity, whether on or off school property. Each student is also responsible for immediately reporting any hazing activity or plans for any hazing activity to any employee of the School.

When the School administration becomes aware of any actual or planned hazing activity, the situation will be promptly investigated. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from the School for serious violations. No adverse action will be taken against any person who makes a good faith report of hazing activity.

## **Weapons and Threats**

The School takes all threats seriously, even when students make comments in jest, on the Internet, by text, or away from school toward or about another student, employee, or the School. Students are prohibited from bringing any type of weapon (whether operable or not and whether licensed or not) to School (including, without limitation, parking lots, athletic fields, and outbuildings) or School-sponsored events, including knives, guns (all types), fireworks, etc. This prohibition includes, without limitation, pocket knives (even those that are part of a key chain), firecrackers, matches, lighters, smoke bombs, stink bombs, or any type of explosive device. Any such item may be confiscated and, if appropriate, reported to and turned over to law enforcement. Any pictorial depictions of weapons, or verbal or written comments that the administration determines in its discretion to be threatening in nature, or any behavior that is threatening, will result in disciplinary consequences. Violators of this Weapons and Threats Policy will be subject to disciplinary consequences from the School, up to and including, expulsion, as well as subject to penalties imposed by state authorities.

All members of our community are required to immediately report any comment, posting, text, or another form of communication or information that they receive or learn about that reflects that someone has made a threat toward or about another student, an employee, or the School. If there is any communication or behavior that concerns you, report it to the director of security or to any administrator.

Threats of violence or acts of violence by a student, employee, parent, or other individuals may be reported to law enforcement and any other authorities the School deems appropriate. The School will cooperate with investigations by authorities, and the School may also conduct its own investigation. With respect to such threats or acts by students, the School may report such threats or acts of violence to future schools, camps, athletic programs, and other organizations in which the student participates. In determining whether to report such threats or acts of violence, the School may consider, among other factors, the gravity and nature of the threat or act of violence, the disciplinary history of the individual, academic or work performance, behavioral history, social profile, other information available to the school (i.e. access to weapons, mental health information, family situation, etc.), and/or the outcome of any investigations.

# 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 electronic and digital devices students bring and/or use at school, school-related events, or used away from school for schoolwork on a regular or intermittent basis, including, but not limited to, smart devices. Violations of this policy may result in consequences as determined by the School administration and 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 these resources should be limited to those activities that support educational objectives. 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. Failure to abide by these guidelines may result in the revocation of access privileges and will result in appropriate disciplinary action determined by the school administration, up to and including expulsion.

## 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, memes, or web postings, including those sent from home, may be considered cyberbullying and/or harassment and are prohibited.**
- **Cyberbullying and harassment are prohibited. See, the harassment and bullying policy in this 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 to which you have legal access.
- Avoid posting personal information about yourself or others, including address, telephone number, name of School, address of School, date of birth, Social Security Number, credit card number, etc. over the Internet.

- Students also should not meet with someone that they have contacted online without prior parental approval. Safety is the responsibility of the parent and student. The School is not liable in any way for irresponsible acts on the part of the student.

### **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 school-approved and age-appropriate collaboration tools to communicate responsibly with peers.
- Students are expected to use their school-provided email for all school-related work and communication. Students are expected to check their email daily. Electronic communication, such as e-mail and text messaging, may not be used to harass or threaten others.

Any person who believes that they have been harassed or threatened by any electronic communication should immediately report the concern to the administration.

### **Software**

Technology users may not install software on school-owned computers without appropriate authorization. Commercial software is copyrighted, and each purchaser must abide by the licensing agreement published with the software. There is no justification for the use of illegally obtained software. The School will not, in any way, be held responsible for a student's own software brought to School for personal use.

### **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 school filters individual websites and inappropriate content on campus by category (mature content, alcohol and drugs, pornography, etc.). 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. Although the school has a filtering system, no filtering system is foolproof. Therefore, we expect users to act responsibly in their searches and to immediately disengage from any materials that are inappropriate and report the situation to the faculty member or administrator in charge of the activity. Although the School cannot effectively restrict all content of information obtained by students via the Internet, obtaining material that is explicitly labeled, as not intended for minors will be considered a violation of School rules. Furthermore, making public or passing on any material that is pornographic, violent in nature, or otherwise harassing is totally unacceptable and will be dealt with immediately by the appropriate administrator.

#### **The following activities show responsible use of the internet:**

- Academic research (properly citing research and/or resources found on the internet to avoid plagiarism)
- Proper use of communicating tools
- Proper use of approved web-based learning applications
- Responsible social networking in support of educational goals
- Proper use of approved 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.
- The use of proxy servers, discord servers, and/or VPNs during school hours
- Any attempt to impair, 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 or attempting to gain access to another user's passwords, accounts, and files.
- Using someone else's password or posting a message using another's log-in name.



- Taking advantage of a student or employee who inadvertently leaves a computer without logging out.
- Downloading files to the school's local or network hard drives.
- 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**

The School reserves the right to inspect user directories for inappropriate files and to remove them if found and take other appropriate action if deemed necessary, including notification of parents. The School also reserves the right to inspect any personal electronic devices brought onto campus, to a School-related event, or used at or away from School for schoolwork on a regular or intermittent basis. In such cases, the School reserves the right to inspect the device, including all contents. Students must provide any and all passwords to inspect the device and its contents upon request by a school administrator. Students and their parents consent to the School logging into the device and its contents and applications, as well as accessing all communications, including, without limitation, stored communications. Do not assume that any messages or materials on your computer/electronic device or the School's systems are private.

### **Viruses and Other Risks**

Every effort is made by the school to keep our system virus-free and free from malware. Even with the best techniques, however, computer viruses and malware can be transmitted to and from any computer, including school-owned devices. Further, students use the school's computers and systems at their own risk. Such risks may include loss of data resulting from delays, "misdemeanors", or service interruptions, whether caused by the school's negligence or by a student's errors or omissions. The School bears no responsibility for the accuracy or quality of information obtained through its computer services. Students use such information at their own risk. Users will be responsible for any repercussions, which may include civil actions or criminal charges, resulting from their activities. The school will not be responsible for any damages or expenses students incur while using its computers or systems or for the transmission of any virus, malware, or damage suffered from a virus or cybersecurity breach.

### **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](mailto: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)

### **Online Services and Children's Online Privacy**

Trinity Prep is committed to high-quality teaching and learning. We realize that part of 21st-century learning is adapting to the changing methods of communication and providing rich and varied content and experiences for our students. In fulfilling the school's mission statement of preparing students to lead in a changing world, the importance of teachers and students engaging, collaborating, learning, and sharing in digital environments is a part of 21st-century learning and provides students the opportunity to develop as literate and technologically competent individuals. Educational standards are now requiring the use of online education tools and our School

uses several software applications and web-based/cloud-based education technology services operated not by the School, but by third parties. These applications include, but may not be limited to, G Suite for Education, Canvas, Naviance, Veracross, and other similar educational programs. Accordingly, please review the statement of [Acknowledgement of Access to G Suite for Education and Other Online Learning Services](#).

In order for our students to use these programs and services, certain personally identifying information—generally the student’s name and school email address—must be provided to the website operator. Please note that any personal information provided by the School is for educational purposes only and is used by the School solely to communicate with the service provider. Students will receive a school email address to participate in certain of these computer software applications and web-based/cloud-based services. Under federal law entitled the Children’s Online Privacy Protection Act (COPPA), certain website providers must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. For more information on COPPA, please visit <https://www.ftc.gov/tips-advice/businesscenter/guidance/complying-coppa-frequently-asked-questions>.

COPPA permits schools such as ours to consent to the collection of personal information on behalf of its students, thereby eliminating the need for individual parental consent to be given directly to the website operator. Your signature on this Handbook will reflect and constitute your consent for our School to provide personally identifying information for your child consisting of first name, last name, and email address, username, and school-related information, such as school name, class, and teacher name. Your signature will also reflect and constitute your consent for your child to participate in video conferencing, podcasts, and live chats, which means that their identity will be revealed, their voice will be heard, and their image displayed to others and both may be recorded. The recordings of your child’s image, voice, and identity may be used for any purpose deemed appropriate by the school, including for educational, disciplinary, and marketing purposes. If you do not want your student to participate in these programs, please notify the appropriate division head.

### **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](mailto: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](mailto:G Suite@TrinityPrep) account to be used as their digital locker. Electronic files should be stored in the student's G Suite Docs account exclusively.

#### **If I have questions related to the school’s technology or G Suite@TrinityPrep account, who 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](mailto: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 online Canvas and technology 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 myTPS portal. 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 printing kiosks on campus located in the library.

### **Website**

Trinity Prep maintains a website at [www.trinityprep.org](http://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.

## **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 person or source during a test, quiz, or exam.
- Plagiarism.
- Copying homework or other papers or allowing yours to be copied.
- 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 – Upper School**

The honor council was 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. The division head may accept or reject the honor council's recommendation. Determination of appropriate disciplinary action rests solely with the upper school division head.

## **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**, even if a first-time 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.

# **Student Behavior Expectations and Disciplinary Procedures**

## **Purpose and Goal**

Trinity Preparatory School, an Episcopal affiliate school, is mission-driven to support learning and the appropriate social development of adolescent and preadolescent 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 in ways that will honor themselves, the school, and that are respectful of others.

Another equally important goal is to help students mature and learn a sense of self-responsibility. For this reason, students are held to a high standard of integrity and are expected to appropriately seek help and report problems when circumstances arise. We encourage students to seek help and report problems on their own without waiting for parental involvement as much as possible.

The standards of student conduct are designed to provide students with guidance to help them meet the goals and expectations of our community. The list of rules and policies should be read carefully. Violations may result in serious consequences, up to and including suspension or dismissal from school. Students may also be held

responsible for any damage or harm that they cause to individuals, property, and/or the School community at large.

### **On and Off-Campus Behavior**

The school reserves the right to act with respect to off-campus behavior when it deems necessary, including, without limitation, when that off-campus behavior impacts the student's ability to continue at school, impacts other students' or employees' ability to be comfortable at school, compromises the welfare of other students, or damages the reputation of the School.

The school's rules, policies, and standards provide general guidelines for the expected behavior. The rules, policies, and standards outlined below and elsewhere in this handbook should not be read as an all-inclusive description of the School's standards, which are based on **respect, integrity, responsibility, leadership, and safety**. Any behavior that constitutes a breach of these school values may result in disciplinary action. Students are expected to comply with school standards and rules at all times, and they are also encouraged to discuss with their fellow students, teachers or administration any issues or infractions of school standards and rules toward the purpose of caring for one another in a spirit of kindness and of what is best for each person in the school community.

### **General Conduct**

Students and parents should be considerate and show respect toward other students, faculty, staff, all guests, and visitors. Students should respect School property and the personal property of other people. Students and parents, both as participants or spectators, are required to show goodwill, sportsmanship, and courtesy at all School-sponsored events (on and off-campus). Any person showing unsportsmanlike conduct may be asked to leave the event and may not be allowed to attend future events.

### **Student Conduct**

Student conduct should be of such high caliber as not to disrupt or distract from the instructional or other procedures of the school. The use of ethnic slurs, name-calling, and profanity are not permitted. The "Golden Rule" will be the foundation of all personal relationships.

In addition, the health and well-being of all students are of utmost importance to the School. We expect students, at all times, both on and off-campus (including evenings, weekends, and school breaks) to avoid all types of behaviors that may be harmful to the student's or another person's body, self-esteem, or health. All students are expected to help create a school culture of respect for themselves and others.

If a student observes or receives information that another student may be struggling with personal issues or has concerns that a student may harm himself or herself or others, please report such information to the School's administration.

### **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.

The level of disciplinary response for any violation of school rules will depend on a variety of circumstances, including but not limited to:

- Whether any person was harmed;
- Whether there was property damage or other loss of property;
- The level of any class or School disruption caused by the student's behavior;
- The number, if any, of prior infractions of School rules and regulations;
- Whether the student has been previously disciplined;
- Whether there were illegal or prohibited substances (for example, drugs, alcohol, tobacco, vaping products, etc.);
- Whether the student had been earlier warned about the same or similar conduct;
- Whether there was a weapon or other dangerous item involved;

- Whether the conduct is of the kind also prohibited by criminal law; and/or
- Whether the student was honest and cooperative in connection with the investigation of the behavior.

Rule violations are assigned consequences categorized in two levels, level 1 or level 2, at the School's discretion. Students in leadership positions who commit infractions may lose their leadership position in addition to having their behavioral consequences increased. (Please note that in all detentions, students may be required to do work detail.)

**Level One consequence may be one or more of the following:**

- 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, for up to one hour.
- 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 the dress code.
- All-day detention—served on the date assigned from 8:00 a.m. to 3:00 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 may be one or more of the following:**

- 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. Students may be expelled for serious first offenses; repeat infractions (even if not related); conduct resulting in harm, damage, or disruption to the educational environment; parent or family member causing disruption to the school or the school's educational mission; non-payment of tuition or fees; not meeting academic requirements; or not meeting attendance requirements. An expelled student is not allowed to be on campus or attend any school-sponsored event.
- Students who withdraw from school while under investigation will not be allowed to be on campus or attend any school-sponsored event.

**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. Students and parents should expect that the school will officially report incidents in grades 9 through 12, which result in Level 2 consequences, to colleges and universities. An official letter 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.

- 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 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 student self-reporting – Many colleges and universities request information from students regarding disciplinary incidents resulting in suspension, probation, or expulsion or who have been arrested or convicted. Many colleges and universities also require that a student or school immediately report the following incidents which may have occurred after application and/or acceptance: (1) disciplinary matters for which a consequence has been given; (2) arrests, convictions, or other legal changes; and (3) circumstances under which a student was withdrawn from School to avoid the possibility of a disciplinary

infraction. We expect students to be truthful when responding to such requests and to report incidents as required.

## **Alcohol and Drugs**

**General:** Students are prohibited from possessing, using, selling, or purchasing any alcoholic beverages or other mind-altering substances (including synthetic salts or other substances), or possessing drug paraphernalia on or near school property or at School-related activities. "Mind-altering" substances include any type of substance ingested, snorted, smoked or inserted into one's body that may impact the individual in some way. Such substances include, without limitation, alcohol, legal or illegal substances, over-the-counter salts, spices, vapors, incense, or other similar items.

**Testing:** Students may be required to submit to urinalysis drug screens, blood alcohol tests, breathalyzer tests (medical examinations) under the following circumstances: (a) when a student is suspected of attending School or School-related activities with intoxicants or mind-altering substances in his or her system; (b) when a student suffers an injury or is involved in an accident while at school; or (c) when a student is placed under disciplinary contract and such screenings or examinations are terms of the contract. The presence of alcohol or the presence of any other intoxicants or mind-altering substances in the body is a violation of this policy. Refusal of a student (by the student or the student's parent) to undergo testing or to cooperate fully with any of these tests (including signing consent forms or providing testing results promptly to the school) is also a violation of our policy and may result in expulsion.

This policy does not prohibit the proper use of medication under the direction of a physician, although the use of medical marijuana is prohibited in all circumstances. However, the misuse or abuse of such drugs is prohibited. Students who are taking prescription or nonprescription drugs must notify an administrator in the School Office of this fact when they report to school.

**Self-Reporting:** The School wants to help students who may have difficulties with substance abuse. Therefore, Students who choose to self-report their use of mind-altering substances to guidance or the administration prior to being involved in a disciplinary incident, an injury, or an accident that would result in being selected for testing under this policy will not be subject to discipline for the self-report or use as long as the student complies with the terms of the School's guidelines, which will be set forth in a contract with the student and family. The contract will be specific to the individual and may include the following requirements: completing educational programs on substance abuse; completing a rehabilitation program; testing for substance abuse within the School's discretion, and other similar processes.

**Consequences:** *In addition to determining the appropriate disciplinary action pursuant to the School's Disciplinary Rules, the School reserves the right to impose the following additional or different requirements as appropriate for the circumstances: determination of possible legal action; required professional counseling approved by the administration; removal from all elected or appointed positions of leadership in the School; required random and/or regularly scheduled drug and/or alcohol testing at a School-approved local clinic or doctor's office for a time period and at intervals to be determined by the School's administration. Refusal of a student (directly or through a parent/guardian) to undergo testing or to cooperate fully with any of these tests is considered a positive result and may result in expulsion.*

## **Search and Inspection policy**

Parents and students authorize the School to inspect and conduct a search of any place or item on the School campus or at a School-related event including, but not limited to, a student's locker, purse, book bag, backpack, vehicle, computer, or personal electronic devices. Inspections and searches may be conducted on a routine or random basis or as deemed necessary. Students must provide any passwords or other access required to inspect such places or items upon request by a school administrator. Inspection of electronic devices includes laptops, phones, cameras, and any other electronics, including the contents of same (texts, emails, photos, images, address books, applications, etc. whether such message or information was sent over the school's system or any personal account such as Facebook, Instagram, Snapchat, Yahoo, AOL, Gmail, etc.). Students and their parents consent to the School logging into the device and its contents and applications, as well as accessing all communications,

including, without limitation, stored communications. Further, the parents authorize the School to seize and permanently retain property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, or inappropriate, or the possession of which is a violation of the School's rules, community standards, and/or local, state, or federal law.

### **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 may be subject to behavioral 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 who exhibit these behaviors may be subject to behavioral consequences.

### **Destructive Acts**

Students should govern their actions by the values of respect for self, person, and property. Thus, any destructive actions, including setting fires, causing damage to property, stealing property, harming others, serious threats to harm others, or similar conduct is prohibited. Parents may be held responsible for the cost of repairs or replacement.

### **Displays of affection**

Students are prohibited from inappropriate displays of affection or other explicit behavior on campus or at school-sponsored events. Students who exhibit these behaviors may be subject to behavioral consequences.

### **Fighting, physical aggression, and rough play**

Fighting, pushing, hitting, tripping, physical horseplay, or roughhousing of any kind are prohibited and may lead to disciplinary consequences for all of the individuals. Students who exhibit these behaviors may be subject to behavioral consequences.

### **Care for the school environment**

Campus stewardship is the responsibility of all members of the Trinity Prep family and visitors to our campus. We do not tolerate vandalism, litter, or other unsightly and unhealthy abuse of the environment. Students who exhibit these behaviors may be subject to behavioral consequences.

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. 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 Including Electronic Devices**

Skateboards, rollerblades, playing cards, video games, and video game players are not permitted on campus.

To the extent that a student brings any electronic devices to school or to school activities (smart/cell phones, smartwatches, iPads, PlayStation, etc.), the student does so at his/her own risk. The School will not be responsible



for the theft, damage, or loss of such devices. Students who choose to bring such devices to school or school activities must comply with all rules and regulations regarding the same.

All electronic devices must be turned off during class unless the teacher has specifically authorized the use of the device during that particular class for educational purposes. If the device is being used for educational purposes, students must comply with the guidelines relating to such use. Whenever such use is permitted, students may not use electronic devices in any way that is inappropriate, harassing, or disruptive to the educational environment. The visible/audible content stored on an electronic device such as images, pictures, memes, wallpapers, and ringtones is to be school-appropriate. Students are not permitted to use electronic devices to make threats, use camera features to take inappropriate pictures or videos, videotape or record classes, send text messages to other students in class, or in ways that would otherwise violate a school rule. Students are not permitted to use electronic devices in restrooms, locker rooms, chapel, or the library or during assemblies; devices must be turned off.

Any student found to have an electronic device in his/her possession and turned on during a test or examination will be presumed to have used the device to cheat and will receive a zero for the test/examination.

Students who violate this policy will have their cell phones or electronics confiscated. In such a case, the School reserves the right to inspect the device, including all contents. Students must provide any and all passwords to inspect the device and its contents upon request by a school administrator. Students and their parents consent to the School logging into the device and its contents and applications, as well as accessing all communications, including, without limitation, stored communications. Parents will be required to come to the school office to pick up confiscated items. Students will also be subject to disciplinary procedures for violation of this policy.

#### **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. The policy applies to all personal electronic devices on school property or at a school-related event or used away from school for schoolwork on a regular or intermittent basis. Failure to do so will result in appropriate disciplinary action determined by the administration. All computers and devices should be used in a responsible, ethical, and legal manner. Violations of the guidelines may result in the revocation of access privileges and disciplinary consequences.

#### **Criminal Activities**

A student engaging in conduct that is defined under the law as a civil infraction, a serious misdemeanor, or a felony (whether charged by law enforcement or not) is grounds for expulsion. Violations of law that occur off-campus during the school day will be subject to review under School rules. Violations of law that occur after the school day may also be subject to review under School rules. In the case of offenses that occur at the end of the school year, the School may require punishments to be served during the summer. Transcripts and other reports pertaining to the student's academic standing will be withheld until the completion of the assigned punishment. All decisions involving suspension or expulsion are subject to the final approval of the Head of School and the division head.

#### **Investigations**

Students are expected to cooperate in investigations. Students are expected to be honest, but honesty is not necessarily a mitigating factor and students' own statements may be used against them. Failure to cooperate with an investigation may be cause for disciplinary action.

If a student refuses to participate or cooperate at any stage of an investigation, or is unable to do so for whatever reason, including without limitation, pending criminal charges, the school reserves the right to act, including proceeding without a statement from the student. A withdrawal from the school during the pendency of an investigation does not preclude the school from completing its investigation and reflecting in its records, which may be shared with other schools/colleges/universities, the outcome of such investigation and the fact that the student withdrew prior to the completion of the investigation.

### **Pornography**

The possession, viewing, or distribution of pornography on campus, in either electronic or hard copy form, is a violation of school rules. The school reserves the right to determine what material is pornography.

### **Sexting**

Students are prohibited from engaging in sexting, whether over the School's systems or using their own electronic devices. Sexting is the term used to describe a minor's sharing of photos of persons (themselves or other individuals regardless of age) engaging in sexually related behavior or touching private body parts over or under clothes, or of persons partially or wholly nude, typically with private body areas uncovered through any form of electronic distribution. Any student receiving such a photo must immediately report the situation to an Administrator.

### **Smoking/Vaping/Tobacco Products**

School policy expressly forbids students from smoking, vaping, juuling, or using tobacco products, as well as possessing such products (as well as oils or liquids associated with same), at any time in or on School property, buses, or other School vehicles, adjacent properties, or School-sponsored trips. All cigarettes (including electronic), vaping devices, smokeless tobacco, lighters, matches, etc., or other devices similar to cigarettes, lighters, matches, etc. brought on campus by students will be confiscated. Discipline will be imposed based on the circumstances existing at the time and may include suspension, probation, or expulsion. Depending on the circumstances existing at the time, a violation of this policy may also be a violation of the School's Drugs and Alcohol Policy and reportable to law enforcement.

## **Social Media and Social Networking Policies and Procedures**

Social media encompasses a broad array of online activity including - but not limited to - social networks/media such as Twitter, Flickr, Instagram, Facebook, GroupMe, TikTok and Snapchat, blogs, discord servers, and other similar online or Internet communications.

### **Use at School or a School-Related Event**

We discourage students from accessing social media and/or social networking sites while on School property or at a School-related event unless such use is on a School social media platform or School sanctioned site **and** the use is for school-related work. Accessing social media sites outside of these parameters that result in activity inconsistent with the behavioral guidelines in this handbook is a violation of School policy and may result in disciplinary action.

### **Use Away from School Property**

It is not our goal to regulate a student's personal online activities when not on school property or at a School-related event. Certain activities, however, might impact a student's relationships with other students or school employees, impact the school's rights, or damage the reputation of the school. We reserve the right to regulate those activities. All students should ensure that they are familiar with the School's conduct policies to avoid any online communications that might violate these policies, whether on or off-campus.

### **Guidelines**

You should ensure that your online activities do not violate the School's policies regarding bullying or harassment, or other similar policies pertaining to how students interact with each other. If you post or say something online that makes another student feel uncomfortable, your activity may result in an investigation and possible disciplinary consequences.

Students should also be aware that teachers and administrators periodically check such sites and may determine that off-campus behavior violates the School conduct code by making disparaging or negative comments about the school, administration, or faculty members in a manner that is disruptive to the School's educational mission or activities.

Students should not connect with, comment on, or “follow” or be “friends” with any faculty member or other employee of the school. Faculty and other employees of our community are also prohibited from connecting with, commenting on, or “following” or being “friends” with a student or prospective student. Any violation of these prohibitions must be reported to the Administration immediately.

In addition, postings on social networking or other Internet sites of students engaging in inappropriate behavior (such as drinking, smoking, vaping, sexual actions, etc.) as outlined in this handbook are prohibited. Students are not permitted to use the School’s name, wear the TPS logo, trademark, or service mark in online activities. Students are not permitted to post photographs of the School, its locations, activities, students, parents, or employee-related activities online without gaining permission. Students are not permitted to create websites or social networking profiles to rate teachers, discuss aspects of the School, or otherwise disclose information online that the School would find offensive or inappropriate if posted in the School’s newspaper. Finally, students are not permitted to disclose any confidential information of the School, its employees, students, parents, or activities online.

### **Your Identity Online**

You are responsible for any of your online activity conducted with a School email address, and/or activity that can be traced back to the School’s domain, and/or activity that uses School assets. What you publish on such personal online sites should never be attributed to the School and should not appear to be endorsed by or originated from the School.

### **School’s Right to Inspect**

The School reserves the right to inspect all electronic data and usage occurring over the School’s network or on School property without prior notice. We also reserve the right to assess information in the public domain on the Internet and to discipline students for any violation of these guidelines.

## **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. No visible midriffs or undergarments. No distraction or inappropriate images.
- 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 hairstyles (to include Mohawk styles), visible body or facial piercings (lips, tongue, nose), or visible tattoos 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 dress code top underneath
- Dresses must have sleeves or straps at least two finger-widths wide.
- Modest tops that cover the midriff when arms are raised over the head

- Slacks (no jeans, athletic shorts, yoga pants, or leggings in any color), capris, skirts, or shorts. Leggings or tights may be worn under dress code bottoms. Shorts, dresses, and skirts must reach at least mid-thigh using the fingertip test.
- Shoes must have backs (no flip flops or backless sandals).
- 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 the 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. Sweatshirts and sweaters may be worn with a dress code top underneath.
- Solid-color shorts or slacks (no jeans or athletic shorts in any color); shorts should reach at least mid-thigh using the fingertip test.
- 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 top underneath
- No earrings
- Shoes must have backs (no flip flops or backless 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.

The dress code should not be an issue. Students who are not in the dress code will face Level One disciplinary consequences. The school reserves the right not to admit students to a 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 that carries a high degree of responsibility. Drivers should also be aware that the school is not responsible for vehicles parked on campus. If a vehicle must be left on campus, the director of security must grant permission.

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 a 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 person who violates any of the driving regulations will be subject to consequences, up to and including the loss of driving privileges.

### **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 the campus of 10 mph in parking lots and drop-off/pick-up areas and 20 mph elsewhere;
- Enter and exit the campus in a single file;
- Do not pass a moving vehicle;
- Instruct your riders to go promptly to your vehicle at the close of the 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 unless they meet the FHSAA exception criteria stated below.
- A student who applies, is admitted, and enrolled as a transfer student at the semester, prior to the start of the 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 Fs.
- Have a minimum C- average at the end of each school year, no more than two year-end grades below C-, and no Fs.

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.

Students participating in FHSAA sponsored sports must meet the eligibility requirements, including academic requirements, set forth in the FHSAA policy below.

### **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.

### **FHSAA Eligibility Standards for Participation in FHSAA-Sponsored Athletics**

Students are eligible to participate in FHSAA-sponsored athletic activities at our school as long as the student meets the standard FHSAA compliance guidelines, including completion of the physical evaluation form, execution of the consent and release forms, insurance requirements, etc. and meet the following guidelines:

1. **Conduct:** The student complies with the School's code of conduct/behavioral rules. Serious violations of the conduct guidelines, such as violation of the drug and alcohol policy, bullying, hazing, harassment, theft, etc. (as determined by the School) will result in suspension or expulsion. The School will notify the student and parent if the conduct violations make the student ineligible for continued participation in athletics. A student may also become ineligible for participation if FHSAA determines that the student violated FHSAA rules regarding sportsmanship, recruiting, receipt of impermissible benefits, etc.
2. **Academic Eligibility:** The student meets the minimum grade point requirement established by FHSAA. A middle/junior high student must have a 2.0 GPA, or the equivalent of a 2.0 GPA based on a 4.0 scale, at the conclusion of each semester. A high school student must have a cumulative 2.0-grade point average on a 4.0 unweighted scale, or its equivalent, at the conclusion of each semester to be academically eligible during the next semester. Final grades previously earned by the student from another school shall not be converted using the 4.0 scale (the grade given by the other school stands, even if it does not meet the 4.0 scale standards). The grades from all courses required for graduation that a student takes, including those taken by the student before he/she begins high school, are included in the calculation of the student's cumulative GPA at the conclusion of each semester.

A student who is academically eligible at the beginning of a semester will continue to be academically eligible for that entire semester. Likewise, a student who is academically ineligible at the beginning of a semester will continue to be academically ineligible for that entire semester. The student's academic eligibility for each successive semester will depend upon his/her cumulative GPA at the conclusion of the previous semester.

3. **Age Limits of Eligibility:** A student that reaches the age of 19 prior to September 1st shall become permanently ineligible. .

A student who reaches the age of 15 prior to September 1st shall become ineligible to participate in middle school level.

4. **Transfer Students:** A student who transfers to our School after the beginning of the school year may not participate in a sport if the student participated in the same sport at another school in the same school year unless the student meets one of the following criteria:

- a. Dependent children of active duty military personnel whose move resulted from military orders.
- b. Children who have been relocated due to a foster care placement in a different school zone.
- c. Children who move due to a court-ordered change in custody due to separation or divorce, or the serious illness or death of a custodial parent.
- d. Authorized for good cause in district, private, or charter school board policy.

### **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.

### **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**

Foodservice 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 the 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.

All school rules, policies, and regulations apply, including, without limitation:

- Students may not use or have the presence of tobacco, alcohol, or illegal drugs (including medical marijuana) in their systems; and
- Students may not use profanity or rude language.

In addition:

- 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 must dress, behave, and dance appropriately; and
- 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**

Parents must provide health insurance coverage for their Trinity Prep student(s). In addition, 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.

## Health Information Sharing

Parents and students agree, as a condition of continued enrollment, to consent to the release of any of the student's health-related information, including information relating to drug treatment, testing, medical and mental health records, to employees or agents of the school, as determined by the Head of School or his or her designee, to meet the medical or safety needs of the student and the community or the legal responsibilities of the School.

The School will maintain appropriate administrative, technical, and physical safeguards to protect the security of all health-related information within its care or custody. While it is the obligation of the School to safeguard student medical information, we must also balance matters of privacy and confidentiality with safeguarding the interests and well-being of our students and our community. Thus, parents/guardians and students consent to allow employees and agents of the School, who have a need to know, to receive and/or share medical and/or psychological information necessary to serve the best interests of the student and/or community. In the event of a disclosure required by law, every effort will be made to notify the student and/or parents/guardians in advance.

## Student Illness and Communicable Diseases

The School has a responsibility to provide a safe and healthy environment for employees, parents, students, and visitors. In the case of global or local threats of a communicable disease, the School will take all reasonable measures that may be necessary to protect the safety and health of members of the school community. These may include implementing infection control guidelines designed to stop or slow the spread of infectious diseases. The School will apply guidance from the Center for Disease Control (CDC) and its affiliate, NIOSH, state and local health departments, and World Health Organization (WHO), and other agencies and resources as appropriate. Each communicable disease is unique. The School's response depends on public health guidance for the specific communicable disease, the nature and stage of the disease, whether mitigation methods are or can be used, and public health guidance on the risk and exposure. Response may include, without limitation, a determination that no risk exists or that no action is required, immunization programs may be put into place, mandatory health screening may be implemented, mitigation steps may be needed such as a student refraining from some activities, utilizing bandages or other barriers, enhanced housekeeping, cancellation of field trips, a medical exam, and release, and being sent home from school. Depending on the event, the School may require parents to disclose upcoming travel plans and to self-quarantine their child upon return. School closure may be necessary or the School may need to modify its curriculum, schedules, length of the school year, and/or means of learning and teaching methods. During certain communicable disease events, threat levels may change rapidly and the School may need to modify various measures as additional information becomes available.

Examples of communicable diseases include seasonable influenza; tuberculosis; measles; chickenpox; mumps, scarlet fever, hepatitis A, C, and D; meningitis; antibiotic-resistant staph; Severe Acute Respiratory Syndrome (SARS); H1N1 Flu; Swine Flu; Avian Flu; Ebola; and novel coronavirus - COVID-19. Lice, ringworm, pinworms, impetigo, pink eye, strep infection, hand, foot and mouth disease, mononucleosis, and other similar childhood illnesses are covered by this policy. We recognize that some diseases may not be infectious under certain circumstances.

We rely on our parents as the first step in preventing infection in the school environment. We count on them to use good judgment in protecting our school community. A sick child should not be in school but should remain at home in an environment where proper care may be given. The School nurse is available to students daily. If a student is not feeling well, he/she should inform the classroom teacher and ask to be excused to go to the nurse's office. If a student asks to go home, the student will be released only with permission from the parent/guardian or from the person designated on the student's emergency card. A student who presents at school with symptoms of an illness and/or is unable to participate in the day's activities will be removed from the classroom and the parents, or emergency contact if the parents cannot be reached, will be contacted. Students must be picked up within the hour of the School's request that the child be sent home due to illness. The student should be signed out by the clinic. Teachers will be informed of the student's dismissal for illness. To prevent the spread of infection through direct contamination (coughing, sneezing, talking, sharing articles, etc.) students must be asymptomatic without the aid of medications before returning to school. In other words, students must have no fever, vomiting, etc. for 24 hours prior to their return to school.

Parents/students who know or have a reasonable basis for believing that a student has a communicable disease that may pose a threat to other students, parents, school employees, visitors, or the public should immediately contact their health provider. Parents/students have a "reasonable basis" for believing that a student has a communicable disease when they show or feel signs of illness, such as coughing, sneezing, fever, joint aches, have an overall ill feeling, or when they know that they have been exposed to someone with a known communicable disease or suspected communicable disease. For the health and safety of the school community, parents should report to the School Nurse if their child has a confirmed communicable disease that poses a risk to others in the School community. The Florida Department of Health shall be notified when a student is sent home because of a communicable disease. In case of student absence due to the reportable communicable disease, a release card from the Department of Health or a letter from the family physician indicating that the Department of Health regulations have been fulfilled must be presented when the student returns to school (indicating that the student is no longer infectious).

The School will generally not identify an infected student to School employees or other students or their parents, although public health guidance will guide the School's communications. It may be necessary to alert others in the community who were in certain areas or at certain times that exposure could have occurred. The School will disclose sensitive medical information of students no further than is necessary to ensure the health and safety of our employees, students, parents, and visitors in a manner consistent with applicable law. The School will comply with all federal and state laws in regard to confidentiality and privacy requirements.

### **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/documented medical condition and not an illness.

- You must be free of these symptoms for 24 hours prior to returning to school without needing the use of medication.

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 the 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**

Parents are responsible for informing the school nurse of any changes in their child's medications, health status, behavior, family dynamics, or other factors that affect or have the potential of affecting their child's well-being while at school at the beginning of the school year and at the onset of the change.

### **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 checked 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 another 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, extracurricular 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 or a certificate of waiver. 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 or an immunization waiver.

#### **COVID-19 Disclosure**

The novel coronavirus ("COVID-19") has been classified by the World Health Organization as a global pandemic. COVID-19 is a new disease and the state of scientific and medical knowledge regarding COVID-19 is evolving. COVID-19 and its variants are reported to be highly contagious and spread easily from person to person. COVID-19 may result in serious illness, debilitating injury, or death. The School has put in place measures in an effort to reduce the spread of COVID-19. However, notwithstanding any such efforts, it is simply not possible to guarantee that COVID-19 is not present nor to prevent you or your child from becoming exposed to, contracting, or spreading COVID-19. By entering School premises, attending school in person, and attending or participating in School activities in-person, you, your child, and your household are exposed to the risk of contracting or spreading COVID-19. By participating in certain activities associated with greater rates of disease transmission, you, your child, and your household are exposed to a high risk of contracting or spreading COVID-19. Activities that may pose a high risk for COVID-19 include (but are not limited to): group transportation, singing, choir, performing arts, exercise, athletics, any activity where people are closer than 6 feet apart, any large gathering of people indoors, etc. Participation in in-person School and School activities evidences parents' and students' acknowledgment of the risk to themselves and other individuals they live or associate with of exposure to, contracting, or spreading COVID-19, whether from the acts, omissions, or negligence of themselves or others, including but not limited to School employees, agents, representatives, volunteers; other students, program participants, and their families; and/or other individuals who may be present in school facilities or in attendance at any school activity and that such exposure or infection may result in personal injury, illness, permanent disability, or death.

## **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 or divisional guidance office 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 a process.

### **Assessment of Request**

Once the parent's request and medical documentation have 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**

Advisors meet several times per week with their group of students to check in on academic and social progress/connections. Advisors also implement the advisory curriculum and are a primary point of support for their students. 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. **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 the 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 by 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. The school assumes no financial responsibility for items taken from lockers. 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 without prior notice or consent. Students may not put stickers or marks on their lockers. Students will be billed for the 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.

### **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.

### **Student Records and Information**

Requests for student records and transcripts must be directed in writing to the School Office. The School reserves the right to withhold student transcripts and records for non-payment of tuition or fees. The School will also

require the parent to sign a consent form before a student's official transcript or other records/information will be released.

The School makes reasonable efforts to ensure that both natural parents (or legal guardians) receive substantially the same information (transcripts, records, appointments, etc.). The School must rely upon the correctness and completeness of parental information when the student is enrolled.

In situations of divorced or separated parents, if one parent believes that the other parent is restricted in receiving information about their child(ren) from the School, in visiting/picking-up/dropping off their child(ren), in participating in parent/student conferences, and so on, such parent must provide a valid court order to the School evidencing such restrictions. Parents are under an ongoing obligation to provide the School with new or subsequent orders, promptly upon issuance.

### **Parent/Family Cooperation**

As stated elsewhere, the School believes that a positive and constructive working relationship between the School and family members (defined as parent, student, or other person associated with the student) is essential to the fulfillment of the School's educational purpose and responsibilities to its students. If the parent's or other family member's behavior, communications, or interactions on or off-campus (including during school-sponsored events) is disruptive, intimidating, overly aggressive or physical, or otherwise interferes with the School's safety procedures, responsibilities, or accomplishment of its educational purpose or program, the School reserves the right to dismiss the family or family member from the community. In addition, the School reserves the right to place restrictions on parents' or other family members' involvement or activity at School, on School property, or at School-related events for reasons that the School deems appropriate.

Additionally, the School requires that all parents (married, unmarried, divorced, or separated) cooperate with one another in the best interests of their child(ren)'s education at the School. Failure of parents to cooperate with one another may lead to dismissal of their child(ren) from the School or non-renewal of enrollment for future academic years.

## **Remote Learning Addendum**

All persons using the School's computers, the School's computer systems, or personal computers for remote learning courses are required to abide by the rules set forth in the Student Handbook and these additional policies. All computers and devices while participating in remote learning must be used in a responsible, ethical and legal manner. Failure to abide by these rules will result in appropriate disciplinary action as outlined in the Student Handbook.

### **Purpose**

The purpose of providing access to remote learning is to support the School's educational objectives while addressing the challenges that arise out of the COVID-19 pandemic. Participating in the School's remote learning program is a privilege and not a right. Inappropriate or illegal use of the School's remote learning program may result in loss of the privilege and disciplinary action.

### **Expectations**

Our expectations of our students are as though they were on campus in their classrooms. Students are expected to fully engage in all courses, complete and submit all coursework, including homework, as instructed. Students are held to the same academic standards, as in live, on-campus instruction, and are subject to the School's Honor Code and all other conduct policies.



**Absences**

Students participating in remote learning are expected to join the Google Meets sessions and log in to the Canvas every school day. Parents must report a student's absence in accordance with the attendance policies in the Student Handbook.

**Synchronous Sessions**

Remote learning involves synchronous, live sessions. Students are responsible for attending courses as scheduled and as directed by the teacher. Only enrolled students may participate in remote sessions. Students are prohibited from sharing course passwords or Google Meets links with others.

For all live sessions, it is the parents' responsibility to ensure that the student participating in the course is participating in an appropriate environment, is appropriately dressed, and that the computer and camera that the student is using does not show anything inappropriate. Virtual backgrounds or blurred backgrounds are allowed only if they are appropriate. Students are encouraged to place their computer on a stable surface like a desk or table, rather than a soft surface (like a couch or bed).

Students might be asked to participate in video conferencing, podcasts, and live chats, which means that their identity will be revealed, their voice will be heard, and their image displayed to others participating in the course, all of which may be recorded.

**Internet Safety**

The School will provide strict security protocols while participating in live remote learning sessions, but online security for the student will be the responsibility of the parents and students. The School is not liable in any way for irresponsible acts on the part of the student while participating in remote learning courses. Students should never access or share any material that is pornographic, violent in nature, or otherwise harassing. Students also should never give out personal information (address, telephone number, name of School, address of School, date of birth, Social Security Number, credit card number, etc.) over the Internet.

**Equipment**

It is the parents' responsibility to provide any equipment needed for remote learning, such as a computer, tablet, internet access, headset, earphones, microphone, digital camera, supply kits, etc. Any damage to said equipment will be the sole responsibility of the students and the parents. Connection, volume, video quality, or other issues that might be associated with the School's systems should be addressed with the School's Help Desk.

**Appropriate Interactions and Communications**

Appropriate behavior for students is expected. All Student Handbook policies apply. Any student who believes that they have been bullied, threatened, harassed, or received any inappropriate remarks or comments should immediately contact their division dean of students.

Bullying, including cyberbullying, threats, and harassment during a session or outside of a session is not appropriate. All students should always use respectful language and never use profanity or threatening, aggressive, or abusive language. No one should ever make sexual, racial, ethnic, or other inappropriate remarks or jokes.

There may be some situations in which students will want additional information from a teacher. That communication may be by email, phone call or via Canvas. In all communications and interactions, all parties will continue to respect appropriate boundary guidelines. If a student or a parent becomes aware that any adult's communications are inappropriate, such information should be immediately reported to the appropriate division head.

**Personal Information**

The remote learning program requires the use of several computer software applications and web-based/cloud-based education technology services operated not by the School, but rather by third parties. These applications include, but may not be limited to, G Suite, Google Drive, Canvas, Flipgrid, Naviance, Zoom, and

other similar educational programs. In order for students to use these programs and services, certain personally identifying information—generally the student’s name and email address provided by the School—must be provided to the website operator. A complete list of the programs with the privacy policy for each can be found on our School website. Please note that any personal information provided by the School is for educational purposes only and is used by the School solely to communicate with the service provider. Under federal law entitled the Children’s Online Privacy Protection Act (COPPA), certain website providers must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. For more information on COPPA, please visit the [FTC](#) website. COPPA permits the School to consent to the collection of personal information on behalf of its students, thereby eliminating the need for individual parental consent to be given directly to the website operator. Therefore, by allowing the student to participate in the School’s Hyflex learning courses, the parents/guardians acknowledge their consent for the School to provide personally-identifying information for the student consisting of first name, last name, an email address, username, and school-related information, such as school name, class, and teacher name.

### **Photographs/Recordings**

Parents and students are not allowed to take, and shall not take any photographs, video, or other recordings of other students, other children, or other parents/guardians without their express consent, and are not allowed to transmit, upload, or post such content online or electronically including on any social media or similar site, or use or publish such content in any non-personal media such as a book, video, film, television program or publicly viewable website. Upon the School’s request, parents and students shall immediately delete and/or remove such content from any device, site, platform, or other media.

### **On-Campus Learning Addendum**

The challenges faced due to the Covid-19 pandemic are not unique to our campus, and we have established some behavioral expectations that are directly relevant to attending school on campus. These expectations are in place for the health and welfare of all students, faculty, other employees, and visitors.

- Two or three-ply face masks that cover the entire mouth and nose are required on campus. Masks are required at all times while indoors and on all school-sponsored transportation. Masks may be removed while outdoors, and respecting proper social distancing (6 feet) is highly recommended.
- Masks must follow regular dress code guidelines and may not feature words, letters, images, or symbols and must be either solid color or a single pattern (plaid, polka dot, etc.). Political and/or potentially divisive symbols or markings are strictly prohibited.
- Bandanas, neck gaiters, and masks with a valve(s) or hole(s) are not permitted.
- Students must adhere to teacher-established seating charts to enable appropriate contact tracing if necessary.
- Students who are not attending after-school sports practices, fine arts rehearsals, or other school-sponsored activities are encouraged to leave campus as soon as possible at the conclusion of the school day.
- Students who are sick should stay home, and parents must alert the school nurse regarding any symptoms associated with Covid-19.

## **School Closure or Modifications Due to a Force Majeure Event**

Should events beyond the control of the school, including, but not limited to, any fire, act of God, hurricane, tornado, flood, extreme inclement weather, explosion, war (including armed conflict), governmental action, act of terrorism, risk of infectious illness, epidemic, pandemic, shortage or disruption of necessary utilities (water, electricity, etc.), or any other event beyond the school’s control, occur, the school has the discretion to close the School and/or modify its operations, curriculum, schedules (including, without limitation, the provision of instruction on Saturdays and/or Sundays), length of school day, length of school year, and/or means of learning and teaching methods, including, without limitation, converting to distance learning or a hybrid model. Parents may be

required to sign a waiver of liability in order for their children to participate in on-campus instruction depending on the status of any force majeure event. The family's contractual financial obligations for tuition and fees remain in full force and effect and the school shall not be liable for any such failure or delay in its performance. Should the school close, the school's duties and obligations shall be suspended immediately without notice until such time as the school, in its sole and reasonable discretion, may safely reopen. If the school cannot reopen due to a force majeure event, the school is under no obligation to refund any portion of tuition paid.

## **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](http://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.

## ACKNOWLEDGMENT AND RECEIPT OF STUDENT HANDBOOK

The registration of a student is considered an acceptance, on his/her part and on the part of his/her parents or guardians, of all rules and regulations of our school, including the judgment of school authorities on academic and disciplinary sanctions, suspension, or expulsion of a student.

The rules and regulations contained in this handbook are not meant to be all comprehensive. Rather, they presuppose the goodwill and judgment of a student in all circumstances in which he/she may find himself/herself.

Parents/guardians are asked to familiarize themselves and to ensure that their child understands all of the information contained in this student handbook. Parents/guardians and students over age 8 must sign the form below.

We have read and understood all statements and provisions set forth in the Student Handbook.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Age

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Date