



**MIDDLE AND UPPER SCHOOL  
PARENT/STUDENT HANDBOOK  
2023-2024**

To *glorify God* by providing for students the *highest quality college-preparatory education*, training them in the *Biblical world and life view*, thus enabling them to *serve God in spirit, mind and body*.

## **PHILOSOPHY OF TRINITY PRESBYTERIAN SCHOOL**

### **I. MISSION STATEMENT**

To glorify God by providing for students the highest quality college-preparatory education, training them in the Biblical world and life view, thus enabling them to serve God in spirit, mind and body.

### **II. VISION STATEMENT**

Our vision is to develop Godly leaders who adopt the relevance of a Christian world and life view, whose faith and work are inseparable, and who engage their culture and change it.

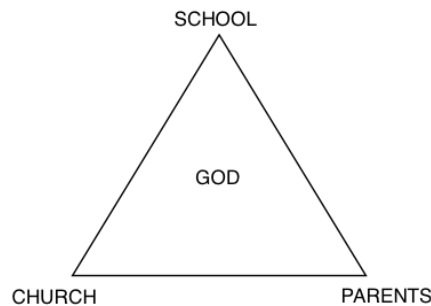
### **III. STATEMENT OF INTENT**

Trinity intends to implement its mission in the following manner:

- A. To base Christian training on the inerrant Word of God.
- B. To work with home and church in developing each child's unique God-given gifts and talents and to equip students in understanding and implementing the Christian faith.
- C. To provide an educational foundation that will ultimately enable students to achieve success at the college level, recognizing that all learning styles and special needs cannot be met.
- D. To provide a qualified Christian faculty, staff and Board, each of whom professes and exhibits a personal relationship with Jesus Christ and a calling to ministry with students.
- E. To be good stewards of the resources God has entrusted to us.

### **IV. PARENTS' RESPONSIBILITY**

In keeping with their God-given responsibilities to rear their children in the nurture and admonition of the Lord, parents are expected to take an active and supportive role in the education of their children.

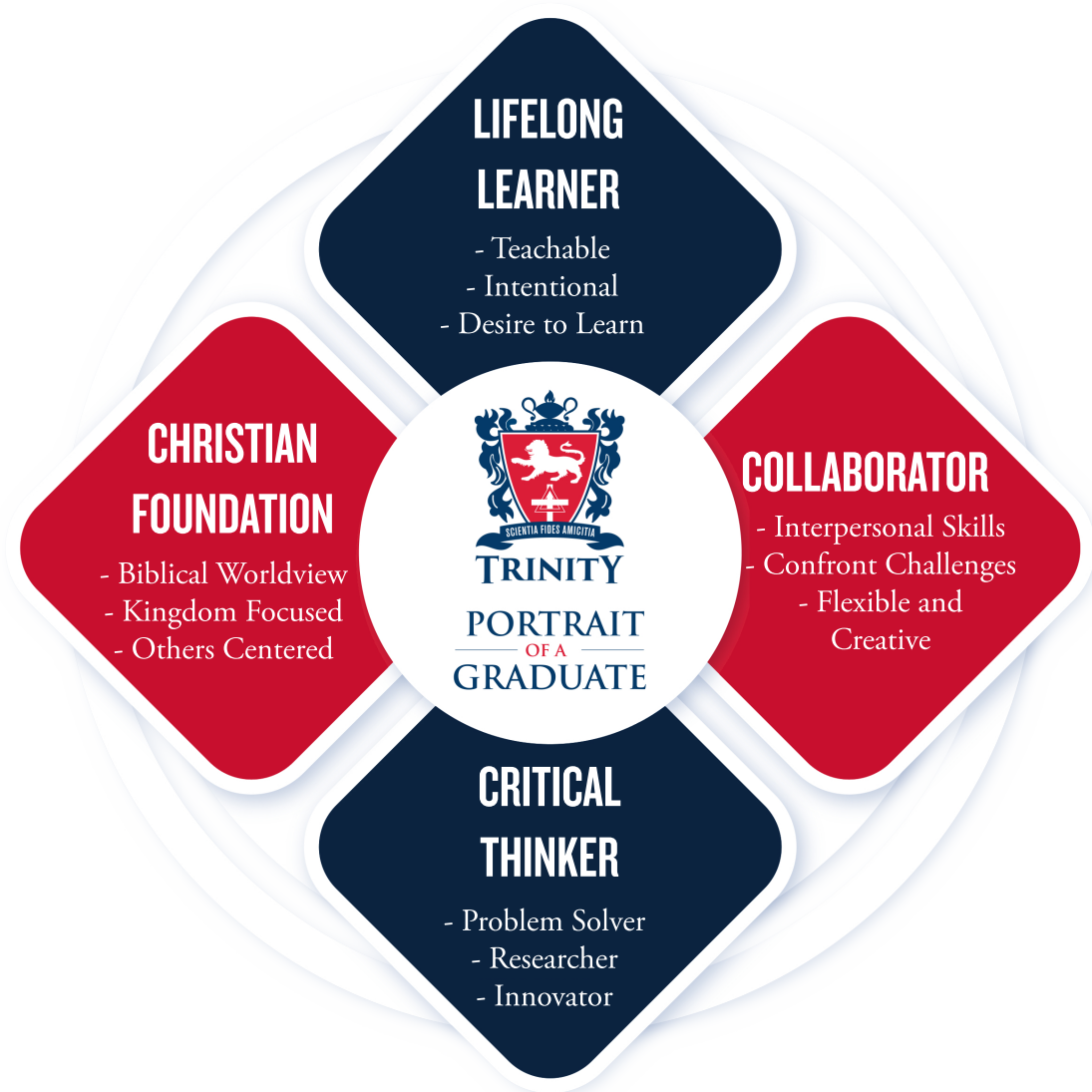


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# TRINITY PRESBYTERIAN SCHOOL

## — PORTRAIT OF A GRADUATE —

**Mission Statement:** To glorify God by providing for students the highest quality, college-preparatory education, training them in the biblical world and life view, thus enabling them to serve God in spirit, mind, and body.



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## **HISTORY OF TRINITY PRESBYTERIAN SCHOOL**

Founded in 1970 by a group of Christian parents that desired a genuinely Christian education for their children, Trinity Presbyterian School maintains its original purpose of providing the excellence of a college preparatory education that is conformed to the inerrant Word of God and a Biblical Worldview.

In 1974 Trinity adopted its crest, which symbolizes its commitment to train the whole person—mind, body, and soul. The lamp of learning symbolizes the light of truth taught from a Christian perspective. The lion symbolizes strength, leadership, and discipline. The cross and triangle symbolize the preeminence of the cross of Christ and the Holy Trinity. The motto, *Scientia, Fides, Amicitia*, underscores the character of the students and faculty and the atmosphere of the school—knowledge, trust, and friendship.

## **DIVERSITY STATEMENT**

Trinity Presbyterian School recognizes the importance of a diverse learning environment and values God's unique creation of every individual. We believe that in actively promoting a diverse learning environment, we are fostering intellectual, social and emotional growth for all. We recognize all persons are uniquely created by God (Psalm 139) are given specific gifts and abilities which foster a well-rounded learning environment.

To *glorify God* by providing for students *the highest quality college-preparatory education*, training them in the *Biblical world and life view*, thus enabling them to *serve God in spirit, mind and body*.

## TO THE PARENTS AND STUDENTS OF TRINITY:

The policies and procedures outlined in this handbook are established in order that the best educational experience can be afforded to your student. Each year we revise and update the handbook to reflect changes in policies and procedures. We require that you and your student read the handbook in its entirety especially the areas in **BOLD** and RED print.

Parents may differ with the school's position on a particular policy or the subsequent consequences that follow. The school's standard and authority is considered settled at the time of enrollment and reenrollment. Your student will be given a Handbook Acknowledgement Covenant on the first day of school. This covenant should be signed by the parent and the student and returned to the student's homeroom teacher.

We understand that joining the Trinity School community is a choice, and we believe that the policies and procedures stated herein are the best means to partner with you to educate your child in spirit, mind and body.

Please note the Head of School has final authority on all policies herein.

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## TABLE OF CONTENTS

Academic Covenant .....	7
Academic Performance and Grading.....	9
Grade Check Report/Academic Watch.....	10
Exams/Exemptions .....	10
GPA Requirement.....	11
Community Service.....	12
Academic Organizations .....	13
International Academic Travel.....	16
Attendance/Absences.....	17
College Visits.....	19
Make-Up Work .....	19
Athletic Attendance Requirements .....	21
Drug Testing Program.....	21
Discipline Guidelines .....	24
Illegal/Inappropriate Actions .....	26
Student Parking/Driving on Campus .....	28
Technology Guidelines .....	29
Lockers/Backpacks .....	31
Uniform Policies .....	32
Communication .....	36
Visitors and Building Security .....	39
Medical Procedures .....	39
Emergency Procedures .....	40
School Hours .....	41
School Schedule.....	41
Carpool and Traffic Instructions .....	42
Enrollment and Tuition.....	42
Textbook Protocol .....	44
Student Placement.....	44
Lunch and Lunchroom Procedures.....	45
Field Trips.....	45
Alphabetical Index .....	46

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## ***Academic Policies***

### **ACADEMIC COVENANT**

#### **Introduction**

The Academic Covenant at Trinity Presbyterian School is based on the Biblical standard of truth. Likewise, the Academic Covenant encourages and protects the character of the school and the ideals of knowledge, trust, and friendship. The covenant recognizes the existence of absolute truth, God as the author of truth, and that knowledge comes from the individual's search for truth in every discipline. Similarly, the covenant anticipates that as teachers and students trust in the Lord for their salvation, their attitudes and actions will instill a mutual sense of trust on campus. Likewise, the common bond of service to Jesus Christ and dependence on the Holy Spirit serves as the foundation of the covenant and creates enduring friendships among students and between students and faculty.

#### **The Academic Covenant—Faculty**

"I covenant before God and with my students and my fellow teachers that I will perform my duties and responsibilities as a teacher to the best of my ability, that I will expect the highest standards of myself and of my students, that I will uphold and administer the policies of the Academic Covenant fairly and completely, and that I will daily rely on the grace and mercy of Jesus Christ and the gift of the Holy Spirit to fulfill this covenant."

#### **The Academic Covenant—Students**

"I covenant before God and with my fellow students that I will pursue my studies with all of the gifts and abilities that God has given me, that I will do my own work in accordance with the guidelines of this covenant, and that I will encourage and assist my fellow students in any way that conforms to this covenant."

#### **Pledge**

"I pledge before God and man that this work is my own, and I have neither given nor received undue aid on this assignment."

#### **Guidelines**

1. The faculty and students will renew their covenant at the beginning of each academic year.
2. Any student who observes a violation in the Academic Covenant should report the violation to the teacher who made the assignment. The teacher must determine if the report is valid and if it must go before an administrator.
3. Any teacher who observes a violation in the Academic Covenant or determines that a reported violation is valid should report the violation to an administrator.

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## **Violations**

The purpose of the Academic Covenant is to produce an environment in which all students do their own work to the best of their abilities. Any behavior, regardless of platform, that inhibits this purpose is a violation of the Academic Covenant. Violations include but are not limited to the following behavior:

1. Lying about academics, including any verbal, nonverbal, written, electronic or facilitating in any manner a misrepresentation of the truth is a violation of the Academic Covenant.
  - a. Any hindrance in the discovery of the truth concerning an academic matter will be considered a violation.
2. Cheating, or claiming the work of another is a violation of the Academic Covenant.
  - a. Copying work from another student's test or paper is a violation.
  - b. Copying homework assignments from another student's homework is a violation
  - c. Claiming someone else's work as your own is a violation.

**The items below are also considered covenant violations regardless of intent:**

3. Plagiarism, as defined by Trinity Presbyterian School, is the use of another person's, author's or A.I.'s (artificial intelligence) work, words or ideas without giving proper credit in the assignment.
4. Giving or receiving undue aid on an assignment or test.
  - a. Any communication (verbal, nonverbal, written, or electronic) about a test or assignment before all students have completed their work and turned it in to the teacher is a violation of the Academic Covenant.
  - b. Any unauthorized aid used on an assignment is a violation of the Academic Covenant. Online test banks, other study resources, and teacher resources must have explicit teacher permission before using.
  - c. Possession of any material or communication deemed to be undue aid is a violation of the Academic Covenant.
  - d. Developing or creating a system of cheating by any means is a violation of the Academic Covenant.

## **Consequences**

**Academic Covenant Violations are cumulative and listed below:**

### **1. The First Violation**

- MIDDLE SCHOOL: The first violation of the Academic Covenant in Middle School will result in a conference with the student and parents. The student will complete an alternative essay as assigned by administration.
- UPPER SCHOOL: The first violation of the Academic Covenant in Upper School will result in communication with the student and parents from the teacher and/or administration. The student may receive a zero on the test or assignment in question with no chance for make-up work or extra credit.

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## 2. The Second Violation

- The second violation of the Academic Covenant in Middle and Upper School will result in a conference with the student, teacher, administrator and parents, a zero on the test or assignment with no chance for make-up, no extra credit.

## 3. The Third Violation

- The third violation of the Academic Covenant in Middle and Upper School will result in the permanent expulsion of the student from Trinity Presbyterian School, regardless of the time of year in which the incident occurred.

**Violations of the Academic Covenant also affect potential or continued membership in the Honor Societies. Please see the Academic Organizations section of the handbook for more information.**

### ACADEMIC PERFORMANCE AND GRADING

The grading scale for all grades is as follows:

Letter Equivalency	Numerical Grade	Quality Points	Honors Quality Points	AP Quality Points
A	90-100	4	4.5	5
B	80-89	3	3.5	4
C	70-79	2	2.5	3
D	64-69	1	1.5	2
F	0-63	0	0	0

### FACTS

Parents of all students can monitor student progress through the school's computer grading program. The parents of each student may go to the Trinity website ([www.trinitywildcats.com](http://www.trinitywildcats.com)) and choose the **FACTS** link from the homepage in order to check students' grades. Grades are posted on FACTS.

### Grading Periods

Middle School runs on a quarter grading system and will receive report cards at the end of each 9-week quarter grading period.

- Quarter 1 : 8/9 to 10/13
- Quarter 2 : 10/16 to 12/19
- Quarter 3 : 1/4 to 3/8
- Quarter 4 : 3/11 to 5/23

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Upper School runs on a semester grading period and will receive report cards at the end of each semester.

- Semester 1 : 8/9 to 12/19
- Winterim : 1/4 to 1/10
- Semester 2 : 1/11 to 5/23

Grade Check Reports will be run at the designated dates listed below. The Deans of Students will be notified of students with grades at a “69” or below in any class and that student will be placed on Academic Watch.

Middle School Grade Check Dates		Upper School Grade Check Dates	
Grade Check 1	09/08/2023	Grade Check 1	09/08/2023
Grade Check 2	11/03/2023	Grade Check 2	10/06/2023
Grade Check 3	02/02/2024	Grade Check 3	11/03/2023
Grade Check 4	04/12/24	Grade Check 4	02/09/2024
		Grade Check 5	03/08/2024
		Grade Check 6	04/12/2024
<b>Semester 1 Ends 12/19/2023</b>		<b>Semester 2 Ends 05/23/2024</b>	

### **Academic Watch**

The Deans of Students will oversee Academic Watch. The student will be monitored to promote academic success and appropriate measures will be taken as deemed necessary by the administration. These may include, but not limited to:

- coach class
- student/parent meeting with teacher(s) and/or administrator
- potential removal from school activities.

In addition to the above actions, a senior whose grade(s) are a 69 or below in any class may be subject to the following until the next grade check: loss of free period privileges and assignment to coach class. Students will remain in coach class until the Dean’s office notifies that student of a reinstatement of privileges.

Parents should be diligent in checking the status of a student’s grades in FACTS.

### **School Exams and Exemptions**

Middle School Students – Sixth grade students will take a chapter/unit test at the end of each semester and are counted accordingly. Seventh grade students will take a 9 week exam at the end of each semester which is 10% of the semester grade. Eighth graders will take a semester exam, which will count 10% of the semester grade.

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Students in grades 9 – 11 will take all 1<sup>st</sup> and 2<sup>nd</sup> Semester exams. These exams are 20% of the semester grade.

For 2<sup>nd</sup> Semester, students in grade 12 may exempt all non-AP exams. Qualifications for exemption are calculated on a PER CLASS basis and include:

- an A average for 2<sup>nd</sup> semester
- no more than six absences\* (excused or unexcused) \*3 check-ins, check-outs or tardies equal 1 absence, or any combination thereof for the class they wish to exempt (see p. 16) for further explanation of check-in, check-out)
- college days, school and personal sanctioned activities do not count against exemptions
- any suspension during the year will disqualify a student from exemption

Trinity views exams as a crucial part of college preparation. Exemptions will be offered to seniors who have thoroughly demonstrated mastery of content and skill, and significantly contributed to the learning environment by their attendance.

All exams will be given at the regularly scheduled exam times unless approved specifically by the Administration.

### **Coach Class**

Coach Class is available with individual teacher or by appointment when extra help is needed.

### **Scholastic Recognition**

Students who earn a 95 average or higher for the semester will be placed on the Head of School's List. These students will receive recognition after each semester. Likewise, students earning an 89.5 to 94.4 average for the semester will be placed on the Principal's List. Both groups will receive recognition after each semester.

## **2.5 OVERALL GRADE POINT AVERAGE REQUIREMENT**

**The GPA for grades six, seven, and eight is based on that single year only. Beginning with the 9<sup>th</sup> grade, a cumulative overall grade point average of at least a 2.5 must be maintained to remain at Trinity. Students who do not maintain a 2.5 average after the completion of grades 6, 7, 8 or 9 will be placed on probation for the following school year. Should the student not have a 2.5 at the end of the probationary school year, the student will not be allowed to return to Trinity the following school year. **No student may enter their junior or senior year with a cumulative GPA lower than a 2.5.** A senior who does not have a 2.5 cumulative GPA at graduation time will receive a diploma but will not be allowed to participate in graduation ceremonies. **No student may be on probation more than once in grades 7 -10.** Any student who leaves Trinity because of the 2.5 policy may be allowed to return to Trinity if he or she meets the transfer student requirements (see below).**

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A semester course completed with a 64 average or better earns ½ unit of credit. Students must earn a minimum of 8 credits per year, except 12<sup>th</sup> graders, who must earn a minimum of 7 credits.

Failed courses must be taken and passed in an accredited program approved by the Head of School. Credit will be awarded for a completed and passed course, however, the grade will not replace the failing grade and will not be included in the student's GPA. No student may apply more than one course recovery credit (2 semesters) toward graduation from Trinity.

Any 6-12 grade student who fails three semester courses will not be allowed to remain at Trinity. Students who fail three semester courses will not be eligible for future re-enrollment.

**NEW STUDENTS: Any new student who is suspended during his/her first year may forfeit the right to return the following year.** In calculating the GPA for new students entering Trinity (grades 9-12), please note that grades will be recorded using the Trinity course weights, i.e., if a transfer grade is designated "honors" or "AP" but the course is not offered at Trinity, no additional weight will be assigned to the course. The GPA calculation will be cumulative beginning with ninth grade. Units of credit will be recorded as awarded by the previous school(s), using their grading scale, however, no credit will be recorded for classes completed prior to 9<sup>th</sup> grade.

### **COMMUNITY SERVICE REQUIREMENT** (Upper School Students only)

Students in grades 9-12 are required to complete Community Service hours as follows:

**Seniors:** 20 hours

**Juniors:** 16 hours

**Sophomores:** 12 hours

**Freshman:** 10 hours

### **Steps to Earning Community Service**

1. Pick up a community service verification form prior to working at the agency.
2. Call the social agency and make arrangements.
3. Complete the service verification form and have a person from the agency sign it and provide a phone number.
4. Bring the completed verification form to the Upper School Office.

All community service hours must be completed on or before May 10th. Community service hours are required for each grade level, and seniors must meet community service requirements to graduate.

Community service requires the student going outside of their usual daily contacts to help a social agency. Therefore, work that does not qualify includes any church ministry (aside from Vacation Bible School and missions, community ministries), work for an individual (parent,

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coach, teacher, neighbor, etc.), work for any relative (at home or work) and work for any business (example: bank, restaurant, grocery store, etc.) not considered a social service agency.

**Work which qualifies also includes:** Salvation Army, Park and Recreation Department, Red Cross (hospital), Soup Kitchens/Rescue Missions, County Humane Society, Summer mission trips and Vacation Bible School and many more non-profit organizations.

### **ACADEMIC ORGANIZATIONS** (Upper School Students only)

Trinity Honor Societies represent a standard of academic and behavioral excellence, leadership skills, and a commitment to glorifying God through spirit, mind, and body. The school must have a charter for membership in an Honor Society. All Honor Societies must seek Academic Council approval in order to apply for a charter. Academic Covenant violations and disciplinary actions resulting in suspension preclude students from eligibility for the year. Only approved Honor Society cords, which are school sanctioned and issued, will be allowed at graduation. Any entity/group that does not meet these minimum requirements will be considered a club by the school and will not issue honor cords. NO exceptions.

Trinity recognizes the following Honor Societies:

#### **Foreign Language Honor Societies:**

The National French, Latin, and Spanish Honor Societies admit for membership students in levels III and IV who have a cumulative grade of an A in foreign language study and an A for the year of induction. Additional requirements may vary depending on the specifications of the national organization with which each language is affiliated. Grades earned anywhere other than at Trinity (including Sevenstar) will stand during consideration for foreign language honor societies.

#### **Mu Alpha theta (Math Honor Society):**

Trinity Presbyterian School's Chapter of Mu Alpha Theta admits students for membership who are currently enrolled in Pre-Calculus, Honors Calculus, or AP Calculus and who have at least a weighted average of a "95" in each of the three semesters preceding the spring semester of the year of initiation.

#### **National Art Honor Society:**

Students in grades 11 and 12 are eligible for membership into the National Art Honor Society. To be considered for induction a student must show outstanding artistic scholarship and service to the school and community through development of artistic endeavors marked by a strong moral character.

Students must have completed five semesters of upper school art, which is only attainable at the beginning of one's junior year. This includes a combination of: one semester of a

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foundation course (a) Drawing (b) Painting (c) Sculpture/Mixed Media; one/two semesters of Advanced Art; one/two semesters of Portfolio I or II; one/two semesters of AP Studio Art; one/two semesters of AP Art History (online).

Members must have at least an 85 overall average (no rounding) from all classes the year of induction. An average of 85 must be maintained after induction to remain a member in good standing. The student must also maintain a 90 average in their art courses. If these requirements are not maintained, a student may be placed on probation for one semester and will be issued a warning to that effect. The student then has one semester in which to return himself to a member in good standing. If requirements are not met as outlined after the probationary semester, the student will lose membership in the National Art Honor Society.

Students may not have had more than two detention hall offenses for improper conduct. Students must be in accordance with the Academic Covenant, not having any Academic violations.

To remain a member in good standing, a member must complete 10 service hours each year as approved by sponsor.

Attendance is required at meetings to maintain membership and privileges of the NAHS unless an excused/school-sanctioned absence is submitted to the sponsor.

To graduate with NAHS honors and earn the right to wear school sanctioned cords at graduation, a member must remain in good standing until the graduation date.

### **National Honor Society:**

Students in grades 10, 11, and 12 are eligible for membership in the National Honor Society if this semester is at least their second semester at Trinity Presbyterian School. For induction, sophomores must have a 92 average overall; juniors and seniors must have a 90 average overall. Students may not have had more than two detention hall offenses for improper conduct within a year. They must not have any cheating offenses on record or have been suspended within the school year. They must have at least one activity at school in addition to classes.

Students inducted into the National Honor Society must maintain a 90 average and a conduct record within the limits stated above to remain a member in good standing in the Society. If, at any time or for any reason, a student's record changes, that student will be placed on probation and will be issued a warning to that effect. The student then has one semester in which to return himself to a member in good standing. If the student does not meet the requirements listed above after the probationary semester, he will lose his membership in the National Honor Society.

**Students may not have two cheating offenses or two suspensions (in grades 10-12) and be in the National Honor Society.**

### **National Honor Society for Dance Arts:**

Students in grades 11 and 12 are eligible for membership into the National Honor Society for

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Dance Arts. To be considered for induction a student must show outstanding artistic scholarship and service to the school and community through development of artistic endeavors marked by a strong moral character.

Students must have completed five semesters of upper school Dance Ensemble, which is only attainable at the beginning of one's junior year. This includes Dance Ensemble Level IV or higher to be considered.

Members must have at least an 85 overall average (no rounding) from all classes the year of induction. An average of 85 must be maintained after induction to remain a member in good standing. The student must also maintain a 90 average in their dance courses. If these requirements are not maintained, the student may be placed on probation for one semester and will be issued a warning to that effect. The student then has one semester in which to return as a member in good standing. If requirements are not met as outlined after the probationary semester, the student will lose membership in the National Honor Society for Dance Arts.

Students may not have had more than two detention hall offenses for improper conduct. Students must be in accordance with the Academic Covenant, not having any Academic violations.

To remain a member in good standing, a member must complete 10 service hours each year as approved by sponsor.

Attendance is required at meetings to maintain membership and privileges of the NAHS unless an excused/school-sanctioned absence is submitted to the sponsor.

To graduate with NHSDA honors and earn the right to wear school sanctioned cords at graduation, a member must remain in good standing until the graduation date.

### **Tri-M National Music Honor Society**

Students in grades 11 and 12 are eligible for membership into the Tri-M National Music Honor Society. To be considered for this induction a student must show outstanding musicianship and service to the school and community through development of artistic endeavors marked by a strong moral character.

Students must have completed 5 semesters in an upper-level band or choral course, which is only attainable at the beginning of one's junior year. For choral students, this includes a succession of or combination of Show Choir and/or Voices of Trinity to be considered. Band students in grades 9 and 10 are eligible for admission to the Junior Division of the Tri-M National Music Honor Society if they have enrolled in the upper school Marching Band/Symphonic Band class for a total of 5 semesters. If they continue their membership and service in Tri-M up to their junior year, they will be subsequently inducted into the Senior Division and participate in the Trinity induction ceremony.

Members must have at least an 85 (no rounding) overall average from all classes the year of induction. An average of 85 must be maintained after induction to remain a member in good standing. The student must also maintain a 90 average in their upper-level music courses. If

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these requirements are not maintained, a student may be placed on probation for one semester and will be issued a warning to that effect. The student then has one semester in which to return himself to a member in good standing. If requirements are not met as outlined after the probationary semester, the student will lose membership in the Tri-M National Music Honor Society.

Students may not have had more than two detention hall offenses for improper conduct. Students must be in accordance with the Academic Covenant, not having any Academic violations.

To remain a member in good standing, a member must complete 10 service hours each year as approved by sponsor.

Attendance is required at meetings to maintain membership and privileges of the NAHS unless an excused/school-sanctioned absence is submitted to the sponsor.

To graduate with Tri-M honors and earn the right to wear school sanctioned cords at graduation, a member must remain in good standing until the graduation date.

### **SEVENSTAR DIRECT ONLINE COURSE SERVICE**

[www.sevenstar.org](http://www.sevenstar.org)

Sevenstar Direct provides online courses for students in grades 6-12 that are both rigorous and taught with a biblical worldview. With administration approval, students may take courses through Sevenstar for the following situations:

- To recover credit replacing a failed course taken at Trinity Presbyterian School
- To alleviate significant schedule conflicts
- To take a course not offered by Trinity that would have merit toward graduation
- To take a course level not offered by Trinity

Students taking online courses check-in regularly with school staff. Regular reports on student progress are given to the Administration. The Sevenstar instructor gives course grading and credit. Application to the student transcript is done by Trinity. Trinity will recognize AP courses and Honors courses taken through Sevenstar with the same quality point designation offered for regular Trinity courses. Students are responsible for all course tuition costs and register directly through Sevenstar. While significant discipline is necessary to complete online courses, many students find the benefits (flexible schedules, opportunity of self-pacing, more diverse course selections) of such an experience rewarding and great preparation for college.

### **International Academic Travel**

Trinity Presbyterian School provides the opportunity for travel study abroad for students. Information is available from the faculty advisor planning the trip.

## SCHOOL ATTENDANCE

Trinity Presbyterian School's program and curriculum are aggressive and demanding; therefore, it is vital that students be present. There is no substitute for good school attendance. When students are not in class, they miss valuable instructional time, tests, quizzes and daily work.

Trinity Presbyterian School requires a student to be present at least 155 school days for satisfactory completion of course or grade level work. Excessive absences and check-outs/tardies result in students' losing important instruction. **Therefore, students may miss no more than 10 days (excused and unexcused absences) each semester. Three (3) check-ins, check-outs or tardies equal 1 absence.** Absences totaling more than 10 class periods in any course during a semester may result in the loss of credit in that course, for that semester. This includes all absences, check-ins, check-outs, and tardies, excused or unexcused. Students and parents may make an appeal to the Administration regarding the loss of academic credit due to absences.

**Students must be present in school a minimum of four full class periods on Monday and Friday and two full class periods on Tuesday, Wednesday, and Thursday (or the equivalent thereof) in order to participate in school sponsored athletic events, practices, activities, or performances that school day. Students must fully participate in school sponsored activities as defined by the administration in order to participate in the above activities.**

1. **Illness**—Parents are asked to notify the school office when their student is ill.
2. **Appointments**—Doctor or dentist appointments should be made outside of school hours whenever possible. When it is necessary to have an appointment during school hours, students should provide a note written by a parent to the office. Students are then asked to sign in or out in the office. It is extremely important that returning students sign in upon their return. When the student returns from the appointment, he will present a note from the physician's office verifying that he has met the appointment. Office personnel must assist students when checking in or out at all times.
3. **Tardies & Check-ins/Check-outs**—A student will be considered tardy to class if they check-in during the first 15 minutes of the scheduled time for class to begin. If a student checks in after the first 15 minutes of scheduled class time, the student will be considered absent. A check-out is when a student leaves class and checks out through the office and there is 15 minutes or less remaining in the scheduled class time. If a student checks out and there is more than 15 minutes remaining of scheduled class time the student will be considered absent.
  - a. **Excused**—Illness (\*with note or call from parent), late carpool subject to office discretion, doctor's appointments with a note, permit/driver's license, passport and emergencies as ruled by the administration. \*A note or phone call must be received within twenty-four hours of the tardy for it to be excused.

- b. **Unexcused**—Late for any reason not covered as an excused tardy. **Four unexcused tardies to any class will result in a detention hall for middle and upper school students.** (See Conduct and Discipline section of this handbook.) Habitual tardiness is a basis for disciplinary action and has the potential to impact academic performance.

#### 4. Absences

- a. **Excused Absences**—Trinity excuses a student's absence from class under the following conditions: 1) a medical or dental appointment, an illness or a death/funeral in the family (A note or phone call explaining a student's absence must be received within twenty-four hours of the absence for it to be excused.) Funerals are considered sanctioned absences and do not count against attendance or exemption. 2) school-sponsored events that are officially announced as such by the administration and for which the students are released from class by the administration. **All make-up work is the student's responsibility.**
- b. **Pre-planned absence**---All other reasons for an excused absence must be requested in writing by the parents with the Dean of Students.
- Absence must be requested at least 3 full school days in advance and completed form turned in one full school day prior to absence.
  - All missed classwork is to be made up at the teacher's discretion.
  - If a student has a D or F in a course, he/she may not be excused from that class per discretion of the administration.

Failure to comply with the above may result in the student not being allowed to make-up or turn in any missed work.

- c. **Unexcused Absence**—unexcused absences are absences from school for any reason that has not been prearranged with the Deans of Students. These include but are not limited to truancy, cutting class, uniform violations, conduct infractions, and/or personal appointments that are not medical.
- **Major assignments missed during an unexcused absence will receive no higher than 70%.**
  - Students with an unexcused absence or tardy may not be allowed to make up minor work, per teacher discretion.
- d. **Sanctioned Absence**—A sanctioned absence will not count against a student's attendance or exam exemption status. There are no school-sanctioned skip days for any grade level at any time of the year.
- **School Sanctioned absences** are events sponsored by Trinity School and must be under the direction of and chaperoned by a Trinity staff member:
    - The student will receive a school-sanctioned absence form from the sponsor, which must be signed by all teachers and turned in to the teacher/office before the absence.
    - Student is responsible to obtain all assignments in advance and turn in completed assignments per teacher discretion.

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- **An Athletic absence** is a sanctioned absence and will not count against a student's attendance or senior's exam exemption status. It is the student's responsibility to make arrangements in advance for completion of all assignments, projects, tests, etc. that will be missed during the athletic event.
- **A Personal Sanctioned absence** is the death and funeral of a friend/family member.
- **College Visits**—Trinity recognizes the importance of visiting prospective colleges, and the school encourages students to make such visits. However, we recommend that college visits occur when Trinity classes are not in session. Trinity's College Counselor plans and supervises periodic college visitation trips and students are encouraged to take advantage of such opportunities. A junior or senior is allowed up to 3 college visits per year (sanctioned and will not count against attendance/exam exemption). Beyond 3 visits must be approved by the Dean of Students. If a student exceeds the three college visits during the year, each subsequent visit will count against attendance for exemption purposes, unless approved in advance by the Dean of Students. After April 1, the Dean of Students must approve any senior taking college trips. **During 2<sup>nd</sup> semester, seniors may not visit schools to which they have not applied.**
  - College visit must be prearranged 3 full school days prior to visit with proof of appointment with the college or professor.
  - College form complete and turned in 1 full day to US office prior to visit.
  - All work assigned is due prior to visit/absence.

### **Make-Up Work**

With the implementation of Canvas, students have unlimited access to turn in assignments. It is the students' responsibility to see that these procedures are followed:

- All make-up assessments must be arranged with the teacher.
- Students with an excused absence due to illness, will have the exact number of days missed to complete all make-up work and tests.
- Make up of all assignments and tests that were previously assigned, prior to the student's pre-planned absence, are due on the due date or as arranged with teacher.
- Students who check out prior or check-in after a class for which a project/assignment is due that day, will be responsible for submitting assignment either on Canvas or however directed by teacher or the student may be subject to a minimum grade deduction.

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The following chart clarifies the types of absences, the makeup work policies for each.

Absence Type	Description	Guidelines	Due Date
<b>Excused</b>	A medical/dental appointment, illness, obtaining a driver's permit/license, or a passport appt.	A note or phone call explaining a student's absence must be received within twenty-four hours of the absence for it to be excused.	Students have the number of days missed to complete all make-up work and tests. Make up of all assignments/tests assigned prior to absence, will begin on date of return. Any projects assigned before an absence is due on the due date or as prearranged with teacher
<b>Unexcused</b>	These include but are not limited to truancy, cutting class, hunting, uniform violations, conduct infractions, or appts. that are not medical (haircuts, etc.)	All work missed during an unexcused absence will receive no higher than 70% on <u>major</u> assignments.	Makeup of all assignments will be done at the discretion of the teacher.
<b>Pre-Planned</b>	A vacation or non-school related event (club sport competition, etc.)  Must be arranged <b>in writing</b> by the parents with the Dean of Students at least 3 school days in advance.	Students obtain an Absence Request Form from the Office, which is signed by all teachers, the parents and the student. This must be turned in before the absence.	The student is responsible for obtaining assignments in advance, with due date set by teacher. If a student has a major assignment due during the absence, it must be turned in prior to departure at the teacher's discretion.
<b>School Sanctioned</b>	Absences sponsored by Trinity School and under the direction of and chaperoned by a Trinity staff member.	The student will receive a School-Sanctioned Absence Form from the sponsor, which must be signed by all teachers and turned in to the teacher/office before the absence.	All work assigned is due prior to the event/absence.
<b>Personal Sanctioned</b>	Absences from the death and funeral of a family member/friend	Arranged by teacher and administration	Arranged by teacher and administration
<b>College Visits</b>	A junior or senior is allowed 3 visits per year. Beyond 3 visits must be approved by Dean of Students.	Must be arranged 3 days in advance with proof of appt. with college/professor. College Visit Form must be complete and turned in prior to visit.	All work assigned is due prior to the event/absence.

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### **AP Exam Attendance**

Seniors who have completed all requirements of their AP course may check out through the office for that class period only for the remainder of the year. Underclassmen must remain in class for the duration of the year. Students who take an AP exam are not required to attend classes the day of their AP exam.

### **Athletic Attendance Requirements**

Male and female athletes who compete in a sport that practices during 7<sup>th</sup> period are required to attend 7<sup>th</sup> period physical education class once the fall, winter, or spring athletic season is completed. Students will not receive academic credit for 7<sup>th</sup> period athletics unless they complete the semester in physical education. Only seniors are allowed to leave campus when the fall/spring athletic season is completed. All students (including seniors) participating in winter sports (primarily basketball) are required to attend 7<sup>th</sup> period physical education when the season is completed in order to receive credit for 7<sup>th</sup> period athletics.

## ***STUDENT LIFE POLICIES***

### **DRUG TESTING PROGRAM**

#### **Student Drug Testing**

1. If the Head of School believes that a student is involved in suspicious behavior or behavior contrary to the policies of this school, then the Head of School has the right to require a drug test for the student.
2. A student may be tested voluntarily at the parents' request and expense. A form is available for parents/guardians to request such testing.
3. A student testing positive on the initial or a subsequent test will be retested at the expense of the student's parents/guardians at regular intervals for the duration of his/her enrollment at Trinity School.

#### **Declaration of prescription drugs**

Prior to testing, persons will be allowed to verify medications they are taking that have been prescribed and may impact test results. Trinity reserves the right to consult with medical professionals for verification of medical issues.

#### **Self-referral**

Any student who, prior to testing, by his or her own free will, admits to the Head of School or a designated staff person that he or she has a drug problem will be required to comply with all provisions of a positive test result. This will not count as a first-time failure or positive test result under this policy; however, any subsequent admissions will be treated as a positive test result.

#### **Reasonable suspicion**

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The Head of School also may refer any student or employee to testing if he has reasonable suspicion or cause to believe the student or employee may be using drugs illegally.

### **Testing method**

A licensed clinical laboratory performs the analysis of all samples to screen hair specimens. All samples that are positively identified through the screening analysis are confirmed through mass spectrometry.

### **Confidentiality and dissemination of results**

1. Test results will be confidentially provided by the licensed clinical laboratory to the Head of School. All test results of a student will remain strictly confidential between the student, his or her parents/guardians, and the Head of School, legal counsel (if required), and the confidential counseling program.
2. Parents/guardians will not be notified if a test is negative. However, the school will notify the student's parents/guardians by certified mail, return receipt requested, of a positive result within 15 days of receipt of the test results by the school.
3. Student test results will not be disclosed to any person or agency beyond the persons identified in number two, above, without written consent of his or her parents/guardians, unless required by law.

### **Contesting a positive result**

All positive results are confirmed using a highly reliable confirmation technology called mass spectrometry. This minimizes false positives that could result from prescribed drugs or other substances that a person has ingested. If, however, a person testing positive wishes to contest the test results, he or she may do so within 5 days after the student's parents/guardians, as appropriate, are notified of the positive result. Retests will be at the expense of the tested student.

### **Consequences of a positive result**

1. After a positive test result, the following provisions apply for students:
  - a. The school will require a conference between the parents/guardians of a student testing positive and the Head of School.
  - b. The school requires that any student who tests positive obtain substance abuse evaluation through a licensed counselor or community agency acceptable to Trinity Presbyterian School. Progress reports from the counselor/agency must be submitted to the Head of School on a regular basis in order to determine that the student is making progress in an assistance program.
  - c. All costs for required counseling are the responsibility of the parents/guardians.
  - d. Participation in extra-curricular activities will be subject to review by the Administration. All decisions regarding such participation will rest solely with the Administration.
  - e. Any student testing positive will continue to be retested at regular intervals at the expense of the student's parent / guardian.
  - f. Failure to comply with the above provisions will result in immediate dismissal of the student.
2. A student who tests positive a second time during his/her enrollment at Trinity will be dismissed from school.

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### **Refusing a sample / tampering**

A student who refuses to provide a sample for testing, or attempts to tamper with, contaminate, or switch a sample will be subject to discipline, up to and including expulsion.

## **THE CODE OF CONDUCT AND DISCIPLINE**

The administration and faculty of Trinity Presbyterian School expect all students to conduct themselves in a courteous and respectful manner that reflects Christian principles and is conducive to classroom instruction. The Code of Conduct and Discipline at Trinity Presbyterian School is based upon the following:

- Every student has the right to learn
- Every teacher has the right to teach
- Every parent has the right to expect an exceptional educational environment

With this in mind, all students are to conduct themselves in a courteous and respectful manner, reflecting Christian principles at all times. Any interruption of or infringement of the above-mentioned rights by a student will not be tolerated.

“Those whom the Lord loves He disciplines.” (Heb. 12:6)

God’s Word makes repeated references to the importance of discipline. Although it is the responsibility of the entire school staff to maintain discipline, the best form is self-discipline. It is the joint responsibility of parents and teachers to nurture this. Guidelines are necessary for two reasons. The first is to ensure that the primary function of the school — education — can continue undisturbed. The second is to protect the students from physical harm or the dissolution of a respectful and orderly environment. Trinity teachers are given the liberty of establishing and enforcing any classroom regulations that are in accordance with Christian principles and sound educational practices and are consistent with the Scriptures.

Any time a student is disciplined by the Dean’s office, the reporting teacher may be notified of the outcome. The Deans of Students will notify teachers when a student in their class has been suspended so that proper credit deductions can be administered. Please note that the Deans of Students will go to great measures to protect student privacy and teachers should as well.

## DISCIPLINE GUIDELINES

### TARDY VIOLATIONS

- 4 unexcused tardies will result in a Detention Hall (DH).
- 5 & 6 unexcused tardies will result in a Double Detention Hall (DDH).
- Beyond 6 violations will result in appropriate consequences as determined by the Deans of Students, to include in-school and out-of-school suspension, Saturday DH, loss of participation in athletic or school-sanctioned activities.

**Tardy Violations ARE NOT cumulative and start over at the semester.**

### UNIFORM VIOLATIONS

- 4 uniform violations will result in a Detention Hall (DH),
- 5 & 6 uniform violations will result in a Double Detention Hall (DDH).
- Beyond 6 violations\* will result in appropriate consequences as determined by the Deans of Students, to include in-school and out-of-school suspension, Saturday DH, loss of participation in athletic or school-sanctioned activities.
- The administration reserves the final decision regarding the appropriateness on the manner of dress.

**\*Female students may also be required to wear uniform pants or leggings under a uniform skirt for a length of time as determined by administration. Multiple infractions (6 or more) may result in loss of uniform choice, such as being required to wear pants if the skirt length code is repeatedly violated.**

**Uniform Violations ARE NOT cumulative and start over at the semester.**

### MINOR OFFENSES

Minor offenses may include but are not limited to: misbehavior in the classroom, lunchroom, hallways, bathrooms, etc.

### Middle School Consequences

- 1<sup>st</sup> Demerit – Warning
- 2<sup>nd</sup> Demerit – Loss of Break privileges
- 3<sup>rd</sup> Demerit – Silent Lunch
- 4<sup>th</sup> Demerit– DH
- 5<sup>th</sup> Demerit - DDH
- Beyond 5 demerits will result in appropriate consequences as determined by the Deans of Students

### Upper School Consequences

- 4<sup>th</sup> Demerit – DH
- 5<sup>th</sup> Demerit – DDH

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- Beyond 5 demerits will result in appropriate consequences as determined by the Deans of Students.

**Minor Offenses ARE NOT cumulative and start over for the semester.**

## **MAJOR OFFENSES**

Major offenses may include but are not limited to: rowdy conduct, fighting, disobedience, profanity, insolence, lying, vandalism of school property or the personal property of others, and out-of-bounds (on campus but not in assigned location).

- First offense: Detention Hall (DH)
- Second offense: Double DH  
\*\* Middle School students will also meet with the Dean of Students and parents
- Subsequent offenses: administration will determine the appropriate consequences, **to include in-school and out-of-school suspension, Saturday DH, loss of participation in athletic or school-sanctioned activities.**

Detention Hall notices are sent home with students when they receive a DH. These notices explain the details of the DH, and they must be signed by a parent and returned when the DH is served. A Detention Hall is served as assigned by the administration. Tardiness or failure to serve may result in Double DH or two (2) Double DHs respectively. Make-up DHs do not count in the total for suspension. Additionally, a detention hall offense for improper conduct may affect membership in Honor Societies. Please see the Academic Organizations section of the handbook for more information.

The Dean/Administration reserves the right to clear a DH record with a suspension.

**Detention Halls ARE NOT cumulative and start over for the semester.**

**ALL DETENTION HALLS MUST BE SERVED BEFORE EXAMS CAN BE TAKEN.**

## **Suspension**

- In-School Suspension is the temporary removal of a student from class attendance by the school. The student is sequestered and must complete all class work provided by teachers. Students assigned to In-School Suspension may not have contact with the general student population during the school day. Student may not be involved in any school-sanctioned activity during suspension.
- Out of School Suspension is the temporary removal of a student from school attendance by the school. The student is still held responsible for his or her academic performance. Student may not be involved in any school-sanctioned activity during suspension.

*The length of the suspension will be determined by the administration.*

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Any suspension during the year will disqualify a senior from exempting their 2<sup>nd</sup> semester exams. Additionally, a suspension within the school year may affect membership in Honor Societies. Please see the Academic Organizations section of the handbook for information.

### **Expulsion**

Expulsion is the permanent removal of a student from class attendance by the school, regardless of the time this may occur in the academic year. Any student who is expelled from Trinity forfeits his tuition for the remainder of that semester. Rarely does Trinity have to exercise expulsion. However, God clearly lays out His directives and enforcement procedures in His Word. Trinity must likewise be clear about such serious matters. Students may be disciplined (even to expulsion) for any conduct either on or off campus that impairs the mission of Trinity Presbyterian School. **While we cannot envision every situation that may occur, the administration will use their best judgment to assure that the discipline administered is appropriate to the offense committed.**

### **Illegal/Inappropriate Actions**

Students shall not possess, use, sell, transmit, transport, deliver, or distribute tobacco/nicotine/vapor products, products with nicotine, marijuana, hallucinogens, narcotics, stimulants, alcoholic beverages or any other controlled, unauthorized, or illegal substances or drug/vaping paraphernalia at any time.

These rules apply while a student is at school, in any school building, on or off any school premises, attending school-sponsored activities, on or about school-approved activity, function or during any period of time when the student's behavior has a direct and immediate effect on maintaining order and discipline and protecting safety and welfare of students and staff.

The administration reserves the right to require an immediate (within 24 hours) alcohol or drug detection test for cause or for reasonable suspicion if necessary, at the parents' expense. A licensed clinical lab must perform this test. Any refusal or failure to submit to testing will result in a disciplinary action, which could include expulsion. Possession or use of alcohol, vaping and/or nicotine products, controlled substances, being under the influence of alcohol or controlled substances on or off campus, at school sponsored activities, may result in one or more of the following consequences:

- The parents of the student will be contacted to retrieve the student from the school-sponsored event and have an on-site conference with a school administrator.
- The student may be suspended
- The student may be expelled
- The administration shall have the right to require counseling at the parents' expense.
- Appropriate disciplinary action as determined by the Administration.

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## **Weapons**

The possession of any weapon on campus or any school-sponsored activity may result in disciplinary action up to expulsion.

At times the school administration may take action to correct a situation in which some controlled or non-controlled substance is being used and is impairing the educational process or order of Trinity Presbyterian School. Additionally, the administration reserves the right to search a student's vehicle at any time if reasonable suspicion exists.

## **Harassment Policy**

Trinity Presbyterian School, herein TPS, believes that all students are entitled to a school environment free of harassment, and expects that all students will treat each other, as well as teachers, school employees and visitors with courtesy and respect. TPS takes its obligation to maintain this school environment free of harassment very seriously.

The policy of TPS is that it is improper for any student, male or female, to harass another student by:

- Making suggestive or crude remarks, by any means, regarding sexual orientation or activities.
- Creating an intimidating, hostile or offensive environment by any inappropriate conduct or action.

Any student who believes he or she has been subjected to harassment should report the alleged act immediately to a teacher, the head of middle school and upper school, the Deans of Students or the head of school. All complaints will be investigated immediately. Any student of TPS who has been found, after a thorough investigation, to have harassed another student will be subject to appropriate disciplinary action, up to and including expulsion from TPS.

Actions taken based upon a student's report of harassment will be treated confidentially and disclosed only on a need-to-know basis for investigative or other legitimate purposes. TPS trusts that all students will continue to act responsibly to establish a pleasant school environment free of any such harassment.

## **Anti-Bullying Policy**

Trinity Presbyterian School expressly prohibits the bullying or cyberbullying of any person by any means. Any and all such behaviors interfere with the school's educational mission.

What is bullying? When someone repeatedly and intentionally says or does harmful or hurtful things to a person who feels unable to defend themselves. It can include, but is not limited to: physical, verbal, relational, electronic (texting, phone calls, email), social media or other forms of technology.

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This includes three (3) important components:

- Bullying involves aggressive/intentional actions or behavior
- Bullying involves an imbalance of power
- Bullying happens repeatedly

Students in violation of the anti-bullying policy will be subject to disciplinary action.

### **Student Driving/Parking on Campus**

- Speeding into or out of campus by a student may result in the loss of driving privileges on campus. The speed limit is 15 miles per hour unless otherwise posted. Additional reductions in speed may be necessary in areas of vehicular and pedestrian congestion or during inclement weather.
- Students are to park in the parking lots designated **for student parking only** located behind the school. Students may not park in the faculty parking lots, thoroughfares, handicapped or visitor parking spaces, the circle in front of the school or at Eastwood Church.
- Motorists must yield to pedestrians.
- Students are NOT to block the dumpsters. Also, students may not park on the grass. Vehicles may be towed at the owner's expense.
- All students' vehicles must be registered through the upper school office. Students will need to have their car registration and driver's license with them when they register their vehicle. Students will receive a parking sticker to place on their front windshield.
- If a student turns 16 or gets a new vehicle during the school year and will be driving to school, he or she must register their vehicle in the office at that time.
- Specific student parking will be assigned at the beginning of each school year.
- It is not recommended to leave valuables in your car or park overnight on campus due to the possibility of vandalism.
- Trinity Presbyterian School assumes no liability for damages to vehicles operated or parked on campus. Any such damage is a risk assumed by the owner as operator of the vehicle.
- The administration reserves the right to inspect a student's vehicle at any time.

## TECHNOLOGY GUIDELINES

### Computers

Trinity Presbyterian School is committed to the use of technology in the academic program as a tool to expand learning opportunities and conduct scholarly research. Trinity Presbyterian School provides network access and computers for students. Our goal is to promote educational excellence by facilitating research, resource sharing, communication, collaboration and innovation. All network access is expected to support education and research and to be consistent with the educational goals of Trinity Presbyterian School.

The use of the network is a privilege, not a right, and inappropriate use or use in violation of this policy will result in disciplinary action, up to and including expulsion. The Responsible Use Policy is designed to give students and their family clear and concise guidelines regarding the appropriate use of laptops and other computers on Trinity Presbyterian School's campus. The underlying premise of this policy is that all members of the Trinity Presbyterian School community must uphold the values of honesty and integrity; thus, we expect our students to use good judgment and to utilize technology with integrity.

In the event of a widespread electronic or website outage, such as Canvas which would make completion and submission of assignments impossible, students should contact teacher ASAP. Student should make every reasonable effort to complete assignment despite outages.

All students must sign a Responsible Use Policy (computer contract) before being allowed to use any of the school's computers or devices.

### Personal Electronic Devices

Acknowledging that we live in an ever-changing technological landscape, Trinity Presbyterian School asks that parents partner with the school, the administration and the faculty to educate, train and monitor student use of devices. Applications are invented each day with both positive and negative outcomes. It is impossible to predict and prevent ALL student abuses of said instrumentation. We will strive to collaborate with parents and do all within our power to support a healthy educational environment.

**Middle and Upper School Students ARE NOT allowed to use a PED during the school day hours of 8:00-3:00. Students must keep their personal electronic devices (cell phones, Apple Watch, etc.) in their school locker during the school day.**

Any device capable of connectivity (smart watch, fitness tracker, etc.) will be treated like cell phones on campus. Students are not permitted to use a Smart Watch nor wear them on their wrist during the school day. **Bluetooth connected headphones may be allowed for academic purposes per teacher discretion.** They should never be taken out in the locker rooms. Failure to comply with these procedures will result in the student's device being taken up and the appropriate fine and consequence administered.

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Students should use the office phone in the case of an emergency, illness, confirming a checkout or other instances deemed necessary by the office personnel. Please make students aware of appointments and transportation arrangements before they leave for school. Parents should email their students during the day and not text.

**Any violation of this policy will result in the PED being confiscated until the end of the school day.**

#### **PED Violation Consequences:**

##### **First Offense**

- **Device taken to office and can be retrieved at end of school day.**

##### **Second Offense**

- **Device taken to office and must be retrieved by parents.**

##### **Any further Offense(s)**

- **\$20 cash fine per offense; Device taken to office and retrieved by parents.**

Students are to be aware of the Trinity Responsible Use Policy (RUP) for all electronics. No images, video, audio, etc. are to be transmitted inside/outside the classroom except with permission.

Students may not use recording devices including but not limited to computers, cell phones or wearable technology to record classes, conversations or assessments without the express consent of the teacher and all participants in the case of conversations. Under no circumstance shall a student have an electronic in his/her possession during an evaluation unless explicitly approved prior to the assessment.

Additionally, no student/parent is permitted to create a social media profile that appears to represent the school. All such profiles are the exclusive right of Trinity Presbyterian School and are to be created and used solely by designates of the school.

Remote/radio-controlled devices: No one may operate/fly any type of radio controlled/remote devices on/above the property of Trinity School without permission and direct supervision of a staff member.

Game playing on PEDS or calculators and the use of laser pointers or pens without permission is strictly prohibited during school hours/school sanctioned events. Students in violation will be subject to the above consequences.

Students should use the office phone in the case of an emergency, illness, confirming a checkout or other instances deemed necessary by the office personnel.

Please make students aware of appointments and transportation arrangements before they leave for school each day. Messages from parents to students about anything other than school related matters are strongly discouraged.

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All calls for permission to check out must be made from the office. It is the parent's responsibility to call the school in the case of a student's absence. Parents should email their students during the day and not text.

### **Lockers/Backpacks**

Students in grades 6-12 are provided with individual lockers. Each locker is equipped with an individual combination lock that should be locked at all times. Students should not share lockers, divulge their combinations, or exchange lockers with another person for any reason. Students are reminded that the lockers are not to be abused or defaced. The locks must not be jammed with paper or other objects and students may be billed and disciplined for any damage caused to the lock or the locker. Any item left outside the locker will be brought to the office and may be retrieved at 3:00.

Student's personal backpacks are allowed for transporting books and supplies to and from school only and may not be carried from class to class. School issued carrying cases are allowed throughout the school. Additionally, excessively large purses or other types of bags/packs are not allowed in the classrooms. These items should be stored in the student's locker at all times.

The administration reserves the right to inspect a student's locker, backpack, purse, etc. at any time.

## UNIFORM POLICIES

1. All students will wear *Southern School Uniforms and/or Tommy Hilfiger School Uniforms* to school. *Southern School Uniforms* has a website ([www.zoghbyuniforms.com](http://www.zoghbyuniforms.com)), and a local retail store (1721 Eastern Blvd., Montgomery, AL./334-215-0000). Tommy Hilfiger is an online provider only. You may order clothing items via their website at [globalschoolwear.com](http://globalschoolwear.com). Students may also wear approved clothing items from Paw Place or Cats Closet.
2. All items listed for your child's grade level are not required. You may choose from among them.
3. All clothing items worn to school must be purchased from *Southern School Uniforms/Tommy Hilfiger School Uniforms*, Paw Place or Cats Closet except shoes, socks, tights, overcoats, and hair accessories. Oxford shirts, shoes and belts may be purchased from *Southern School Uniforms/Tommy Hilfiger School Uniforms* or another store as long as it is the exact style as outlined in the uniform packet.
4. Backpacks, hair accessories, coats and blazers are available from *Southern School Uniforms/Tommy Hilfiger School Uniforms* but are not required. In addition to the fleece, heavier outerwear is available from *Southern School Uniforms/Tommy Hilfiger School Uniforms* and should be purchased for winter weather. Non-uniform outerwear may be worn to and from school but may not be worn in the hallways to and from classes or in the classrooms. Non-uniform outerwear is to be left in the students' locker during the school day.
5. The prescribed P.E. uniform is to be worn in P.E. class only. A student may only wear P.E. clothes in the hall if he is called to the office during P.E. class. At no other time are P.E. clothes allowed in the hallways or classrooms during school hours.
6. Hair is to be well groomed and neatly styled. Unusual hairstyle or color (as deemed by the administration) is unacceptable. Specific hair guidelines for young men are as follows:
  - Hair must not extend below the collar in the back (**hair must be pulled back if longer than the collar**), nor to the eyebrow in the front, nor over the middle of the ears.
  - Clean-shaven and shave on a daily/regular basis, i.e., no mustaches, goatees, beards, long stubble, sideburns that extend below the base of the ear. Those who come to school unshaven will be given a razor and required to shave at the school under the supervision of the Deans of Students.

Whereas Trinity Presbyterian School recognizes there are many organizations with noble causes, Trinity School WILL NOT support any organization that violates our school policies.

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### **Prohibited Clothing/Personal Items**

1. Any apparel, jewelry, accessory, notebooks, books, or manner of grooming, which by virtue of its color, arrangement, trademark, or any other attribute, denotes advocacy of drug use, violence, hatred, sexual misconduct or disruptive behavior.
2. Any manner of grooming or clothing that is too tight, revealing, distracting, or made of see-through material. All uniform items are to be fitted and worn to the standards desired by both the uniform company and Trinity Presbyterian School.
3. Any top that exposes the midriff.
4. Excessive piercings, tattoos (temporary or permanent), branding, or other non-conservative fads. Young men are not allowed to wear earrings to school.
5. Elaborate and/or distracting makeup, hair colors or style.
6. Hats, caps, or sunglasses worn in the school building.
7. Student attire will not endorse causes counter to the mission of Trinity School.

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All students will wear Southern School Uniforms, Tommy Hilfiger School Uniforms, and/or uniform-approved items from Paw Place and Cat's Closet to school.

### Young Men Uniforms

	Daily Dress	Chapel Dress* <i>* Students must remain in chapel dress the entire school day, including those who check in or out.</i>
<b>Bottoms</b>	<ul style="list-style-type: none"> <li>Uniform-approved khaki shorts/slacks</li> <li>Must not expose underwear or be excessively tight or baggy</li> <li>The hem of shorts shall be modest.</li> </ul>	<ul style="list-style-type: none"> <li>Uniform-approved khaki or gray slacks</li> <li>Must not expose underwear or be excessively tight or baggy</li> </ul>
<b>Tops</b>	<ul style="list-style-type: none"> <li>Uniform knit or oxford shirts</li> <li>Must be tucked in with collar down and buttoned</li> <li>Only plain white, navy, or red undershirts</li> </ul>	<ul style="list-style-type: none"> <li>Plain, pinstripe, or non-logo oxford shirt</li> <li>Must be tucked in with collar down and buttoned</li> <li>Only plain white undershirt</li> </ul>
<b>Socks/Shoes</b>	<ul style="list-style-type: none"> <li>Athletic shoes may be the color of your choice</li> <li>Non-athletic shoes must be brown, black, navy, red or tan; closed toe/heel</li> <li>NO crocs, flip flops, water shoes, wheelies</li> <li>Boots are allowed, but only under slacks</li> </ul>	<ul style="list-style-type: none"> <li><b>Socks:</b> solid black, gray, white, navy, brown or tan</li> <li><b>Shoes:</b> black, brown, or tan; closed toe/heel</li> <li>NO boots or athletic shoes</li> </ul>
<b>Belt/Tie</b>	<ul style="list-style-type: none"> <li>Belts are to be worn daily</li> <li>Plain brown or black braided or leather belt</li> <li>Trinity woven belt</li> </ul>	<ul style="list-style-type: none"> <li><b>Belt:</b> plain brown, black braided or leather; Trinity woven belt</li> <li><b>Tie:</b> Trinity navy/red striped neck or bow tie; Must remain on and tied the entire school day.</li> </ul>
<b>Athletic/Outerwear</b>	<ul style="list-style-type: none"> <li>Uniform-approved athletic/outerwear must be worn with a uniform shirt underneath</li> <li>Non-Trinity outerwear may be worn to/from school but must be kept in locker during school hours.</li> </ul>	<ul style="list-style-type: none"> <li>Navy blazers optional</li> <li>NO sport coat or suit jacket.</li> <li>NO Trinity Athletic wear</li> </ul>

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### Young Women Uniforms

	Daily Dress	Chapel Dress* <i>* Students must remain in chapel dress the entire school day, including those who check in or out.</i>
<b>Bottoms</b>	<ul style="list-style-type: none"> <li>Uniform-approved khaki, navy, or plaid skirts/skorts</li> <li>The hem of the skirt is to be no shorter than mid-thigh</li> </ul>	<ul style="list-style-type: none"> <li>Uniform-approved navy or plaid skirt</li> <li>The hem of the skirt is to be no shorter than mid-thigh</li> </ul>
<b>Tops</b>	<ul style="list-style-type: none"> <li>Uniform knit, oxford, or Peter Pan tops (Peter Pan blouse must be worn under a jumper or uniform sweater/vest)</li> <li>Must be tucked in with collar down and buttoned</li> <li>Blouses and all other shirts must be loose fitting enough to conceal undergarments and cleavage</li> <li>Only plain white, navy, or red undershirts/turtlenecks</li> </ul>	<ul style="list-style-type: none"> <li>Uniform blouse (Peter Pan or oxford)</li> <li>Peter Pan blouse must be worn under a jumper or uniform sweater/vest</li> </ul>
<b>Jumpers/Dresses</b>	<ul style="list-style-type: none"> <li>Uniform plaid, navy, or gray jumper with uniform blouse (Peter Pan/oxford)</li> <li>The hem of the dress is to be no shorter than mid-thigh</li> </ul>	<ul style="list-style-type: none"> <li>Uniform plaid, navy, or gray jumper with uniform blouse (Peter Pan/oxford)</li> <li>The hem of the dress is to be no shorter than mid-thigh</li> </ul>
<b>Socks/Shoes</b>	<ul style="list-style-type: none"> <li>Athletic shoes may be the color of your choice</li> <li>Non-athletic shoes must be brown, black, navy, red or tan; closed toe/heel</li> <li>Heel may not exceed 2 inches</li> <li>NO crocs, flip flops, water shoes, wheelies</li> <li>Boots are allowed, but only under slacks</li> </ul>	<ul style="list-style-type: none"> <li><b>Socks:</b> solid black, gray, white, navy, brown or tan</li> <li><b>Shoes:</b> plain black, brown, navy or tan flat, closed toe, dress shoe; No prints, glitter, animal print, etc.</li> <li>NO boots, athletic shoes, or casual shoes</li> </ul>
<b>Leggings/Tights</b>	<ul style="list-style-type: none"> <li>Solid black, brown, gray, navy, or white tights/leggings with no lace or prints</li> </ul>	<ul style="list-style-type: none"> <li>Solid black, navy, or white tights/leggings with no lace or prints</li> </ul>
<b>Athletic/Outerwear</b>	<ul style="list-style-type: none"> <li>Uniform-approved athletic/outerwear must be worn with a uniform shirt underneath</li> <li>Non-Trinity outerwear may be worn to/from school but must be kept in locker during school hours.</li> </ul>	<ul style="list-style-type: none"> <li>NO Trinity Athletic wear</li> </ul>

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### **Enforcement and Consequences:**

Attire may be checked at any time. If a teacher believes an article of clothing is in violation of uniform guidelines, appropriate measures will be taken. Students must correct dress code infraction immediately or be referred to the office. Students will not be allowed to return to class without proper attire. Offenders are subject to the discipline system. Repeat offenders will be subject to further disciplinary action. Multiple infractions may result in loss of uniform choice, such as being required to wear pants if the skirt length code is repeatedly violated.

**Administration reserves the final decision about the appropriateness of a manner of dress.**

## ***PARENT LIFE***

### **COMMUNICATION**

In a school setting, a certain amount of conflict and disagreement is inevitable. When questions and concerns arise, parents are encouraged to discuss the issues directly with school officials. In most cases, problems are resolved between the parent and the teacher with no involvement by the administration. To that end, parents are to direct concerns to school personnel in the following order:

1. Teacher/Coach
2. Deans of Students (for discipline matters and academic watch)
3. Head of Middle and Upper School/Athletic Director
4. Head of School

Please understand that the school administration, to include the Head of School, has an expectation that this chain of command has been followed, and that each of those listed in this chain has had ample opportunity to resolve an issue before the matter is elevated through the administrative ranks.

The Head of School is the final authority on all matters of conflict at Trinity Presbyterian School. **There is no appeal to the Board of Trustees. To that end, parents should not contact members of the Board to resolve operational matters.**

### **Social Media:**

Social media platforms are not appropriate outlets for dealing with school issues. **Parents are asked to refrain from taking to social media to make negative or disparaging comments regarding Trinity Presbyterian School, its students, employees, or members of the Board of Trustees, individually or collectively, or the policies adopted and enforced by the school.** Failure to comply with this policy may, at the discretion of the Head of School, result in the removal of a family from the Trinity Presbyterian School community.

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### **Harassment:**

Parents who choose to use email or other forms of communication to berate or otherwise harass employees of Trinity Presbyterian School may, at the discretion of the Head of School, be removed from the Trinity Presbyterian School community.

### **Parent to Teacher Communication:**

Communication is an essential component of parent-teacher relationships. Although teachers will gladly discuss your child's progress, parents are discouraged from contacting teachers at home. Teachers are provided with planning periods and are available before and after school for this purpose. Parents who wish to schedule an individual conference with a teacher may contact the teacher using their official Trinity email address. All teacher email addresses are published on the school website, [www.trinitywildcats.com](http://www.trinitywildcats.com). If you wish to schedule a conference involving **all your child's teachers**, please contact the guidance office at 213-2201.

Oftentimes, parents are uncomfortable discussing a concern directly with a teacher. However, the teacher must be given the first opportunity to resolve the issue. If the matter is not resolved after the initial parent-teacher meeting, the Head of Middle and Upper school or the Deans of Students may be called upon to meet with both the parent and the teacher. The matter should only be brought to the Head of School on rare occasions, and only after the parent was unable to resolve the matter in the manner outlined above.

**Note:** We request that you not enter the classroom in the morning to discuss issues related to your child with the teacher unless it is an emergency. Teachers are already engaged with their students and unable to devote their undivided attention to your concerns.

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### **Student Communication**

At Trinity, we strive to teach our students to resolve conflict at the point of origin. We also use biblical principles to teach them the importance of forgiveness and restoration. When conflicts develop, we help our students resolve their differences by counseling them to change offensive behaviors, ask for forgiveness, and extend forgiveness. Please remember that when you are speaking with your child, you are hearing only one side of the story. Before making judgements, please attempt to “get to the bottom” of the situation by inquiring of the teacher. Please speak directly with your child’s teacher if you believe a conflict has not been resolved. This allows us to deal confidentially and in a Christ-like manner with issues that may affect students and families.

### **Encouragement and Communication**

Your child’s teachers feel called to this profession and to their work at Trinity. They love the Lord and their students and invest their energies and talents into their classroom instruction and activities daily. One of the best gifts you can offer is a word of encouragement through email or a note, and this practice is highly encouraged.

### **Yearbook/School Pictures**

- Any student who does not have a school picture made on picture day or picture make-up day will not be featured on the class pages of the yearbook. The student's name will be listed as *Not Pictured*. (We will not Photoshop a picture of the student onto the background of the school pictures.)
- Seniors who do not choose a senior portrait for the yearbook by the posted deadline will have a portrait chosen for them by the yearbook staff.

## **VISITORS AND BUILDING SECURITY**

The safety of students, parents and faculty while on Trinity’s campus is of the utmost importance. During school hours, all visitors will enter the Lower School main entrance or Middle/Upper School main entrance using our video/intercom access-controlled system. Upon entering, all visitors will sign in using the Raptor System. This will require your driver’s license to sign in.

No visitors or parents should go to any classroom or any part of the building without first signing in with the office. Former students, graduates and alumni of Trinity School must have an appointment in order to visit campus.

Students from other schools are not permitted to visit Trinity during the regular school day, including lunch.

The campus of Trinity Presbyterian School is Alcohol, Tobacco, Weapon and pet free.

Trinity employs Presidential Security Company to provide an armed guard on campus during

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operational hours as well as after school hours on campus as deemed necessary by the administration.

The Environmental Protection Agency (EPA) developed regulations for dealing with asbestos in both public and nonprofit private schools. We are pleased to report that the EPA has reviewed our asbestos management information, and to our knowledge Trinity Presbyterian School is free of asbestos containing materials. For more information, please contact the Business Manager.

### **MEDICAL PROCEDURES**

The responsibility for administering medication rests with the parent. There are exceptions to this rule. In these cases, the student's medication, prescription or over the counter, should be sent to the school office with dosage instructions. A School Medication Authorization form must be on file in the office before students will be given any medication. If the medication is a prescribed medication, a doctor's signature is required on the form. Medication is not to be placed in a student's locker, desk, backpack, purse, car, etc. at any time. All medications must be dispensed through the office. Alabama law requires that all students must present to school officials a Certificate of Immunization (or exemption) to be kept on file. Your doctor has the necessary form. Beginning fall 2001, documentation of varicella (chicken pox) vaccination or immunity will be required for children entering 5-year-old kindergarten and escalating by one successive grade each year for the following years. Therefore, the varicella requirement would be an entrance requirement for all students in grades K-12 by the fall of 2013. We advise that all vaccinations and immunizations be kept active.

Children must stay out of school a minimum number of days for certain contagious diseases unless the doctor clears them for earlier re-admittance, in which case the child will be readmitted only with a doctor's written permission. Guidelines are offered to ensure minimum transfer of any contagious infection, diseases or virus. If a student runs a fever for any reason, they should not return to school until they have been fever free for 24 hours without fever reducing medication. Please adhere to the following suggested days of convalescence for these childhood illnesses:

- Chicken Pox— five days after breaking out
- Red Measles— seven days after breaking out
- Pink Eye, Strep Throat, Impetigo—24 hours following initial use of prescribed medication and cessation of fever
- Influenza--Students must be fever free for 24 hours before returning to school. In addition, students may not return to school before 48-72 hours after the initial dose of Tamiflu. If fever is present before the 48 hours are complete, additional time needs to be added until they are fever free.
- Head Lice— (1) If a teacher suspects the possibility of head lice, the student will be taken to the office for a head check by the school nurse on call. (2) If the head check produces any possibility or concern that head lice or nits may be present, parents will be called, and the student will be sent home for diagnosis confirmation (doctor/pharmacist) and treatment (if head lice or nits are confirmed). (3) If the head lice/nits are diagnosed, steps to destroying any lice at home are critical. The school

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nurse on call will provide handouts on home care. (4) Upon returning to school, the school nurse on call will check the student for any remaining head lice or nits or student may present a statement from the child's physician verifying that the child is free of head lice;

- Mono—Students with Mono must have a note from a physician before they will be allowed to return.
- Vomiting/Diarrhea-- a student who has actively vomited or had diarrhea at school will be sent to the office to go home. The student should be symptom free for 24 hours after the last episode of vomiting/diarrhea before he/she returns to school.

### **EMERGENCY PROCEDURES**

Fire, severe weather and lockdown drills are implemented on a regular basis during the school year. In the spring, when severe weather is not uncommon, the school may be placed on a severe weather alert. At this time, we will follow outlined procedure. During a severe weather alert, all persons will take shelter in a protected area. The office is equipped with a monitor alert system that is in operation during times of inclement weather. During a severe weather alert, no child will be released to anyone but his or her own parent. If an alert occurs prior to children coming to school, please remain at home until the alert is cancelled.

#### **Severe Weather**

The state requires a minimum of 175 days of open school and every effort will be made to keep Trinity open. However, such severe weather conditions may exist that opening school may jeopardize the health and safety of the faculty and students. ON THESE DAYS PARENTS AND STUDENTS ARE ASKED SPECIFICALLY NOT TO CALL THE ADMINISTRATION, STAFF OR BOARD MEMBERS. We will send out notification to the parents via email, the Trinity website, our alert notification system, and notify local radio and television stations.

An emergency procedure is in place to ensure safety for all students should an on-campus emergency arise. In case of such an emergency, parents will be notified via email, the Trinity website, or our alert notification system.

#### **School Hours**

The regular school hours for the middle and upper school are 8:00 a.m. until 3:00 p.m. All parents are strongly encouraged not to drop off their students before 7:30 a.m. unless they have prearranged to meet with a teacher before that time. All students should be picked up no later than 3:45 p.m. unless involved in school-sponsored activities. Students not picked up by 3:30 will wait for their ride outside the main office area.

Trinity is not responsible for the supervision of students before 7:30 a.m. or after 3:45 p.m. unless the student is involved in a school-sponsored activity.

#### **CATS Quest**

The CATS Quest program will provide afterschool care at Trinity for K3 – 8<sup>th</sup> grade students. Registration for the program must be completed on the Trinity website.

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## SCHOOL SCHEDULE

### 2023-2024 Schedule

Monday - 7 classes 50 minutes	Tuesday - 5 classes 70 minutes	Wednesday - 4 classes 70 minutes ADVISORY/ACTIVITY (LATE START)	Thursday - 5 classes 70 minutes	Friday - 7 classes 50 minutes	Tuesday/Thursday ACTIVITY/CHAPEL (as needed)
1ST PERIOD 8:00-8:50	3RD PERIOD 8:00-9:10	PD/FACULTY MEETINGS	1ST PERIOD 8:00-9:10	1ST PERIOD 8:00-8:50	1ST/3RD Period 8:00-9:10
2ND PERIOD 8:55-9:50 (Homeroom)	4TH PERIOD 9:15-10:35 (Homeroom)	1ST PERIOD 9:00-10:10	2ND PERIOD 9:15-10:35 (Homeroom)	2ND PERIOD 8:55-9:50 (Homeroom)	ACTIVITY/CHAPEL 9:15-9:40
BREAK 9:50-10:00	5TH PERIOD 10:40-11:50	ADVISORY/ACTIVITY 10:15-10:40	3RD PERIOD 10:40-11:50	BREAK 9:50-10:00	2ND/4TH PERIOD 9:45-10:50
3RD PERIOD 10:05-10:55	US LUNCH 11:50-12:15	2ND PERIOD 10:45 - 11:55 (Homeroom)	US LUNCH 11:50-12:15	3RD PERIOD 10:05-10:55	3RD/5TH PERIOD 10:55-12:00
4TH PERIOD 11:00-11:50	MS 6TH PERIOD 11:55-1:05	MS LUNCH 11:55-12:30	MS 4TH PERIOD 11:55-1:05	4TH PERIOD 11:00-11:50	US LUNCH 12:00-12:25
US LUNCH 11:50-12:15	US 6TH PERIOD 12:20-1:30	US LUNCH 12:00-12:30	US 4TH PERIOD 12:20-1:30	US LUNCH 11:50-12:15	MS 4TH/6TH PERIOD 12:05-1:10
MS 5TH PERIOD 11:55-12:45	MS LUNCH 1:05-1:30	6TH PERIOD 12:35-1:45	MS LUNCH 1:05-1:30	MS 5TH PERIOD 11:55-12:45	US 4TH/6TH PERIOD 12:30-1:35
US 5TH PERIOD 12:20-1:10	BREAK/OFFICE HOURS 1:30-1:45	7TH PERIOD 1:50-3:00	BREAK/OFFICE HOURS 1:30-1:45	US 5TH PERIOD 12:20-1:10	MS LUNCH 1:10-1:35
MS LUNCH 12:45-1:10	7TH PERIOD 1:50-3:00		5TH PERIOD 1:50-3:00	MS LUNCH 12:45-1:10	BREAK/OFFICE 1:35-1:40
6TH PERIOD 1:15-2:05				6TH PERIOD 1:15-2:05	5TH/7TH PERIOD 1:45-3:00
7TH PERIOD 2:10-3:00				7TH PERIOD 2:10-3:00	

### Carpool and Traffic Instructions

- Parents are expected to cooperate fully with the Security Guard and teachers on duty. These professionals are here to do a job and provide maximum safety for your children.
- Use turn signals when applicable and refrain from using your cell phone while in carpool.
- Drivers may enter either entrance (kindergarten or south parking lot) coming south on Trinity Blvd. **No left turn will be allowed into the front circle.** Signs are posted and tickets may be issued.
- Drivers must follow the traffic routes as laid out by the cones and stationary poles. All drivers should refrain from blocking the entrances to the school during drop-off and pick-up times in order to help keep the traffic flowing on Trinity Blvd.
- Students are not to cross Trinity Blvd. and must be picked up on school property. Parents should wait in their cars in the carpool line and not enter the school building to pick up their students.

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- Middle and Upper School students without Lower School siblings are to be picked up after school outside Willett Hall. Students with Lower School siblings may be picked up in the front of the school.
- All upper school students who are not drivers themselves must go to carpool for pick-up. Students whose parents have not arrived by the end of the carpool line will be sent to the front of the school to wait for pick-up.
- During busy drop-off and pick-up times (7:30-8:00am and 3:00-3:45pm) all vehicles leaving the south parking lot (Willett Hall) will turn right only.
- If you must leave your car at any time, park in the designated 10 min. parking lane on the far left of the drive and cross only at the designated crosswalk.

### **Tuition and Fee Payment**

Multiple payment plans of one, four, or twelve payments are available for tuition. Information about each of these plans is available online.

FACTS provides a monthly bill for all tuition and fees based on the published tuition and fee schedule. In addition, other incidental charges for field trips, t-shirts, yearbooks, memberships, etc. are billed at various times during the year. Incidental charges should be posted between the 5<sup>th</sup> and 10<sup>th</sup> of each month. The payment is due no later than the last day of the month. The payment can be dropped off, mailed to the business office or paid online. We accept Visa, Master Card, American Express or E-Check. Any past due balances will be assessed a 3% per month late fee.

All billed first semester tuition and fees along with other billed charges as of September 30<sup>th</sup> must be current by the 15<sup>th</sup> of October and all billed second semester tuition and fees along with other billed charges as of February 28<sup>th</sup> must be current by the 15<sup>th</sup> of March.

In the months of October and March of each year, the bill must be paid no later than the 15<sup>th</sup> day of the month or by the next business day if the 15<sup>th</sup> falls on a weekend or a holiday. If this payment is not made by the 15<sup>th</sup> of the month, the student will not be allowed to return to class and will not be allowed to participate in any extra-curricular activities beginning on the 16<sup>th</sup> of the month or the next business day if the 15<sup>th</sup> falls on a weekend or a holiday.

To hold your student's place in their selected classes or on a class role, the May statement must be paid in-full by May 31<sup>st</sup>, or the next business day if May 31 falls on a weekend or holiday. This statement includes charges from the current school year and the 1<sup>st</sup> tuition installment for the next school year. This payment will be non-refundable after June 1. If the school is not notified by June 1<sup>st</sup> that the student is withdrawing, the May statement is required to be paid in full before an official transcript will be sent to the new school.

In addition to this policy, if the May statement is not paid in-full as of June 15<sup>th</sup>, students will not be allowed to participate in any extra-curricular activities and services, including tryouts, camps, trips, workouts, clinics, library, summer events, or summer classes for the upcoming school year.

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If any personal check **or online payment** is returned after the October 15<sup>th</sup> and March 15<sup>th</sup> deadlines, the business office will call and the check must be replaced with cash, Cashier's-check, or money order within three days or the student will not be allowed to return to classes and will not be allowed to participate in any extra-curricular activity until the check is replaced. Student absences based on this policy will be classified as unexcused absence and make-up work will not be allowed unless specifically approved by the administration.

The Business Office is required to track and report to the IRS more than \$10,000 in *cash* received for tuition in a single transaction or related transactions in a 12-month period. Cash is not only currency; it is further defined as a cashier's check, traveler's check or money order if the amount is less than \$10,000. Of course, personal checks or on-line service checks drawn on your bank account are not included in this requirement. We will notify you when we file an IRS Form 8300, although this is not required of us.

### **Enrollment Process and Fees**

Enrollment at the school is governed by an Annual Enrollment Agreement which must be executed in February for the following school year. The terms contained in that agreement outline tuition obligations, Tuition Insurance, and the conditions of student enrollment. Parents of currently enrolled students have priority when applying for additional students for grades K3-12. This application can be done at any time through FACTS. A tuition deposit is required to enroll a student if a spot is offered and accepted. Once a spot is accepted by the parents, the tuition deposit becomes nonrefundable.

During January of each school year, all enrolled families will receive an email with the new tuition and fee schedule for the next school year. In February all students planning to return for the following school year, must log in to FACTS to complete the reenrollment process. The Tuition Deposit must be paid for the student to participate in any tryouts, camps, and/or clinics or extra-curricular activities for the school year.

The school can terminate enrollment based on the Parent/Student Handbook, which is updated annually.

For non-enrolled families to begin the process of placing a child's name in the applicant pool, an application must be made through FACTS. The Admission Director will contact the family with the steps in the admission process. A Tuition Deposit is required to enroll a student if a spot is offered and accepted. The Tuition Deposit is nonrefundable.

### **Textbook Protocol**

Trinity Presbyterian School provides textbooks, basic novels, workbooks, and consumable resources for students, which are included in the cost of tuition. Exceptions to this protocol must be approved by the Administration. (See Advanced Placement Protocol below.) Whenever possible, electronic textbooks (e-books) will be utilized in lieu of a hardcopy textbook. Contingent upon availability and budget constraints, a classroom set of textbooks may be available for students as needed during the school day. Parents may purchase a hardcopy textbook for home use, as applicable.

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### **Advanced Placement Textbook/Resource and Exam Protocol:**

Per the *Trinity Presbyterian School College Board Advanced Placement (AP) Course Student/Parent Agreement*, a student agrees and understands that he/she is required to take the College Board AP exam. The student is responsible for the cost of the AP exam (approximately \$100.00) and the purchase of required AP textbooks/e-books/consumables, reference and resource materials (electronic and/or hard copy, as applicable), and resource fees. These fees are nonrefundable.

### **School Textbook Fines**

It is imperative that parents and students share in the stewardship of educational resources, electronic, and hardcopy textbooks. In the event of loss, damage, or defacement of a school issued textbook, the student will be assessed for replacement of the textbook. A student may receive a textbook fine (based on the judgment of the academic instructor) for a textbook that was damaged or worn beyond a normal school year's use. In the event of unusual damage, a student may be expected to pay the entire replacement cost of a book. Should a student have to replace an e-book, he/she is responsible for costs to download or reinstall, as applicable per vendor licensure. Transcripts will be withheld until all school related fines and charges are cleared through the Business Office.

### **Student Placement**

The placement of your child and his welfare are a serious consideration of the administration at all times. Some ability grouping is done at the upper school level to offer each child the maximum benefit of the given subject area. Students mature greatly from not only the approaches of a variety of teachers but also the diversity of the class make-up. **PLACEMENT REQUESTS ARE NOT ACCEPTED AND THE ADMINISTRATION ASKS YOU TO SUPPORT THEIR DECISIONS FOR YOUR CHILD.** Much prayerful consideration is given to the placement of each student.

### **Lunch/Lunchroom Procedures**

Student lunches are prepared on campus daily by Sage Dining Service. The cost for lunch is included in tuition. There is not a separate charge for lunch for students. Any parent or other family member who would like to eat lunch with their student must sign in with the Business Office and purchase a ticket for \$10.00 per lunch. No outside vendor food may be brought into the lunchroom or US Library Media Center without expressed permission. Students may bring a packed lunch from home. Additionally, students from other schools are not permitted in the lunchroom at any time during the school day.

### **Field Trips/School Sponsored Activities**

Field trips are an excellent means of enriching the educational experience. Many teachers, because of their subject matter, utilize field trips a great deal. These trips are supplemental to the general course of study at Trinity and, as a result, students are assessed to cover the cost. It must be emphasized that no student is required to participate in a field trip experience if an

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assessment is necessary, although his presence in school is expected that day. When field trips are offered at no expense, students are expected to attend. However, a student in grades 9-12 with a grade below a C in a subject or has discipline issues may be required to attend class and miss the field trip if deemed necessary by the administration. When students participate in a field trip, all Trinity School regulations are in effect unless specifically suspended by the school. All students will obey the regulations, including the dress code for field trips. All students are required to have a field trip permission slip on file with the school.

The Alabama Department of Public Safety has restrictions on a Stage II driver. Trinity School respects these restrictions:

- You may only have 1 passenger other than your immediate family in the vehicle.
- You may not use a cell phone or any other handheld device while behind the wheel.

## Index

Attendance/Absences.....	17
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To *glorify God* by providing for students *the highest quality college-preparatory education*, training them in the *Biblical world and life view*, thus enabling them to *serve God in spirit, mind and body*.

Academic Covenant .....	7
Academic Organizations .....	13
Academic Performance and Grading.....	9
Anti-Bullying Policy.....	27
Athletic Attendance Requirements .....	20
School Schedule.....	41
Carpool and Traffic Instructions .....	42
College Visits.....	19
Communication .....	36
Computers .....	29
Conduct and Discipline .....	22
Course Placement.....	44
Discipline Guidelines.....	24
Drug Testing Program.....	21
Emergency Procedures .....	40
Enrollment Process and Fees .....	42
Exams/Exemptions .....	10
Field Trips.....	45
GPA Requirement.....	11
Grade Check Report/Academic Watch.....	10
Harassment Policy.....	26
Homework.....	11
Illegal Actions.....	28
International Academic Travel.....	16
Lockers/Backpacks .....	31
Lunch and Lunchroom Procedures.....	45
Make-Up Work .....	19
Medical Procedures .....	39
Personal Electronic Devices .....	29
FACTS .....	9
School Hours .....	41
Student Parking/Driving on Campus .....	28
Textbook Protocol .....	44
Tuition and Fee Payment .....	44
Uniform Policies.....	32
Uniform Chart .....	33
Visitors and Building Security .....	39