MIDDLE AND UPPER SCHOOL PARENT/STUDENT HANDBOOK 2026-2027

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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

Rooted in Christ. Growing in Excellence. Living with Purpose.

Our vision is to be a Christ-centered community rooted in faith, growing in excellence, and preparing students to live with wisdom, integrity, and purpose for the glory of God.

III. CORE VALUES

- **SERVICE**
  "For even the Son of Man did not come to be served, but to serve, and to give his life as a ransom for many." Mark 10:45
- **INTEGRITY**
  "Finally, brothers and sisters, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable-if anything is excellent or praiseworthy-think about such things." Philippians 4:8
- **RESPECT**
  "Dear children, let us not love with words or tongue but with actions and truth" 1 John 3:18
- **RESPONSIBILITY**
  "Whatever you do, work at it with all your heart, as working for the Lord, and not for men." Colossians 3:23
- **GROWTH**
  "So then, just as you received Christ Jesus as Lord, continue to live your lives in him, rooted and built up in him, strengthened in the faith as you were taught, and overflowing with thankfulness." Colossians 2:6-7

IV. 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.

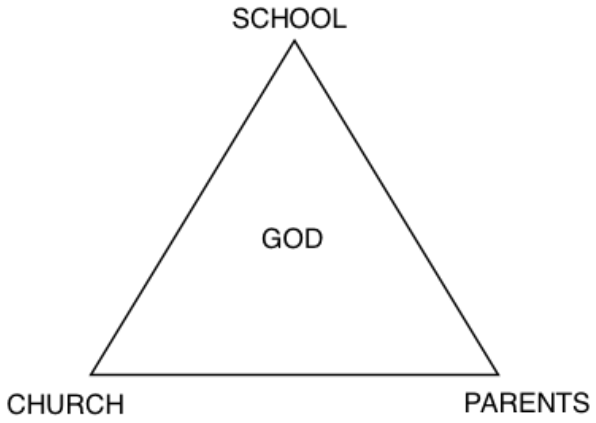
C. To provide an educational foundation that will ultimately enable students to achieve success at the college level, recognizing that all learning styles and special needs cannot be met.

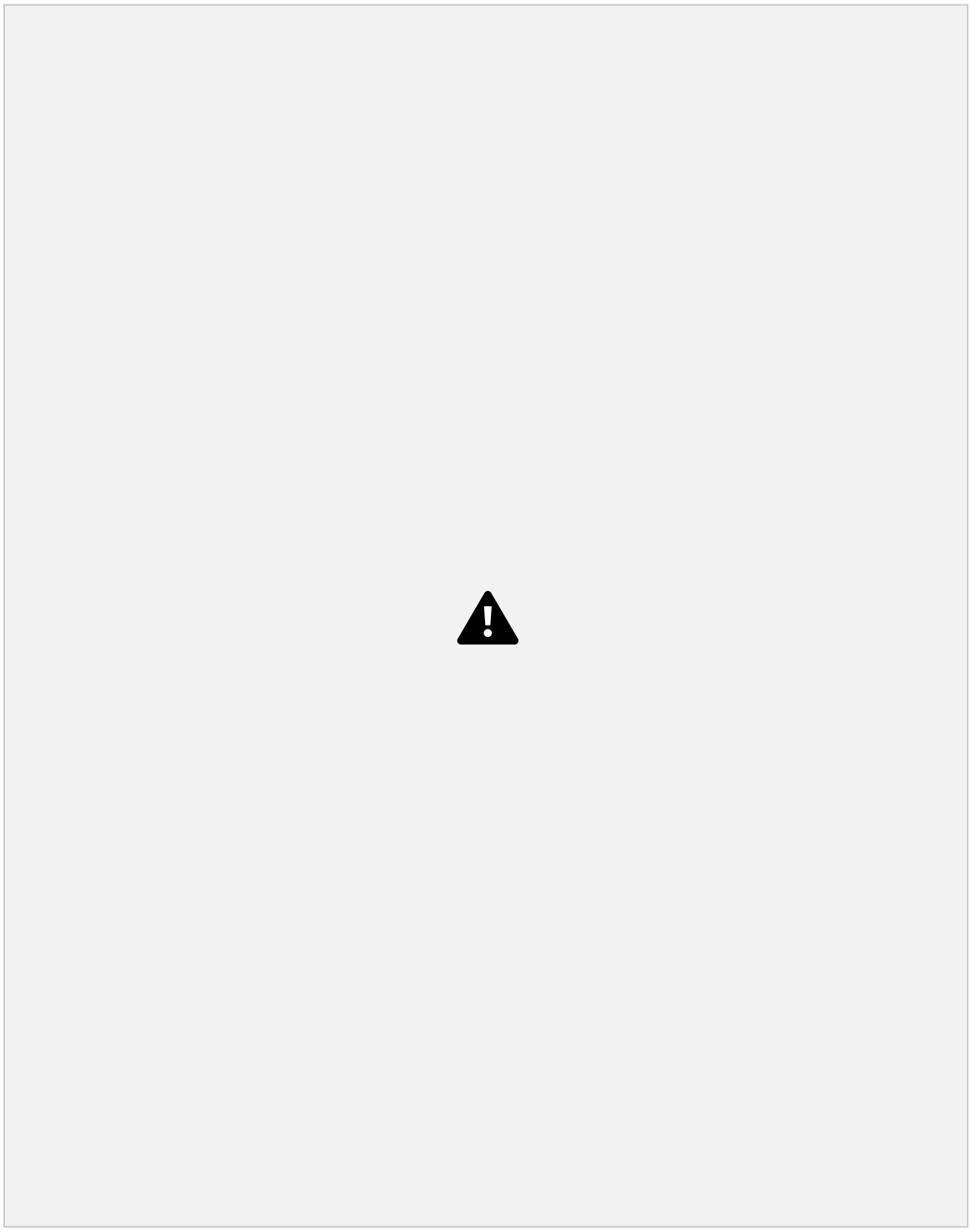
D. To provide a qualified Christian faculty, staff and Board, each of whom professes and exhibits a personal relationship with Jesus Christ and a calling to ministry with students.

E. To be good stewards of the resources God has entrusted to us.

V. 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.





PRINCIPLES OF GOOD PRACTICE
PARENT-SCHOOL RELATIONSHIPS

The best schools are a partnership of committed educators and devoted parents and guardians. All children benefit when the adults in their lives collaborate. Trinity Presbyterian School actively seeks to establish and sustain the parent and school partnership in principle and in practice with Proverbs 22:6.

At Trinity, our Mission, Core Values, and Portrait of a Graduate together provide a clear set of the school's expectations. Below are expectations, of ourselves as Trinity educators, and of you, as Trinity parents and guardians.

A Presumption of Goodwill:

Fundamentally, the relationship between Trinity (teachers, administration and staff) and our parents and guardians depends on a presumption of goodwill. Parents and guardians love their children. They want and need to look out for their children's best interests. The school hires and supports Christian educators who are charged with serving students in mind, body, and spirit.

Effective school-parent partnerships include:

1. Mutual respect and a presumption of goodwill.
2. A shared commitment to productive, respectful, Christ-centered communication.
3. A common vision of the goal to be reached: engaged and challenged students who promote and uphold the school's expectations at home, as well as at school.

Elaboration of Expectations:

Trinity Presbyterian School is an environment of high expectations. Those expectations apply to the leadership, the teachers, and the staff of the school, as well as to students and their families. We seek parents and guardians who, likewise, will have high expectations of us as educators.

Parental Expectations of Trinity Presbyterian School:

1. Expect the school to assume goodwill from you as parents and guardians.
2. Expect administrators and teachers to be accessible and responsive to you as parents and guardians and to model Christ-like honest and respectful dialogue.
3. Expect teachers to engage, challenge and spiritually mentor your student.
4. Expect administrators and teachers to be professional educators, current in their subject areas and knowledgeable of best practices.
5. Expect the school to keep parents and guardians well-informed through reports, letters, conferences, meetings, publications, electronic communications and informal conversations.
6. Expect the Trinity Board of Trustees and staff to be good stewards of the school's financial resources and mindful of the school's long-term prospects.

Trinity's Expectations of Parents and Guardians:

1. The school expects you as parents and guardians to assume goodwill about our work with your children and with you.
2. The school expects parents and guardians to be open communicators with us as a school. We ask you to trust that teachers and administrators want the best for your child. Please make an effort to stay informed and voice your questions and concerns to the appropriate school personnel.
3. The school expects parental support for its Mission, Core Values, and Portrait of a Graduate profile.
4. The school expects parents and guardians to provide a home environment that supports the development of positive learning attitudes and habits, as well as one which supports the school.
5. The school expects parents and guardians to involve themselves in the life of the school as much as possible (volunteering, communicating, attending events and conferences, etc.)
6. The school expects parents and guardians to be financially responsible and settle accounts in a timely manner

Mission, Core Values, and Portrait of a Graduate:

Trinity's Mission, Core Values and Portrait of a Graduate unify the school community and guide everyday decisions and institutional policies. Together, these ideals capture the school's high expectations for student achievement, parent and guardian support, and teacher performance. Student success requires the community to work together with trust and confidence. Trinity's mission is to enable students to serve God in mind, body, and spirit through academic excellence and Biblical truth.

Some of the most important expectations for our community are enumerated in our Core Values: service, integrity, respect, responsibility and growth. Trinity's Core Values set forth a standard of conduct that is the foundation of life as a follower of Christ. These values provide an ethical compass and give purpose to the education we provide.

Trinity's Portrait of a Graduate is a set of essential qualities and principles instilled in Trinity students to prepare them for life after graduation. The Portrait of a Graduate promotes, supports and compels, and embodies the collective vision of a Trinity graduate to have a foundation in Christ, be a lifelong learner, a collaborator, and a critical thinker.

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, faith, 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 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 <u>BOLD</u> 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 during the first week of school that should be signed by the parent and 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 mind, body and spirit.

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

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.

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 words or ideas without giving proper credit in the assignment. This also includes the use of AI (artificial intelligence). Please see page 34 for Trinity's AI policy.

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.

<u>Consequences</u>

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 communication with the student and parents. The student will complete an alternative assignment and/or receive a zero as assigned by the teacher.
   - 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.

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

The weighted cumulative college GPA is calculated using the following scale and printed on the student's college transcript:

Letter Equivalency	Numerical Grade	Regular Quality Points	College Quality Points	Honors Quality Points	AP Quality Points
A	90-100	4	4.25	4.5	5
B	80-89	3	3.25	3.5	4
C	70-79	2	2.25	2.5	3
D	64-69	1	1.25	1.5	2
F	0-63	0	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) and choose the **FACTS** link from the homepage in order to check students' grades. Grades are posted on FACTS**.** For any issues with FACTS, please contact computersupport@trinitywildcats.com.

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 : 8/12 to 10/16
- Quarter 2 : 10/19 to 12/18
- Quarter 3 : 1/5 to 3/12
- Quarter 4 : 3/22 to 5/20

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

- Semester 1 : 8/12 to 12/18
- Semester 2 : 1/5 to 5/20

Upper School Mid-Semester Progress Reports

At the midpoint of each semester, Upper School parents will receive a progress report reflecting the student's current academic standing. The report will include a written comment from each teacher identifying the student's progress, areas of strength or concern, and, when appropriate, specific steps for improvement. Mid-semester progress reports are informational snapshots, not final grades, and are not recorded on the student's transcript. Parents should expect significant academic concerns to be communicated before the progress report is issued.

Middle School Academic Comments

Middle School students will receive report cards at the end of each nine-week quarter. Each student's first- and third-quarter report cards will include meaningful teacher comments addressing academic progress, strengths or concerns, and, when appropriate, steps for improvement. Comments will also be provided at other designated reporting periods for any course average below 75.

The Division Heads will be notified of students with grades at a "69" or below in any class and that student will be placed on Academic Watch.

Academic Watch

The Director of Academic Enrichment 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.

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

For 2nd 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 2nd 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 94.5 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 9th 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).

A semester course completed with a 64 average or better earns ½ unit of credit. Students must earn a minimum of 7 credits per year, except 12th graders, who must earn a minimum of 6 credits. Please see page 5 of the MS/US Course Guide for Graduation Requirements.

Students must retake and pass failed courses 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 9th grade.

Community Service Requirement

(Upper School Students only)

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

Seniors: 14 hours
Juniors: 10 hours
Sophomores: 8 hours
Freshman: 4 hours

Steps to Earning Community Service

1. Log in to your Mobile Serve account
2. Call the social agency to make arrangements or sign up for an event through Mobile Serve.
3. Log hours on the Mobile Serve app.

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 to go 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, 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 that 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:

World 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 a world 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 world 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 Pre-Calculus, Honors Calculus, AP Calculus or AP Statistics and who have at least a weighted average of a "95" in each of the three semesters of all math courses 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 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. Members must maintain an 85 average after induction to remain in good standing. The

student must also maintain a 90 average in their art courses. If these requirements are not met, a student may be placed on probation for one semester and will receive a warning. The student then has one semester to return to good standing. If the requirements outlined are not met 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 comply with the Academic Covenant and have no Covenant violations.

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

Attendance is required at meetings to maintain membership and NAHS privileges 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 overall average; juniors and seniors must have a 90 overall average. 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 to return to 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 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 for consideration.

Members must have at least an 85 overall average (no rounding) from all classes the year of

induction. Members must maintain an 85 average after induction to remain 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 the student does not meet the requirements 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 comply with the Academic Covenant and have no Covenant 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 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 the 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.

Student Organizations

(Upper School Students only)

Student Government Association (SGA)

The Student Government Association (SGA) is a group of elected student leaders who serve as a vital link between the student body and school administration. Comprised of outstanding students who exemplify leadership, character, and school spirit, the SGA represents the voice of the student community and works to enhance the overall school experience.

Membership in SGA is a selective process that reflects a student's commitment to leadership and service. Candidates must complete an application, participate in an interview with the Director of Student Activities, and receive positive teacher evaluations. Final selection is determined through a vote by the student body.

Requirements for Membership:

- Minimum cumulative GPA of 3.0
- Approved disciplinary record from the Upper School Principal and Director of Student Activities
- No more than two detention halls and no in-school or out-of-school suspension
- In full compliance with the school's Academic Covenant (no violations)
- Positive faculty evaluations and recommendations
- Demonstrated leadership ability, integrity, and a commitment to serve the school community
- Willingness to actively participate in SGA meetings, events, and initiatives

SGA members help plan and lead campus events, promote school unity, and work closely with faculty and administrators to address student concerns and foster a positive and inclusive school culture.

School Ambassadors

Upper School Ambassadors are student leaders who represent the school with excellence, enthusiasm, and integrity. As official hosts and representatives, Ambassadors play an essential role in welcoming prospective families, supporting school events, and promoting a positive and inclusive school culture.

Ambassadors are selected through a process that includes teacher evaluations and an interview with outside members of the community. Students chosen for this role are expected to model the highest standards of character, leadership, and school spirit. They serve as role models for their peers and help foster a warm, engaging environment for all students and visitors.

Responsibilities of School Ambassadors include:

- Leading tours for prospective students and families
- Assisting with admissions events, open houses, and orientation programs
- Supporting school-wide events and initiatives
- Welcoming and mentoring new students
- Representing the school to guests, donors, and community partners

Requirements for Selection and Continued Participation:

- Minimum cumulative GPA of 3.0
- Approved disciplinary record approved by the Upper School Principal and Director of Student Activities
- No more than two detention halls and no in-school or out-of-school suspension
- In full compliance with the school's Academic Covenant (no Covenant violations)
- Positive faculty evaluations and recommendations
- Strong communication skills and a welcoming demeanor
- Demonstrated leadership, reliability, and commitment to serving the school community

School Ambassadors reflect the values and mission of the school. Their service helps create a sense of belonging and pride within the student body and positively shapes the experience of those visiting or joining our community.

SEVENSTAR DIRECT ONLINE COURSE SERVICE

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 students to be present for at least 155 school days to satisfactorily complete 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 after-school practices, school-sponsored athletic events, 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. If an appointment must be during school hours, students should provide a parent-written note 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.
All calls for permission to check out must be made from the office.

   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. **A tardy is assigned one demerit point for each occurrence.** (See Conduct and Discipline section of this handbook.) Habitual tardiness is grounds for disciplinary action since it may impact academic performance.

c. **Leaving Campus During the School Day**—Students may not leave campus during lunch or at any other time to purchase food, run errands, or for personal convenience. Parent permission alone does not authorize a student to leave. Students may leave only for a legitimate reason approved by the administration and after completing the required office check-out procedure. Senior off-campus privileges apply only when formally granted by the administration and may be limited or revoked. Leaving campus without authorization and properly checking out is a disciplinary offense.

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 Division Heads.

- Absence must be requested at least 3 full school days in advance, and the completed form must be turned in one full school day prior to the 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 at the 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 Division Heads. These include but are not limited to truancy, cutting class, and/or personal appointments that are not medical.

- **Major assignments missed during an unexcused absence may 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.
- The student is responsible for obtaining all assignments in advance and turning in completed assignments per teacher discretion.

- **An Athletic absence** is a sanctioned absence and will not count against a student's attendance or senior's exam exemption status. Students are responsible for making arrangements in advance to complete all assignments, projects, tests, etc. 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 do so. 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 Division Heads. 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 Division Heads. After April 1, the Division Heads must approve any senior taking college trips. **During 2nd semester, seniors may not visit schools to which they have not applied.**

  - College visits must be prearranged 3 full school days prior to the visit, with proof of appointment with the college or professor.
  - College form must be completed and turned in to the US office 1 full day prior to the visit.
  - All assigned work is due before the visit/absence.

  Parents are responsible for calling the school if a student is absent.

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:

- Students must arrange all make-up assessments 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 the teacher.
- Students who check out prior to or check in after a class for which a project/assignment is due that day will be responsible for submitting the assignment either on Canvas or as

directed by the teacher, or the student may be subject to a minimum grade deduction.

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

Absence Type	Description	Guidelines	Due Date
Excused	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
Unexcused	These include but are not limited to truancy, cutting class, hunting, out of school suspensions, or appointments that are not medical (haircuts, etc.)	All work missed during an unexcused absence will receive no higher than 70% on major assignments.	Makeup of all assignments will be done at the discretion of the teacher.
Pre-Planned	A vacation or non-school related event (club sport competition, etc.) Must be arranged **in writing** by the parents with the Division Heads 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.
School-Sanctioned	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.
Personal Sanctioned	Absences from the death and funeral of a family member/friend	Arranged by teacher and administration	Arranged by teacher and administration
College Visits	A junior or senior is allowed 3 visits per year. Beyond 3 visits must be approved by Division Heads.	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.

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 7th period are required to attend 7th period physical education class once the fall, winter, or spring athletic season is completed. Students will not receive academic credit for 7th 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 7th period physical education when the season is completed in order to receive credit for 7th period athletics.

Student Life

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

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.

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 Division Heads will notify teachers when a student in their class has been suspended so that proper credit deductions can be administered. Please note that the Division Heads will go to great measures to protect student privacy and teachers should as well.

Discipline Guidelines

MINOR OFFENSES

Student Demerit Point System

The purpose of the demerit system is to encourage growth in responsibility and Christ-honoring behavior, not simply to assign consequences. The system provides a clear and consistent method for addressing routine student misconduct.

Demerit points are cumulative across all categories during each nine-week grading period and reset at the end of that period. A point reset does not erase the student's disciplinary record or prevent the administration from addressing a repeated pattern of behavior or a major offense.

Point Values

One-point violations include:

- Tardiness to class
- Misconduct in the classroom, dining hall, media center, hallways, assemblies, athletic events, or another school activity
- Dress-code violations
- Littering
- Backpack, locker, parking, or similar routine rule violations
- Other behavior deemed inappropriate by a faculty member or administrator

Two-point violations include:

- Profanity
- Cell-phone or other prohibited personal electronic-device violations
- Rudeness or disrespect

Profanity, slurs, objectifying or degrading language, serious technology misconduct, or openly defiant behavior may be treated as a major offense depending on its nature, severity, repetition, and impact.

Accumulated Points and Consequences

Points	Consequence
3	Email notification from the school
4	Meeting with the appropriate Division Head and student-led telephone call home
6	Detention Hall (additional email notification)
8	Double Detention Hall served as one double-length session (additional email notification)
10	Two Double Detention Hall assignments, each served as one double-length session (additional email notification)

Points	Consequence
Above 10	Additional consequences determined appropriate by the Division Head (with contact from Division Head)

After a student reaches ten points, subsequent violations may result in additional detention, loss of privileges, in-school suspension, Saturday detention, out-of-school suspension, or another consequence determined appropriate by the Division Head. The Division Head may also assign interventions or consequences when a repeated pattern of violations becomes evident.

Administrative Discretion

The point system is intended for routine disciplinary matters. Serious, repeated, unsafe, or openly defiant misconduct may be referred directly to the appropriate Division Head and may result in immediate consequences regardless of the student's current point total.

MAJOR OFFENSES

Major offenses may include but are not limited to: rowdy conduct, fighting, disobedience, severe or directed profanity, insolence, lying, vandalism of school property or the personal property of others, skipping, and out of bounds, (on campus but not in assigned location). Serious RUP/VPN violations, including harassment or misuse involving sexually explicit content, may also be considered major offenses.

- Administration will determine the appropriate consequences**, to include in-school and out-of-school suspension (which is considered an unexcused absence and will be treated as such), Saturday detention, or loss of participation in athletic and/or school-sanctioned activities.**

Detention Hall

Detention Hall for students in grades 6-12 is served before school on the date assigned by the administration. A standard Detention Hall is thirty minutes beginning at 7:25 a.m. A Double Detention Hall is served as one continuous double-length session beginning at 7:00 a.m., rather than as two separate thirty-minute sessions.

Detention notices are sent by email to the student and parents stating the assigned date and time and requirements. A paper notice and parent signature are not required. Students are responsible for reporting on time with appropriate school materials. Unless excused by an administrator, detention takes precedence over extracurricular meetings, activities, practices, and other school commitments.
Tardiness to detention, failure to report, or failure to cooperate may result in additional detention, Saturday detention, loss of privileges, suspension, or another consequence determined appropriate by the Division Head. All assigned detention obligations must be served before a student may take semester examinations.
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 administration reserves the right to clear a DH record with an alternative penalty.

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

Saturday Detention

Saturday detention begins at 8:00 a.m. and ends at 11:00 a.m. Students must report to the detention hall proctor in full school uniform with their school materials and be prepared to complete academic assignments. Students may also be required to complete school service activities during detention. The administration will determine the assigned date, length, location, and activities. Failure to report or comply may result in additional disciplinary consequences.

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. This absence is considered an unexcused absence and will be treated as such. 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.

After the second suspension in a calendar year, the student and parents will meet with administration, including the Head of School, to discuss the student's future at Trinity Presbyterian School.

Any suspension (ISS or OSS) during the year will disqualify a senior from exempting their 2nd semester exams. Additionally, a suspension within the school year may affect membership in Honor Societies, Academic and Student Organizations. Please see page 17.

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. 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.

Application of Discipline On and Off Campus

Students may be disciplined (even to expulsion) for any conduct, on or off campus, that impairs the mission of Trinity Presbyterian Schoo**l or is fundamentally inconsistent with continued enrollment.**
While we cannot envision every situation that may occur, the administration will use its best judgment to ensure that the discipline administered is appropriate to the offense committed.

Illegal/Inappropriate Actions/Substance Abuse

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 a 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 the 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.

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.

School Threat

Any threat made towards the school, an employee, or a student may result in disciplinary action, up to expulsion. Additionally, the administration reserves the right to contact law enforcement in the event of a threat.

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 Division Heads 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.

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 speed reductions may be necessary in areas of vehicular and pedestrian congestion or during inclement weather.
- Students must 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. **Any student**

who parks anywhere other than their assigned grade-level parking area may receive a demerit.

- Motorists must yield to pedestrians.
- Students are NOT to block the dumpsters. Students may also not park on the grass. Vehicles may be towed at the owner's expense.
- All students' vehicles must be registered with the upper school office each year. Students must register their car via Google Doc. 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, they must register their vehicle with the office at that time.
- We will assign specific student parking at the beginning of each school year.
- We do not recommend leaving valuables in your car or parking 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 or operator of the vehicle.
- The administration reserves the right to inspect a student's vehicle at any time.

Technology Guidelines

Responsible Use of Technology

Trinity Presbyterian School provides technology as a tool to support learning, communication, collaboration, and academic growth. Technology use should support the educational program and be consistent with Trinity's mission, values, and commitment to a Biblical world and life view.

The use of school provided technology is a privilege and carries responsibility. Students are expected to use technology with integrity, good judgment, self-discipline, and respect for others. These expectations apply to Trinity owned devices, accounts, networks, and technology resources both on and off campus.

Students are expected to use school issued devices and accounts primarily for educational purposes. Students should access websites, applications, games, media, and other digital content only as permitted by the School and in a manner appropriate for a Christian learning environment. Unauthorized gaming, shopping, social media, messaging, entertainment, or other activities unrelated to the educational purpose of the device are prohibited.

Students may not access, display, create, store, or share inappropriate, obscene, sexually explicit, violent, harassing, or otherwise prohibited content. Students may not use VPNs, proxies, personal hotspots, alternate accounts, or other methods intended to bypass the School's filtering, monitoring, security measures, or technology restrictions. Students who unexpectedly encounter inappropriate or concerning content should close it immediately and report it to a parent, teacher, or administrator.

Cell phones with video options may never be used in the school building or on campus to photograph or record students or staff members. Students who do photograph or record students, including themselves, or staff members, may be subject to severe discipline. In particular, students must never photograph or record students or staff members and then forward copies to

other individuals' cell phones or post copies on the Internet or social media. Such conduct will result in severe consequences, which may include expulsion.

If a widespread electronic or website outage (such as Canvas) makes completing and submitting impossible, students should contact the teacher ASAP. Students should make every reasonable effort to complete assignments despite outages.

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

Filtering and Monitoring

Trinity uses filtering, monitoring, and other technology management tools to help provide a safe and appropriate digital environment for students. These safeguards are intended to reduce access to inappropriate content; however, no technology system can prevent every instance of inappropriate, unwanted, or unexpected material from appearing.

School issued devices remain the property of Trinity Presbyterian School. The School reserves the right to monitor activity conducted through school accounts, networks, and school issued devices and to inspect school owned devices when necessary to ensure student safety, appropriate use, and compliance with school policies. Attempts to disable, remove, circumvent, or interfere with Trinity's filtering, monitoring, security, or device management systems are prohibited.

School and Parent Partnership

Trinity recognizes that responsible technology use requires a partnership among the School, students, and parents. The School provides age-appropriate safeguards, instruction, and accountability while helping students develop the wisdom, self-discipline, and responsibility needed to navigate a changing digital world. While no safeguards can prevent every misuse of technology, Trinity will work in partnership with families to support responsible technology use. Parents are encouraged to remain actively involved in their child's use of school issued technology, particularly at home.

All students and parents are expected to comply with Trinity Presbyterian School's complete Responsible Use Policy and Agreement. Violations are subject to the consequences outlined in the Discipline Guidelines and other applicable school policies.

Insurance

There is an **OPTIONAL** insurance coverage policy included that will protect the MacBook against theft, fire, and accidental damage. Typical examples of non-warranty repairs are user-caused damage due to the laptop being dropped, stepped upon, or liquids spilled onto it, etc. The cost of the insurance policy is $80.00 per year and carries a $75.00 deductible per incident. The student is allowed (2) incidents per school year. Once the incidents are used, the student will be responsible for the actual cost of the repair, including parts and
labor. If the optional insurance policy is declined, the student will be responsible for the actual cost of the repair, including parts and labor. This policy DOES NOT cover cosmetic damage that does not impede the device's working performance. Students are responsible for any cosmetic damage.

Artificial Intelligence (AI) Policy

Use of AI is considered a tool now available to students in the same way technological resources are available (i.e., calculators, Khan Academy, Wikipedia, etc.). The core issue with AI-generated content is **academic honesty**. The goal is to use AI as a tool to enhance learning rather than to replace the genuine learning process.

As directed by the teacher, students may use AI apps and software in the same way they appropriately use other technological resources such as Google, Wikipedia, or a calculator.

Students must cite AI-generated content by submitting AI conversations (prompts and responses) alongside the student work if AI was used at any point in the creation process. This is a similar process to using citations in research papers.

Copying and pasting any amount of text from AI-generated content, unless otherwise directed by the teacher, is considered PLAGIARISM.

Suspicion of uncited AI-generated content will disqualify the assignment. Each disqualified assignment is subject to a review by the teacher and Academic Dean. After this review, if suspicion of AI-generated content is upheld, a plan will be developed for the student to complete the assignment within parameters given by the teacher.

Confirmation of AI-generated content, whether through an AI Detector or other means, **will result in standard plagiarism consequences**.

Personal Electronic Devices

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. Cell phones must be TURNED OFF (not just silenced) to ensure that accidental disruptions do not occur.

Any device capable of connectivity (smartwatch, fitness tracker, etc.) will be treated like cell phones on campus. Students may not use a smartwatch or wear one on their wrist during the school day. **Headphones or earbuds (wired or wireless) may be allowed for academic purposes in the classroom only and should never be used or worn outside the classroom.** Failure to comply with these procedures will result in the student's device being taken up and the appropriate consequence administered.

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. Each time a student is found using a PED without permission, they will be assigned two demerit points.

Students are to be aware of the Trinity Responsible Use Policy (RUP) for all electronics. No images, video, audio, etc. may be transmitted inside/outside the classroom without 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, in the case of conversations, all participants. Under no circumstances shall a student have an electronic device in his/her possession during an evaluation unless explicitly approved prior to the assessment.

Additionally, no student/parent may 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 designees 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, are 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. Parents should email their students during the day and not text.

Lockers/Backpacks

Students in grades 6-12 have individual lockers. Each locker has an individual combination lock and 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 they may not abuse or deface the lockers. 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. Items left overnight will be placed in the Lost and Found.

Students' personal backpacks are allowed for transporting books and supplies to and from school only and may not be carried from class to class. Demerits will be given for backpack violations. School-issued carrying cases are allowed throughout the school and required to be used. Additionally, excessively large purses or other types of bags/packs are not allowed in the classrooms. Students should always store these items in their locker. Female students may be allowed to carry small "clutch" bags to store personal items.

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 or Lands' End* to school. *Southern School Uniforms* has a website (www.zoghbyuniforms.com), and a local retail store (1721 Eastern Blvd., Montgomery, Al./334-215-0000). Tommy Hilfiger and Lands' End are an online provider only. 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*, Lands' End, Paw Place or Cats Closet except shoes, socks, tights, overcoats, and hair accessories. Oxford shirts, shoes, boys' shorts, and belts may be purchased from *Southern School Uniforms/Tommy Hilfiger School Uniforms/Lands' End* 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/Lands' End* 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. Lands' End provides a Navy puffer coat that will be worn in the building as outerwear. 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 following PE uniform guidelines are to be followed for any student taking PE:
   For girls – Any TPS shirt with finger-tip-length athletic shorts that are black, white, navy, or red. Athletic shoes must be worn.
   For boys – Any TPS shirt with athletic shorts that are black, white, navy, or red. Athletic shoes must be worn.

6. Students may wear socks in the colors white, gray, or black. Girls may wear solid black, gray, navy, red, or white tights or leggings. No sweatpants or joggers are allowed under uniform bottoms.

7. 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 Division Heads.

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



Young Men Uniforms

	Daily Dress	**Chapel Dress*** ** Students must remain in chapel dress the entire school day, including those who check in or out.*
Bottoms	• Uniform-approved khaki shorts/slacks • Must not expose underwear or be excessively tight or baggy • The hem of shorts shall be modest.	• Uniform-approved khaki or gray slacks • Must not expose underwear or be excessively tight or baggy
Tops	• Uniform knit or oxford shirts • Must be tucked in with collar down and buttoned • Only plain white, navy, or red undershirts	• Plain, pinstripe, or non-logo oxford shirt • Must be tucked in with collar down and buttoned • Only plain white undershirt
Socks/Shoes	• **Socks**: white, gray, navy, or black • Athletic shoes may be the color of your choice • Non-athletic shoes must be closed toe/heel • NO crocs, flip flops, water shoes, wheelies • Boots are allowed, but only under slacks	• **Socks**: solid white, gray, navy, or black • **Shoes:** plain black, brown, gray, or tan; closed toe/heel; no prints • NO tennis/athletic shoes/Hey Dudes
Belt/Tie	• Belts are to be worn daily • Plain brown or black braided or leather belt • Trinity woven belt	• **Belt:** plain brown, black braided or leather; Trinity woven belt • **Tie:** Trinity navy/red striped neck or bow tie; Must remain on and tied the entire school day.
Athletic/ Outerwear	• Uniform-approved athletic/outerwear must be worn with a uniform shirt underneath • Non-Trinity outerwear may be worn to/from school but must be kept in locker during school hours.	• Navy blazers optional • NO sport coat or suit jacket. • NO Trinity Athletic wear

Young Women Uniforms

	Daily Dress	Chapel Dress* ** Students must remain in chapel dress the entire school day, including those who check in or out.*
Bottoms	• Uniform-approved khaki, navy, or plaid skirts/skorts • The hem of the skirt is to be no shorter than mid-thigh*	• Uniform-approved khaki, navy or plaid skirt • The hem of the skirt is to be no shorter than mid-thigh
Tops	• Uniform knit, oxford, or Peter Pan tops (Peter Pan blouse must be worn under a jumper or uniform sweater/vest) • Blouses and all other shirts must be loose fitting enough to conceal undergarments and cleavage • Only plain white, navy, or red undershirts/turtlenecks	• Uniform blouse (Peter Pan or oxford) • Peter Pan blouse must be worn under a jumper or uniform sweater/vest
Jumpers/ Dresses	• Uniform plaid, navy, or khaki jumper with uniform blouse (Peter Pan/oxford) • The hem of the dress is to be no shorter than mid-thigh	• Uniform plaid or navy jumper with uniform blouse (Peter Pan/oxford) • The hem of the dress is to be no shorter than mid-thigh
Socks/Shoes	• Socks: white, gray, navy, or black • Athletic shoes may be the color of your choice • Non-athletic shoes must be closed toe/heel • Heel may not exceed 2 inches • NO crocs, flip flops, water shoes, wheelies, Uggs • Boots are allowed, but only under slacks	• **Socks**: solid white, gray, navy, or black • **Shoes:** plain black, brown, gray, navy or tan flat, closed toe, dress shoe; No prints, glitter, animal print, etc. • NO tennis/athletic shoes/Uggs
Leggings/ Tights	• Solid black, brown, gray, navy, or white tights/leggings with no lace or prints • **No yoga pants, sweatpants, or joggers may be worn under uniform skirts.**	• Solid black, navy, or white tights/leggings with no lace or prints • **No yoga pants, sweatpants, or joggers may be worn under uniform skirts.**
Athletic/ Outerwear	• Uniform-approved athletic/outerwear must be worn with a uniform shirt underneath • Non-Trinity outerwear may be worn to/from school but must be kept in locker during school hours.	• NO Trinity Athletic wear

*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 may result in loss of uniform choice, such as being required to wear pants if the skirt length code is repeatedly violated.

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. **Facial piercings, including nose rings or studs, are not permitted. Excessive ear piercings or any jewelry that is distracting, oversized, or disruptive to the school environment are not permitted. Tattoos, whether temporary or permanent, branding, and similar body markings are not permitted. 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. Headphones and earbuds may not be worn in the school building unless instructed to do so in the classroom.
8. No zip-off pants or cargo pants
9. No gray jumpers
10. Trinity School is retiring uniforms with the Trinity crest and the "Trinity" logo
11. Student attire will not endorse causes that conflict with the mission of Trinity School.

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

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. **If a student is referred to the office for inappropriate skirt length, leggings may be given to the student to be put on under skirt and parent will be billed**. 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

Use of Trinity Name and Branding:

The Trinity name, logos, crest, mascot, and other identifying marks are the exclusive property of Trinity Presbyterian School. They may not be used to design, manufacture, order, sell, or distribute any item without prior approval from the school's Marketing and Development offices.

Parent Life

COMMUNICATION

In a school setting, some conflict and disagreement are inevitable. When questions and concerns arise, parents are encouraged to discuss the issues directly with school officials. In most cases, the parent and teacher resolve problems without involving the administration. To that end, parents are to direct concerns to school personnel in the following order:

1. Teacher/Coach
2. Division Heads (for discipline matters)
3. Director of Academic Engagement (for Academic Watch matters)
4. Athletic Director
5. Head of School

Please understand that the school administration, including the Head of School, expects this chain of command to be followed and that each person listed 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. Therefore, parents should not contact Board members to resolve operational matters.**

Social Media:

Social media platforms are not appropriate outlets for dealing with school issues. **Parents are asked to refrain from using social media to make negative or disparaging comments about 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 Head of School's discretion, result in the removal of a family from the Trinity Presbyterian School community.

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.

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 Division Heads 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.

Student Communication

At Trinity, we strive to teach our students to resolve conflict at the source. 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 judgments, 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 remains unresolved. 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 the yearbook staff choose a portrait for them.

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 operational hours and after school hours, 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**.**

Health and Medical Services

Medication at School

Prescription and over-the-counter medications may be administered during the school day when:

- Required forms are completed.
- Medication is provided by the parent or guardian.
- Medication is in the original labeled container.
- Instructions (dose, frequency) are clearly documented.

The Upper School office has Advil (Ibuprofen) and Tylenol (Acetaminophen) available for students with consent from the parent.

All medications will be stored securely in the office and administered according to school policy.

Communicable Illness and Immunization Requirements

To maintain a healthy school environment, Trinity follows Alabama Department of Public Health guidelines for communicable illnesses and immunization compliance.

In accordance with Alabama law, all students entering kindergarten or higher must have a valid Certificate of Immunization or an approved exemption on file. Trinity accesses these records directly through ImmPRINT, the Alabama Department of Public Health's immunization registry, and maintains them for the duration of each student's enrollment. Parents do not need to submit vaccination records. We encourage families to keep all vaccinations up to date so that students remain fully protected and compliant with state requirements.

Parents/guardians must notify the office if a student is diagnosed with a communicable illness, including but not limited to:

- Chickenpox/Shingles
- COVID-19
- Fifth Disease
- Head Lice
- Impetigo
- Influenza
- Measles
- Meningitis
- Mononucleosis
- Pink Eye (Conjunctivitis)
- Strep Throat

or any other contagious condition that may impact the school community.

Return to School Guidelines

Condition	Student May Return When
Fever (100.4°F or higher)	Fever-free for 24 hours without fever-reducing medication
Vomiting or Diarrhea	Symptom-free for 24 hours without medication used to control symptoms
Strep Throat	On antibiotics for at least 24 hours and fever-free for 24 hours without fever-reducing medication
Influenza, COVID-19	Symptoms are improving and fever-free for 24 hours without the use of fever-reducing medications
Pink Eye	Symptoms are improving and student can participate in school activities comfortably
Impetigo, Ringworm	Appropriate treatment has been initiated and affected areas can be covered while at school
Rash of Unknown Cause	Evaluated by healthcare provider when requested by school or when symptoms suggest a contagious illness
Head Lice	Appropriate treatment has been initiated
Mononucleosis	Symptoms are improving and the student is able to participate comfortably in school activities. Medical provider clearance may be required before returning to P.E., athletics, or other strenuous activities.
Varicella	All blisters have crusted over and the student has been fever-free for 24 hours without fever-reducing medication. Excluded from school for seven days following onset of rash.

Head Lice

If head lice are suspected, the student will be referred to the school nurse or designated school personnel for assessment. If lice are identified, parents/guardians will be notified and asked to begin treatment as soon as possible. Students may remain in school for the remainder of the day and may return to school after appropriate treatment has been initiated. Parents are encouraged to follow treatment recommendations and complete any recommended follow up treatment at home. The school nurse may perform a recheck if concerns persist or at the request of the parent. Questions regarding head lice should be directed to the school nurse.

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, severe weather conditions may exist that make opening school unsafe for faculty and students. ON THESE DAYS PARENTS AND STUDENTS ARE ASKED SPECIFICALLY NOT TO CALL THE ADMINISTRATION, STAFF OR BOARD MEMBERS. We will notify parents via email, the Trinity website, the app, our alert notification system, and local radio and television stations.

An emergency procedure is in place to ensure student safety 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

Regular school hours for the middle and upper school are 8:00 a.m. to 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 supervising students before 7:30 a.m. or after 3:45 p.m. unless the student is involved in a school-sponsored activity.

SCHOOL SCHEDULE

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.
- 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 and in the business office.

The Trinity Presbyterian School business office provides a monthly bill in FACTS for all tuition and fees based on the published tuition and fee schedule. In addition, other miscellaneous charges for field trips, t-shirts, yearbooks, memberships, etc. are billed at various times during the year. Incidental charges should be posted between the 5th and 10th of each month. The payment of tuition and incidental charges are to be paid by the due date of the charges. The payment may be made by bringing a check or cash in the business office, paying online through the FACTS website. We accept American Express, Visa, and MasterCard. Any past due balances will be assessed a 3% late fee per month.

In the months of October, December, and March of each year, your total student account balance must be current/paid by the 15th day of the month. All past due balances must be paid by the 15th of October, December, and March. If this payment is not made by the 15th day of the month, the student may not be allowed to return to class and may not be allowed to participate in any extra-curricular activities beginning on the 16th day of the month or the next school day if the 15th falls on a weekend or a holiday.

In order for your student to attend or participate in try outs for ANY athletic or student organization, your entire account must be in good standing.

To hold your student's place in their selected classes or on a class roll, the May Statement must be paid in full by May 30th. This statement includes charges from the current year and the 1 st tuition installment for the next school year. This payment will be non-refundable after June 1st.
Enrollment may be canceled by the parents or guardians in writing, without penalty (except forfeiture of the Tuition Deposit) prior to July 1. If enrollment is canceled after July 1, parents or guardians financially responsible for the student are obligated to pay the full annual charges. Notwithstanding the foregoing, if a student's family must withdraw from the School as a result of a military transfer or deployment, then the family

shall not be responsible for the remaining unused tuition and other charges or if the tuition was prepaid, then such student shall be entitled to a pro rata refund of such tuition and other charges.

The May statement is required to be paid in full before the 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 1 st , 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.

The Business Office is required to track and report to the IRS more than $10,000 in *cash* received for tuition in 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.

Tuition Insurance

A tuition insurance contract will be applied to all accounts unless the payment plan chosen is single pay (1 payment) and is paid in July. All other accounts will be charged 2% of the tuition and will be billed with the first payment for the next school year. Any account with a single payment plan may opt to include tuition insurance, but it is not required.

If a student withdraws from Trinity after attending a minimum of 1 day from the first day of school, the Tuition Insurance plan will pay 60% of the remaining tuition. The family will be responsible for the remaining 40% of the tuition and all incidental charges and fees incurred.

Enrollment Process and Fees

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 will automatically be re-enrolled for the next year (excluding graduating seniors). A tuition deposit will be applied to all returning students' accounts. Any student not returning for the next school year (exception is graduating seniors) must notify Trinity with an email to reenrollment@trinitywildcats.com indicating the student will not return. The tuition deposit is not refundable unless Trinity is notified by the last day of February that the student will not return for the next school year. 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 is 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 tuition. The Administration must approve exceptions to this protocol. (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.

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 hard copy textbooks. If a school-issued textbook is lost, damaged, or defaced, the student will be assessed for replacement. 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. If a student must replace an e-book, he/she is responsible for download or reinstall costs, 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 serious considerations for 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. We give much prayerful consideration to each student's placement.

Lunch/Lunchroom Procedures

Student lunches are prepared on campus daily by Sage Dining Service. Lunch is included in tuition. There is no 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 express 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. Students may not leave campus during lunch unless participating in a senior off-campus privilege formally authorized by the administration.

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 may be assessed to cover the cost. It must be emphasized that no student is required to participate in a field trip experience if an 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 who 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 the school specifically suspends them. 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 restricts Stage II drivers. 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.

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Addendum: First Semester Senior Exam Exemption: Non-AP US Government and Economics

Exam exemptions in Non-AP US Government and Economics in the first semester are available to members of the senior class only. Exam exemptions in the first semester are not available in any other courses.

Qualifications for exemption from Non-AP US Government or Economics are calculated on a per-class basis and include:

- An 85 average for 1st 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.