



TRINITY ACADEMY

Innovative Classical Learning

Upper School Student and Family Handbook

2017-2018

Trinity Academy does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational, admission, financial aid, or employment policies, or any other programs administered by the school.

TABLE OF CONTENTS

MISSION AND VISION	3
MISSION	3
VISION.....	3
STATEMENT OF FAITH	3
GOVERNANCE AND MANAGEMENT	4
TEACHING AND LEARNING	4
ACADEMIC PROGRESS	4
ADVANCED PLACEMENT PROGRAM	4
ASSESSMENT BALANCING	5
ATHLETICS	5
AWARDS.....	5
BETA CLUB	7
BOOKS AND SUPPLIES.....	7
CALENDAR	7
CHAPEL, FORUM, CHARACTER EDUCATION	8
COURSE SYLLABI	8
DRIVER’S EDUCATION.....	8
DROP/ADD	9
FINAL EXAMS.....	9
FOOD AND BEVERAGE.....	9
FACULTY	9
GRADING.....	9
GRADUATION	10
ANNUAL REQUIREMENTS	10
GRADUATION REQUIREMENTS	10
HOMEWORK	11
HELPFUL HINTS.....	12
HONOR CODE AND HONOR COUNCIL	12
HONORS LEVEL COURSES	12
PROMOTION.....	12
PUBLICATIONS.....	12
RE-ENROLLMENT	12
SCOPE AND SEQUENCE	12
STANDARDIZED TESTING.....	13
<i>ERB</i>	13
<i>PSAT</i>	13
<i>AP</i>	13
STUDY PERIODS.....	13
TRANSCRIPTS/RECORDS RELEASE.....	13
TUTORING	14
STANDARDS AND EXPECTATIONS.....	15
ATTENDANCE	15
<i>Excused Absences</i>	15
<i>Unexcused Absences</i>	15
<i>Pre-Arranged Absences</i>	15
<i>Absence Procedures</i>	16
<i>Tardiness</i>	17
<i>Check in/out</i>	17
Bell Schedule.....	18

<i>Weekly Rotations</i>	18
<i>Inclement Weather Schedules</i>	21
Carpool	22
<i>Morning Arrival</i>	22
<i>Afternoon Departure</i>	23
Computer Use Agreement	24
Crisis Prevention.....	25
Development.....	25
Discipline.....	25
Dress Code.....	26
Electronic Devices.....	26
Harassment/Bullying	27
Homeroom.....	27
Illness/Returning to School.....	27
Immunizations	27
Lockers and Personal Property	27
Matthew 18.....	28
Medications	28
Photographs and Videos	28
Playground.....	28
School Hours	28
Security.....	28
SELA's	29
Social Events Off Campus.....	29
Staff Mailroom	29
Student Vehicle Privileges.....	29
Tuition Payment Policy	30
Visitors to Campus	30

STUDENT LIFE AND SUPPORT..... 31

Advisors.....	31
Class Rings	31
College Counseling.....	31
Inclement Weather.....	31
<i>Delays and Closings</i>	31
<i>Early Closings</i>	31
<i>Absences</i>	32
<i>Baileywick Rd</i>	32
Lunch Guidelines.....	32
Mascot and Colors.....	32
P.A.T.T. and Parents Volunteerism	32
Scholarships.....	33
School Profile	33
Senior Privileges.....	33
<i>Cell Phones</i>	33
<i>Final Exams</i>	33
<i>Free Periods</i>	34
<i>Off Campus</i>	34
<i>Riding Privileges</i>	34
Service Opportunities	34
Spiritual Development	34
Student Care and Assistance.....	35
Student Government	35

COMMUNICATIONS..... 35

<i>Website</i>	35
<i>Athletics</i>	35
<i>College Guidance</i>	35
<i>RenWeb</i>	36
<i>Parent Teacher Conferences</i>	36
<i>Tiger Tales</i>	36
<i>Weekly Emails</i>	36
<i>Gradebook</i>	36
<i>Teachers</i>	36
<i>Administrative Support</i>	36
APPENDIX	37
Dress Code.....	37

Trinity Academy : Upper School : Handbook

Mission and Vision

Mission Statement:

The mission of Trinity Academy is to equip students to live with wisdom, excellence, and purpose in the modern world by offering an education grounded in the Christian faith and the classical tradition.



Our Vision:

To shape future generations with culture-transforming Christian-World-View thinking.

Statement of Faith

Trinity Academy is a confessional school with a commitment to teaching and defending the faith tenets of historic Christianity. In particular, Trinity Academy subscribes to the following:

We believe in:

One God, the creator and preserver of all things, eternally existent in three persons, Father, Son and Holy Spirit.

The Lord Jesus Christ, who is perfect Deity and complete humanity in one person, His virgin birth, His sinless human life, His divine miracles, His vicarious and atoning death, His bodily resurrection, His ascension, His mediatorial work, and His personal return in power and glory to confirm His eternal kingdom.

The Holy Spirit, who establishes the purposes of God by imparting eternal life, by indwelling believers, and by leading believers to pursue a holy life through witnessing and working unto the glory of God.

The Bible, both the Old and New Testaments as originally given by God, is divinely inspired, infallible, entirely trustworthy, and the supreme authority for believers in all matters of faith and conduct.

Humankind, created innocent and pure, fell through the sin of disobedience and being confirmed in sin is justly under condemnation and in need of redemption.

Salvation occurs by grace through faith in the Lord Jesus Christ whereby believers repent of their sin and are made the children of God and heirs of eternal life.

The resurrection of believers to everlasting happiness in the presence of God and the resurrection of unbelievers to everlasting misery separated from God.

Governance & Management

As an independent school, Trinity Academy is governed by a Board of Directors. It is the Board's goal that Trinity grow as a healthy institution equipped to serve future generations of students. The Board guards the mission of the school, oversees the financial health of the school, and employs the Head of School, who serves as the chief executive officer and is responsible for all aspects of the operation of the school.

Teaching and Learning

Academic Progress

Failure of any course at the end of an academic year may prevent re-enrollment, promotion or, in the case of a senior, the awarding of a diploma.

In general, students below a C- at the end of the academic year in a core class will be expected to complete summer course work through either an approved online academic program or summer school. If goals are not met, the student may be denied re-enrollment.

Students who fail to progress adequately during the school year may be placed on **academic probation** for the remainder of the current school year or the upcoming school year. The terms vary but include specific performance goals.

Circumstances that warrant academic probation include, but are not limited to the following:

1. An F in a core class (History, Math, Science, Foreign Language, English) at the end of a quarter or semester.
2. More than one D in two core classes at the end of a quarter or semester.
3. Two or more grades of D or F in any class (core or non-core) at the end of a quarter or semester.

Advanced Placement Program

Trinity Academy offers Advanced Placement (AP) courses in several disciplines. AP Courses are college level content and student readiness, both in cognitive development and maturity. AP courses move at a much faster rate and require a greater investment of time than even honors courses. AP credit award policies vary from college to college. Ultimately, the choice to take an AP exam should be made jointly by the teacher, the student and his or her parents. All AP Exams are administered annually during the first two weeks of May.

Trinity students have the opportunity to prepare for the following AP Exams:

Calculus (AB)	Latin
Chemistry	Spanish Language
Computer Principles	Studio Art
English Language and Composition*	U.S. History
European History	

**Students taking the AP English Language and Composition exam should enroll in Honors-level Humanities each year. The exam is taken in junior or senior year.*

Assessment Balancing

Although teachers may assign/collect daily homework and give “pop” or small scheduled quizzes to ensure students are fulfilling their academic responsibilities at any time, no student should have more than 2 major tests, papers, presentations or projects due on any given school day.

During times of extended inclement weather this policy may be amended to allow the completion of tests before the end of a quarter, or the beginning of a vacation break.

If a student is absent, they will need to make up any missed assessments or assignments on a date specified by their teacher, but no greater than ten academic days following the return of the student to school. Concerns about academics and workload with a specific course should be addressed directly to the instructor.

Athletic Program

Trinity’s athletic program is “curricular”. Trinity Academy believes that involvement in team sports provides a formative experience for our students that is central to the education we offer, building character, confidence and esprit de corps. The field and court serve as “laboratories,” reinforcing Christian world-and-life view development. Together, our players, coaches and parents learn how serious competition and Christ-like humility combine to instill Godly virtues and develop important life skills.

Students in grades 6-11 are required to participate in at least one sport each school year and will receive a grade on their report card fulfilling their Physical Education requirement. Seniors are encouraged to continue participation in sports, but may choose between sports or an extra elective course (electives include second fine-art, yearbook, and digital photography), with the option to take both.

Exemptions from sports are rare and must be approved. Exemption requests will be reviewed annually by the Athletic Director and the Upper School Head. Contact Trinity’s Athletic Director for an exemption form.

Thus, the options for senior non- core academics may be one of the following:

- 1 sport and 1 fine art (1.0 credits)
- 2 fine arts (2.0 credits) and no sport (0 credits)
- 1 fine art (1.0 credits), elective (0.5 credits), and no sport
- 1 fine art (1.0 credits), 1 sport, and elective (0.5 credits)

Students must always take at least one fine art.

Awards

We are blessed to have hard working and highly motivated students at Trinity Academy who deserve to recognition for their academic achievements. At the end of each year, Upper School students receive recognition based on three distinctive levels of performance: Summa Cum Laude, Magna Cum Laude, and Cum Laude. Because the recognitions occur before final grades are tabulated, the calculations are based upon performance through the third quarter of the current year.

Summa Cum Laude (“with greatest honor”) unweighted average, for 3 quarters, of 97.5 or higher.

Magna Cum Laude (“with high honor”) unweighted average, for 3 quarters, between 92.5 and 97.49.

Cum Laude (“with honor”) unweighted average, for 3 quarters, between 89.5 and 92.49.

Middle School recognition is based on the highest quarter average.

An Academic Honors Assembly is held at the conclusion of the school year, and serves to recognize students who have demonstrated superior performance in academic areas throughout the entire year. Other areas of recognition are as follows:

Valedictorian – This award is granted to the graduating senior with the highest academic ranking. Both valedictorian and salutatorian awards are based upon the weighted grade point averages earned during the student’s high school years at Trinity, culminating with the third quarter of the senior year. Students who have attended at least 7 quarters at Trinity are eligible for consideration for these honors.

Salutatorian – This award is granted to the student with the second highest academic ranking.

Beta Club Membership (gold cord at graduation) – The student has earned a GPA of 3.8 or higher at the time of their induction into the Beta Club.

Honors (white cord at graduation) – The student is graduating with a final weighted GPA of 3.6 higher. A student wearing both a gold cord and a white cord has previously been inducted into the Beta Club and is graduating with a final weighted GPA of 3.6 higher.

Junior Marshals – Members of the junior class are honored as marshals, acting as ushers and greeters for the end-of-year ceremonies. The recognition is granted to the two girls and two boys of the junior class with the highest academic ranking. The recognition is based upon the weighted grade point averages earned during the student’s high school years at Trinity, culminating with the third quarter of the junior year. Students who have attended at least 7 quarters at Trinity are eligible for consideration for the honor.

The following awards are also given at the Academic Honors Assembly:

Departmental Awards – These awards are given at the end of each year to students who show high achievement in various subject areas.

Live the Truth Award – This is the highest honor awarded at Trinity. To receive this award a student should be a person who consistently exhibits Christ- like character and the fruit of the Holy Spirit (love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self- control) in their interactions with fellow students, teachers, administrators and parents. This award is presented at the end of each year to one male and one female from the middle school and one male and one female from the high school.

President’s Volunteer Service Award – Students are encouraged to apply for this award if they meet the eligibility requirements outlined in the table below. Hours must be completed within 12 months and only one award can be earned each calendar year. Awards are presented at the end of the

school year. Service records forms are available from the Director of Student Activities and should be turned in by April 30th.

Hours by Award	Bronze	Silver	Gold
Teens (11–15)	50 – 74	75 – 99	100 +
Young Adults (16-25)	100 – 174	175 – 249	250 +
Families and Groups*	200 – 499	500 – 999	1,000+
<i>* Two or more people, with each member contributing at least 25 hours toward the total</i>			

Beta Club

Trinity Academy maintains a local chapter of the National Beta Club. Students are elected to the Beta Club by achieving a weighted cumulative grade point average of 3.8. Students are eligible for Jr. Beta Club membership in the first quarter of their 7th grade year and for Senior Beta Club membership in the first semester of their freshman year (9th grade). To remain in the Junior/Beta Club, students must maintain a 3.6 grade point average and complete the required service hours.

Books and Supplies

Trinity provides all books to students in lower school through 9th grade (except 9th graders in Algebra II who buy their own book), the cost of which is included in tuition and fees. The books provided remain the property of Trinity Academy and are returned to the school by the students at the close of the school year. Books not returned, or returned damaged, incur charges to student accounts. The school reserves the right to withhold report cards of students until such charges have been paid.

Students are expected to take care of their books and to return them in good condition. No writing or marking is permitted in any textbook unless explicit instruction to do so is given by the teacher. As students are expected to pay for damaged or lost school-provided textbooks, they are encouraged not to loan their books to other students. Students are permitted to purchase their own textbooks if they would like, but must ensure they are the same textbooks being utilized by their peers.

Tenth through 12th grade students are responsible to purchase their own books. The list of required textbooks will be made available by early June of each year. Students are encouraged to purchase books ASAP, as availability is greater early in the summer. Beginning in June 2017, the Upper

School Used Textbook Sale is a great way to sell and purchase used books for the upcoming year. Students must have obtained all books prior to the first day of school. Great websites to locate used textbooks include, but are not limited to: Amazon.com or Half.com.

Calendar

The One-Page Calendar and other, more detailed calendars can be accessed on the Trinity Academy website, <http://trinityacademy.com/parents/school-calendar/>.

Chapel, Forum, and Character Education

Unless we are meeting for a special event (Good Friday, Christmas, etc.), **High School Chapel** is held on A week Wednesdays at 8:05 am in the Atrium and Forum meets on B week Wednesdays at the same time in Founders Hall. **Middle School Chapel** meets in the Atrium on B week Wednesdays, also at 8:05 am. Guests are always welcome to attend Forum, Chapel and other assemblies at Trinity Academy. Middle School character education meets on A week Wednesdays at 8:05 am in middle school advisory classrooms.

“A” weeks are designated with a “C” on our one- page calendar, while B weeks are marked with an F.

Forum is integral to the classical liberal arts at Trinity having as its primary purpose the airing and subsequent discussion of a wide range of controversial issues. Frequently these issues are introduced by guest speakers who have been invited because of their particular expertise in a given area. Forum helps 9th- 12th grade students to explore and articulate different sides of issues. Forum is followed by graded dialogues/discussions that take place in the classroom.

Character Education is provided for middle school students on days that upper school students attend Forum. The lessons are scripturally based character education and development.

Unless they experience an emergency, all students should remain seated during all Chapels, Forums and assemblies.

Course Syllabi

Every course taught at Trinity Academy has a subject-specific, whole-year syllabus posted on the class page. Most teachers will send an abbreviated syllabus home during the first few days of class that contains the FAQ’s for the course. The following, broader areas are covered in the complete syllabus.

- A succinct course description
- A pacing guide that informs the general teaching schedule and concepts for the length of the course.
- A statement enumerating any course prerequisites
- An indication of when certain topics will be covered
- A list of broad, measurable and achievable learning objectives
- An indication of how grades will be calculated
- Learning resources and materials to be used
- Schedule or indication of the frequency of assessments
- Procedures for absences, make up or missing work
- Our common school-wide behavioral expectations and what those look like in a specific class

Driver Education

Driver Education classes are not offered at Trinity Academy. There are several reputable driving schools in the Raleigh are that offer classes after school, on weekends and over school breaks. While we do not endorse one school over another, most Trinity students have enrolled at Jordan Driving School visit jordandriving.com or call 919-772-4877 for more information.

Drop/Add Process

Except in unusual circumstances, students may only drop, add or change classes in the first week of school. In order to drop/add or change a class, please see the Trinity registrar, Mrs. Holly Sturt for the appropriate form. The request must be made in writing and approved by Mrs. Sturt, the Upper School Head, a parent and in the case of upperclassmen, the Director of College Guidance.

Final Exams

All students in grades 9th-12th will take final exams at the conclusion of the school year in each of their core classes; Mathematics, Science, Literature, History and Language. In their other classes, they do not take final exams, nor may they be assigned any other final project/assignments to complete or turn in during exam week. Students do not come to school during exam week when they do not have a final exam scheduled, unless a teacher has scheduled a review session.

Even 10th -12th grade students who sit for AP exams in May must take the class final exam. Seniors in AP courses may exempt their final exams (See Senior Privilege Section for details).

7th and 8th graders will attend all 8 classes during exam week and participate in unit tests and/or other instructional activities during the extended class in which high school students take exams. Middle school students do not take final, cumulative exams that cover an entire semester or year. The time may be used for a final unit test, similar to those given throughout the year. Middle school students should not report to school on the Friday of exam week, and only those high school students that had to schedule a makeup exam should report on that day.

Food and Beverage

Upper school students may bring reusable water bottles to school and keep them with them during the day. No glass or disposable plastic bottles should be used due to safety and noise considerations. A snack may be brought and consumed during C period on A weeks and F period during B weeks at a time convenient to the teacher and the day's activities.

Faculty

The faculty of Trinity Academy is a dedicated group of educators who take their positions as teachers and role models very seriously. They work together as a team, striving to mentor and disciple students in the hope that as they grow, they will mature into young men and women of faith and good character. Trinity teachers have affirmed their agreement with Trinity's Statement of Faith and are committed to teaching in ways that are consistent with this statement and the Trinity Academy-Parent Partnership document.

Grading

Because specific and timely feedback is essential to formative learning, homework, classwork, quizzes and tests should be graded, returned to students and recorded in a timely manner. Trinity's Upper School gradebook is transparent and available to families at any time.

The Grade Point Average (GPA) is calculated using the quality point scale listed below. Only grades earned at Trinity during 9th-12th grade are used to calculate the GPA. Only year-end and cumulative GPAs (weighted and unweighted) are reported on the high school transcript.

Grade		Quality Points	Grade		Quality Points
A+	(98-100)	4.3	C+	(77-79)	2.3
A	(93-97)	4.0	C	(73-76)	2.0
A-	(90-92)	3.7	C-	(70-72)	1.7
B+	(87-89)	3.3	D+	(67-69)	1.3
B	(83-86)	3.0	D	(65-66)	1.0
B-	(80-82)	2.7	F	(<65)	0

I - Incomplete – When extenuating circumstances prevent a student from completing the requirements for a grading period. The student is expected to clear the incomplete by completing all make up work as soon as possible. Incompletes are allowed only with the permission of the teacher and Upper School Head.

GPA's are used to determine the following:

- Beta Club Membership – 3.8 weighted GPA for induction and at least a weighted 3.6 to retain membership
- Graduating with Honors – Seniors with a weighted GPA of 3.6 or higher
- Valedictorian – Senior with the highest weighted GPA (must have 7 quarters at Trinity in the high school)
- Salutatorian – Senior with second highest weighted GPA (must have 7 quarters at Trinity in the high school)

Graduation

A Trinity diploma signifies that a student has satisfied all of the academic requirements for graduation and has demonstrated a pattern of good character. Before a senior is permitted to take part in graduation practice the following criteria must be met:

1. Academic credits confirmed by the administration
2. All books, uniforms and any other Trinity property is returned
3. All book fines and other fees paid
4. All tuition payments made

Seniors will be notified of a deadline by which they must submit a senior portrait to the Yearbook advisor and “baby pictures” for the end of the year slide show. A representative will be on campus in November for families to order, caps and gowns, announcements and other graduation memorabilia. Graduation and Baccalaureate dress information can be found in the senior handbook along with other important dates and deadlines.

Annual Requirements

	Humanities/Lit/History	Math	Sciences	Languages	Religious Studies	Linguistic Arts	Forum	Fine Art	Elective	Sport*	Grammar, Writing, Rhetoric	Geography and Cultures
7th	√	√	√		√			√	√	√	√	
8th	√	√	√		√	√		√	√	√		√
9th	√	√	√	√	√	√	√	√	√	√		
10th	√	√	√	√	√	√	√	√	√	√		
11th	√	√	√	√	√	√	√	√	√	√		
12th	√	At least 2 of 3			√	√	√		At least 2 of 3			

* The P.E. requirement is fulfilled by participation in a sports team.

Graduation Requirements

Humanities (History/English) 8 credits
 Mathematics/Laboratory Science 7 credits
 Latin and Modern Languages 3 credits
 Physical Education * 1 credits
 Fine Arts or Performing Arts 2 credits
 The successful completion and defense of a senior thesis.

GPA Weighting:
 AP classes +1
 and
 Honors classes +0.5

Homework

The Trinity Academy administration and faculty believe homework to be an essential component in student education. In addition to knowledge gained, students learn self-discipline and organization in fulfilling homework assignments.

Homework loads become progressively heavier as the student advances from grade to grade. Parents should recognize the importance of supporting the student and providing an encouraging environment which leads to success. Students will often be provided time to begin assignments during a 44-minute class where a teacher is available for coaching. In addition, the final 30 minutes of all block classes (AP classes are an exception) are devoted to study time.

Helpful Hints:

- Designate a quiet environment in the home, free from excessive distractions and noise.
- Eliminate radio or television noise.
- Experiment with the best time of day for your child to study.
- Remove cell phones from the students’ environment.
- Be cautious in scheduling time for extra-curricular activities or appointments.

A general rule of thumb is 13 minutes per grade level as a good estimate of a student’s homework time on an average night. More or less time may be needed, based on the academic ability of the student and the efficiency with which he or she performs. Estimations do not include study breaks. AP courses will almost always require additional homework and study time as well as the utilization of entire block periods during the school day. If time spent on homework is much greater on an ongoing basis, please discuss this with your child’s teacher(s).

7 th	91 minutes per night	10 th	130 minutes per night
8 th	104 minutes per night	11 th	143 minutes per night
9 th	117 minutes per night	12 th	156 minutes per night

Publications

Digital Media is a year-long, one credit elective which culminates in the publication and sale of Trinity Academy’s yearbook, *The Regit*. An online publication – ACTA is also part of the Digital Media class. Tiger Tales is produced weekly by Trinity Academy’s Communications office to keep families “In the Know” about happenings at the school.

Re-enrollment

Each year an invitation to re-enroll is issued to all Trinity students who exhibit reasonable academic progress and good character. In the event of a student failing in either area the student will be placed on probation and/or a re-enrollment committee will review the student’s record and make a decision regarding the student’s future at Trinity.

Re-enrollment occurs in late February. The timing of the process serves, among other things, to facilitate prediction of student enrollment for the ensuing year. Student enrollment, in turn, is a major factor in dictating faculty requirements.

Parents are assessed a re-enrollment fee for each returning student. However, to encourage timely re-enrollment, this fee will be waived for every student who is re-enrolled by the deadline set and published each year by the Admissions Office.

Scope and Sequence

Trinity’s scope and sequence document seeks to present a detailed, readily understandable picture of the school’s academic offerings. While important for those attending the school and those contemplating doing so, it is as well a valuable administrative tool. Trinity’s curriculum is mission driven and is based on a classical liberal arts approach to education. The scope and sequence, which is reviewed annually, serves as an evaluative tool in assuring that all of Trinity’s course offerings: 1) fall within the school’s stated mission and educational philosophy, and 2) taken as a whole, provide various components that comprise a sound classical liberal arts curriculum.

Standardized Testing

ERB

Trinity Academy uses the ERB (Educational Records Bureau) to measure educational attainment of its lower and middle school students. Currently 3rd-8th graders take the test each spring.

ERB tests are nationally-normed tests administered in both public and private schools. The current ERB test, the CTP-4 is not a single test, but a battery of tests designed to provide instructionally useful information in key areas: listening, reading, vocabulary, writing and math and include reasoning assessments in both language arts and math. ERB testing dates can be found on the one-page calendar at trinityacademy.com.

PSAT

Each October Trinity administers the College Board's PSAT/NMSQT (Preliminary SAT/National Merit Scholarship Qualifying Test) to all 9th-11th grade students. This assessment serves as a practice test for the SAT, and scores achieved junior year enter students into the National Merit Scholarship competition.

Advanced Placement (AP)

Trinity offers the following AP courses: Calculus AB, Chemistry, Computer Science Principles, European History, Latin, Spanish Language and Culture, Studio Art and US History. Students who have excelled at the honors level in Literature may also sit for the English Language and Composition exam (11th or 12th) with a teacher recommendation. Performing well on AP examinations may require much effort beyond that which is needed to earn a high grade in the class. The choice to take an AP exam should be made jointly by the teacher and students. Students register for the exams in February through the College Counseling office at Trinity. The fee for each exam is \$93.00.

AP exams take place during the first two weeks of May. Students may earn college credit by scoring well on AP exams. AP credit award policies vary by institution.

Study Periods

The primary purpose of a study period is study under the supervision of a faculty member. Students who do not wish, or require, extra help and are up to date with assignments from that teacher are free to work on other school subjects. Student should always be working on bona fide school work throughout a study period. The time should never be used to listen to music, play games or sleep. If a student needs to see another teacher during a study period, they should have arranged to do so in advance and have written permission. Students with no work to do should bring a book or check one out from the Middle School Library in the Upper School Head's office.

Study periods are the last 30 minutes of every block period on Monday, Tuesday, Thursday and Friday mornings. The exceptions to these time frames are science labs and AP classes.

Transcript/Records Release

In order to have a high school transcript sent to a college or another school, the *Transcript Release Form*, available online and on Naviance/Family Connection, should be signed by both the student and the parent and returned to the Office of College Counseling. A transcript request should be

submitted at least one week before it is needed. Transcripts will only be released when a student has a zero balance on his or her account. To have records sent to another school, submit a signed *Records Release Form* to the front office.

Tutoring

In order to avoid a professional conflict of interest, Trinity Academy teachers may tutor students only in their role as a Trinity employee, not as an independent contractor. Upper School teachers should not tutor one of their students for additional pay. If a student requires additional tutoring, the family may seek an outside tutoring service or contact our Extended Learning Director to discuss tutoring for the student.

Trinity Academy : Upper School : Handbook

Standards and Expectations

Attendance

At Trinity, class attendance is considered essential for academic success. Frequent absences lead to lower grades, due to problems associated with making up for missed instructional time and associated school work. Parents should allow children to be absent from school only for the most worthy reasons. All missed work is expected to be completed and turned in within the number of days missed, regardless of if the absence is excused or unexcused as defined below.

In addition to the educational importance of class attendance, the state of North Carolina has a compulsory attendance requirement, and records accurate daily attendance and requires public and private school parents or guardians to ensure that students attend school regularly. Students who miss school for other than legitimate reasons outlined below are considered unexcused and possibly truant.

Excused Absences:

The North Carolina State Board of Education lists nine situations in which an absence from school is considered excused. A parent note (or email) and/or additional supporting documentation must be presented to the school, if requested.

- Illness or Injury
- Quarantine
- Death in the Immediate Family
- Medical or Dental Appointments (submit documentation to office staff upon return)
- Court or Administrative Proceedings
- Religious Observance
- Educational Opportunity (detailed agenda including relevant goals/objectives is required)
- Catastrophic event or natural disaster
- Military deployment of a parent or guardian.

Unexcused Absences:

An unexcused absence is defined as (a) “student’s willful absence from school with or without the knowledge of the parent” or (b) “absence for any reason other than those identified (above) by the State of North Carolina as excused absences.” This includes family vacations, even if a pre-arranged student absence form is submitted. We encourage families to travel when school is not in session. All work is required to be made up within the number of days missed.

Pre-arranged Absences:

Trinity Academy encourages parents to only allow their children to miss school for the most worthy reasons. A Pre-Arranged Absence Form, found on RenWeb under Upper School Forms, must be signed by the parent or guardian, circulated to all teachers and submitted to the Upper School Head at least 3 school days prior to the known absence. The absence will only be identified as “excused” if the student cannot attend school due to one of the nine types of excused absences identified by the State of North Carolina listed above.

Whether the known absence is “excused” or “unexcused,” any student projects or assignments due during the pre-arranged absence must be turned in prior to the known absence. Any tests or quizzes given during the pre-arranged absence will be given to the student either on the last day before their absence or on the first day they return, at the discretion of the teacher. To avoid a “zero,” any missed classwork and/or homework must be turned in on the first day that the student returns to school. Students will also receive a “zero” for any assessments not taken.

To protect the integrity of our instruction, teachers may provide students with an alternate version of the assignment or assessment. Also, as all major choir and drama performances are on the calendar from the beginning of the school year, the grades of students who miss these performances may be affected. Pre-arranged absences will not be allowed during exams or standardized testing days.

Absence Procedures:

In the event of any unknown/unforeseen absence, it is the responsibility of the parent to email Mrs. Weaver at bweaver@trinityacademy.com by 11:30 AM each day their child is absent, and to state the specific reason for their absence. All absences are coded as unexcused unless Mrs. Weaver receives an email AND the reason for absence is one of the nine identified by the state of NC as “excused.”

The Pre-Arranged Absence Request Form appears as Appendix II in our student handbook and can also be downloaded at trinityacademy.com

Planned College Visits

Representatives from a variety of colleges and universities will be visiting our campus during lunch periods throughout the year. We encourage students to take advantage of these great opportunities. High school students are encouraged to visit colleges as part of their decision-making process. Students who need to miss a day of classes will need to follow the pre-arranged absence procedures listed above. Documentation of a campus tour is required and a Pre-Arranged Absence Request Form must be submitted.

Attendance and Athletics

To participate in a sports game on a given date, a student must be present for half of the school day (3.5 hours). Exceptions may occur where prearranged absence forms have been appropriately submitted in advance.

Unforeseen/Unknown Absences

If an unknown excused absence prevents a student from attending school, the student will be granted the same number of days to make up work that he/she was absent. For example, a student who misses three days of school due to serious illness must turn in all missed work (assigned during the absence) by the end of the 3rd day they are back at school and complete all regularly assigned work as well.

For any absence, scheduled or unforeseen, the student must turn in all work assigned prior to their absence on the day they return and take any missed assessments at that time. For extended absences which prevent the student from having adequate class time to prepare for an assessment, tests must be scheduled as soon as possible, at the classroom teacher’s convenience. To protect the integrity of our instruction, teachers may provide students with an alternate version of the assessment missed and students who do not turn this work or take these assessments on the day they return will be assigned a “zero” for these assignments or assessments.

Legal Consequences & Considerations

North Carolina law

(http://www.ncleg.net/EnactedLegislation/Statutes/HTML/BySection/Chapter_115

[C/GS_115C-378.html](#)) specifies that a student and their parents/guardians can be held responsible for not attending school through the school's disciplinary policies and by juvenile law. Truancy, or failure to attend school, is considered a punishable offense in juvenile court. Any student who accumulates ten (10) absences (excused or unexcused) in a semester- long course or twenty (20) in a full- year course may automatically fail the course, and may possibly be retained at their current grade level as well.

Tardiness

The Upper School day begins promptly at 8:00 AM. Upper School students may arrive at school between 7:30 and 7:57 AM. Upon arrival, students should put away articles of clothing, backpacks, and lunches, and go directly to their homeroom class and ready themselves for their academic day. Students are expected to be in homeroom and prepared to begin their day when the 8:00 AM bell rings. Upper School students must check in at the office and receive a tardy slip if they are not in their Homeroom when the bell rings at 8:00 AM. Homeroom teachers should send all Upper School students who arrive late to the receptionist desk to sign in. All tardies are recorded as "unexcused," unless the late arrival is due to one of the nine situations in which the State of North Carolina considers an absence from school as "excused."

Consequences for tardies (to homeroom or to any class throughout the day):

- Every 3 total excused or 3 total unexcused tardies will be counted as one excused or unexcused absence.
- Teachers may ask a student who is tardy or absent and has missed classroom instruction or activities to spend a lunch period with the teacher to recover lost instructional time.

Check In/Out:

An authorized adult must check out any student who needs to leave school early. A *Pre-Arranged Absence Form* should be submitted to the office no later than 3 school days prior to a known early dismissal. Parents picking up students prior to dismissal should go to the front office and speak to the receptionist, who will notify the teacher by intercom of the need to dismiss the student. Students who drive to school may sign themselves out when leaving, as long as a *Pre - Arranged Absence Form* has been submitted with a parent's signature. If one has not been submitted, the student must go to the receptionist, who will contact their parent to obtain permission to dismiss them from school.

As students are not permitted to use their cell phones during the day, parents should refrain from calling a student during their class to attempt to dismiss them from school. In addition, all parents/guardians should notify the office staff in writing should someone other than themselves need to pick up their child from school. We are unable to dismiss students to unknown parties without the written permission of the parent or guardian.

Bell Schedule - The following schedules will be utilized during the 2017-18 school year.

9th – 12th Grade Rotation

A WEEK

	M	T	W	Th	F
8:00-8:09	Homeroom	Homeroom	8-8:10 Attendance 8:10-8:47 A	Homeroom	Homeroom
8:09-8:53	A	B		A	A
8:57-9:41				Chapel 8:53-9:37	B
9:45-10:29	C	C	C 10:22-10:59	C	D
10:33-11:17	D	D	D 11:03-11:40		
11:21-12:05	E	E	E 11:44-12:21	E	E
12:09-12:53	F	F	F 12:25-1:02	F	F
12:53-1:24	Lunch	Lunch	Lunch 1:02-1:38	Lunch	Lunch
1:28-2:12	G	G	G 1:42-2:19	G	G
2:16-3:00	H	H	H 2:23-3:00	H	H

B WEEK

	M	T	W	Th	F
8:00-8:09	Homeroom	Homeroom	8-8:10 Attendance 8:10-8:49 H	Homeroom	Homeroom
8:09-8:53	H	G		H	H
8:57-9:41				Forum 8:53-9:37	G
9:45-10:29	F	F	F 10:22-10:59	F	E
10:33-11:17	E	E	E 11:03-11:40		
11:21-12:05	D	D	D 11:44-12:21	D	D
12:09-12:53	C	C	C 12:25-1:03	C	C
12:53-1:24	Lunch	Lunch	Lunch 1:03-1:38	Lunch	Lunch
1:28-2:12	B	B	B 1:42-2:19	B	B
2:16-3:00	A	A	A 2:23-3:00	A	A

7th-8th Grade Rotation

A Week

	M	T	W	Th	F
8:00-8:09	Homeroom	Homeroom	8-8:10 Attendance	Homeroom	Homeroom
8:09-8:53	A	B	8:10-8:47 A	A	A
8:57-9:41			Char Ed 8:53-9:37	B	B
			B 9:41-10:18		
9:45-10:29	C	C	C 10:22-10:59	C	D
10:33-11:17	D	D	D 11:03-11:40		
11:21-12:05	E	E	E 11:44-12:21	E	E
12:05-12:36	Lunch	Lunch	Lunch 12:25-1:02	Lunch	Lunch
12:40-1:24	F	F	F 1:02-1:38	F	F
1:28-2:12	G	G	G 1:42-2:19	G	G
2:16-3:00	H	H	H 2:23-3:00	H	H

B Week

	M	T	W	Th	F
8:00-8:09	Homeroom	Homeroom	8-8:10 Attendance	Homeroom	Homeroom
8:09-8:53	H	G	8:10-8:49 H	H	H
8:57-9:41			Chapel 8:53-9:37	G	G
			G 9:41-10:18		
9:45-10:29	F	F	F 10:22-10:59	F	E
10:33-11:17	E	E	E 11:03-11:40		
11:21-12:05	D	D	D 11:44-12:21	D	D
12:05-12:36	Lunch	Lunch	Lunch 12:25-1:03	Lunch	Lunch
12:40-1:24	C	C	C 1:03-1:38	C	C
1:28-2:12	B	B	B 1:42-2:19	B	B
2:16-3:00	A	A	A 2:23-3:00	A	A

In the event of inclement weather, Trinity’s administration will make a decision to open as regularly scheduled, to open on a delay or to remain closed, with communication via email and postings to the website and Facebook page. Trinity Academy will not make up days lost to inclement weather until enough days have been missed to drop the academic calendar below 170 days. In the event of a delay of any length, swim practice is cancelled and in case of early dismissals there will be no after- school activities, practices or competitions.

In the event of a delayed start the upper school will observe one of the following schedules:

One Hour Delay (Chapel, Forum or Character Ed is cancelled) Report Directly to A period

Period	Time
A	9:00-9:35
B	9:40-10:20
C	10:25-11:00
D	11:05-11:40
E	11:45-12:20
F(MS)/Lunch (HS)	12:25-1:00
F(HS)/Lunch (MS)	1:05-1:40
G	1:45-2:20
H	2:25-3:00

Two-Hour Delay (Chapel, Forum or Character Ed is cancelled) Report Directly to A period

Period	Time
A	10:00-10:31
B	10:33-11:04
C	11:07-11:38
D	11:41-12:12
E (HS)/Lunch (MS)	12:15-12:46
E(MS)/Lunch (HS)	12:49-1:20
F	1:23-1:54
G	1:57-2:28
H	2:31-3:00

Three-Hour Delay (Chapel, Forum, or Char. Ed is cancelled) Report directly to A Period

Period	Time
HR	11:00-11:10
A	11:14-11:36
B	11:40-12:02
C	12:06-12:28
D	12:32-12:54
E (HS)/Lunch (MS)	12:58-1:20
E(MS)/Lunch (HS)	1:20-1:42
F	1:46-2:08
G	2:12-2:34
H	2:38-3:00

Carpool

It is very important that parent drivers plan to arrive at school for morning drop-off and afternoon pickup on time.

Teachers with AM or PM carpool (or sidewalk/hallway) duty must be able to give their full attention to their assignment, so we ask that you avoid engaging them in conversations, which may distract them from their responsibilities. To protect our students and staff, **the use of cell phones is strictly prohibited during carpool.**

Morning Arrival:

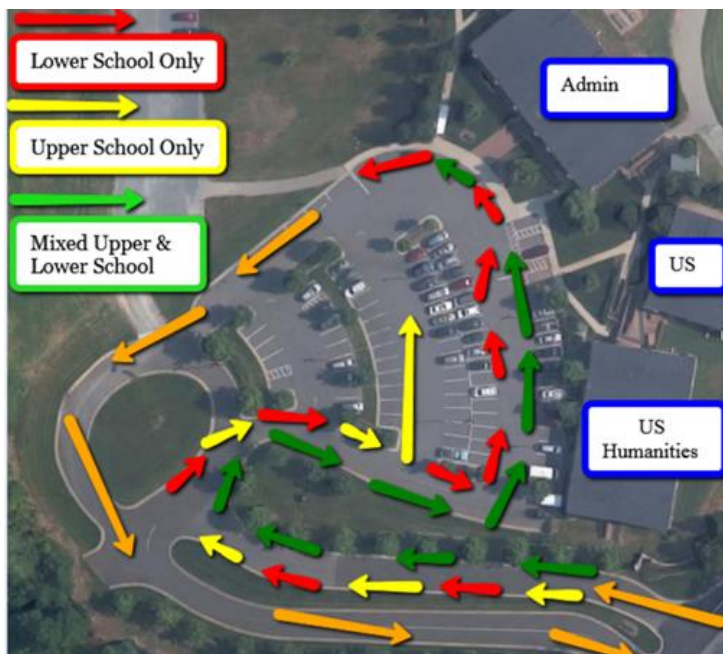
Lower and upper school classes begin promptly at 8:00 a.m. Students may be dropped off as early as 7:30am.

Lower school students arriving prior to 7:40 a.m. must wait in a centralized location (TBD).

Upper school students arriving prior to 7:40 a.m. may go directly to their homeroom class.

Drivers with **lower school students must drop off students at the curb area only.** Lower School students may not be dropped off anywhere in the parking lot area other than at the curb in front of the Administrative Building. Drivers should pull all the way forward (to the first space by the fire hydrant). Attendants will be on hand to open doors. For safety reasons, all students must exit the passenger side of the car.

In the morning, **drivers with lower school students only**, should use the left entry lane, while **drivers with both upper and lower school students** should stay in the right lane, drop their upper school students anywhere along the Humanities Building and then drop lower school students at the lower school curb. **Drivers with upper school students only** should use the left entry lane and then turn into the middle section of the parking lot for upper school drop off. Upper school students will then cross at the crosswalk area with the crossing guard. After the 7:57 a.m. warning bell sounds in the parking lot, drivers of lower school students must park and obtain a tardy slip from the office, and upper school students must sign in at the office and receive a tardy slip.



Afternoon Departure:

Lower school dismisses promptly at 2:45 p.m. and upper school at 3:00 p.m. Lower and Middle school families are given a carpool pick up card with the family name and student(s) name on it. Please display this sign prominently in your front windshield, facing forward.

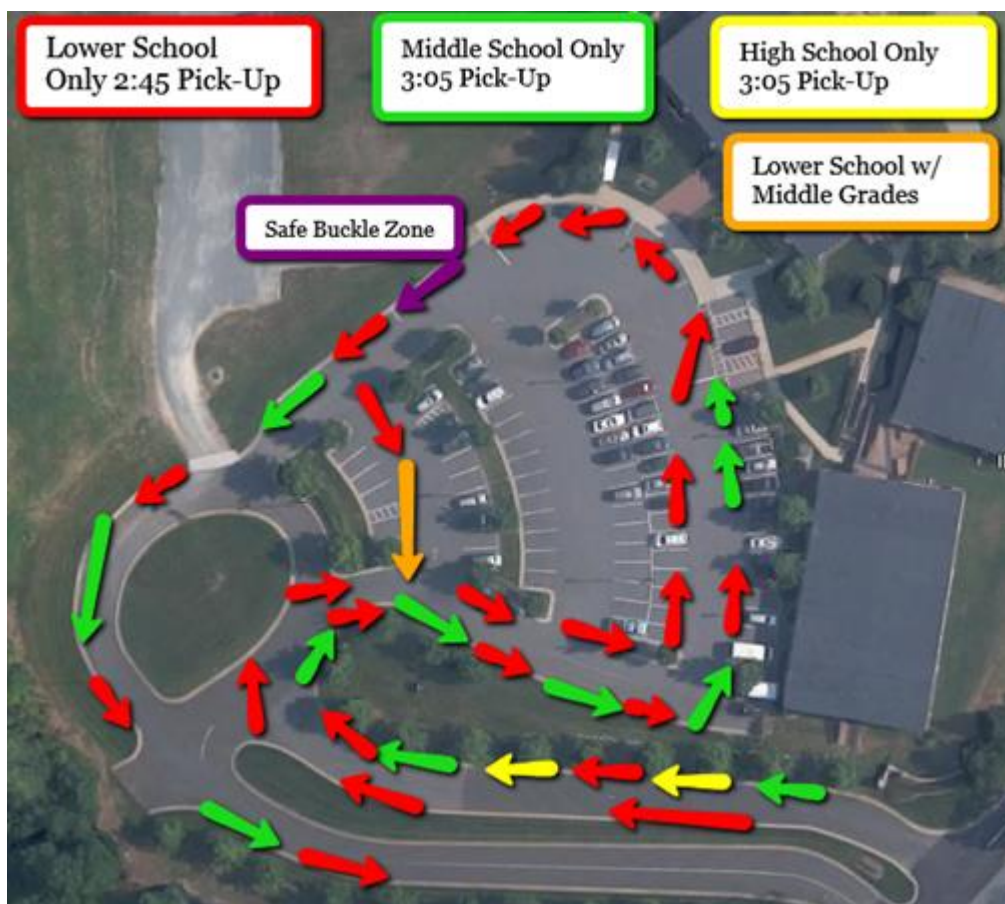
Families with Lower School students only should arrive for carpool between 2:30 and 2:50 pm Drivers may use both entry lanes for lower school afternoon pick-up. If you need to buckle your child into a car seat, you will be asked to pull to the “Safe Buckle Zone” to allow other cars to keep moving.

If families have both Lower School and Middle School students, please arrive at or after 2:50 pm, pick up your Lower School student and then circle back around to re-enter the carpool line and get in the right lane for pick-up of your Middle School student in front of the Humanities building.

Families with upper school students only should arrive between 3:00 and 3:10 p.m. and use the right entry lane. These students may be picked in front of the Humanities building as well.

It is essential that drivers not stop and visit with faculty while in the carpool line. Teachers with after-school assignments must be able to give their full attention to their work. This also applies to teachers monitoring students inside the building. If parents need to speak to a teacher, please wait until after carpool is over. Walk-ups will not be allowed until 3:10 p.m. when afternoon carpool has ended.

Any student not picked up until after 3:15 will be sent to the Admin Building to wait for their ride.



Computer Use Agreement:

Upon annually signing the Technology Acceptable Use Agreement, found on RenWeb under Upper School forms, a student will be permitted to use a lab computer for academic purposes only. Violations of these guidelines may subject a user to suspension of their access to computers or the internet at school and/or disciplinary consequences assigned by administration.

- Computer users are permitted to open and review only their own files.
- Computer users are permitted to use only the software packages that have been provided by the administrator.
- Each student will be issued their own User ID/password and should only use their own password and user ID. No student may utilize another student, visitor or faculty member's User ID or password, nor may they share their own User ID/password with others at any time.
- Computer users must abstain from entering files, programs, etc. that they do not have explicit clearance to enter.
- Computer users are reminded to err on the side of careful discernment rather than self-guided exploration.
- Since a computer could be damaged, no drink or food products may be used in the Innovation Lab or Computer Lab.
- Students may use printers (in the lab or in any classroom) only if they have a teacher's permission to do so.
- Students must log in and out of the computer lab. Failure to do so may result in suspension of their access.
- 7th-11th graders must be under the supervision of a staff member or teacher while in the computer lab. Seniors may work in the lab without supervision, as long as there is no class, they are on task and have a specific academic purpose. Seniors who behave in an off-task or inappropriate manner in the computer lab will lose this privilege.
- Wireless internet access is a privilege and may only be used on campus with the permission of school authority.
- Any passwords provided to a student that to obtain wireless internet access may not be shared.
- User IDs and passwords issued to students, faculty or visitors are not private. Trinity Academy has the right to access or suspend any users account at any time.

Trinity Academy may add to or refine the Technology Acceptable Use Agreement to serve the best interests and mission of the school. Computer users who violate the letter or the spirit of this agreement will be subject to counsel or disciplinary action.

Computer Use at Home: Parents are encouraged to monitor the impact that their child's recreational computer usage may have on their time and safety. We encourage parents to "friend" their students on Twitter, Facebook, etc. and to be aware of their online presence and relationships.

Crisis Prevention

All faculty and staff possess crisis manuals that set out the appropriate responses for various crises that may arise. The responses are discussed with all faculty and staff at the commencement of each school year. The school conducts periodic fire and tornado response exercises in accordance with North Carolina state regulations.

Development

Like most independent schools, Trinity engages in various development projects throughout the year. All fundraising programs are coordinated by the administration and must be approved in advance by the Development Office.

Discipline

Trinity Academy uses a combination of disciplinary forms the school believes are biblical in approach. Our school-wide common behavioral expectations are communicated during the first weeks of school and reinforced regularly. In general, expectations have been designed to help students show respect for authority, for others, for property, and for themselves. In cases of wrongdoing, a biblical pattern of confession, repentance, restitution, and restoration of fellowship is followed whenever possible. Each student and situation is treated uniquely and always as an opportunity to disciple students. Parents will be informed of major incidents involving their children and will be consulted if serious disciplinary measures are indicated.

The integrity of relationships is one of our top priorities at Trinity Academy, so the desired end of all discipline is the reconciliation of strained relationships between students or between students and their teachers. Faculty members are expected to help students maintain their relationships with each other and with their teachers and other school staff.

Trinity teaches students God's commands and helps them learn to obey by comparing their behavior to biblical requirements, commending them when they are obeying God's commandments and appropriately correcting them when they fail to obey. Although the Bible does not specify every behavior, Trinity asks students to demonstrate their knowledge of ordinary courtesies and conventional social standards. Consequences may be assigned as follows:

- 1st offense – warning given to student by staff member and student is asked to restore or correct the infraction
- 2nd offense – teacher notifies parent by telephone of the problem and may assign a consequence, such as in-class lunch detention, alternate seating, etc. and/or referral to Upper School Head or Director of Discipleship
- 3rd offense –Referral to Upper School Head, who may assign after-school detention, suspension or alternate consequence.

More serious offenses may immediately result in immediate referral to the Upper School Head.

Dress Code

The purpose of the dress code is to encourage high standards of modesty, decorum and excellence, to cultivate a positive and encouraging learning culture, and to maintain an environment that reflects maturity, integrity, respect for others, and good judgment. All students should maintain a modest, mature, and professional appearance while at school. We want to present ourselves as a community that values and models the professional appearance that accompanies a high-quality education. If a student seeks to look sloppy or immodest while following the “letter” of the descriptions below, he or she will be violating the code. Although homeroom teachers are asked to evaluate each students' choice of attire upon their arrival to school in the morning, any staff member may speak to a student they feel is out of compliance

with our dress code. When questions arise, the faculty and staff will consult with the Upper School Head. Please see the Dress Code in Appendix I.

Electronic Devices and Other Non-School Items

Tablets such as iPads and Surface Pros and laptops are considered to fall into a default category of **educational devices**, until student usage indicates otherwise. Smart phones and iPods are considered to fall into a default category of **communication devices**. The policies below govern use of communication devices and technology that can be used for recreational purposes.

Communication Devices

Cell phones, cameras, any video games (including calculators being used to play games), etc. are not to be seen or used during school hours and are not allowed on school trips without the written permission of the faculty members leading that trip. These items should not be seen at any time during the day. If a student is observed with a cell phone, video game, or other non-school item, the device may be confiscated by the teacher and reported to the parent. The student may pick up the item from the **Head of Upper School**. Any future offenses may result in the student being sent to the **Upper School Head**, who may assign disciplinary consequences for infractions related to electronic devices.

Smart Devices/Phones

- For grades 7- 11, phones must be powered off and turned into House Heads (grades 9-11) or Advisors (grades 7-8) during the day. Seniors, because of off-campus lunch privileges, may keep their phones but they should be powered off and not visible. Improper use will result in confiscation.
- Smart devices/phones may be used in class with permission of the teacher and directly related to instruction. Devices used for other purposes will be collected and turned into the Upper School Head. After the first offense, they may be retrieved after school by the student. The second time, a parent must come to collect the device.
- No calls, texts, tweets, etc. between 7:40am - 3:00pm without their teacher's permission.
- No wearing headphones/ear buds on campus inside or outside except with teacher permission during art class, study class or lunches in- classroom.

Harassment/Bullying

Harassment or Bullying, whether based on gender, race, color, national or ethnic origin, age, or disability, will not be tolerated at Trinity Academy. In order to be considered bullying, the behavior must be aggressive and include:

1. An imbalance of power: Those who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
2. Repetition: Bullying behaviors happen more than once. Any type of harassment, including physical, sexual, verbal, and electronic will be taken very seriously. This policy applies to the actions

of staff, parents, coaches, volunteers, and students. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion. Given the sensitive nature of this issue, a student who believes that he or she has been the victim of harassment should immediately report it to an authority figure, such as their parent, teacher or administrator. After speaking to students involved, administrators will notify parents when any incident involving their child is brought to the attention of Trinity Academy staff. Instances for which there is sufficient evidence that a crime has been committed must be reported to the appropriate authorities.

Homerom

All Upper school students are assigned to a homeroom based on the House to which they are assigned (9th-12th) or their City-State Advisory (7th-8th). Homerooms are also divided by gender. Homeroom begins with scripture read by our Spiritual Life Prefect, followed by daily announcements and corporate prayer. Homeroom teachers are House advisors or City-State Advisors and students remain in the House or City-State during their entire time in either middle or high school. Daily attendance is taken at 8:00 am, in homeroom, so each student is expected to be present and on time.

Illness and Returning to School

Students suffering from fever, vomiting or diarrhea should be symptom free for 24 hours before returning to school.

Immunizations

According to N.C. State Immunization Law G.S. 130A-155b, immunization records must be on file at the school by the 30th day after school begins. Record of DPT/DT, Polio and MMR are required by state law for all students. MMR (combo) is required by law for all students born after 10/1/91. If immunizations are not in compliance by the 30th day of school, the student may be withdrawn in accordance with the North Carolina Immunization Law and cannot return to school until proof of immunization is submitted to the school. Parents are encouraged to update their child's tetanus shot as well.

Lockers and Personal Property

Lockers are available and assigned to each Upper School student. While seldom done, if a student would like to use their own lock, it must be a black-face *Master* lock. (combination, not key) and the combination must be on file in the office. Items too large for lockers, like athletic bags may be hung on the hooks in the Upper School restrooms. Items left outside of lockers will be collected and placed in the lost and found bins at the end of each Upper School hall. At the end of each quarter, the Jr. Beta Club will sort the items and those not claimed will be taken to Goodwill.

To avoid confusion, students are encouraged to label all clothing items with their names. All outerwear must be removed upon arrival and stored in lockers or on hooks. Only Trinity approved items (black or navy fleece with the Trinity logo or the items sold through the athletic office that are clearly marked as approved for indoor wear) may be worn in classrooms/buildings.

Matthew 18

In Matthew 18:15 Jesus shares His formula for solving person-to-person problems.

“If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over.”

Should a student or parent have any concern with an Upper School faculty or staff member at Trinity, or with each other, we encourage you to go directly to that person to work to resolve the difficulty. If you are not comfortable doing so, please feel free to contact the Upper School Head or the Director of Discipleship, who will meet and listen, working to help resolve the concern through separate or shared discussions.

Medication Procedure

Whenever possible, parents should schedule student medications outside of school hours. If a student needs to take medication during school hours, Trinity must have a medical release permission, signed by the parents. These forms are available in the office.

If a student takes a medication on a regular basis (e.g. asthma medication) a new form must be submitted at the beginning of each school year. Rescue medications, needed only in an emergency (e.g. insulin) may be kept in the Office of the Upper School Head, either in the cabinet or the refrigerator.

Photographs and Videos

Trinity students are photographed and videoed on a regular basis. The photos and videos are used to illustrate many of our best moments and events. If a student or family does not wish such pictures to be used in Trinity's publications or promotions, the school office must be notified each year in writing.

Playground

Upper School students are not permitted on the playground equipment. This area is designed for the younger, Lower School students only. Upper School students are only permitted to use the basketball court when it is not designated to a Lower School class for their recess.

School Hours

Upper School classes are conducted from 8:00 am to 3:00 pm. All students should depart campus by 3:15 each day unless participating in an after-school activity or practice under the supervision of a Trinity staff member. Younger students may be enrolled in Trinity's After School program by contacting the Director of the Trinity Extended Learning Program.

Security

Because of growing concerns in society for student safety and legal and custody issues, it is necessary that parents complete an *Emergency Medical Form*, found on RenWeb, which includes carpool pick-up authorization. Changes regarding the student's pick-up should be authorized, in writing, and signed by the parent or legal guardian in advance. Authorization should take the form of a letter, hand delivered, or faxed to the school office before 11 am on the day of the change. These letters will be maintained in the student's file.

If a child is residing with a particular custodial parent, a legal guardian or someone other than the natural parent, a copy of custody papers must be on file with the school. These are housed in locked, confidential files.

Service and Experiential Learning Activities (SELA's)

During the last week of each school year (with the exception of seniors this is typically the Tuesday-Thursday or Friday following graduation/Memorial Day) all Upper School students at Trinity

Academy are required to participate in mandatory whole-class Service and Experiential Learning Activities (SELA's) which provide them with unique learning activities and class bonding in new environments. These are regular schooldays and all students are expected to attend in lieu of regular classes. These activities are essential components of our curriculum, have specific learning objectives and help our students to further develop their various learning skills in structured and/or challenging environments. Cost and information will be provided during the first quarter of school.

Grade 7- Local Service Learning

Grade 8 – Washington, D.C following a year of US History. In addition, the 8th grade participates in a winter team-building trip.

Grade 9 – Local Service Learning, typically focused on eliminating hunger

Grade 10 – New York City - Culture, history and art

Grade 11 – Habitat for Humanity

Grade 12 – Italy- This trip is the capstone SELA focusing of European history, culture, art, Foreign language, geography, literature and memory making.

Social Events Off Campus

Trinity recognizes that parties and social gatherings outside of school are an integral part of a student's social experiences. The school does not assume responsibility for such events. Since Trinity is a small community, we urge particular sensitivity to the problem of most (but not all) of the boys/girls being invited to a party. Any invitations delivered at school must include all of the class, or, at a minimum, all members of the class of the same gender.

Staff Mailroom

Students may not enter the staff mailroom or use the soda or coffee machine in the staff mailroom at any time.

Student Vehicle Privileges (See Appendix VI)

In order to have a car on campus, students must have approval from the administration annually and complete the *Student Driver Registration Form*, available on RenWeb. All students should park in the gravel lot and NOT the paved lot as outlined in the *Student Driver Registration Form* when they arrive each morning. Students may not return to their cars during the school day without the express permission of a faculty member. Students should bring everything they need for the 8am-3pm timeframe into the building and store it in their locker.

Under no circumstances are students permitted to drive themselves or ride with a friend to field trips or any other Trinity sanctioned events.

Tuition Payment Policy

It is the policy of Trinity Academy to release report cards, transcripts and student records in a timely manner. However, we do hold these items if a student's account has an outstanding balance. Tuition for the entire school year is non-refundable, even if the student(s) never actually enter(s) school, withdraws, is expelled or for any other reason fails to continue in attendance at Trinity Academy for the school year. Grades, testing results, diplomas, transcripts or any other document will not be released to the family or any other source until the balance on the account is paid in full.

Visitors to the Campus

Visitors are welcome and volunteerism is encouraged with teacher approval and coordination. All visitors to campus are required to report first to the school reception desk and sign in and obtain the appropriate visitor pass.

Friends of Upper school students are only permitted to visit campus during lunch and to join our community in the Atrium. Visitors must register in the office, show a valid photo ID and receive a visitor's badge, which they must wear while on campus. Students are responsible for their visitor's behavior and are not permitted to meet the visitor in the parking lot or walk them out to their car. Visitors should dress in a manner that is neat, clean and modest. Only appropriately sized, non-clingy shirts, pants shorts or skirts may be worn. Guests whose appearance is distracting or inappropriate may be denied the opportunity to visit our campus.

Trinity Academy : Upper School : Handbook

Student Life and Support

Advisors

All middle school students are assigned a City/State Advisory, where they will remain until they enter high school. These groups are gender specific and serve as homeroom groups, character education classes, as well as having the faculty member serve as a mentor and advisor. The groups are composed of equal numbers of 7th and 8th graders. Trinity's City/States are Athens, Olympia, and Sparta.

High School students are assigned to a House. Through these groups we have established distinct communities within our community. They are places that freshmen, sophomores, juniors and seniors belong and get to know specific faculty members, to whom they can go for advice. These are places where students interact with friends in multiple grades, compete in friendly competitions with other Houses and have the opportunity to experience leadership as they mature.

Class Rings

Juniors and Seniors have the opportunity to order class rings. Each November a representative from Herff Jones visits campus with samples. Information will be sent home regarding the specific date, styles and prices of rings.

College Counseling

Upper school students and parents will receive access to Family Connection/Naviance, beginning the second semester of freshman year. Naviance is a web-based college and career planning software that helps families explore colleges & careers, manage timelines, sign up for visits with college reps, and provides a wealth of information regarding scholarships, admission standards, and so much more.

To visit our Naviance page, go to: <http://connection.naviance.com/tar>

Inclement Weather

Delays and Cancellations: Any decision impacting the cancellation or delay of school is taken seriously, and all decisions are based upon the expected safety and ease of students and staff arriving at Trinity. When in doubt, the school errs on the side of safety. We must consider young student drivers, families driving from a myriad of locations throughout the Triangle, as well as conditions in our parking lot and on Baileywick Road. In the event of inclement weather, Trinity Academy will make a decision regarding school delays or cancellations by 6:00 am each morning. This decision will be emailed, announced on the Trinity Facebook page, and updated on the Trinity Academy website. We will be unable to respond to individual emails or requests for information. In a change from past policies, Trinity Academy **does not** follow the Wake County Public School System for inclement weather closings, delays or cancellations.

Early Closing: In the event that Trinity decides to close early due to inclement weather, the decision will be communicated via email, Facebook and the Trinity website. We will also post to local media outlets as time allows. While tremendous effort will be made to announce the decision in a timely

manner, there may be times when the weather quickly turns unsafe, and we will dismiss sooner as opposed to later. If this occurs, there will be at least 30 minutes between the announcement and the official dismissal from school; however, once the decision has been made to close early, families should make every effort to arrive within 60 minutes of the announced dismissal time. We understand that there may be extreme circumstances that make this challenging, but we appreciate your efforts to adhere to this policy. Student safety is our priority, but consideration for those faculty and staff needed to stay late with students is also important. We will make sure an adult stays with your child until he/she is picked up from school.

Absences: Lastly, if Trinity Academy decides to open school (delay or no delay) but you believe it is not safe for your family to drive to school that day, your child(ren) will receive an excused absence and thus teachers will provide every opportunity to make-up missed work. As with any absence, please email Barbara Weaver at bweaver@trinityacademy.com to let us know why your child(ren) will not be in attendance that day.

Baileywick Rd: In the past, we have had to continue to cancel or delay school due to road conditions on Baileywick Road. With the curves of the road plus the amount of shade that falls on the road, Baileywick can remain dangerous to drive until plowed and appears to be very low on the priority list for the city, county, and/or state. Our attempts to increase the priority level of the road have not been successful; if you have any advice for how we can advocate for Trinity and increase the priority of the road, please email jcurrin@trinityacademy.com

Lunch Guidelines

Students may bring their own lunches from home or they may order hot lunches through Boonli (formerly known as OrderLunches.com).

All 6th-8th graders eat at the same time and must remain in the Atrium for the first 20 minutes of the lunch period before asking to be excused to go outside. 9th-12th graders follow the middle school, but may eat either in the Atrium or at the picnic tables adjacent to the Atrium. Seniors with off-campus lunch permission may leave campus for lunch except during House lunches or at any time that their presence on campus is required during lunch.

Ordering Guide

Students can order hot lunches through Boonli.com:

- Click on “Register”
- Use TAR289 as the school password to set up your account.
- The weekly order deadline is on Monday evenings at midnight for the next week; however, you can order for more than one week at a time.

Mascot and Colors

The school mascot is the tiger. School athletic colors are black, gold and white.

P.A.T.T. and Parent Volunteerism

We strongly encourage and welcome our Upper School parents to volunteer at school. Trinity can achieve excellence only with the support of an active parent volunteer base. Parents and Teachers at

Trinity (P.A.T.T.) serves the school with more than twelve committees. From campus clean-up to teacher appreciation, P.A.T.T contributes enormously to the daily functioning of the school. For information, contact the school office or trinityacademy.com. To start the school year, each family is encouraged to fund the many goals of the group through an annual membership fee.

When assisting the school as a volunteer, it is important to remember that only the Head of School or a board member may sign a contract for Trinity Academy. If your volunteer group has been assigned a task that requires a contractual agreement, please communicate with the Head of School to receive approval and the appropriate signatures.

Scholarships

Trinity academy offers only need-base tuition financial assistance. Such assistance is available through parental application, subject to Tuition Assistance Committee approval. Resources in this area are limited and families wishing to apply are encouraged to do so at an early stage.

School Profile

The College Guidance Office compiles a school profile annually for circulation to college admission offices and other stakeholders. The official school profile is a one-page (front and back) document that provides information on those aspects of the school that are pertinent to colleges and universities to which our students apply, in order to continually inform them about Trinity Academy and the quality and distinctions of our programs. The school profile is posted at trinityacademy.com under the College Guidance section.

Senior Privileges

In recognition of their unique and elevated status in the community as servant-leaders and models in behavior, attitude, and achievement, Trinity offers specific privileges to members of the senior class. Privileges may be revoked at any time per student, group, or class if there is violation of the privilege in either spirit or deed. In addition, students with significant academic, behavioral, or attendance (including tardiness) challenges may also have their privileges revoked.

1. **Cell Phones** – Beginning in 2015-2016, all students will be required to relinquish their cell phones to their homeroom teacher at the beginning of the day. They may be retrieved at the end of the day. Seniors may keep their cell phones powered off and on-their-person; however, violation of the Technology Acceptable Use Agreement will not only forfeit this privilege but off-campus privilege, as well, due to the fact that the school is unable to communicate with the student if they are off campus.

2. **Final Exams** – Seniors may apply for exam waivers for exemption from “finals” if the following circumstances apply:

- The student has earned a yearly average of 89.5% or higher in the course of the exemption.
- The student has received no more than five total excused and unexcused absences in any quarter.
- The student has received no more than ten total excused and unexcused absences for the year.

- If the student is enrolled in an AP class, they have or will take the AP exam or the cumulative class final exam.

Exceptions will be made for college visits required by the institution for admission or scholarship interviews.

3. **Free Periods** - Seniors without a scheduled class may study in an empty classroom, at the picnic tables immediately outside the Upper School Buildings or in the Innovation Lab, providing a class is not meeting there.

4. **Off-Campus Privilege** – All seniors must be on campus for classes, sports, homeroom, house/club meetings, college counseling meetings and any other required appointments/events associated with their enrollment at Trinity. A senior may be absent for a period of one hour between the hours of 8:00 a.m. and 3:00 p.m. ONE TIME daily. Though absent from campus, seniors are expected to demonstrate behaviors consistent with the daily, on-campus expectations at Trinity. Sign-in and sign-out must take place with the receptionist in the administration building.

5. **Riding Privileges** – Seniors may ride with other seniors, only, when signed out for off-campus privilege IF both sets of parents have provided riding/driving permission. See the Vehicle Registration Form for details.

In order to qualify/accept the senior privileges as described here, all seniors must print, review, and sign the Senior Privileges Document, available on RenWeb.

Service Opportunities

Trinity Academy does not require service hours, but encourages students and families to give back to their school and community. Members of the Beta and Jr. Beta Club are required to complete service hours to maintain their membership. Trinity's Service Prefect will, throughout the year, announce opportunities for involvement, both on and off campus.

Students can track their hours and submit them each spring to be recognized by the President's Volunteer Service award.

Spiritual Development

The faculty at Trinity Academy seek to provide instruction from a Christian worldview. Students acquire not only factual knowledge but also develop analytical skills enabling them to discern errors and falsehood so that they are neither ignorant nor naive. Trinity students learn that true wisdom lies only in recognizing man's need and God's grace and that true happiness is found only in serving God and others. The faculty desires for all Trinity Academy students to enter a life devoted to glorifying God and enjoying him forever.

Student Assistance and Care

The Student Care Committee meets weekly to identify and develop strategies to support students who are struggling academically and/or those who are experiencing personal/social/emotional issues that

affect their performance at school. Students are referred by other students, faculty members, parents and administration. Grade reports are reviewed at the end of each quarter to identify students who have had significant drops in performance. Please contact the Upper School Head to report or discuss any confidential matters.

Student Government

Prefects constitute the core of student government in Trinity's high school. The purpose of the Prefect System is to facilitate a structure whereby students of Trinity academy are given the opportunity to use their gifts and talents in providing leadership, organization and service to the community of peers and the greater Trinity Academy community. Prefects are selected prior to the conclusion of the spring semester to lead the student government for the next year. The process for prefect selection involves a candidate application, faculty evaluations, a student body and faculty vote and application review by the outgoing senior prefects and advisors.

At the High School retreat each August, each House (boys and girls separately) elect House Heads that have daily leadership responsibilities within their homerooms.

The 7th and 8th graders operate the Middle School Senate. Each City State elects a seventh and eighth grade representative (per gender) to the Senate who then elects its own officers.

Communications

Website: <http://www.trinityacademy.com>

Athletics: Daily Sports information is available online via Team Snap

College Guidance: Upper School students and parents (10th-12th) will receive unique password-protected user accounts to access Naviance/Family Connection (<http://connection.naviance.com/tar>), a web-based college planning program. Through Family Connection, students and parents will have access to:

- Planning and advising process – Students can build a resume, complete on-line surveys, and manage timelines and deadlines for making decisions about colleges and careers.
- Research colleges – Compare student's actual GPA and standardized test scores, and other statistics to actual historical data from our school for students who have applied and been admitted in the past.
- Sign up for College Visits – Find out which colleges are visiting our school and sign up to attend those sessions.
- Family Connection allows the College Guidance Office to share information with parents and students about up-coming meetings and events, local scholarship opportunities, and other Web resources for college and career information.

To visit our Trinity's Family Connection site, go to: <http://connection.naviance.com/tar>. For more information related to College Guidance, contact Director of College Counseling, Susan Dougherty at sdougherty@trinityacademy.com.

Communications: RenWeb is an internal password-protected web-based service and is available to Trinity Academy parents, students, teachers, administrators and board. All community members receive unique user accounts allowing access to class assignments and pertinent information about activities. Please contact the Director of Technology, Brad Hodgson at bhodgson@trinityacademy.com with any questions about RenWeb or any other technology-related issues.

Parent/Teacher Conferences: Parent conferences are scheduled for the Upper School as necessary. They may be requested by the student, teacher or parent and a mutually beneficial meeting time will be scheduled.

Tiger Tales: Weekly publication by the Trinity communications office that keeps parents and anyone else who would like to subscribe, “In the Know” about happenings at Trinity Academy. If you don’t think you are subscribed to this publication, send an email to Jane Currin at jcurrin@trinityacademy.com.

Weekly Upper School Email: Each Friday the Upper School Head sends an email to all Upper School families (student and parents). The email highlights accomplishments of our students and community, informs families about important events in the life of the Upper School and shares great ideas that need passing along.

RenWen Gradebook: Trinity’s gradebook is transparent so parents have constant access to the information regarding homework, upcoming assessments and results.

Teachers: In view of the teacher’s essential role in the life of the student, Trinity wishes to encourage parents to communicate directly and often with them. Communication with the teacher should always be the first approach for parents when they have uncertainty or concern about class-related matters.

Administrative Support: Parents or students who are unable to resolve a concern are encouraged to seek administrative assistance in doing so. Please contact the Head of Upper School.

Appendix I

Middle School Dress Code (August 14, 2017)

<u>Young Women</u>	<u>Young Men</u>
<p style="text-align: center;"><u>Dress Standard & Special Occasion (Wednesday)</u></p> <ul style="list-style-type: none"> • Black sweater set (short sleeve jewel neck with matching long-sleeve cardigan) • Solid Khaki or Gray Knee Length Skirt (2-3" above the knee is acceptable) • Dress Shoe (With a back, no boots) • Necklace or decorative scarf optional 	<p style="text-align: center;"><u>Dress Standard & Special Occasion (Wednesday)</u></p> <ul style="list-style-type: none"> • Solid White Button Down Long Sleeve Shirt (tucked in) • Tie/Bow Tie (conservative stripe, solid, pattern) • Khaki Colored Pants; Dress or Business Casual (black or brown belt) • Dress Shoe (dark dress socks) • Navy Blazer (V-Neck sweaters underneath are winter month optional)
<p style="text-align: center;"><u>Daily Standard (All other days)</u></p> <ul style="list-style-type: none"> • Trinity Logo Polo/Short or Long Sleeve (any solid color Lands' End offers) • Solid, Khaki, Navy, Burgundy or Black Colored *Pants or Skirt (2-3" above the knee is acceptable) • Dress or Casual Shoes (must have back, no boots) • Sweaters are optional 	<p style="text-align: center;"><u>Daily Standard (All other days)</u></p> <ul style="list-style-type: none"> • Trinity Logo Polo/Short or Long Sleeve (any solid color Lands' End offers, tucked in) • Solid, Khaki, Navy or Black Colored Pants or Shorts ♦ (shorts are not allowed in winter months) (black or brown belt) • Dress or Casual Shoes (socks must be worn) • Sweaters are optional
<p style="text-align: center;"><u>Reward Days</u></p> <ul style="list-style-type: none"> • Daily Standard Top • Jeans 	<p style="text-align: center;"><u>Reward Days</u></p> <ul style="list-style-type: none"> • Daily Standard Top • Jeans

- Winter Months are the days between the end of Thanksgiving Break and the start of Spring Break.
- Clothes should not be overly tight, overly distressed, or see through. No cargo pants for boys/shorts for girls. *Girls' pants should be free of stitched pockets (jean style) on the back.
- Hats and Outerwear must be removed by the start of school; outerwear can be worn outside. ♦ Only during winter months may Trinity approved jackets (see spirit-wear sale later this summer) or black or navy fleece with the Trinity logo be worn inside the classroom for warmth.
- No hoodies on any day.
- Basic good hygiene is expected; men must keep their faces shaved.
- Hair must be out of the face and clean.
- Jewelry is acceptable for women (piercings for ears only); men may wear a necklace under the shirt.
- No tattoos should be visible.
- Clothing or appearance issues not addressed in the above code may be addressed on an individual basis by the administration.
- Reward Days are not a given, but are earned and announced in advance.
- Black and Gold days will be announced in advance with specific allowable attire.

High School Dress Code (August 14, 2017)

<u>Young Women</u>	<u>Young Men</u>
<u>Dress Standard & Special Occasion (Wednesday)</u>	<u>Dress Standard & Special Occasion (Wednesday)</u>
<ul style="list-style-type: none"> • Solid White Blouse or Button Down Shirt • Tie Optional • Gray Knee Length Skirt only (2-3" above the knee is acceptable) • Dress Shoe (With a back, no boots) • Navy Blazer (sweaters underneath are winter month optional) 	<ul style="list-style-type: none"> • Solid White Button Down Long Sleeve Shirt (tucked in) • Tie/Bow Tie (conservative stripe, solid or pattern) • Khaki Colored Pants; Dress or Business Casual (black or brown belt) • Dress Shoe (dark dress socks) • Navy Blazer (V-Neck sweaters underneath are winter month optional)
<u>Daily Standard (Monday, Tuesday, Friday)</u>	<u>Daily Standard (Monday, Tuesday, Friday)</u>
<ul style="list-style-type: none"> • Collared Shirt OR Blouse (may be patterned if pants/skirt is solid) • Solid Colored Pants* or Skirt (may be patterned if top is solid) (2-3" above the knee is acceptable) • Dress or Casual Shoes (must have back, no boots) • Sweaters are optional 	<ul style="list-style-type: none"> • Solid, Checked, or Striped Collared Shirt (tucked in) • Solid Colored Pants (shorts in non-winter months are acceptable) (black or brown belt) • Dress or Casual Shoe • Sweaters are optional
<u>Reward Day (Thursday)</u>	<u>Reward Day (Thursday)</u>
<ul style="list-style-type: none"> • Modest, Appropriate. No Shorts. • No Athletic Attire • T-shirts must be without words or graphics, unless purchased through the Athletic Department 	<ul style="list-style-type: none"> • Modest, Appropriate • No Athletic Attire • T-shirts must be without words or graphics, unless purchased through the Athletic Department

- *Winter Months are the days between the end of Thanksgiving Break and before Spring Break
- Clothes should not be overly tight, have any holes, or be see-through. No denim, jeans or cargo pants. *Girls' pants should be free of stitched pockets (jean style) on the back.
- Hats and Outerwear must be removed by the start of school; outerwear can be worn outside. During winter months, Trinity approved jackets (Coach Schenk's spirit wear sale later this summer) or black or navy fleece with the Trinity logo may be worn inside the classroom for warmth.
- No hoodies may be worn at any time.
- Basic good hygiene is expected; men must keep their faces shaved.
- Hair must be out of the face and clean. Natural hair color is expected.
- Jewelry is acceptable for women (piercings for ears only); men may wear a necklace under the shirt.
- No tattoos should be visible.
- Clothing or appearance issues not addressed in the above code may be addressed on an individual basis by the administration.
- Reward Days are not a given, but are earned by each House and based upon Dress Code adherence on a weekly basis.